

**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 16, 2023** 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
Jessica Kowalski	Vice Chair
Emily Cassidy	Assistant Secretary
Kristin Cassidy	Assistant Secretary
Justin Brock	Assistant Secretary

Also present were:

Tricia Adams	District Manager, GMS
Meredith Hammock	District Counsel, KVV Law
Savannah Hancock	District Counsel, KVV Law
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 at 9:30 a.m. There were five Board members present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Adams reviewed the public comment period guidelines. She asked if anyone would like to make a comment to the Board.

Rolando Lopez (901 Cambridge Drive) commented that he would like some clarity on the process of submitting a request with the CDD Board to put some decorations up for the holidays. Ms. Adams explained that they do have a process where they provide a license agreement with the Homeowners Association or other entity to install holiday decorations on CDD property. She gave

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options for the Board to address this item now or address it under the staff reports. It was decided to address this item under the staff reports.

### **THIRD ORDER OF BUSINESS**

#### **Approval of Minutes of the October 19, 2023 Board of Supervisors Meeting**

Ms. Adams presented the October 19, 2023 Board of Supervisors meeting minutes and asked if there were any comments or corrections to those minutes. She noted they had been reviewed by District counsel and District management.

On MOTION by Ms. Kowalski, seconded by Ms. Kristin Cassidy, with all in favor, the Minutes of the October 19, 2023 Board of Supervisors Meeting, were approved.

### **FOURTH ORDER OF BUSINESS**

#### **Acceptance of Ranking of the Audit Committee and Authorizing Staff to Send a Notice of Intent to Award**

Ms. Adams stated the District has the ability to enter into a five-year agreement for audit services. They requested pricing for five years. She noted that earlier today, they had the Audit Committee meet. As a result of their meeting and ranking of proposals, they ranked Grau & Associates as #1 and DiBartolomeo, McBee, Hartley, & Barnes as #2.

On MOTION by Ms. Henley, seconded by Ms. Kowalski, with all in favor, Accepting the Ranking of the Audit Committee and Authorizing Staff to Send a Notice of Intent to Award, was approved.

### **FIFTH ORDER OF BUSINESS**

#### **Staff Reports**

##### **A. Attorney**

Ms. Hammock stated they typically recommend a license agreement with the HOA that authorizes them to install holiday decorations. The District doesn't provide any financial contribution towards that, but it is authorization for the HOA to go ahead and install those decorations. She explained that it was a very straightforward letter that is drafted by them and sent by their management company that authorizes the installation. She noted that if the Board was comfortable proceeding with that for this District, she would be happy to take direction and work with Ms. Adams to get that finalized.

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The question was asked, if there was cost of electricity, was it absorbed by the District. Ms. Adams responded that it was absorbed by the District. She explained that typically if they have a license agreement with the Homeowners Association, their field management team will go out in advance of the holiday season and inspect the electrical outlets, make sure there is electrical supply and make sure everything is working. She asked if there was electrical supply at the community entrance at this time. Mr. Tindall responded that there were lights there, but he didn't think their outlet was currently installed. Price for outlets was discussed briefly. Ms. Adams explained that they could just take direction from the Board for the outlets because it's such a minor maintenance expense within the adopted operating budget.

On MOTION by Ms. Henley, seconded by Ms. Kowalski, with all in favor, A License Agreement to Install Holiday Lighting with the Homeowners Association, was approved.

Ms. Hammock reminded the Board of the ethics training requirement that will start in January. She noted their modules were not up and ready just yet, but as soon as they were she would let the Board know.

**B. Engineer**

Mr. Malave had nothing to report to the Board.

*\*Mr. Malave left the meeting at this time.*

**C. Field Managers Report**

Ms. Adams stated the Field report was included in the agenda package on page 66. Mr. Tindall noted that the facilities were well maintained, and the landscaping looked good. The chair lift was repaired. The chairs were cleaned for the fall season. The amenity looked good this week. He pointed out that there were some complaints with some trash, but it was a transitional issue between landscaper and janitor, and it should be emptied consistently now as approved at the previous meeting. He explained that there was a note last time about some vegetation growing up along the fence. He further explained that the vegetation on the fence was mowed as close as it could be. He discussed it with the landscaper, and they will be trying to bush hog it. The low area dry pond at the end of Cambridge was mowed after water levels went down. The dry weather

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pattern has unirrigated Bahia grasses stressed in places. It was noted that the grass was hardy and bounces back once rainy weather patterns resume. Concluding his report review, he discussed an upcoming item, the sidewalks. It was noted that the annual sidewalk reviews were planned for the off season.

#### **D. District Manager's Report**

##### **i. Approval of Check Register**

Ms. Adams noted in the agenda packet was a summary of the check register from October 6, 2023 to November 2, 2023 for a total of \$27,225.43.

On MOTION by Ms. Kowalski seconded by Ms. Kristin Cassidy, with all in favor, the Check Register Totaling \$27,225.43, was approved.

##### **ii. Balance Sheet and Income Statement**

Ms. Adams noted the unaudited financials were through September. She reviewed the line items and noted the District was fully collected.

#### **SIXTH ORDER OF BUSINESS**

#### **Other Business**

There being no comments, the next item followed.

#### **SEVENTH ORDER OF BUSINESS**

#### **Supervisors Requests and Audience Comments**

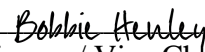
Ms. Adams stated this was for Supervisor requests or audience comments. Hearing no comments or requests, the next item followed.

#### **EIGHTH ORDER OF BUSINESS**

#### **Adjournment**

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

DocuSigned by:  
  
 Tricia Adams  
 Secretary / Assistant Secretary

DocuSigned by:  
  
 Bobbie Henley  
 Chairman / Vice Chairman