

**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 20, 2023** at 8:30 a.m. at the Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida and by Zoom Webinar.

Present and constituting a quorum:

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| Bobbie Henley | Chairperson |
| Jessica Kowalski | Vice Chair |
| Emily Cassidy | Assistant Secretary |
| Kristin Cassidy | Assistant Secretary |
| Justin Brock | Assistant Secretary |

Also present were:

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| Tricia Adams | District Manager, GMS |
| Meredith Hammock | District Counsel, KVV Law |
| Maddie Flint | KVV Law |
| Chace Arrington <i>by Zoom</i> | District Engineer, Dewberry |
| Marshall Tindall | Field Services, GMS |

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order at 8:30 a.m. There were five Board members present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Adams reviewed the guidelines for the public comment period. Ms. Adams stated there were no members of the public present at this time, and the public comment period was closed. Ms. Adams noted to the Board members that a closed security session had been scheduled to start at approximately 8:30 a.m. and had been advertised as part of the Board meeting in accordance with statutory notice requirements. At this time, the Board conducted a closed session in

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accordance with statutory requirements. At the conclusion of the closed session, Ms. Adams noted that members of the public were now attending the public Board meeting via Zoom. The Board reopened the public comment period; however, no members of the public indicated an interest to make a comment and the public comment period was closed.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the June 15, 2023
Board of Supervisors Meeting**

Ms. Adams presented the June 15, 2023 Board of Supervisors meeting minutes and asked if there were any comments or corrections to those minutes. She noted the minutes had been previously reviewed by District counsel and District management.

On MOTION by Ms. Kowalski, seconded by Ms. Henley, with all in favor, the Minutes of the June 15, 2023 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

**Presentation of Fiscal Year 2022 Financial
Audit**

Ms. Adams stated as a Florida Community Development District, the District is required to undergo an independent audit each fiscal year. The District's fiscal year runs from October 1st through September 30th each year. This audit report is for Fiscal Year 2022, which ended September 30, 2022. She noted the audit is required to be filed with the State of Florida by June 30th each year. She stated there are no deficiencies in internal controls for the District, no instances of noncompliance with government accounting standards, the CDD has complied with all requirements of the Auditor General and no findings for the current year nor for the previous fiscal year. She stated this is a clean audit.

On MOTION by Ms. Kowalski, seconded by Ms. Henley, with all in favor, the Fiscal Year 2022 Financial Audit, was approved.

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FIFTH ORDER OF BUSINESS**Staff Reports****A. Attorney****i. Presentation of Memo Regarding Ethics Training for Special District Supervisors**

Ms. Hammock reviewed the memorandum and discussed the new statutory requirement for ethics training that will be required for Supervisors starting January 1, 2024. She noted that Supervisors will be required to complete four hours of ethics training each calendar year. She discussed various options and opportunities for Supervisors to complete the required ethics training, and noted that the Florida Commission on Ethics has provided links to approved courses on their Ethics Training webpage.

B. Engineer**i. Review and Acceptance of Annual Engineers Report**

Ms. Adams noted that, in accordance with the requirements of the Trust Indenture, the District Engineer conducts an annual inspection of the District's infrastructure and issues a report to the Board summarizing the findings of the inspection and including recommendations for action items, if any. Mr. Arrington reviewed the report and findings, noting that the District Engineer will continue to monitor observed conditions and coordinate with the Field Manager, as needed.

Ms. Adams stated some of the maintenance items noted in the report have already been addressed. She asked if the Supervisors had any questions for Mr. Arrington. The Board asked if the landscaper is not maintaining the vegetation in certain tracts identified in the report in accordance with contract requirements. Mr. Arrington stated they do, and Ms. Adams confirmed the vegetation maintenance is part of the current scope and is monitored.

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| On MOTION by Ms. Kowalski, seconded by Ms. Henley, with all in favor, Accepting the Annual Engineers Report, was approved. |
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C. Field Managers Report

Mr. Tindall reviewed the Field Management Report with the Board and provided status updates of work that District staff and vendors had performed since the previous Board meeting and ongoing work. He also noted that the city repaired the erosion at the entrance of the community where washout was occurring.

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D. District Manager’s Report

i. Approval of Check Register

Ms. Adams noted the summary of the check register from May 1 through July 6, 2023, total amount is \$59,845.88. She noted following the check register is a detailed run summary. She asked for any questions.

On MOTION by Ms. Kowalski seconded by Ms. Henley, with all in favor, the Check Register totaling \$59,845.88, was approved.

ii. Balance Sheet and Income Statement

Ms. Adams noted the District’s unaudited financial report is provided for informational purposes, and there were no questions from the Board regarding the unaudited financial report for the period ending May 31, 2023.

iii. Review of Fiscal Year 2024 Meeting Schedule

Ms. Adams presented the proposed meeting schedule for Fiscal Year 2024. She noted the proposed meeting time will be 9:30 a.m. on the third Thursday of the month.

On MOTION by Ms. Henley seconded by Ms. Kowalski, with all in favor, the Fiscal Year 2024 Meeting Schedule, was approved.

SIXTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

SEVENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

Ms. Adams stated members of the public were present; however, no one indicating an interest in speaking.

EIGHTH ORDER OF BUSINESS

Adjournment

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

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DocuSigned by:
Tricia Adams

Secretary / Assistant Secretary

DocuSigned by:
Bobbie Henley

Chairman / Vice Chairman