

**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, **January 16, 2025**, 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  
Diana Macecsko  
Joan Griffin  
Catherine Gonzalez

Chairperson  
Vice Chairperson  
Assistant Secretary  
Assistant Secretary  
Appointed as Assistant Secretary

Also present were:

Tricia Adams  
Monica Virgen  
Savannah Hancock  
Joey Duncan *by Zoom*  
Marshall Tindall

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

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Virgen stated that this is an opportunity for public members to comment on any item on the agenda in person or via Zoom. Ms. Virgen noted that the members of the public, present or via Zoom, should use the raise hand feature to be called on. There being no comments, the next item followed.

January 16, 2025

Lucerne Park CDD

**THIRD ORDER OF BUSINESS****Organizational Matters – ADDED****A. Consideration of Letter of Interest from Catherine Gonzalez**

Ms. Virgen stated that Ms. Catherine Gonzalez was interested in holding a seat on the Lucerne Park CDD Board of Supervisors.

**B. Consideration of Appointing New Supervisor Catherine Gonzalez to Seat #2**

Ms. Virgen stated that Ms. Kristen Cassidy, currently holding Seat #2, is a holdover seat from the general election process. Ms. Virgen said that no one qualified via the general election process, therefore that seat is technically vacant while Ms. Cassidy is currently holding over in that seat. Ms. Virgen added that the Board could appoint a qualified elector to this position of qualified electors only. This individual must be 18 years old or older. They must be a resident of the United States of Florida, live within Lucerne Park CDD, and be registered to vote with the County Elections Office. Ms. Virgen noted that the letter was provided and available to all the Board members and was ready for discussion.

On MOTION by Ms. Henley, seconded by Ms. Griffin, with all in favor, Appointing Catherine Gonzalez to Seat #2 was approved.
---

**C. Administration of Oath of Office**

Ms. Virgen administered the oath of office to Ms. Catherine Gonzalez.

**D. Consideration of Appointing Catherine Gonzalez as Assistant Secretary**

Ms. Virgen told Ms. Gonzalez that as a Board member, she could elect her compensation for the Board meetings. Ms. Virgen asked Ms. Gonzalez if she would like to receive the \$200 per meeting for which she was eligible. Ms. Gonzalez answered yes. Ms. Virgen told Ms. Gonzalez that she would be sent a welcome packet, including forms that could be submitted to their office to get paid.

Ms. Hancock noted that the CDD was the local government unit. She added that Board members are elected officials with specific rules and regulations to abide by. Ms. Hancock reviewed the Sunshine Law. She stated that all District business must be in the Sunshine. She said a Supervisor could not communicate with other Supervisors about District business outside of publicly noticed meetings. This included all forms of communication, for example face-to-face, email, text, and social media. Ms. Hancock added that Supervisors can be friends but never discuss

January 16, 2025

Lucerne Park CDD

the District. Ms. Hancock reviewed the Public Records Law and noted that unless a specific exemption is applied, all documents generated in connection with the District, including emails or public records, may be subject to disclosure. Ms. Hancock stated that staff recommended using a separate email address for all District business. She added that if a public records request was ever received personally, it should be forwarded to the District manager for review. Ms. Hancock noted that as a public records officer, they are subject to many of the same ethics laws as city or county officials regarding bribes, conflicts of interest, etc. Ms. Hancock stated that anything that comes up before the Board that would provide unique benefits for oneself or a family member must be announced to District staff and counsel and they would provide the correct action to take.

Ms. Hancock noted that the disclosure must be read through, signed, and returned. If there are any questions, she suggested that Ms. Gonzalez contact them. Ms. Hancock noted that there is a 4-hour ethics training obligation. Ms. Hancock added that participation in the meetings would start immediately after Board action to appoint Ms. Gonzalez. Ms. Hancock welcomed Ms. Gonzalez to the Board and said she looked forward to working with her.

On MOTION by Ms. Henley, seconded by Ms. Griffin, with all in favor, Appointing Catherine Gonzalez as Assistant Secretary, was approved.

#### **E. Consideration of Election of Officers**

Ms. Virgen stated they would make a slate of officers and keep Ms. Henley as Chair and Ms. Roden the Vice Chair, and Ms. Dianna Maseko, Ms. Joan Griffin, and Ms. Catherine Gonzalez would serve as Assistant Secretaries.

On MOTION by Ms. Henley seconded by Ms. Griffin, with all in favor, Election of Officers as slated above, was approved.

#### **F. Consideration of Appointing Monica Virgen as Assistant Secretary**

Ms. Virgen requested to be appointed as an Assistant Secretary. She stated that that approving this would allow her to sign documents for the District.

January 16, 2025

Lucerne Park CDD

On MOTION by Ms. Henley seconded by Ms. Gonzalez, with all in favor, Appointing Monica Virgen as Assistant Secretary, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the November 21, 2024, Landowners’ and Board of Supervisors Meetings**

Ms. Virgen presented the minutes from the November 21, 2024, Board of Supervisors meeting. She added that staff had reviewed the minutes, and she was happy to take any comments or corrections.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Minutes of the November 21, 2024 Landowners’ and Board of Supervisors Meetings, were approved as amended.

**FIFTH ORDER OF BUSINESS**

**Consideration of Data Sharing & Usage Agreement with Polk County Property Appraiser**

Ms. Virgen stated that this agreement certifies that Polk County records are exempt from public records, and the District will also keep them exempt. Ms. Virgen noted that this was an annual agreement required by Polk County and is seen on the agenda yearly. Ms. Virgen added that if there were any questions, she would be happy to answer.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, the Data Sharing & Usage Agreement with Polk County Property Appraiser, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Non-Ad Valorem Contract Agreement with Polk County Property Appraiser**

Ms. Virgen stated this is an agreement with the Polk County Property Appraiser that requires the District to include the CDD assessments on the non-ad valorem portion of the property tax bill. She added that this annual agreement would be presented to the Board yearly.

January 16, 2025

Lucerne Park CDD

On MOTION by Ms. Griffin, seconded by Ms. Roden, with all in favor, the Non-Ad Valorem Contract Agreement with Polk County Property Appraiser, was approved.

## **SEVENTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Ms. Hancock had nothing to report. She did note that she would give everyone her card with her cell number, and they could contact her anytime with any questions.

#### **B. Engineer**

Mr. Duncan stated they were there to serve whenever anyone had a question. Mr. Duncan was excused from the meeting at this time.

#### **C. Field Managers Report**

Mr. Tindall stated that the pool facilities have been well maintained. The webbing on all the chaise lounge chairs was replaced. He added that additional rubber mulch was added to the playground. They also replaced damaged hinges on the aluminum fence behind the playground.

Mr. Tindall stated that the landscapers had kept the District areas clean and well-maintained. They have been reviewing entrances for fill-ins. Mr. Tindall stated that estimates were solicited from vendors, and pricing summaries were created for discussion and consideration. He also stated that the fence repairs were underway. He noted that the blocked easements were a hurdle that they were working to overcome. Mr. Tindall noted the clear cones and associated blockade after repairing the washout from hydrant work done by utilities. The cleaning, touchups, and painting of entrance monument signs, the amenity building, and playground equipment. He noted they would review the storm drains and perform minor cleanouts as needed.

#### **i. Consideration of Proposal for Curb Striping (Pressure Washing and Painting)**

Mr. Tindall reviewed the proposals for pressure washing the curbs.

Mr. Tindall reviewed the proposals for painting the curbs:

- ACPLM proposed \$22,275.00 for painting the curbs. They indicated pressure washing was not a service they offered at this time.

January 16, 2025

Lucerne Park CDD

- Craig Burns Enterprises, Inc., Central Florida Striping proposed \$37,392.00 for painting the curbs.
- Fausnight Stripe proposal totaled \$25,200. They noted that this proposal is for curb painting only, with no stenciling or additional striping. They added if additional striping was required to please contact them.

**ii. Discussion of Additional Seasonal Janitorial Services**

Mr. Tindall noted that the Janitorial & Waste Summary 2025 Budget was \$16,160. He added the following summary of services, schedule, and prices:

- Janitorial (3x per week) Amenity Building Service, \$475 monthly, \$5,700 yearly
- Garbage and Pool Area, (2x week) \$200 monthly, \$2,400 yearly
- Garbage – Playground, (2x week) \$50 monthly, \$600 yearly
- Garbage Playground by the Pool, (2x week) \$50 monthly, \$600 yearly
- Dog Station (Dog Park at Pool), (2x week) \$250, \$3,000 yearly
- Amenity: Additional cleaning service day (May-Sept), \$160 monthly, Partial Year totaled 800.
- Total for all janitorial; \$16,400

After detailed discussion, the janitorial services proposal was moved to the next agenda.

**iii. Consideration of “No Idle” Signs at Entrance**

Mr. Tindall reviewed the proposal for the “No Parking, Standing, Idling” signs and the 8 ft U-Channel Posts:

- Labor \$500
  - Mobilization \$65
  - Equipment \$80
  - Materials \$1,255.80
- Total Due: \$1,900.80.

On MOTION by Ms. Roden seconded by Ms. Griffin, with all in favor, “No Idle” Signs at Entrance NTE \$1,200, was approved.

**iv. Consideration of Parking Signage Plan – ADDED**

January 16, 2025

Lucerne Park CDD

Mr. Tindall and Board members had detailed discussions regarding the Parking Signage Plan. Ms. Virgen stated that the Board had \$14,469 in the budget for contingency for Amenity. They have \$7,500 in the budget for contingency in Field. Ms. Virgen added that no funds have been spent for Field or Amenity contingency. She noted that if the Board wanted to approve the proposal for the Signage Plan, they could do that out of the Field but keep an eye on the numbers moving forward. Ms. Virgen also noted that they had not received the invoices for the fence repairs from the hurricane, and they were not flagged as expenses. She indicated they needed a plan for those expenses.

On MOTION by Ms. Macecsko, seconded by Ms. Griffin, with all in favor, the Parking Signage Plan, was approved.

**D. District Manager’s Report**

**i. Approval of Check Register**

Ms. Adams presented the check register from November 8, 2024, through January 2, 2025, totaling \$44,321.83. A detailed check run summary follows the check register.

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

**ii. Balance Sheet and Income Statement**

Ms. Virgen presented the unaudited financials on page 44 of the agenda package. She added that it was for informational purposes only, but she could answer any questions.

Ms. Virgen directed the Board to page 51 of the agenda which contains the month-to-month financials that will help the Board evaluate the budget for the upcoming fiscal year. Ms. Virgen explained the financials in detail.

**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.

January 16, 2025

Lucerne Park CDD

**NINTH ORDER OF BUSINESS**

**Adjournment**

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

DocuSigned by:  
*Monica Virgen*  
Secretary / Assistant Secretary

Signed by:  
*Bobbie Henley*  
Chairman / Vice Chairman