

**MINUTES OF MEETING  
LUCERNE PARK  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Lucerne Park Community Development District was held on Wednesday, **July 28, 2021** at 9:30 a.m. at 346 East Central Ave., Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath	Chairman
Lauren Schwenk	Vice Chairman
Matthew Cassidy	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk <i>by Zoom</i>	KE Law
Sarah Warren <i>by Zoom</i>	KE Law
Clayton Smith <i>by Zoom</i>	GMS
Marshall Tindall	GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order at 9:30 a.m. There were three Supervisors present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Burns reviewed the process for public comment and ask for comments. Three members of the public were present, a resident commented on the proposals for security camera systems for the pool area. Another resident asked about the amenity center. Another resident had questions about the agenda.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the April 28, 2021  
Board of Supervisors Meeting**

Ms. Burns asked if there were any comments or corrections to the April 28, 2021 minutes. The Board had no changes, and Ms. Burns asked for a motion to approve them.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Minutes of the April 28, 2021 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-08  
Declaring Series 2019 Project Complete**

Ms. Burns noted this was included in the agenda package along with the certificate from their District Engineer. It states that the scope of the project of Series 2019 bonds has been completed and there are no funds left in the account. This finalizes the project.

On MOTION by Mr. Heath, seconded by Mr. Cassidy, with all in favor, Resolution 2021-08 Declaring Series 2019 Project Complete, was approved.

**FIFTH ORDER OF BUSINESS**

**Ranking of Proposals for District  
Engineering Services and Selection of  
District Engineer**

Ms. Burns noted they received one response from Dewberry and suggested ranking them #1 and approving authorization to send a notice of intent to hire.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Ranking of Proposals for District Engineering with Dewberry #1 and Authorization to Send a Notice of Intent to Hire, was approved.

**SIXTH ORDER OF BUSINESS**

**Public Hearings**

**A. Public Hearing on the Adoption of the Fiscal Year 2022 Budget**

Ms. Burns noted the public hearing on the Fiscal Year 2022 Budget was advertised and a notice was sent to all property owners. She asked for a motion to open the public hearing.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Opening the Public Hearing, was approved.

**i. Consideration of Resolution 2021-09 Adoption of the District's Fiscal Year 2022 Budget and Appropriating Funds**

Ms. Burns reviewed the budget included in the packet. She noted the difference in the budget was the Amenity Center opening in full for the fiscal year. Those expenses are noted. She opened the meeting for public comments. A resident asked about mowing of an area. Ms. Burns responded to a resident question about the FY budget starting in October. She noted this was an annual assessment collected on the tax bill for residents. Further discussion ensued about escrow and noticing.

Ms. Burns asked for a motion to close the public hearing.

On MOTION by Ms. Schwenk, seconded by Mr. Cassidy, with all in favor, Closing the Public Hearing, was approved.

Another resident asked why the assessment increased and Ms. Burns explained due to the full year of amenities being opened, there was an increase.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2021-09, Adoption of the Fiscal Year 2022 Budget and Appropriating Funds, was approved.

**B. Public Hearing on the Imposition of Operations and Maintenance Special Assessments**

Ms. Burns noted this public hearing had been advertised in the paper and a notice was mailed to residents, she asked for a motion to open the public hearing.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Opening the Public Hearing, was approved.

**ii. Consideration of Resolution 2021-10 Imposing Specials Assessments and Certifying an Assessment Roll**

Ms. Burns stated this levies the assessments based on the budgets just approved. She then asked for public comments. She then asked for a motion to close the public hearing.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Closing the Public Hearing, was approved.

Ms. Burns noted this resolution was in the package as well as the assessment roll.

On MOTION by Ms. Schwenk, seconded by Mr. Cassidy, with all in favor, Resolution 2021-10, Imposing Specials Assessments and Certifying an Assessment Roll, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Conveyance of Tracts C, E (Roads), and Internal Right-of-Ways (*to be provided under separate cover*)**

Ms. Burns noted a couple of tracts were not conveyed to the District and are not completed and maintained by the District. She asked for a motion for the Chairman to execute the documents. Ms. Burns noted that B and D were not included, and Mr. Van Wyk assured that all would be included.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Conveyance of Tracts C and E and Internal Right-of-Ways and Authorization for the Chairman to Execute Documents to Convey all Common Area Tracts not previously recorded, was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-11 Designation of the Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2022**

Ms. Burns asked the Board to keep the dates the same as they are now. Mr. Heath asked that the meeting location be moved. This item was tabled until alternatives for the meeting location are secured.

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-12 Re-Designating the Registered Agent for the District**

Ms. Burns noted this would update the registered agent to Ms. Burns and her office in Orlando.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Resolution 2021-12, Redesignating the Registered Agent for the District, was approved.

**TENTH ORDER OF BUSINESS**

**Consideration of Series 2019 Arbitrage Rebate Report**

Ms. Burns noted that under the Internal Revenue Code the District must demonstrate it does not earn more interest than they pay. She noted the report shows a negative amount listed.

On MOTION by Ms. Schwenk, seconded by Mr. Cassidy, with all in favor, the Series 2019 Arbitrage Rebate Report, was approved.

**ELEVENTH ORDER OF BUSINESS**

**Acceptance of Fiscal Year 2020 Audit Report**

Ms. Burns noted that page 27 has a report to management that summarizes the audit and there were no findings. The report has been submitted.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Fiscal Year 2020 Audit Report, was approved.

**TWELTH ORDER OF BUSINESS**

**Ratification of Joint Letter from Hopping, Green & Sams and KE Law Group Regarding District Counsel Representation**

Ms. Burns stated this has already been approved and needs ratification.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Joint Letter from Hopping, Green & Sam's and KE Law Group Regarding District Counsel Representation, was ratified.

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of Fee Agreement with KE Law Group**

Ms. Burns noted the fee agreement was also included in the agreement package. This is a transfer from the old firm to the new firm with Mr. Van Wyk. The fee is the same.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Fee Agreement with KE Law Group, was approved.

**FOURTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Van Wyk noted that the final conveyances were just completed.

**B. Engineer**

There being none, the next item followed.

**C. Field Manager's Report**

**i. Consideration of Landscape Contract Renewal with Prince & Sons, Inc.**

Mr. Tindall reviewed his report. He noted temporary trash cans had been replaced with permanent trash cans. He reviewed items that were replaced and fixed. He noted that gate systems and key cards for security are being finalized in the next couple of weeks. He added the battery packs on the lift needed to be added to the next agenda. It was noted this was an increase to the budget.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Landscape Contract Renewal with Prince & Sons, was approved.

**ii. Consideration of Proposals for Pest Control**

Mr. Tindall recommended Massey as the cheaper proposal for pest control around the pool area.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Proposal with Massey for Pest Control, was approved.

**iii. Consideration of Proposal for Security Camera System from Southeast Wiring Solutions**

Mr. Tindall reviewed the proposal for security cameras, the proposal gives them an opportunity to add cameras at a later date and also allows for remote monitoring.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Proposal for Security Camera System from Southwest Wiring Solutions, was approved.

**iv. Consideration of Proposal to Replace Toilet Paper Dispensers at Amenity Center with Enclosed Options**

Mr. Tindall reviewed the current issues at the Amenity Center, this proposal would allow for enclosed toilet paper dispenser options.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Proposal to Replace the Toilet Paper Dispensers at Amenity Center with Enclosed Options, was approved.

**v. Consideration of Proposal to Add Permanent Garbage Cans at Amenity Center**

Mr. Tindall reviewed this would add permanent garbage cans that would be covered. He noted sandbags would be used to weigh them down.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Proposal to Add Permanent Garbage Cans at Amenity Center, was approved.

**D. District Manager's Report**

**i. Approval of Check Register**

Ms. Burns asked for any questions on the check register from April 1<sup>st</sup> through June 30<sup>th</sup> for \$314,810.75. The Board had no questions.

On MOTION by Mr. Heath, seconded by Mr. Cassidy, with all in favor, the Check Register, totaling \$314,810.75, was approved.

**ii. Balance Sheet and Income Statement**

Ms. Burns stated that the financials were included in the agenda package for review, and asked if there were any questions from the Board. There was no action necessary.

**iii. Ratification of Amenity Funding Requests #2 to #11**

Ms. Burns noted these funding requests had already been approved and needed to be ratified.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Amenity Funding Requests #2-#11, were ratified.

**iv. Ratification of Series 2019 Requisitions #99, 100, and 101**

Ms. Burns noted these had been approved and needed to be ratified.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Series 2019 Requisitions #99, 100, and 101, were ratified.

**v. Presentation of Number of Registered Votes - 78**

Ms. Burns stated the District was required to determine the number of registered voters in the District as of April 15<sup>th</sup>. Lucerne Park had 78 registered voters.

**FIFTEENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**SIXTEENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being none, the next item followed.

**SEVENTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Heath, seconded by Mr. Cassidy, with all in favor, the meeting was adjourned.

  
Secretary / Assistant Secretary

  
Chairman / Vice Chairman