

**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, **March 20, 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. All five Board members were in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

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

THIRD ORDER OF BUSINESS

**Approval of Minutes December 19, 2024 &
January 16, 2025 B O D Meeting**

Mr. Lopez stated that the minutes of February 20, 2025 are presented for approval.

On MOTION by Mr. Rivera, seconded by Ms. Ribarich with all in FAVOR, the minutes were approved.

FOURTH ORDER OF BUSINESS

Bolton Tow Service

The Board of Supervisors have requested Bolton Tow Service to appear for questions about operations and methods of service. After several questions concerning the amount of tows, the time of services and what a commercial vehicle is, the district thanked them for appearing.

FIFTH ORDER OF BUSINESS

Ratification of roof repair approval.

Mr. Lopez noted next is the ratification of the approval for the roof repair to commence. The board reviewed the three proposals and verified the approval of \$800.0 for the roof repair to commence.

On MOTION by Mr. Cortez, seconded by Ms. Ribarich with all in Favor, the roof repair was approved.

SIXTH ORDER OF BUSINESS

**Ratification of approval to prohibit the use
of the amenity center for private use.**

Mr. Lopez stated this was a verification of the board approval from the supervisor request section during the February 2025 board meeting. The supervisors had motioned and approved to prohibit the private use of the amenity center. The Amenity center can only be used for CDD functions and approved HOA functions. Private rentals or requests will not be approved.

On MOTION by Mr. Rivera, seconded by Mr. Montalvo, with Mr. Cortez & Ms. Ribarich approving, the motion passed 4-1.

SEVENTH ORDER OF BUSINESS

Board Discussion – Retention Pond issue

Mr. Lopez stated that a board member would like to have the open tunnels in the retention pond covered due to safety concerns. Reports of children playing in the retention pond and in the tunnels have been reported. After a discussion on the matter and concerns about if it can be done.

The board motioned for the placing of no trespassing signs and a screen type of cover be placed on the tunnel entrances.

On Motion by Ms. Ribarich, second by Mr. Montalvo with all in favor, the motion was passed.

EIGHTH ORDER OF BUSINESS

Board Discussion – Tow Policy and Parking Issues

Mr. Lopez noted that the district policy was on the website and is clear concerning the commercial parking issue. The steps to change the policy were reviewed and the possible cost to have an extra meeting to change a small issue would not be advised. The board discussed and expressed that they wanted to change the wording to specifically stop commercial vehicles from parking. There is also concerns of some residents parking on the grass between the sidewalk and the street. This is a violation of parking on district property not purposed for parking and can be towed. The Supervisors were reminded that the district calls the tow company, not the Supervisors or individual residents. After several minutes of discussion, the supervisors were told that the tow policy will not be changed. The cost that it creates to change or alter the wording isn't warranted and is not for the benefit of the District which serves ALL of the residents.

The topic was closed and no further review will be conducted.

NINTH ORDER OF BUSINESS

Board Discussion –Extra pavers repurposed

Mr. Lopez noted that the extra pavers in the closet are District property. It takes a motion and approval to repurpose the pavers on another project. After a discussion of the use and location for the extra pavers, the board decided that the avers should be used at the front area of grass where the pool pump and closet door is. The District will take proposals for the completion of this project.

On MOTION by Mr. Cortez, seconded by Ms. Ribarich with all in Favor, the request was APPROVED.

TENTH ORDER OF BUSINESS

Board Discussion – Clarification of approved bulletin board

Mr. Lopez asked for clarification of the area in which the approved HOA bulletin board Can be placed. After several minutes of discussion in which the residents were polled and the

location was viewed, a placement was clarified. The bulletin board can be placed on the front east side of the mailbox area, facing Aspen Ave.

On MOTION by Ms. Ribarich, second by Mr. Rivera with all in favor, the issue was cleared and placement Approved.

ELEVENTH ORDER OF BUSINESS

**Board discussion- Review of
landscaping proposals**

Mr. Lopez asked if there were at least three proposals to review. Four proposals were presented and reviewed. After several minutes of discussion, it was decided that an invitation will be sent to the prospective vendors to appear at the next board meeting.

TWELTH ORDER OF BUSINESS

**Board discussion- Solar lights and possible
placements**

Mr. Lopez asked for the approval to place solar lights in the Amenity center area. The area includes the perimeter of the pool area and the playground and mailbox area. It is estimated that eighteen solar lights are needed, this includes replacing the damaged solar lights in the mailbox area. The playground area is completely dark and is beginning to attract people during the late-night hours. The perimeter of the pool is also very dark and the hill on the west side and the east side retention pond slope can't be seen. The cost estimate for the project is approximately \$6,200.00 for the Solar lights, hardware (poles have to be placed) and installation. A 90W solar light will be used that has a remote control. The cost of a solar light is \$245.00, and the hardware and installation costs can run up to \$3,000.00 bringing the total estimated cost to \$7,410.00 upon completion. NPG CAM Services will cover the difference over the \$6,200.00 approved project budget.

On MOTION by Ms. Ribarich, second by Mr. Rivera with all in favor, the Solar Project was approved.

THIRTEENTH ORDER OF BUSINESS

**Board discussion- Schedule of Emergency
contact list**

Mr. Lopez presented a planned schedule for the supervisors. The Schule is not available to the public due to it being a security issue. The Supervisors approved the schedule.

On MOTION by Mr. Rivera, second by Mr. Cortez with all in favor, the Supervisors schedule was Approved.

FOURTEENTH ORDER OF BUSINESS

Board discussion- District Logo

Mr. Lopez presented several logos for review. Residents in attendance were also shown and asked which logo they liked. After several minutes of discussions and the color of the CDD shirts were also discussed. The board, not able to decide, deferred to the residents. The Logo was selected, and a Dark Blue shirt will be used as the district color of shirt.

On MOTION by Mr. Rivera, second by Mr. Cortez with all in favor, the issue was Approved.

FIFTEENTH ORDER OF BUSINESS

Board discussion- Amenity center pressure washing plan

Mr. Lopez recommended that the Amenity Center is scheduled for a cleaning and pressure washing before the Memorial Day holiday and the start of summer. The Amenity center will be closed for five days and the average cost from proposals received is \$9,200.00, Upon several minutes of debate and discussions, the board allowed for this project to commence with limitations. The project budget will not go over \$9,000.00 and must be done BEFORE Memorial Day weekend.

On MOTION by Mr. Rivera, second by Mr. Cortez with a 4-1 vote in favor, the Pressure washing project was Approved.

SIXTEENTH ORDER OF BUSINESS

Board discussion- Installation of gates

Mr. Lopez states that proposals and the groundwork concerning the gate project have commenced. There are many issues to address, and an update will be presented as it occurs.

On MOTION by Mr. Rivera, second by Mr. Cortez with all in favor, the issue was moved forward, and the district will continue to get proposals for the project.

TWENTYTH ORDER OF BUSINESS

STAFF REPORTS

A. Attorney- no report to be given

B. Engineer- No Engineer currently

Field Manager- Mr. Toth reviewed the Pressure washing plan and the status of the completed fence repairs.

C. District Managers report- Mr. Lopez updated the board about the status of communication process and operations. All District Supervisors have been assigned the State of Florida Ethics class at NO COST to the District. Three Supervisors have completed and turned in the certificate. The other two were still in class and will be completed soon. The playground has been completely paid for and is owned by the district. The Security, security cameras and the internet have all been updated and is completely working. The Amenity center cards have been received and can now start being issued. The website updates have occurred and all of the utilities are now up to date.

D. The check register was reviewed and unanimously approved.

TWENTY FIRST ORDER OF BUSINESS

ADIUANCE COMMENTS

Mr. Lopez asked if there were in comments from the residents at this time. No one in attendance or Online had any comments.

TWENTY SECOND ORDER OF BUSINESS

ADJOURNEMENT

On MOTION by Mr. Rivera, second by Ms. Ribarich with all in favor, the meeting was adjourned.
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Secretary/Assistant Secretary

Chairman/Vice Chairman