

**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, **July 17, 2025**, at 9:31 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
Diana Macecsko *by Zoom*
Joan Griffin
Catherine Gomez

Chairperson
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Tricia Adams
Katie O'Rourke
Savannah Hancock
Joey Duncan *by Zoom*
Chace Arrington *by Zoom*

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

FIRST ORDER OF BUSINESS

Roll Call

Ms. O'Rourke called the meeting to order. Three Board members were in attendance, constituting a quorum. Ms. Macecsko was present by Zoom.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. O'Rourke 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**Approval of Minutes of the June 19, 2025
Board of Supervisors Meeting**

Ms. O'Rourke presented the minutes from the June 19, 2025, Board of Supervisors meeting. She added that staff had reviewed the minutes, but 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 June 19, 2025, Board of Supervisors Meetings, were approved.

FOURTH ORDER OF BUSINESS**Consideration of Resolution 2025-08
Appointing and Removing an Assistant
Secretary**

Ms. O'Rourke stated that this would appoint herself, Katie O'Rourke, as an Assistant Secretary for the District, so that she may attest to signatures from the Chair and this would remove Monica Virgen as an Assistant Secretary. She noted that Ms. Virgen is still in their office, she is just operating in a different capacity and will no longer be traveling to meetings.

On MOTION by Ms. Griffin, seconded by Ms. Gomez, with all in favor, Resolution 2025-08 Appointing and Removing an Assistant Secretary, was approved.

FIFTH ORDER OF BUSINESS**Consideration of Resolution 2025-09
Authorizing Spending Limits**

Ms. O'Rourke stated this is an administrative resolution that sets the spending limits for the Chair or the District Manager to be able to sign invoices or agreements outside of the meeting up to a certain amount. She noted that the District Manager may individually authorize invoices or agreements up to \$2,500. She added that the Chair or Vice Chair, if the Chair is unavailable, may authorize expenses up to \$10,000 and the District Manager and the Chair or Vice Chair can jointly authorize expenses up to \$25,000 per event or proposal. Ms. O'Rourke also noted that these agreements will still come back to the Board for ratification after the meeting, this is just in case there is something that needs to be done urgently outside of the meeting.

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On MOTION by Ms. Griffin, seconded by Ms. Henley, all in favor, the Resolution 2025-09 Authorizing Spending Limits, was approved.

SIXTH ORDER OF BUSINESS

Presentation of Arbitrage Rebate Calculation Report – Series 2019

Ms. Adams stated that the District has issued tax exempt bonds and the bonds are subject to regulations by the IRS. She noted they basically rule that the CDD with the tax-exempt bonds cannot earn more interest than what is being paid on the bonds. She added that they require reporting at five-year intervals, and they are running the Arbitrage Calculation Reports annually to determine if there is an arbitrage issue.

Ms. Adams stated if there is an arbitrage issue in the sum of the five years, there could be a penalty to the IRS. Therefore, they like to know sooner rather than later if there is an arbitrage issue. She added that they could wait and run the reports once every five years, but the cost is the same to run it every year versus once every five years. Ms. Adams pointed out on page 21 the report shows that no rebate liability exists and there are no arbitrage issues. Ms. Adams asked for a motion to accept the Arbitrage Rebate Calculation Report for the Series 2019 bonds.

On MOTION by Ms. Henley seconded by Ms. Griffin, with all in favor, the Arbitrage Rebate Calculation Report – Series 2019, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hancock reminded the Board to comply with the Sunshine Laws when it comes to social media or any discussions regarding any information that would come before the Board outside of a publicly noticed meeting. She noted that violations of this matter can result in a \$500 fine and up to 60 days in jail and she gave the Board instructions on the best practices to take if anyone contacts them directly about District business.

B. Engineer

Mr. Arrington had nothing to report to the Board at this time.

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Field Manager's Report

Ms. Adams reviewed the Field Manager's report for the Board and asked for any questions. She noted that she will convey any questions, comments or concerns to Mr. Allen Bailey and Marshall Tindall. She added that Mr. Tindall is still with their firm, but they are making some transitions with their field management team, and the Board will be meeting Mr. Allen Bailey soon and some might have already seen him around the property.

Ms. Gomez asked about checking on the pool cleaning schedule. Ms. Adams stated that she will check on the pool cleaning schedule and prepare a notice for the HOA manager indicating what the cleaning schedule is and include District maintenance staff contact information. She also noted she will follow up with pool shade structure proposals.

C. District Manager's Report

i. Approval of Check Register

Ms. O'Rourke presented the check register from June 6, 2025, through July 3, 2025, totaling \$20,395.73. A detailed check run summary follows the check register.

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

ii. Balance Sheet and Income Statement

Ms. O'Rourke presented the unaudited financials through May 31, 2025. She added that it was for informational purposes only, but she could answer any questions. There was a question about where the money is located, and Ms. Adams briefly discussed that the operating account is with a bank called Truist Bank and they are required to use accounts that are with banks that have public depositories in the state of Florida. She added that the money market account is with Bank United and there was a brief discussion about the details of that account.

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. Henley, 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 Shockley

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Chairman / Vice Chairman