

**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, **January 16, 2025** at 6:30 p.m. at the Forest Lake Amenity Center, 1595 Aspen Avenue, Davenport, Florida.

Present and constituting a quorum:

Frank Rivera	Chairman
Randi Ribarich	Vice Chairperson
Jose Cortez	Assistant Secretary
Jose Montalvo	Assistant Secretary
Travis Lemeur	Assistant Secretary

Also present were:

Sharon Gastelbondo	District Manager, NPG CAM SVS
Christopher Lopez	District Manager, NPG CAM SVS
John Paul Toth	Field Manager, NPG CAM SVS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Lopez called the meeting to order at 6:30 p.m. and called the roll. Three Board members were in attendance constituting a quorum. Mr. Montalvo and Mr. Lemeur joined the board later in the meeting.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. Lopez opened the public comment period on agenda items. Hearing no comments, next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes from the December 19, 2024 Board of Supervisors Meeting**

Mr. Lopez stated that the minutes were not available and that they would be presented at the next BOS meeting.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-08 Designating Registered Agent for the District**

Mr. Lopez noted next is the resolution to appoint the Registered Agent for the District. Christopher Lopez is named as the Registered Agent.

On MOTION by Mr. Rivera, seconded by Ms. Ribarich with Mr. Rivera, Ms. Ribarich, and Mr. Cortez in favor. Approved Unanimously.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-09**

**Designating District Records Office**

Mr. Lopez stated that the District records office will be located at 4700 Millenia Blvd, suite 500 fifth floor, Orlando, FL 32839.

On MOTION by Mr. Rivera, seconded by Ms. Ribarich with Mr. Rivera, Ms. Ribarich, and Mr. Cortez in favor. Approved Unanimously.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-10**

**Designating District Manager & Dissemination Agent**

Mr. Lopez stated that NPG CAM Service Inc. is appointed as District Manager and Dissemination Agent

On MOTION by Mr. Rivera, seconded by Ms. Ribarich with Mr. Rivera, Ms. Ribarich, and Mr. Cortez in favor. Approved Unanimously.

**SEVENTH ORDER OF BUSINESS**

**Consideration of vacant District Supervisor seats, Seat 4 and Seat 5 are currently vacant**

A. 2 applicants for consideration

Mr. Jose Montalvo has applied and presented himself for the boards review. On MOTION by Mr. Rivera, seconded by Ms. Ribarich with Mr. Rivera, Ms. Ribarich, and Mr. Cortez in favor. Approved Unanimously. Mr. Montalvo joined the board.

Mr. Travis Lemeur has applied and presented himself for the boards review. On MOTION by Mr. Rivera, seconded by Ms. Ribarich with Mr. Rivera, Ms. Ribarich approving and Mr. Cortez not approving, the candidate was approved 2-1. Mr. Lemeur joined the board.

**EIGHTH ORDER OF BUSINESS**

**Consideration of resolution 2025-11 Designating the Officers of the Forest Lake C D D**

**The Board of Supervisors elected the officers of the district.**

Mr. Frank Rivera has been elected Chairmen, Ms. Ribarich has been elected Vice-Chairperson, Sharon Gastelbondo has been elected Secretary, Christopher Lopez has been elected Treasurer with all other Supervisor names as Assistant Secretary.

**NINTH ORDER OF BUSINESS**

**Resolution 2025-12 DESIGNATING A PUBLIC DEPOSITORY FOR FUNDS**

Mr. Lopez stated that TRUIST Bank will continue to be the District depository and bank.

On MOTION by Mr. Cortez, seconded by Ms. Ribarich with all in favor, motion was approved unanimously.

**TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-13 Designating Emergency and After-Hours Authority**

Mr. Lopez stated that the district after hours emergencies have been an area of concern for the Districts Supervisors. This resolution would grant the authority for a scheduled district supervisor to represent the district during the emergency even. All actions will be reported to the district as soon as normal business hours resumes.

On MOTION by Mr. Rivera, seconded by Mr. Montalvo, with all in favor. Approved Unanimously.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-14 Forest Lake CDD Public speaking policy January 2025**

**Mr. Lopez** stated that the resolution established the rules of decorum and the public speaking policy for the district.

On MOTION by Mr. Cortez, seconded by Mr. Rivera, with all in favor. Approved Unanimously.

**TWELTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-15 Forest Lake CDD prohibiting of trees-bushes or other agriculture growth within sidewalk common area causeway**

Mr. Lopez stated this is a new topic open for discussion prior to a vote. The residents were welcome to ask questions. After a few minutes of discussions with the residents and amongst the board, a vote was motioned.

On MOTION by Mr. Rivera, seconded by Mr. Montalvo and voting in favor were Mr. Rivera, Mr. Cortez and Mr. Montalvo, with Ms. Ribarich and Mr. Lemeur NOT Approving, the motion was APPROVED with a 3-2 vote.

**THIRTEENTH ORDER OF BUSINESS                      Staff Reports**

**A. Attorney**

MR. Delpercio didn't have a report at this time.

**B. Engineer**

Mr. Lopez stated the Board does not have a District Engineer.

**C. Field Manger's Report**

Mr. Toth did not have a managers report at this time.

**D. District Manager's Report**

**i.        Approval of Check Registers**

**a) The check register has not been made available currently.**

**b) The financials are still being reviewed (just received).**

**ii.       Discussion Regarding documents transferred.**

**Mr. Lopez and Ms. Gastelbondo reported that many documents has not been transferred and that they are waiting for a response from GMS.**

**FOURTEENTH ORDER OF BUSINESS                      Audience Comments**

Resident – Disappointed REGARDING THE TURNOUT OF RESIDENTS AT THE MEETING. Asked how the board can get more people to attend.

**FIFTEENTH ORDER OF BUSINESS                      Supervisors Requests**

A Supervisor asked if the commercial vehicle issue could be reviewed. A request for a bigger bulletin board was made.

**SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

Mr. Lopez adjourned the meeting.

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

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Secretary/Assistant Secretary

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Chairman/Vice Chairman