

**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, **March 21, 2024** at 9:30 a.m. at the Holiday Inn, Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, Florida and via Zoom.

Present and constituting a quorum:

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

Also present were:

Tricia Adams	District Manager, GMS
Meredith Hammock	District Counsel, Kilinski Van Wyk
Marshall Tindall	Field Services, GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order at 9:33 a.m. There were four Board members present constituting a quorum. Ms. Adams dismissed the District Engineer from attending the meeting as there are no engineering items but he is available if something comes up and can reach him on the phone.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Adams stated no members of the public are present who want to make a statement.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the February 15,
2024 Board of Supervisors Meeting**

Ms. Adams presented the minutes from the February 15, 2024 Board of Supervisors meeting. She noted the minutes have been reviewed by the District Manager and District Counsel. If there are no corrections from Board members, just looking for a motion to approve as presented.

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Lucerne Park CDD

On MOTION by Ms. Henley, seconded by Mr. Brock, with all in favor, the Minutes of the February 15, 2024 Board of Supervisors Meeting and Audit Committee Meeting, were approved.

FOURTH ORDER OF BUSINESS**Consideration of Resolution 2024-04
Approving the Proposed Fiscal Year 2025
Budget and Setting a Public Hearing**

Ms. Adams stated this is relative to the FY25 proposed budget. The budget for FY25 will start on October 1, 2024 and run through September 30, 2025. On page 14 of the agenda is Resolution 2024-04 and approval of this resolution approves the proposed budget. A cap will be set for the O&M fee. The amount in the proposed budget is what will be noticed for the budget adoption public hearing. Board members can set the budget at a lower amount than that but not at a higher amount. Approval of this resolution also sets the public hearing to adopt the budget for FY25 which will be June 20, 2024 at 9:30 a.m. at the Holiday inn. The resolution allows the District to transmit the budget to Polk County, post it on the website, and notice the public hearing in accordance with Florida Statute. A copy of the proposed budget is attached to the resolution. The adopted budget for FY24 was \$446,207 and the proposed budget for FY25 is that same amount.

Ms. Adams noted that in the administrative section the current budget allows for \$132,222 and the proposed budget is \$138,289. The management fees are currently at \$40,125 and being proposed to bring to \$45,000 which is the standard amount in Central Florida. She noted they are anticipating an increase in property insurance so there is a 5% increase for field management. Amenity expenditures are \$124,000 with proposed expenditures being \$140,000. The contingency line item has been increased. A transfer out to the capital reserve is not being proposed with the FY25 budget. Ms. Henley asked last year's rate per home? Ms. Adams noted the per unit gross assessment \$1,386.69 that is on the tax bill. There are 346 units. Ms. Kowalski asked if there have been any requests for additional security or amenity features. Ms. Adams noted security is a top concern. Dynamic presence of a security officer during peak hours which is weekend hours, Spring Break, 4th of July was budgeted. They have a remote monitoring system that is still being implemented to the point that they are confident they are getting 100% utilization of that. She asked if the budget will be increased to fund that if it does work. Ms. Adams noted if the Board determines throughout the year that they want to utilize additional security services, that would be pulled from contingency. These line items can be adjusted moving forward but the key is they are setting a cap here.

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On MOTION by Ms. Henley, seconded by Ms. Kowalski with all in favor, Resolution 2024-04 Approving the Proposed Fiscal Year 2025 Budget and Setting a Public Hearing for June 20th at 9:30 a.m. at same location, was approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Discussion of Dates for Ethics Workshop Training

Ms. Hammock coordinated dates for ethics training which are April 30th and May 30th, two 2-hour Zoom sessions. The workshop will be noticed in a newspaper in Polk County. A Board member asked if the meetings can be recorded to watch anytime. Ms. Hammock noted she can make that happen.

B. Engineer

The District Engineer was not present.

C. Field Managers Report

Mr. Tindall presented the field manager’s report on pages 33-37 of the agenda. He noted he adjusted the solar lights per his discussion at last week’s meeting with Justin.

D. District Manager’s Report

Ms. Adams updated the Board on an HOA community wide event at the amenity parking center on March 16th. Ms. Masako of the HOA Board is here. There were some good outcomes of that event. However, the HOA blocked access to the public roadway during the Easter egg hunt out of concern for safety of the children. Ms. Adams received a call and emails from people concerned about the right of way being blocked. She suggested to the Board for future events to consider amending the agreement to require the presence of a law enforcement officer. The HOA would pay for that officer. Ms. Hammock will amend special events license agreement with HOA.

Ms. Adams suggested coordinating with the HOA to announce when the HOA is doing an event to help people understand what is happening and if they want to attend or avoid a particular area and the Board had no objection.

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i. Approval of Check Register

Ms. Adams presented the check register on page 40 of the agenda packet from February 1, 2024 through March 8, 2024 totaling \$33,548. Immediately following the check register is a summary of payments.

On MOTION by Ms. Henley, seconded by Ms. Kowalski, with all in favor, the Check Register totaling \$33,548, was approved.

ii. Balance Sheet and Income Statement

Ms. Adams noted next is the balance sheet and income statement. They always keep an eye on the unassigned balance on page 46.

SIXTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

SEVENTH ORDER OF BUSINESS

Supervisors Requests

There being no comments, the next item followed.

EIGHTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:
Tricia Adams
Secretary / Assistant Secretary

DocuSigned by:
Bobbie Henley
Chairman / Vice Chairman