

*Forest Lake
Community Development District*

Special Meeting Agenda

November 26, 2024

AGENDA

Forest Lake

Community Development District

219 East Livingston Street, Orlando, Florida 32801
Phone: 407-841-5524 – Fax: 407-839-1526

November 19, 2024

Board of Supervisors Meeting Forest Lake Community Development District

Dear Board Members:

A Board of Supervisors Meeting of the Forest Lake Community Development District will be held Tuesday, November 26, 2024, at 6:30 PM at the Forest Lake Amenity Center, 1595 Aspen Avenue, Davenport, Florida 33837.

Zoom Video Link: <https://us06web.zoom.us/j/81805377676>

Zoom Call-In Number: 1-646-876-9923

Meeting ID: 818 0537 7676

Following is the advance agenda for the meeting:

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period (¹Speakers will fill out a card and submit it to the District Manager prior to the beginning of the meeting)
3. Organizational Matters
 - A. Consideration of Proposal for District Management Services
 - i. NPG CAM Services, Inc.
 - B. Consideration of Appointment of New District Counsel
 - C. Consideration of Appointment of New District Engineer
4. Approval of Minutes of the September 5, 2024 Board of Supervisors Meeting
5. Consideration of Resolution 2025-04 Removing Certain District Officers
6. Audience Comments
7. Supervisors Requests
8. Adjournment

¹ Comments will be limited to three (3) minutes

SECTION III

SECTION A

SECTION 1



Proposal for
Forest Lake
Community Development District
November 14, 2024

NPG CAM Services Inc.

4700 Millenia Blvd
suite 500 Fifth Floor
Orlando, FL 32839

PH- 407-929-1684
FX-407-926-0174



November 14, 2024

Re: Proposal for the Forest Lake Community Development District

Dear Board of Directors,

NPG Financial Services Inc. is honored to provide a proposal for Community Development District Management services with pricing and a scope of services for your organization.

Our Mission is: "To Make a difference while Making a difference"

We believe in our ability to bring value to the community, provide services that enhances the property and create a sense of community when partnering with the board, the residents and vendors.

• **Experience:**

- Providing Community Management Services in multiple states for over 30 years.
- We provide services to CDD's and HOA/COA/POA entity's throughout Florida.
- 5 CAM Managers on staff with 10 years + average tenure.
- Our Managers have degrees and a variety of experience in Property Management, Business Consulting, Tax services, IT, Financial Management and Consulting, Civil and Criminal Legal matters, Government Management, Accounting and Construction.



- **Cost Savings** – our goal is to save your residents money. We will review your current operating budget to identify savings opportunities, looking for more efficient ways to operate the district.
- **Personal approach:**
 - **You are not just a client:** Our company was founded on the principle of "Making a difference while making a difference". We always are looking out for the best interest of our families, friends and new friends. We do not have clients, we have friends. We will only offer our services to those who ask for assistance. If we can provide a beneficial outcome, then we partner with our new friends. We care for the community just like we would care for our own homes.
 - **Established:** In this proposal, we have a unique advantage of having managers that live in CDD's. Our managers understand the real issues of concern, the value of time. The ability to start immediately, without a period of adjustment. The knowledge of the needs of the community and the contacts and resources are already established.
 - **Financial Statements and Budgets:** Communication and transparency are a vital component to any financial plan, strategy and execution. Clarity of purpose for expenditures are essential to the success of planning a budget. The needs of the community to enhance the sense of security, safety and environment must always be a factor when developing the annual budget.
- **Team Approach: We partner with your organization.** Our service to your community will include workshops, resident communication and homeowner respect. We will always look to improve the quality of life within the community. We will always remember that "we are all in this together".

NPG Financial Services Inc. mission is to help make your community thrive. A community to be proud of and a cohesiveness that allows the exchange of ideas to better serve the community. We take the issue of costs as important as you do. We will always strive to bring value to the community. The myriad of tasks performed will be in concert with ensuring the CDD Board of Supervisors and residents are receiving the most effective services possible.

We look forward to serving the Community, I know that we can make a difference while making a difference.

Respectfully,



Lord Christopher A. Lopez
CEO NPG CAM Services Inc



Pricing & Business Considerations

Pricing Category	Proposed Pricing	Approved FY2025 Budget from website
Community Management Services	\$ 42,000 yr	\$ 45,000 yr
Amenity Management Services	\$ 9,000 yr	\$ 10,000 yr
Field Management Services	\$ 16,800 yr	\$ 17,530 yr
Mailing, Admin, Postage Supplies & Services	\$ 2,000 yr	\$ 2,125 yr
Total	\$ 69,800 yr	\$ 74,655 yr

Payment is collected at \$5,816 a month on the first of the month based on the total of \$69,800

- This pricing is based on the current information received, it may be revised when more information is retained or services increased.



Scope of Services

All services required for the management of a Homeowners Association under Chapter 190, Florida Statutes, Chapter 286, Florida Statutes and all other applicable Federal, Florida, and local laws (including the ordinance(s) and resolution(s) relating to the Community and any inter-local agreements). All services should be completed on a timely basis.

A. Meetings, Workshops, and Hearings

1. Organize, attend, conduct, and provide minutes for all meetings, workshops, and hearings of the CDD.
2. Schedule such meetings, workshops, and hearings.
3. Coordinate the time, location, and all other necessary logistics (including providing conference call numbers or telephonic or virtual meeting technology).
4. Send or publish notices for meeting, workshop, hearing, and election pursuant to Florida law.
5. Provide agenda packages and meeting materials in the form requested by the Board.

B. Daily Operations

1. Act as the primary point of contact for CDD related matters.
2. Maintain an action item list of tasks and follow ups from meetings.
3. Ensure the CDD's website has the content required by Florida (and is on the website for the appropriate duration) and includes any additional information or materials requested by the Board.
4. Consult with and advise the Board on policies, services, and responsibilities of the CDD and implement the Board's policies and direction.
5. Make at minimum one (1) site visit monthly.
6. Meet vendors on site as necessary.
7. Make recommendations and assist in matters relating to solicitation (competitive bidding, request for proposals, request for qualifications, etc...), approval, rejection, amendment, expiration, renewal, and termination of contracts for services, goods, supplies, or materials in accordance with the CDD's rules and Florida law.
8. Monitor certificates of insurance as needed per contracts.
9. Prepare and follow risk management policies and procedures.
10. Recommend and advise the Board, in consultation with the District Engineer of the appropriate amount and type of insurance and be responsible for procuring all necessary insurance.
11. Process and assist in investigation of insurance claims, in coordination with District Counsel.
12. Negotiate on behalf of the CDD (when specifically authorized by the Board) with governmental entities, vendors, contractors, residents, insurance representatives, and other parties.
13. Ensure compliance with all statutes affecting the CDD by performing the following tasks (and such other tasks required by law but not specifically identified herein):
 - i. file the name and location of the Registered Agent and Registered Office location annually with Department of Economic Opportunity and the County.
 - ii. provide the regular meeting schedule of the Board to the residents.
 - iii. prepare and file annual depositor report.
 - iv. file all required financial reports (including the Annual Audit) to the Department of Revenue, Auditor General, the County, and other governmental agencies with jurisdiction in compliance with Florida law.
 - v. transmit Public Facilities Report and related updates to appropriate agencies.



C. Accounting, Reporting, and Audit Support

1. Implement an integrated management reporting system compliant with Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) for government and fund accounting which will allow the CDD to represent fairly and with full disclosure the financial position of the CDD.
2. Track and oversee the CDD's general, capital, reserve, and bond fund activities and provide monthly and annual financial statements to including budget to actual summary.
3. Administer the processing, review, approval, and timely payment of all bills, invoices, and purchase orders to including construction requisitions.
4. Recommend and implement investment policies and procedures pursuant to Florida law and provide cash management services to obtain maximum earnings for the CDD operations through investment of surplus funds to the State Board of Administration.
5. Prepare reports as appropriate under applicable law, accounting standards, and bond trust indenture requirements.
6. Provide support to auditors for the required Annual Audit and ensure completion of the Annual Audit and Annual Financial Statements in compliance with Florida law.

CI. Budgeting

1. Prepare and provide for a proposed budget for Board approval and submission to the County in compliance with Florida law.
2. Prepare final budget and backup material for and present the budget at all budget meetings, workshops, and hearings.
3. Administer the adopted budget and prepare budget amendments on an ongoing basis as necessary.

CII. Assessments & Revenue Collection

1. Develop and administer the annual assessment roll for the CDD.
2. Provide payoff information and pre-payment amounts as requested by property owners and collect prepayment of assessments as necessary.
3. Record and update records, certificates as needed for property transfers.
4. Maintain the CDD's Lien Book, in which is recorded the details of any CDD debt and the related debt service assessments. The Lien Book will account for all CDD debt and show the allocation of debt principal to assessed properties within the CDD.



G. Records

1. Maintain the "Record of Proceedings" for the CDD at a location within the boundaries of the local government in which the District is located and include meeting minutes, resolutions, and other records required by law and provide access to such records in compliance with Florida's public records laws.
2. Serve as the CDD's Records Management Liaison Officer for reporting to the Department of Library and Archives pursuant to Section 257.36(5)(a), Florida Statutes.
3. Serve as the CDD's designated custodian of all public records of the CDD and comply or coordinate the compliance with the responsibilities imposed by Chapter 119, Florida Statutes. For example:
 - i. protect the integrity, confidentiality, or exemption of all public records.
 - ii. respond to public records requests in a timely, professional, and efficient manner.
 - iii. Maintain best practices and services to ensure all public records of the CDD (including emails of the Board) are preserved pursuant to Florida law requirements.

H. Field Operations Services

1. Weekly common area community inspections
2. Meet with vendors and contractors
3. Process invoices for verification
4. Re-bid contracts as needed
5. Receive and respond to District Superisors inquiries
6. Provide and maintain the Board Complaints log
7. Attend Board Meetings and workshops
8. Maintain Amenity Center Card Requests and activations if applicable



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MINUTES

**MINUTES OF MEETING
FOREST LAKE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Forest Lake Community Development District was held Thursday, **September 5, 2024** at 10:30 a.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Bobbie Henley	Chairperson
Lindsey Roden	Vice Chairperson
Jessica Spencer	Assistant Secretary

Also present were:

Monica Virgen	District Manager, GMS
Jill Burns	District Manager, GMS
Marshall Tindall	Field Manager, GMS
Savannah Hancock	District Counsel, Kilinski Van Wyk
Lauren Gentry <i>by Zoom</i>	District Counsel, Kilinski Van Wyk

FIRST ORDER OF BUSINESS

Roll Call

Ms. Virgen called the meeting to order at 10:30 a.m. and called the roll. Three Board members were in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Virgen opened the public comment period on anything specific to the agenda items. Hearing no comments, next item forward.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation of Eric Lavoie

Ms. Virgen noted on page 6 of the agenda package is the resignation letter from Eric Lavoie. She asked for a motion to accept Mr. Lavoie's resignation.

On MOTION by Ms. Henley, seconded by Ms. Spencer, with all in favor, Accepting the Resignation of Eric Lavoie, was approved.
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Ms. Virgen asked if the Board had any appointments that they would like to make to the vacant Board seats. Ms. Henley noted one resident will be appointed today and the other they will keep a developer representative. Ms. Henley resigned from seat #1 at this time.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, the Resignation of Bobbie Henley from Seat #1, was approved.

Ms. Roden asked for a motion to appoint Bobbie Henley to Seat #5.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, Appointing Bobbie Henley to Seat #5, was approved.

Ms. Roden asked for a motion to appoint Scott Woodlee to seat #1.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Appointment of Scott Woodlee to Seat #1, was approved.

B. Appointment to Fill Vacant Board Seat #4

Ms. Henley noted the Board would like to appoint Lauren Durham to seat #4.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Appointment of Lauren Durham to Seat #4, was approved.

C. Consideration of Resume Submitted by Scott Woodlee for Appointment to Vacant Board Seat #5

Ms. Virgen stated two letters of interest were received from Scott Woodlee. The second individual missed the deadline so it was not included in the agenda package.

D. Administration of Oaths to Newly Appointed Supervisors

Ms. Virgen administered the oath to Lauren Durham, Bobbie Henley, and Scott Woodlee. Ms. Hancock briefed the new officers on the provisions from the statutes that apply to Supervisors including Sunshine Law, Public Records Law, and Ethics Law.

E. Consideration of Resolution 2024-05 Electing Officers

Ms. Spencer recommended appointing Bobbie Henley as Chairperson, Lindsey Roden as Vice Chairperson and remaining Supervisors as Assistant Secretaries.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, Resolution 2024-25 Electing Officers with Bobbie Henley as Chair, Lindsey Roden as Vice Chair, and Remaining Supervisors as Assistant Secretaries, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes from the August 1, 2024 Board of Supervisors Meeting

Ms. Virgen presented the minutes from August 1, 2024, Board of Supervisors meeting and asked for any comments or corrections from the Board.

On MOTION by Ms. Roden, seconded by Ms. Spencer, with all in favor, the Minutes from the August 1, 2024, Board of Supervisors Meeting, were approved.

FIFTH ORDER OF BUSINESS

Ratification of License Agreement for Volunteer Project (Little Library) *(to be provided under separate cover)*

Ms. Virgen noted the license agreement for the Little Library did not make it to the agenda package but was previously approved and was signed yesterday. No action was required.

SIXTH ORDER OF BUSINESS

Presentation of Arbitrage Rebate Report from AMTEC for Series 2022 Assessment Area Two Bonds

Ms. Virgen presented the Arbitrage Rebate Report from AMTEC for Series 2022 Assessment Area Two Bonds on page 27 of the agenda package. The District is required to demonstrate that it does not earn more interest than it pays on the bonds. Page 4 of the report shows a negative arbitrage amount.

On MOTION by Ms. Spencer, seconded by Ms. Roden, with all in favor, the Arbitrage Rebate Report from AMTEC for Series 2022 Assessment Area Two Bonds, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hancock had nothing new to report.

B. Engineer

Ms. Virgen noted the Engineer is not present today.

C. Field Manger’s Report

Mr. Tindall presented the Field Manager’s Report on page 47 of the agenda package.

D. District Manager’s Report

i. Approval of Check Register

Ms. Virgen presented the check register from July 18th through August 20th totaling \$34,959.15 on page 56 of the agenda package. Following the register is a detailed run summary.

On MOTION by Ms. Spencer, seconded by Ms. Henley, with all in favor, the Check Register, was approved.

ii. Balance Sheet and Income Statement

Ms. Virgen reviewed the financial statements. No action necessary from the Board. These are for informational purposes only.

EIGHTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

- Randi Ribarich (1775 Buckeye Rd) - Commented grass is filled with weeds around pool area. Mr. Tindall will review with landscaper for best recommendation. Weeds are likely tied to the initial sod that went down.
- Jose Montalvo (1047 Sugarwood St) – Commented he would like to see more residents appointed to the Board, problem with people getting into pool over the fence, questions if security system works, security not walking around or paying attention. Ms. Virgen noted a request was sent out for letters of interest on August 2nd with a deadline August 26th. Only

one letter of interest was received. There is a landowner election in November where seats are up for election. There is overnight monitoring at the amenity with cameras that detect motion and have a call down feature. Staff gets a report of what happens and the outcome.

- Frank Rivera (1004 Sugarwood St) - Asked to switch security guard to Friday & Saturday. Adults are causing the problems, not the kids. Security guards don't know the rules. Ms. Burns will ask amenity staff if they can pull if security problems are mostly on Friday & Saturday and maybe log that going forward to report to the Board. Report the number of overnight call downs made by security in the last month. The security guards are provided the policies & QR codes for residents with the pool rules as well as signage.

TENTH ORDER OF BUSINESS Adjournment

Ms. Burns adjourned the meeting.

On MOTION by Mr. Spencer, seconded by Ms. Roden, with all in favor, the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION V

RESOLUTION 2025-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF FOREST LAKE COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE REMOVAL OF OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Forest Lake Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated in Polk County, Florida; and

WHEREAS, due to the impending change of the District’s management company effective January 6, 2025, the Board of Supervisors of the District desires to provide for the removal of a Treasurer, Assistant Treasurers, Secretary, and Assistant Secretaries.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF FOREST LAKE COMMUNITY DEVELOPMENT DISTRICT:

Section 1. Jill Burns is removed as Secretary effective January 6, 2025.

Section 2. George Flint & Monica Virgen are removed as Assistant Secretaries effective January 6, 2025.

Section 3. George Flint is removed as Treasurer effective January 6, 2025.

Section 4. Katie Costa and Darrin Mossing, Sr. are removed as Assistant Treasurers effective January 6, 2025.

Section 5. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 26th day of November 2024.

**FOREST LAKE COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN

ATTEST:

ASSISTANT SECRETARY