

**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, **November 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
Lindsey Roden	Vice Chairperson
Kristen Cassidy	Assistant Secretary
Diana Macecsko	Appointed as Assistant Secretary
Joan Griffin	Appointed as Assistant Secretary

Also present were:

Tricia Adams	District Manager, GMS
Roy Van Wyk	District Counsel, Kilinski Van Wyk
Rey Malave <i>by Zoom</i>	District Engineer
Marshall Tindall	Field Services, GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order. Four Board members were in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Adams stated there are no members of the public in attendance or on Zoom.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the September 19,
2024 Board of Supervisors Meeting**

Ms. Adams presented the minutes from the September 19, 2024 Board of Supervisors meeting. The minutes have been reviewed by District Counsel and District Management. If there are no corrections from Board members, is there a motion to approve as presented?

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On MOTION by Ms. Henley, seconded by Ms. Emily Cassidy, with all in favor, the Minutes from the September 19, 2024 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Organizational Matters

A. Administration of Oath of Office to Newly Elected Supervisor

Ms. Adams administered the oath of office to Joan Griffin.

B. Consideration of Resolution 2025-01 Canvassing and Certifying the Results of Landowners' Election

Ms. Adams noted Resolution 2025-01 memorializes that as a result of the landowners' election Joan Griffin has been elected to seat #5 and will serve a 4-year term through November 2028.

On MOTION by Ms. Roden seconded by Ms. Henley, with all in favor, Resolution 2025-01 Canvassing and Certifying the Results of the Landowner's Election, was approved.

C. Consideration of Resolution 2025-02 Declaring Seats 2 and 3 Vacant

Ms. Adams stated seat 2 held by Kristen Cassidy and seat 3 are vacant.

On MOTION by Ms. Roden seconded by Ms. Henley, with all in favor, Resolution 2025-02 Declaring Seats 2 and 3 Vacant, was approved.

D. Appointment of Individuals to Fulfill the Board Vacancies (Seats 2 and 3)

Ms. Henley appointed Diana Macecsko to seat 3 with a term expiring in November of 2028.

On MOTION by Ms. Henley seconded by Ms. Roden, with all in favor, the Appointment of Diana Macecsko to Seat No. 3, was approved.

E. Administration of Oath of Office to Newly Appointed Supervisors

Ms. Adams administered the oath of office to Diana Macecsko. Mr. Van Wyk reviewed Sunshine Law, Public Records Law and Ethics Law, Ethics training and Form-1.

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F. Election of Officers

G. Consideration of Resolution 2025-03 Electing Officers

Ms. Adams noted Bobbie Henley serves as Chair and Lindsey Roden as Vice Chair with the three remaining Supervisors as Assistant Secretaries.

On MOTION by Ms. Henley seconded by Ms. Macecsko, with all in favor, Resolution 2025-03 Electing Officers – Same as Previous Slate with New Board Members Serving as Assistant Secretaries, was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2025-04
Authorizing Publication of Legal Notices
on Public Website**

Ms. Adams stated Polk County has set up a public website for notices. The District can piggyback off that website and publish some legal notices.

On MOTION by Ms. Roden seconded by Ms. Griffin, with all in favor, Resolution 2025-04 Authorizing Publication of Legal Notices on Public Website, was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk will get Supervisor notebooks to the new Supervisors.

B. Engineer

Mr. Malave had nothing to report. Mr. Malave left the meeting at this time.

C. Field Managers Report

Mr. Tindall presented the Field Manager’s Report.

i. Consideration of Proposal for Curb Striping and No Parking Signs

The Board agreed to start with the signs and if no response look into striping. Mr. Tindall will bring a proposal for the entrance signs to the next meeting.

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D. District Manager’s Report

i. Approval of Check Register

Ms. Adams presented the check register from September 6th through November 7th totaling \$82, 256.15. A detailed run summary follows the check register.

On MOTION by Ms. Henley seconded by Ms. Griffin, with all in favor, the Check Register, were approved.

ii. Balance Sheet and Income Statement

Ms. Adams presented the unaudited financials through the end of September, found on page 54 of the agenda package.

SEVENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

EIGHTH ORDER OF BUSINESS

Supervisors Requests

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:
Monica Virgen
Secretary / Assistant Secretary

Signed by:
Bobbie Henley
Chairman / Vice Chairman