

**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 20, 2025**, at 9:30 a.m. at the Lake Alfred Public Library, 245 N. Seminole Ave., Lake Alfred, 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
Assistant Secretary

Also present were:

Monica Virgen
Savannah Hancock
Rey Malave *by Zoom*
Meredith Hammock *by Zoom*
Joey Duncan *by Zoom*
Marshall Tindall
Chase Arrington *by Zoom*

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

FIRST ORDER OF BUSINESS

Roll Call

Ms. Virgen called the meeting to order. Five 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. There being no comments, the next item followed.

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THIRD ORDER OF BUSINESS**Approval of Minuets of the January 16, 2025, Board of Supervisors Meeting**

Ms. Virgen asked for any comments or corrections to the January 16, 2025 meeting minutes. Hearing no changes from the Board, Ms. Virgen asked for a motion to approve.

On MOTION by Ms. Roden, seconded by Ms. Griffin, with all in favor, the Minutes of the January 16, 2025, Board of Supervisors Meeting were approved.

FOURTH ORDER OF BUSINESS**Consideration of Resolution 2025-05 Approving the Fiscal Year 2026 Proposed Budget and Setting a Public Hearing to Adopt**

Ms. Virgen presented the Resolution 2025-05 which approves the Fiscal Year 2026 proposed budget and sets a public hearing to adopt the budget. She noted approving this budget does not mean they cannot change it in the future, it is a cap the District must set.

Ms. Hancock added once the budget is approved, staff will publish a notice in the newspaper and they will have a public hearing at the June meeting to adopt the budget. Ms. Virgen noted the District is required to transmit the proposed budget to Polk County 60 days prior to the meeting.

Ms. Virgen stated the public hearing is to be set on June 19, 2025, at 9:30 a.m. at the Holiday Inn in Winter Haven. She added the proposed budget is attached as an exhibit. She noted there was no increase in assessments this year. She noted there are a few line items that have changed based on actuals. Ms. Virgen stated they are proposing an increase in their management fees of 3% and for insurance. She noted the FICA Expense has been added as a line item for the District's payroll expenses. She stated the total administrative cost was \$137,979. In the field services budget, she noted there was an increase for field management services by 3%. Other increases we based on estimates from vendors. She stated the FY26 operations expense is for \$156,372.

Ms. Virgen stated for the amenity expenditures there is an increase due to the replacement of their chairlift. She noted the 2026 amenity expenditures will be \$151,871. Ms. Virgen reviewed the Debt Service Fund and stated they have provided the actuals and the proposed budget for the

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assessments and interest income. Ms. Hancock noted the debt assessments are set when the bonds are issued.

Ms. Virgen stated the Capital Reserve Fund was on page 28 of the agenda package and the District currently holds \$77,820 in the account. She added in FY25 the adopted budget was \$88,674 and for FY26 they are proposing \$88,139 for the Capital Reserve. She noted in future years, they may want to start adding more to the Capital Reserve. She asked for any questions or comments on the proposed budget. Hearing no questions or changes from the Board, Ms. Virgen asked for a motion to approve the resolution.

On MOTION by Ms. Griffin, seconded by Ms. Roden, with all in favor, Resolution 2025-05 Approving the Fiscal Year 2026 Proposed Budget and Setting a Public Hearing to Adopt on June 19, 2025 at 9:30 a.m., was approved.

FIFTH ORDER OF BUSINESS

Consideration of Lucerne Park Reserve HOA Community Events

Ms. Virgen stated the HOA reached out to the with community events they wanted to host. She noted the Easter event was sent to the Chair prior to the meeting because the date was too close to the date of the current meeting. She added it was approved, however the HOA decided to cancel the event.

Ms. Hancock stated she will draft an agreement for the HOA allowing them to use the land and they will have their own event insurance, protecting the District from being held liable.

On MOTION by Ms. Henley, seconded by Ms. Macesco, with all in favor, the Lucerne Park Reserve HOA Community Events, were approved.

SIXTH ORDER OF BUSINESS

Ratification of Lucerne Park Reserve HOA April Event Agreement

Ms. Virgen stated this event was cancelled, however in the case it happens they need approval of the ratification.

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On MOTION by Ms. Gonzalez, seconded by Ms. Macesco, with all in favor, the Lucerne Park Reserve HOA April Event Agreement, was ratified.

SEVENTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Ms. Hancock noted that the Board members who were sworn in in 2024 and 2025 will have to complete four hours of Ethics training by the end of the year. She will email the members with free ethics classes that are online.

B. Engineer

Mr. Malave stated they did not have anything to report at this time.

C. Field Managers Report

Mr. Tindall presented the Field Manager's Report. He stated one of the toilets in the amenity center's restroom had stopped working and he will be reaching out to the company to see if the valve that caused the issue is still under warranty. He added one of the restroom doors was not latching correctly, however they have since fixed this issue. He noted he received information that the control module was not working, and they have contacted a vendor to get it repaired. He stated there were complaints of ants around the playground and the pest control company will be coming out soon.

Mr. Tindall stated some plants by the Amenity Center have been replaced and are holding up better than the previous plants. He added mulching and other yard work by the entrances has been completed and they look good. During this, a dead tree was identified, and they are working to get it replaced. He stated the parking signs that were approved have been installed and asked the Board if they see any problems to let him know.

Ms. Griffin asked about the "no idling" signs. Mr. Tindall stated he has a meeting scheduled with an officer to double check if there are regulated before they are installed.

i. Consideration of Janitorial Services Proposal

Ms. Virgen stated this was brought up at the last meeting and the direction staff was given was to hold off and see how the services did over the next 30 days. She added the proposal was to

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increase services at the dog station and the pool and for seasonal servicing increase at the amenity facility. She noted for the dog station, it would be for \$900 for the year and the seasonal servicing at the amenity center will be for \$800 for the year. She stated she noted at the last meeting that because they are well into the fiscal year, they would not pay the full yearly cost for servicing the dog station.

On MOTION by Ms. Macescko seconded by Ms. Griffin, with all in favor, the Proposal for Additional Janitorial Services, was approved.

D. District Manager's Report

i. Approval of Check Register

Ms. Virgen presented the check register from January 3, 2025, through March 6, 2025, totaling \$460,357.68. A detailed check run summary follows the check register.

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

ii. Balance Sheet and Income Statement

Ms. Virgen presented the unaudited financials on page 50 of the agenda package. She added that it was for informational purposes only, but she could answer any questions. She noted they are almost fully collected on assessments for the year.

EIGHTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors Requests

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

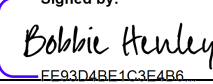
On MOTION by Ms. Henley, seconded by Ms. Macescko, with all in favor, the meeting was adjourned.

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Secretary / Assistant Secretary

Signed by:

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Chairman / Vice Chairman