

**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 Thursday, **July 21, 2022** at 9:31 a.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida.

Present and constituting a quorum:

Bobbie Henley	Vice Chairperson
Matthew Cassidy	Assistant Secretary
Al Cassidy	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Tricia Adams	District Manager
Lauren Gentry	District Counsel
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 stated that this was the portion of the agenda where if any members of the public had any comments on anything that was on the agenda now would be the time to comment. She noted that there was also a public comment portion at the end of the meeting for anything that was not on the agenda. She also noted that there was public hearing on the budget and the imposition of operations and maintenance assessments as well, so this would be another opportunity to provide comment. She asked if there were any public comments on anything that was on the agenda. Hearing none,

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THIRD ORDER OF BUSINESS

**Approval of Minutes of the April 21, 2022
Board of Supervisors Meeting**

Ms. Burns asked if there were any questions, comments, or corrections to the April 21, 2022 minutes. The Board had no changes. Ms. Burns asked for a motion to approve the minutes.

On MOTION by Ms. Henley, seconded by Mr. Matthew Cassidy, with all in favor, the Minutes of the April 21, 2022 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Adoption of the Fiscal Year 2023 Budget

Ms. Burns stated that this public hearing had been advertised in the paper. She asked for a motion to open the public hearing.

On MOTION by Ms. Henley, seconded by Mr. Al Cassidy, with all in favor, Opening the Public Hearing, was approved.

i. Consideration of Resolution 2022-06 Adopting the District's Fiscal Year 2023 Budget and Appropriating Funds

Ms. Burns stated that this resolution had not changed since the Board saw it at the last meeting. She noted that overall their admin expenses were down a little bit. In the field operations they did increase streetlights based on the actual amounts being incurred for electric for the streetlights as well as general repairs and maintenance and contingency. She stated that the biggest reason for the increase was due to amenity costs. They noted that they increased the security line item to \$34,000 because they had a lot of complaints from residents regarding security issues. She stated that this would allow the Board to do some limited security at the facility. She added that they also increased the amenity repairs and maintenance and contingency to allow for some additional maintenance to deal with some issues they have had at the facility. She stated that the assessment amount for the current year was \$1,067.86. She stated that this proposed budget amount per unit was \$1,386.69 and the increased amount was \$318.81 per unit.

Ms. Burns asked if anyone had any public comments on the budget. Hearing none, she asked for a motion to close the public hearing.

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

Ms. Burns asked if the Board had any discussion on the budget line items. She noted again that the per unit assessment would be \$1,386.69 and they had 346 units within the community. She stated that the budget had not really changed since they had seen it prior except for updating actuals. Ms. Henley asked if this was the final approval and she also asked when the residents would get a notice. Ms. Burns responded that they got a mailed notice for the hearing today and the assessment would be on their tax bill when they get it in November. She asked if there was anything anyone wanted to discuss or change on the budget. Hearing none,

On MOTION by Ms. Henley, seconded by Mr. Matthew Cassidy, with all in favor, Resolution 2022-06 Adopting the District's Fiscal Year 2023 Budget and Appropriating Funds, was approved

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

Ms. Burns stated that this was an additional hearing that levies those assessments that they collected on the tax bill. She stated that this had been advertised in the paper and that they had sent notices to the property owners. She asked for a motion to open the public hearing.

On MOTION by Ms. Henley, seconded by Mr. Al Cassidy, with all in favor, Opening the Public Hearing, was approved.

i. Consideration of Resolution 2022-07 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Burns stated that they would go ahead and take public comments first. She stated that this public hearing was regarding the imposition of operations and maintenance assessments and certifying the tax bill. She noted that the tax bill was included for review. She stated that this certified the amounts based on the budget that the Board just approved. She asked for any public comments on the hearing for approving the assessment roll. Hearing none, she asked for a motion to close the public hearing.

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

Ms. Burns stated that this resolution was included in the agenda package for review. She asked if anyone had any comments or changes. Hearing none,

On MOTION by Ms. Henley, seconded by Mr. Matthew Cassidy, with all in favor, Resolution 2022-07 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2022-08
Designation of Regular Monthly Meeting
Date, Time, and Location for Fiscal Year
2023**

Ms. Burns stated that the schedule that was in the agenda package outlined the third Thursday at 9:00 a.m. She stated that this meeting was currently the third Thursday at 9:30 a.m. She noted that the only changes were that they were trying to group them together based on who was on which Board so that they do not have the same people on the 9:00 a.m. and the 10:00 a.m. She noted that it was the same block of meetings in the same way, they just changed the order a little bit. She asked for a motion to approve if that worked for everyone.

On MOTION by Ms. Henley, seconded by Mr. Matthew Cassidy, with all in favor, Resolution 2022-08 Designation of Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2023, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Arbitrage Rebate Report
for Series 2019 Bonds**

Ms. Burns stated that this was a report that was required by the trust indenture. She noted that the District had to demonstrate that it does not earn more interest than it pays. She referred to page 4 of the rebate report in the agenda which showed the negative arbitrage amount. She asked if anyone had any questions. Hearing none,

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On MOTION by Ms. Henley, seconded by Mr. Matthew Cassidy, with all in favor, Accepting the Arbitrage Rebate Report for Series 2019 Bonds, was approved.

SEVENTH ORDER OF BUSINESS

Presentation of Fiscal Year 2021 Audit Report

Ms. Burns referred to page 28 of the agenda package which showed a report to management, and this was a summarization of the report. This report showed no instances of noncompliance and the District did not meet any of the conditions for financial emergency. She stated that this report was submitted to the state as required. She asked if anyone had any questions. Hearing none,

On MOTION by Ms. Henley, seconded by Mr. Al Cassidy, with all in favor, Accepting the Fiscal Year 2021 Audit Report, was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2022-09 Designating a Date, Time, and Location for a Landowners' Meeting and Election

Ms. Burns stated that they could line this up with their regular meeting date on November 17, 2022 at 9:00 a.m. in their current location.

On MOTION by Mr. Al Cassidy, seconded by Mr. Matthew Cassidy, with all in favor, Resolution 2022-09 Designating a Date, Time, and Location for a Landowners' Meeting and Election, was approved.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Gentry had nothing to report, the next item followed.

B. Engineer

i. Ratification of Stormwater and Wastewater Management Analysis Reports

Ms. Burns stated that the stormwater management report was included in the agenda package for review. She stated that this was submitted to the state by the June 30th deadline. She asked if anyone had any questions. Hearing none,

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On MOTION by Ms. Henley, seconded by Mr. Al Cassidy, with all in favor, the Stormwater and Wastewater Management Analysis Report, was ratified.

C. Field Manager's Report

Mr. Tindall reviewed the completed amenity items which included a repaired chair lift and added cover, repair to a damaged stall divider in amenity restrooms, monitoring of the facility and maintenance, and replacement of the old life ring line. He reviewed the landscape review and the general maintenance which included monitoring the landscape maintenance, the landscaper got caught up on the ponds after a fleet vandalism issue which caused some delays, a chlorinated drain line extension and erosion repair was completed behind the pool and the area is being monitored and appears to be holding up, and a broken fence post was replaced along old Lucerne Park.

Mr. Tindall reviewed the in-progress items which included some pool furniture repairs that had been scheduled. The report noted that they were coordinating a pickup as soon as possible. This report also included arranging an approved sidewalk after resolving a vendor issue with the concrete supplier.

Mr. Tindall reviewed the upcoming items which included arranging Tract J sod installation as approved with the landscaper with the rainy season in full swing. The report also included that they were gathering a proposal to expand security system memory and to replace the damaged security camera. Ms. Burns reviewed the price and noted that it was in the budget for the security line item for the current year. She asked if there were any questions on the quote. Hearing none,

On MOTION by Mr. Al Cassidy, seconded by Mr. Matthew Cassidy, with all in favor, Accepting the Proposal for Security Camera Replacement and Storage, was approved.

Mr. Tindall added that they had an increase from the pool vendor, and that they requested a \$1,500 monthly increase. Ms. Burns stated that she didn't think they would find a better price at this point based on what they were seeing because the price of chemicals had increased significantly and this vendor did the contract with the chemicals included. She noted that they were seeing this across the board for all vendors. She stated that they did a good job and that they were responsive.

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On MOTION by Ms. Henley, seconded by Mr. Al Cassidy, with all in favor, the Pool Service Agreement at \$1,500 Monthly, was approved.

D. District Manager’s Report

i. Approval of Check Register

Ms. Burns asked for any questions on the check register from March 1st through May 31st, she noted that it totaled \$49,825.06.

On MOTION by Ms. Henley, seconded by Mr. Al Cassidy, with all in favor, the Check Register totaling \$49,825.06, was approved.

ii. Balance Sheet and Income Statement

Ms. Burns stated that the financials through May 31st were included in the agenda package for review and asked if there were any questions from the Board. There was no action necessary.

iii. Presentation of Number of Registered Voters – 325

Ms. Burns stated that they were required to demonstrate what the number of registered voters as of April 15th was each year and the total was 325. She noted that the threshold that starts turnover to residents for the Board was once the District has been established for six years and has 250 registered voters. She stated that they had hit the 250 threshold, but this District had not been established for six years. She noted that once they hit six years, they would start the transition over to residents.

TENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being none, the next item followed.

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TWELFTH ORDER OF BUSINESS

Adjournment

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

Tricia Adams

Secretary / Assistant Secretary

Loren O. Schenk

Chairman / Vice Chairman