

**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, **June 19, 2025**, at 9:32 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 *by Zoom*
Joan Griffin
Catherine Gonzalez *by Zoom*

Chairperson
Vice Chairperson
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Tricia Adams
Katie O'Rourke
Monica Virgen
Savannah Hancock
Meredith Hammock *by Zoom*
Joey Duncan *by Zoom*
Chace Arrington *by Zoom*
Marshall Tindall

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

FIRST ORDER OF BUSINESS

Roll Call

Ms. Virgen called the meeting to order. Three Board members were in attendance, constituting a quorum. Ms. Macecsko and Ms. Gonzalez participated by Zoom.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Virgen stated there are no members of the public present. She asked for comments via Zoom. There being no comments, the next item followed.

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THIRD ORDER OF BUSINESS**Public Hearing**

Ms. Virgen stated this is a public hearing for adoption of the Fiscal Year 2026 budget. She asked for a motion to open the public hearing.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Opening the Public Hearing, was approved.

A. Consideration of Resolution 2025-06 Adopting the District's Fiscal Year 2026 Budget and Appropriating Funds

Ms. Virgen provided an overview of the Fiscal Year 2026 budget starting October 1, 2025 and ending September 30, 2026. The notice has been published and the budget was posted on the website. She noted there were not many changes from the budget last presented, with the actuals posted from April 30, 2025. She added the assessments are the same as 2025 and the proposed revenue for 2026 is \$447,990. She reviewed the expected amounts for each budget item and net assessments at \$446,207 with total gross assessments at \$479,792. She noted there were 346 units within the District and each unit will be assessed. She explained capital transfer amounts and the process.

Ms. Virgen noted the debt service fund is for the Series 2019 bond service and there is one bond issuance with 346 units assessed at the total gross amount of \$1,304. She reviewed the expenses, the amortization schedule, the capital reserve fund with a \$7,386 transfer. The total revenues in the capital are \$85,203 as of April 30th.

Ms. Virgen stated this is the time for public comments. Hearing no comments, Ms. Virgen asked for a motion to close the public hearing.

On MOTION by Ms. Roden, seconded by Ms. Henley, with all in favor, Closing the Public Hearing, was approved.

Ms. Virgen stated this resolution will adopt the budget and asked for a motion to approve.

On MOTION by Ms. Henley, seconded by Ms. Griffin, with all in favor, Resolution 2025-06 Adopting the District's Fiscal Year 2026 Budget and Appropriating Funds, was approved.

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B. Consideration of Resolution 2025-07 Imposing Special Assessments and Certifying an Assessment Roll

Ms. Virgen stated we are required to adopt a method of collection, and this resolution allows for the collection on the Polk County assessment roll and certifies the assessment roll.

On MOTION by Ms. Henley, seconded by Ms. Roden, with all in favor, Resolution 2025-07 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the March 20, 2025 Board of Supervisors Meeting

Ms. Virgen presented the minutes from the March 20, 2025, 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. Griffin, with all in favor, the Minutes of the March 20, 2025 Board of Supervisors Meetings, were approved.

FIFTH ORDER OF BUSINESS

Review and Acceptance of Fiscal Year 2024 Financial Audit Report

Ms. Virgen stated this is the financial audit report and this was performed by Grau & Associates. This letter notes there are no findings, or recommendations, and the District's financial records are in compliance with the Audit General with the state of Florida. This is a clean audit.

On MOTION by Ms. Griffin, seconded by Ms. Roden, with all in favor, the Fiscal Year 2024 Financial Audit Report, was approved.

SIXTH ORDER OF BUSINESS

Discussion of Status of No Parking/Standing Signs at Entrance of Community

Ms. Virgen stated the status of no parking/standing signs at the entrance of the community. Discussion ensued on the languages for the signs.

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SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hancock reminded the Board for the ethics training and filing of Form 1.

B. Engineer

Mr. Duncan stated there were no further comments.

C. Field Manager's Report

Mr. Tindall reviewed field manager's report to include hurricane updates and issues, on-site review and trampoline issue, repairs, playground status, general maintenance cleaning, pressure washing complete, and ask for any questions. It was noted one of the panels of the fence had some issues, the second entrance has the beginning of a sink hole, and a request for a covering of the pool for blocking the sun. Mr. Tindall stated he will look at options, discussed pricing, pool umbrellas, no staff on-site to oversee, and will provide options at the next meeting.

D. District Manager's Report

i. Approval of Check Register

Ms. Adams presented the check register from March 7, 2025, through June 5, 2025, totaling \$554,702.57. 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, was approved.

ii. Balance Sheet and Income Statement

Ms. Virgen presented the unaudited financials through April 30, 2025. She added that it was for informational purposes only, but she could answer any questions.

iii. Presentation of Registered Voters – 504

Ms. Virgen stated there were 504 registered voters in the District as of April 15, 2025. This is required by Florida statutes, and no action is required.

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iv. Approval of Fiscal Year 2026 Meeting Schedule

Ms. O’rourke stated the Fiscal Year 2026 meeting schedule is in the agenda package. She added all dates have been checked for accuracy and all are on the third Thursday of each month at 9:30 a.m. in the same location.

On MOTION by Ms. Griffin, seconded by Ms. Roden, with all in favor, the Fiscal Year 2026 Meeting Schedule, was approved.

v. District Goals and Objectives

a. Adoption of Fiscal Year 2026 Goals & Objectives

Ms. Adams stated new law requires Florida CDDs to adopt goals and objectives. It is for consideration and is required by statutes. She reviewed the categories of each goal and objectives are effective October 21, 20265 through September 30, 2026.

On MOTION by Ms. Henley seconded by Ms. Roden, with all in favor, the Fiscal Year 2026 Goals and Objectives, were approved.

b. Presentation of Fiscal Year 2025 Goals & Objectives Authorizing Chair to Execute

Ms. Adams stated this item will authorize the Chair to execute and sign the final report to be posted by December 1, 2025.

On MOTION by Ms. Roden, seconded by Ms. Griffin, with all in favor, Authorizing the Chair to Execute the Fiscal Year 2026 Goals and Objectives, was approved.

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.

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TENTH ORDER OF BUSINESS

Adjournment

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

Signed by:

Katie O'Rourke

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Secretary / Assistant Secretary

Signed by:

Bobbie Henley

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Chairman / Vice Chairman