

Forest Lake
Community Development District



ADVANCED MEETING PACKAGE

SPECIAL MEETING

DATE / TIME:

Monday, December 1, 2025
5:00 P.M.

LOCATION:

Forest Lake CDD-Amenity Center
1595 Aspen Ave.
Davenport, FL 33837



**FOREST LAKE
COMMUNITY DEVELOPMENT DISTRICT**

c/o Anchor Stone
255 Primera Boulevard, Suite 160
Lake Mary, FL 32746

Board of Supervisors
Forest Lake Community Development District.

Dear Supervisors:

A Special Meeting of the Board of Supervisors of the Forest Lake Community Development District is scheduled for **Monday, December 1, 2025, at 5:00 P.M.** at the **Forest Lake CDD – Amenity Center, 1595 Aspen Ave., Davenport, FL 33837.**

The advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be distributed at the meeting.

The agenda items are for immediate business purposes and for the health and safety of the community. Staff will present any reports at the meeting. If you have any questions, please contact me. I look forward to seeing you there.

Sincerely,

Patricia Thibault

Patricia Thibault
District Manager

CC: District Counsel
District Engineer
District Records



Forest Lake



District: FOREST LAKE COMMUNITY DEVELOPMENT DISTRICT
Date of Meeting: Monday, December 1, 2025
Time: 5:00 P.M.
Location: Forest Lake CDD – Amenity Ctr.
1595 Aspen Ave.
Davenport, FL 33837

VIA INTERNET
ZOOM: [LINK***](#)
MEETING ID: 834 3998 7247
PASSCODE: 616169

VIA TELEPHONE
CALL IN: 1-305-224-1968
CONFERENCE ID: 8343 998 7247#
PASSCODE: 616169#
MUTE/UNMUTE: *6

AGENDA

For the full agenda packet, please contact ForestLake@AnchorstoneMgt.com

- I. Call to Order / Roll Call**
- II. Audience Comments – Agenda Items - (limited to 3 minutes per individual)**
- III. Administrative Items**
 - A. Acceptance of Termination Notice from Anchor Stone Management **[EXHIBIT 1](#)**
 - B. Discussion & Consideration of Proposal from Haven Management Solutions **[EXHIBIT 2](#)**
- IV. Audience Comments – New Business – (limited to 3 minutes per individual)**
- V. Supervisors’ Requests**
- VI. Adjournment**

EXHIBIT 1

[RETURN TO AGENDA](#)





November 18, 2025

Dear Board of Supervisors of Forest Lake CDD,

Pursuant to Section 12C of the District Management Agreement dated July 10, 2025, this letter serves as formal Consultant's 60-day written notice of termination without cause.

This decision follows a strategic realignment of Anchor Stone Management's team and service focus, and permanent separation from Ms. Patricia Thibault effective December 15th, 2025.

We remain committed to ensuring a smooth transition and are available to assist as needed during the notice period. Given Ms. Thibault's final day with the Company and pursuant to the terms of the Agreement, Anchor Stone Management is prepared to accommodate a shortened transition period, subject to the Board's approval.

We thank the Board for the opportunity to serve the District.

Sincerely,

The Anchor Stone Team



EXHIBIT 2

[RETURN TO AGENDA](#)



Haven Management Solutions

A Partnership Proposal

For District Management & Field Management Services



The Forest lake Community Development District



Haven Management Solutions

November 24, 2025

The Board of Supervisors
Forest Lake Community Development District
c/o Mr. Kyle Magee
Kutak Rock LLP
107 West College Avenue
Tallahassee, FL 32301

RE: Proposal to Serve as District Manager & Provide Field Management Services

On behalf of Haven Management Solutions , we thank you for considering our proposal to provide District Management services to the Forest Lake Community Development District. Haven Management Solutions is a professional limited liability company with a focused practice on serving Community Development Districts. We are excited about the possibility of collaborating and advancing a Public Private Partnership that will serve the needs of the residents of the Forest Lake Community Development District.

This partnership proposal presents our qualifications and expertise in the community development district arena.

The Haven Management Solutions Mission:

Advance the unique Vision of the Board of Supervisors, Ensure the Sustainability of District Infrastructure, Maintain the Thrivability of Living Assets, Assure Economic and Budgetary Governance.


Our firm's leaders bring decades of practical experience in district management, field services, and finance and accounting. We leverage this expertise to deliver transparent, efficient and solution-oriented service that is tailored to the specific needs of your district.

We look forward to presenting our proposal to the Board of Supervisors.

Sincerely,

Patricia Thibault

Patricia Thibault
Director - District Operations





Haven Management Solutions

The Forest Lake Dedicated Professional Team

Though only recently founded in 2025, the professional management team brings together the most esteemed professionals in the industry, combining to an experience of over 100 years!!! Backed by decades of shared experience, we partner with your District to turn challenges into opportunities. Through active listening, strategic collaboration, and seasoned insight, we deliver innovative, solution-focused strategies that drive meaningful results. Your dedicated management team has a long history of working together and share a commitment to deliver the highest level of professional management services.

Patricia Thibault - Director of District Operations

Patricia is a dynamic and initiative driven professional with over 20 years of extensive expertise in District Management, accounting, and auditing. With a proven track record of overseeing complex management and financial operations, she consistently delivers efficient, transparent, and data-informed solutions that support organizational growth and fiscal integrity.

Her strong planning and organizational abilities enable her to manage District initiatives from concept to completion, ensuring alignment with District strategic goals and regulatory standards. Patricia's disciplined approach and ability to balance multiple priorities under pressure allow her to meet critical deadlines without compromising quality or accuracy.


As a certified leader and effective communicator, Patricia excels in translating complex financial data into actionable insights that drive sound decision-making at the District level. She is thoroughly versed in Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) principles and has held Certified Public Accountant (CPA) licenses in two states.

Patricia has had experience overseeing the daily operations of over 40 Districts and is well versed in Florida Statute Chapter 190. She understands that it is the residents of the District that provide the fiscal means for her to operate as the District Manager. Her commitment and dedication is to the residents of the District as well as the Board of Supervisors.

Michael Sakellerides - Field Operations Director

Michael brings over a decade of diverse property management experience, spanning both residential and developer held communities. He holds a Master's degree in Management and has built a strong reputation for operational excellence and strategic oversight.

Over the last five years, Michael has focused on Amenity and Field Services. His earlier background experience in management has refined his expertise in driving performance effectiveness. Michael is recognized for the implementation of preemptive maintenance strategies that are tailored to the precise operational needs of each District.





Haven Management Solutions

The Forest Lake Dedicated Professional Team

John McKay - Finance & Assessments

John has over 30 years in the financial services industry. He advances a complete scope of district financial and assessment services ranging from district establishment to bond issuances to ongoing assessment revenue collections – which are critical to the success of district operations. He will prepare and issue estoppel letters for prepayments and closings, process, and record assessment prepayments, and perform regular true-up analysis for each bond issue. He will also provide the dissemination Agent Services for the District; prepare and post quarterly and annual continuing disclosure reports as required by the bond issue. John has been qualified as an expert witness in bond validation hearings. Experience does matter and John is a well renowned leader in the CDD financial industry.

Austin Corings - Senior Accountant

Austin has over 8 years in the CDD industry – growing from a summer intern to senior accountant. The accounting business of a CDD is not easy, with fluctuating budgets and reporting responsibilities. He grasps complex issues and is at ease explaining the many aspects of a financial statement to the Board members and residents of a District. His daily focus is on financial reporting and compliance with a keen eye on cash management. Austin oversees the Districts audit process and ensures that all District audits are completed within the Florida Statute mandates. Good governance goes beyond compliance, and so does our experienced Government Services team with Austin as the team leader. It's about timely financial reporting, transparent communication and a dedicated commitment to the District.

Shima Pakzadian - Accounts Payable Manager

Shima is considered an expert with over 15 years of experience in accounts payable with a focused six years dedicated to CDD accounting. Shima holds two Masters degrees, an MBA as well as a Masters of Science in Accounting. As an expert in accounts payable, her role involves managing the District's financial obligations by processing, verifying, and reconciling invoices, making timely vendor payments, and maintaining accurate financial records to ensure cash flow, profitability, and compliance. Shima handles complex AP processes, resolves invoice discrepancies, and provides insights for financial planning which impact the district's financial stability and reputation. She takes pride in fostering positive relationships across departments and with external vendors; to ensure accurate financial accountability.

Dana Bryant - Professional Landscape Advisor

Dana has over 20 years in the landscape industry and provides expert consulting on critical irrigation and landscape matters that impact the District's living assets. Dana is comfortable in presenting the “real” of your landscape issues as an independent consultant on the Haven Management Solutions team.





Haven Management Solutions

The Commitment

Haven Management Solutions commits to financial integrity: At Haven Management Solutions, we believe that trust is the foundation of every successful relationship. Our commitment to financial integrity guides every decision we make — ensuring transparency, accountability, and honesty in all our financial practices. We uphold the highest ethical standards, maintaining accurate records, complying fully with regulations, and safeguarding the interests of our clients, partners, and stakeholders. By prioritizing integrity, we aim to build lasting confidence in our brand and create sustainable value for everyone we serve; the residents and the Board of Supervisors. Key Deliverables include:

- ❖ Collaborating with the Board of Supervisors to create a unique and comprehensive Vision Plan, ensuring the District's growth reflects and supports the goals and values of the Board.
- ❖ Developing a monthly financial dashboard that showcases the key financial metrics and insights unique to the District.
- ❖ Presenting monthly financial statements that incorporate variance expenditure analysis and detailed information on unfavorable variances
- ❖ Delivering budget presentations that are clear, relevant and meaningful for all members of the District - reflecting a fundamental accounting principle for all financial reporting
- ❖ Our audit promise. Deliver the audit in compliance with Florida Statute deadlines.
- ❖ Administer the assessment roll and coordinate with the County Tax Collector and Property Appraiser in compliance with State Statutes
- ❖ Bond dissemination. We prepare and deliver all necessary disclosures and reports for the bondholders and trustees, ensuring full compliance with the master trust indenture and SEC Rule 15c2-12.

Haven Management Solutions commits to field service management: Haven Management Solutions understands that approximately 37% of the Forest Lake CDD budget is driven by the physical environment needs of the District. Consequently, the District depends heavily on the effective governance and oversight of the field services team. Critical monitoring and reporting on both the infrastructure as well as the District living assets ensures long-term sustainability and growth. Key deliverables include:

- ❖ Conduct property inspections for the Forest Lake CDD three times monthly. This proactive governance approach identifies both immediate maintenance needs while also establishing a long-term plan to ensure sustainable upkeep.
- ❖ Provide monthly management and maintenance task reporting to the Board to keep them informed of the District's maintenance activities and impacts.
- ❖ Respond efficiently and effectively to maintenance concerns raised by residents and Board members.
- ❖ The solicitation of multiple vendor proposals advances due diligence and accountability to the Board. Cost comparing various vendor proposals and scope ensures the best value for the District budget and aids in the strategic prioritizing of projects.





Haven Management Solutions

The Commitment

Haven Management Solutions commits to resident support and communication: Resident concerns and observations should be acknowledged, documented and addressed promptly. The Haven Management Solutions Resident Resource Center is open seven days a week, from 7 a.m. to 7 p.m., providing residents with expedient access to District information. Additionally, a designated email address will be established for the District to ensure resident concerns are promptly documented and responses are tracked. This resident-centric approach demonstrates a commitment to listening to residents.

Haven Management Solutions commits to the delivery of excellence in District Management & Administrative Services: The District Manager will strategically align with the Board to ensure that every operational and maintenance decision support the District's long-term vision and objectives. Thru the collaboration with maintenance and accounting professionals, the District Manager will develop an integrated plan that addresses the unique needs of the District and Board. Our innovative and integrated approach provides for proactive oversight while adapting effectively to the evolving conditions and needs of the District.

Haven Management Solutions commits to a seamless transition: The Haven Management Solutions team will begin implementing transition objectives upon contract award. We will work with your current management company to obtain a comprehensive list of vendors, ensuring swift communication with District resources. Additionally, Haven Management Solutions will conduct a thorough review of the District budget, past meeting minutes, and a representative will be present at each meeting to ensure we are fully prepared for Day One of the contract.

A Detailed Scope of Services Can be Found in Exhibit A of this document.

The Guarantee

Haven Management Solutions **BELIEVES** in their commitment promise to the District. If for any reason the Board determines that we have failed in our obligations to the District and motions to terminate the contract, Haven Management Solutions will provide the final 60 days of the contract at no charge to the District.





Haven Management Solutions


Fee Schedule & Pricing Overview - No Increase in Pricing for Three Years No Increase in Pricing from Prior District Management

TASK	DETAIL	PRICING		
		Year 1	Year 2	Year 3
Task 1	Management	\$ 43,800	\$ 43,800	\$ 43,800
Task 2	Assessment Revenue Collections & Reporting	\$ 5,000	\$ 5,000	\$ 5,000
Task 3	Dissemination Agent	\$ 5,000	\$ 5,000	\$ 5,000
Task 4	Field Management	\$ 16,000	\$ 16,000	\$ 16,000
Task 5	Amenity Management	\$ 9,500	\$ 9,500	\$ 9,500
	ANNUAL TOTAL	\$ 79,300	\$79,300	\$ 79,300
ADDITIONAL SERVICES				
District Management - Hourly Rate for Additional district meetings or Meetings over 4 hours - Includes 15 Meetings		\$ 125	\$ 125	\$ 125

Field Services includes three monthly visits and two reports per month for the purpose of inspecting landscape and pond maintenance in accordance with District's agreements as well as meeting with District vendors and contractors.

Task lists - "what have we done for you lately" - will be incorporated and presented for each agenda package to advance transparency to the residents and the Board as to what the management team is working on.

Note: Haven Management Solutions is not affiliated with, endorsed by, or a rebrand of any other company with a like or similar name.





Haven Management Solutions - Exhibit A



FOREST LAKE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT MANAGEMENT – SCOPE OF SERVICES

Task 1 - MANAGEMENT

- A. Attend and conduct all regularly scheduled and special Board of Supervisors meetings, Landowners' meetings, continued meetings, hearings and workshops. Arrange for time and location and all other necessary logistics for such meetings, hearings, etc.
- B. Bid proposal should be based on twelve (12) meetings per year plus one (1) budget workshop for a total of thirteen (13) meetings, each 4 hours in length
- C. Ensure compliance with all statutes affecting the district.
- D. Provide an office location to handle and respond to written, phone or e-mail inquiries from the public.

Task 1 – ADMINISTRATIVE

- A. Agenda Preparation, record keeping in accordance with Florida law, prepare accurate meeting minutes, filing of records/reports with local/state agencies including the Florida Commission on Ethics, provide administrative support services to the District Manager
- B. Prepare and publish all meeting and workshop notices
- C. Respond to public records requests as required by law and in compliance with the Rules of Procedure and the District's adopted public records policy
- D. Tablets/electronic device for Supervisors use at meetings

Task 1 - ACCOUNTING

- A. Monthly accounts payable, construction and capital program accounting, monthly production of Unaudited Financial Statements, Filing the Annual Financial Report, Filing the Annual Independent Audit, and other usual and customary accounting services required of CDD's
- B. Budget preparation shall include calculation of operation and maintenance assessments

Task 2 – ASSESSMENT ADMINISTRATION SERVICES

- A. Assessment Roll Preparation and Re-amortization schedule, preparing of the assessment roll and the timely submittal of the roll to the tax collector. Certification, direct billing, and funding request processing
- B. Estoppel letters, bond payoff information and other collection related work shall be provided to property owner and realtors. Estoppels will be billed at state approved levels

Task 3 – DISSEMINATION AGENT SERVICES

- A. Payment made annually in the month of October each year.
- B. Providing the ongoing disclosure requirements and duties listed in the agreements of all series of Bonds issued by the District, facilitating the District's compliance with the Securities and Exchange Commission's Rule 15c2-12(b)(5).

ADDITIONAL SERVICES

Additional District Meetings – proposed hourly fee to be charged for each hour past the initial 4-hour meeting timeframe included in the scope of services.

**FIELD & AMENITY MANAGEMENT – SCOPE
OF SERVICES**

Task 4 – Field & Amenity Management

Oversight of vendors, submitting one (1) written monthly Field Services Report, to be included in the Board meeting agenda.

Conduct three (3) site visits per month for the purpose of inspecting landscape and pond maintenance in accordance with District's agreements and meeting with District vendors and contractors.

Attend monthly Board meetings, including in person at the request of the Board, to review the monthly Field Services Report with the Board.

Execute the direction from Board meetings related to Field & Amenity Services, including soliciting proposals, and coordinating field services work.

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