

**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, **October 19, 2023** at 9:31 a.m. at the Lake Alfred Public Library, 245 N. Seminole Ave., Lake Alfred, Florida and by Zoom.

Present and constituting a quorum:

Jessica Kowalski  
Emily Cassidy  
Kristin Cassidy  
Justin Brock

Vice Chair  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also present were:

Tricia Adams  
Meredith Hammock  
Marshall Tindall

District Manager, GMS  
District Counsel, KVV Law  
Field Services, GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Adams called the meeting to order at 9:30 a.m. There were four Board members present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Adams reviewed the public comment period guidelines. Mr. Lopez commented regarding a status update on instances at the pool and people being there overnight and the cameras are not working to contact monitoring services.

Ms. Adams noted they would address security updates during the District Manager's report.

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**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the August 17, 2023 Board of Supervisors Meeting**

Ms. Adams presented the August 17, 2023 Board of Supervisors meeting minutes and asked if there were any comments or corrections to those minutes. She noted they had been reviewed by District counsel and District management.

On MOTION by Ms. Kowalski, seconded by Mr. Brock, with all in favor, the Minutes of the August 17, 2023 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Appointment of Audit Committee**

Ms. Adams reviewed the Audit Committee meeting to be held after today’s meeting adjournment and the requirements for the annual independent audit. She noted this is a 5-year agreement and this will need to go out for bid again. She added the Board of Supervisors appoints themselves as the committee. She stated the Audit Committee will meet to approve the form of the notice and the evaluation criteria for the proposals for auditing services. In the future meeting the Audit committee will review the proposals and make a recommendation on an auditor. The Board will then accept the recommendations and direct staff to enter into an agreement.

She asked for a motion to approve the Board of Supervisors as the Audit Committee.

On MOTION by Ms. Kowalski, seconded by Mr. Brock, with all in favor, the Appointment of the Board of Supervisors as the Audit Committee, was approved.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hammock stated there was nothing further to report.

**B. Engineer**

Ms. Adams stated there was not an engineer in attendance.

**C. Field Managers Report**

**i. Consideration of Pool Maintenance Services Renewal with Resort Pools**

Ms. Adams stated the Field report was included in the agenda package. Mr. Tindall presented the report to the Board. He addressed the audience comments on the incident at the pool.

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He noted he was there around 8:00pm to check the security lights at the playground and noted they were set at 30%. He added comments about bumping to 100% if the Board preferred. He stated the cameras are running and working and will follow-up to ensure they are working. He reviewed the report on the rocks in the pool, the pressure washing around the pool, pool maintenance proposal. He passed out copies to the Board and noted the options for services and the increases in costs.

Ms. Adams reviewed the annual budget status for the Board which is funded at \$19,800 for pool maintenance services. She added the increases would be covered with contingency funding. She also noted the increases are for pool chemicals and treatments. Mr. Tindall recommended the proposal. The options are 3 days per week or 3 days a week from Labor Day to Memorial Day with 7 day a week from Memorial Day to Labor Day.

Ms. Hammock noted that some Districts have adopted the 3 days and come back and amend to the 7 days. The total for the renewal is for \$22,560.

On MOTION by Ms. Kowalski, seconded by Mr. Brock, with all in favor, the Pool Maintenance Services Renewal with Resort Pools for 7 Days Between Memorial Day and Labor Day for \$22,560 Annually, was approved.

**ii. Consideration of Janitorial Maintenance Services Renewal with Clean Star Services**

Mr. Tindall reviewed the janitorial maintenance services renewal with Clean Star. He noted the landscapers have picked up some of these services. He reviewed the scope of services to include trash cans and dog stations. He recommended the approval for all facilities.

Ms. Adams noted this would be an amendment to the current agreement to add the \$475/month for trash services and added the budget is at \$15,000. It was confirmed the additional is within the current budget. Mr. Tindall noted there have been complaints on the trash services and recommended Board approval. The total will be \$14,700 per year.

Ms. Hammock noted they would draft and amendment for the agreement and will leave the flexibility for the Board if they needed the 3 times per week on an as needed basis.

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On MOTION by Ms. Kowalski, seconded by Mr. Brock, with all in favor, the Janitorial Maintenance Services Renewal with Clean Star Services, was approved.

Mr. Tindall completed the review of the Field Manager’s Report to include mowing, mulching, pond updates, general maintenance updates, lighting updates, pool furniture additional cleaning, and safety issues.

**D. District Manager’s Report**

**i. Approval of Check Register**

Ms. Adams noted in the agenda packet is a summary of the check register from August 1, 2023 to October 5, 2023 for a total of \$140,554.

On MOTION by Ms. Kowalski seconded by Mr. Brock, with all in favor, the Check Register Totaling \$140,554, was approved.

**ii. Balance Sheet and Income Statement**

Ms. Adams noted the unaudited financials were through August 31, 2023. She reviewed the line items and noted the District is fully collected. She noted an unplanned expense for stormwater repair and a transfer out to capital reserves scheduled for 2023 and will be made in accordance with Board direction. The balance and income statement did not require Board motion.

**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 this was for Supervisor requests or audience comments. An audience member asked a question on the chlorine on the playground and incident of harm to a child. Ms. Adams noted this was addressed under the Field Manager’s Report. He added positive comments about the pool company. He noted issues with garbage, fence issues and the grass cutting.

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**EIGHTH ORDER OF BUSINESS**

**Adjournment**

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

DocuSigned by:  
*Tricia Adams*  
Secretary / Assistant Secretary

DocuSigned by:  
*Bobbie Henley*  
Chairman / Vice Chairman