

**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, **September 19, 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  
Lindsey Roden  
Emily Cassidy  
Justin Brock  
Kristen Cassidy

Chairperson  
Appointed as Vice Chairperson  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary

Also present were:

Tricia Adams  
Meredith Hammock  
Savannah Hancock *by Zoom*  
Chace Arrington *by Zoom*  
Rey Malave *by Zoom*  
Marshall Tindall

District Manager, GMS  
District Counsel, Kilinski Van Wyk  
District Counsel, Kilinski Van Wyk  
District Engineer  
District Engineer  
Field Services, GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Adams called the meeting to order at 9:35 a.m. Four Board members were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Adams noted this will allow for any members of the public to make a statement to the Board of Supervisors.

Resident (Diane Macecsko, 884 Cambridge Dr.) commented on traffic and parking.

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**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the June 20, 2024  
Board of Supervisors Meeting**

Ms. Adams presented the minutes from the June 20, 2024 Board of Supervisors meeting. The meeting minutes have been reviewed by District Counsel as well as by District Management. If there are no corrections from Board members, is there a motion to approve as presented?

On MOTION by Ms. Henley, seconded by Ms. Emily Cassidy, with all in favor, the Minutes from the June 20, 2024 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignation of Jessica Kowalski**

Ms. Adams noted Jessica Kowalski resigned in June from Seat No. 4. This seat has a term expiring in November of 2026. Is there a motion to accept Jessica Kowalski’s letter of resignation and declare seat #4 vacant?

On MOTION by Ms. Henley, seconded by Ms. Emily Cassidy, with all in favor, the Acceptance of Resignation of Jessica Kowalski and Declaring Seat No. 4 Vacant, was approved.

**B. Appointment of Individual to Fulfill the Board Vacancy of Seat No. 4 with Term Ending November 2026**

Ms. Adams noted this seat is a landowner’s seat so a pertinent candidate would need to be a US citizen, 18 years of age and a resident of the State of Florida. Ms. Henley nominated Lindsey Roden for seat No. 4 with a term ending in November 2026.

On MOTION by Ms. Henley seconded by Ms. Emily Cassidy, with all in favor, the Appointment of Lindsey Roden to Seat No. 4, was approved.

*\*Ms. Lindsey Roden joined the meeting at this time.*

**C. Administration of Oath of Office to Newly Appointed Supervisor**

Ms. Adams administered the Oath of Office to Lindsey Roden. Ms. Hammock reviewed Florida Ethics Laws, Public Records Laws and Sunshine Laws with Ms. Roden.

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**D. Consideration of Resolution 2024-09 Electing Officers**

Ms. Adams noted Lindsey Roden will be added as Vice Chair and current slate of officers stay the same.

On MOTION by Ms. Henley seconded by Ms. Emily Cassidy, with all in favor, Resolution 2024-09 Electing Officers – Lindsey Roden Elected Vice Chair and all other positions remain the same as previous officers, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Special Warranty Deed**

Ms. Adams stated there was some right of way tracts that were not deeded to the District so this is a cleanup item to make sure everything is conveyed by deed. Subsequent to the publication of the agenda, the executed deed was received. The successor for the developer is Atlantic Blue Capital, LLC. Ms. Hammock noted the particular tract was tract E.

On MOTION by Ms. Henley seconded by Ms. Roden with all in favor, the Special Warranty Deed – Atlantic Blue Capital, LLC, was accepted.

**SIXTH ORDER OF BUSINESS**

**Consideration of Agreement with the City of Winter Haven for City Exercise of Traffic Control Jurisdiction**

Ms. Hancock stated Meredith negotiated this agreement with the City of Winter Haven. It is the standard traffic control that they can come in and enforce the laws of the City of Winter Haven on CDD roads.

On MOTION by Ms. Henley seconded by Ms. Roden, with all in favor, the Agreement with the City of Winter Haven for City Exercise of Traffic Control Jurisdiction, was approved.

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**SEVENTH ORDER OF BUSINESS**

**Consideration of Fiscal Year 2024 Audit Services Engagement Letter**

Ms. Adams stated CDD's are required to have an annual independent audit of all of the District's financial records. Grau & Associates was selected with an agreement of 5 years of audit services. The engagement letter can be found on page 36 of the agenda package.

On MOTION by Ms. Henley seconded by Ms. Emily Cassidy, with all in favor, the Fiscal Year 2024 Audit Services Engagement Letter, was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hancock had nothing further to report. Ms. Hammock had nothing further.

**B. Engineer**

**i. Approval of Work Authorization 2025-1 for Engineering Services**

Mr. Malave submitted a new work order starting October 1<sup>st</sup> for the fiscal year. Ms. Adams noted the Dewberry Work Authorization for FY2025-1 is in the agenda package. This work authorization notes the District Engineer is confirming that they estimate they will be within the budget. The District budgeted \$20K for engineering expenses for FY25.

On MOTION by Ms. Henley seconded by Ms. Roden, with all in favor, Work Authorization 2025-1 for General Engineering Services for FY25, was approved.

**C. Field Managers Report**

Mr. Tindall presented the Field Manager's Report.

**i. Consideration of Janitorial Maintenance Services 2024/2025 Renewal**

Mr. Tindall noted CSS did not present any increases and just continuation of services at the existing rate. They are reliable and communicative. He recommended continuing with CSS.

On MOTION by Ms. Henley seconded by Ms. Roden, with all in favor, the Janitorial Maintenance Services 2024/2025 Renewal, was approved.

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**ii. Consideration of Pool Maintenance Services 2024/2025 Renewal**

Mr. Tindall presented a proposal from Resort Pools requesting a price increase to account for chemicals, staff and rising costs.

On MOTION by Ms. Henley seconded by Ms. Emily Cassidy, with all in favor, the Pool Maintenance Services 2024/2025 Renewal, was approved.

**iii. Consideration of Landscape Maintenance Services 2024/2025 Renewal**

Mr. Tindall presented a proposal from Prince & Sons at the same existing rate with no change to the pricing or the scope of services. They are consistent and reliable. He recommended continuing with Prince & Sons for the next fiscal year.

On MOTION by Ms. Henley seconded by Ms. Roden, with all in favor, the Landscape Maintenance Services 2024/2025 Renewal, was approved.

**D. District Manager's Report**

Ms. Adams addressed a concern brought up during public comment related to the District's parking rules. Parking rules have been adopted that primarily sequester parking on the public roadway to one side of the street to allow for free flow of traffic. Parking has been restricted on corners. There is signage at the community entrance. Ms. Adams noted a PDF of the parking map can be sent out to residents. Mr. Brock and Ms. Henley asked for quotes for striping curbs and no parking signs in tow away zones.

**i. Approval of Check Register(s)**

Ms. Adams presented the check register from June 7<sup>th</sup> through August 1<sup>st</sup> totaling \$69,864.45 for all items out the general fund. The next check register is from August 7<sup>th</sup> through September 5<sup>th</sup> totaling \$22,554.16 from the general fund. Immediately following the check registers are detailed run summaries.

On MOTION by Ms. Henley seconded by Ms. Emily Cassidy, with all in favor, the Check Registers, were approved.

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**ii. Balance Sheet and Income Statement**

Ms. Adams noted the unaudited financials through the end of July are included in the agenda package. The July statement shows all of the assessments have been fully collected. These are for informational purposes only.

**NINTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**TENTH ORDER OF BUSINESS**

**Supervisors Requests**

Ms. Adams stated this section is for Supervisor requests or audience comments. Hearing no comments or requests, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Roden, seconded by Ms. Emily Cassidy, with all in favor, the meeting was adjourned.

Signed by:  
*Tricia Adams*  
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Secretary / Assistant Secretary

Signed by:  
*Bobbie Henley*  
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Chairman / Vice Chairman