

**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 20, 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 Shockley  
Lindsey Roden  
Joan Griffin  
Catherine Gonzalez

Chairperson  
Vice Chairperson  
Assistant Secretary  
Assistant Secretary

Also present were:

Katie O'Rourke  
Savannah Hancock  
Rey Malave *by phone*  
Chace Arrington *by phone*

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. Four Board members were present in person constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. O'Rourke opened the meeting for public comments. She stated that two members of the public were present, and two were on the Zoom line. There were no public comments made.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the October 16, 2025, Board of Supervisors Meeting**

Ms. O'Rourke presented the minutes from the October 16, 2025, Board of Supervisors meeting. She added that staff had reviewed and edited the minutes. She asked the Board if they

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had any comments, corrections, or changes. She acknowledged that Ms. Griffin's edit was received.

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

#### **FOURTH ORDER OF BUSINESS**

#### **Discussion Regarding Property Encroachments**

Ms. O'Rourke provided an update to the board indicating that all letters and notifications from the previous meeting were sent out. She also stated that she had communicated with the homeowner at 828 via email and they were amenable to relocating their pool after receiving their violation letters. She let them know that the Board could direct staff to send letters to 828, asking them to relocate the pool and pool deck out of the drainage easement and to modify their fence by January 31<sup>st</sup> to match the other letters that were sent. They also discussed address 880, Ms. O'Rourke let them know that the HOA mgmt. team had not responded to her emails asking if they were going to require the homeowner to remove the shed or not. But that the fence letter could be sent out and they could wait on the shed until they know the HOA's plan. The board agreed to direct staff to send those letters.

#### **FIFTH ORDER OF BUSINESS**

#### **Consideration of License Agreement for Holiday Decorations with HOA**

Ms. O'Rourke reviewed the License Agreement with the Lucerne Park Reserve Homeowners Association for holiday decorations on CDD property. Ms. O'Rourke explained that the agreement outlined the approved decoration locations and granted temporary permission for installation beginning November 22, with removal required by January 3.

On MOTION by Ms. Roden, seconded by Ms. Griffin, with all in favor, the License Agreement for Holiday Decorations with HOA, was approved.

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

#### **Organizational Matters**

##### **A. Review of Resumes and Letters of Interest**

###### **i. Rolando Lopez**

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Ms. O'Rourke opened discussion on the vacant Board Seat #3. It was noted that the agenda included the resume and letter of interest from Rolando Lopez, who was present at the meeting. Ms. O'Rourke then opened the floor for Board members to ask Mr. Lopez any questions regarding his interest in the position. No questions were asked as the board indicated they believed he would be a good fit.

On MOTION by Ms. Griffin, seconded by Ms. Roden, with all in favor, Appointing Mr. Rolando Lopez to the Board Vacancy in Seat #3, was approved.

**B. Appointment of Individual to Fill Board Vacancy in Seat #3 Exp. 11/2028**

Ms. O'Rourke stated that the seat was identified as a general elector position with a term expiring in November 2028.

**C. Administration of Oath to Newly Appointed Individual**

Ms. O'Rourke administered the oath to Mr. Lopez. Ms. Hancock explained the Sunshine State Law in full and administered it to Mr. Lopez. She added that Mr. Lopez was expected to complete the four-hour ethics training.

**D. Consideration of Resolution 2026-02 Electing Officers**

Ms. O'Rourke presented Resolution 2026-02, an administrative item to elect officers following the appointment of a new Supervisor. District staff reviewed the existing slate of officers and noted that the Board could retain the current officers and appoint the newly appointed supervisor as an Assistant Secretary. After discussion, the Board agreed to retain Bobbie Shockley as Chair, appoint Joan Griffin as Vice Chair, and appoint Lindsay Roden, Rolando Lopez, and Catherine Gonzalez as Assistant Secretaries.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Resolution 2026-02 Electing Officers as slated above, was approved.

**SEVENTH ORDER OF BUSINESS**

**A. Attorney**

**Staff Reports**

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Ms. Hancock reminded the Board members to complete their required ethics training by December 31<sup>st</sup>. They noted that the requirement did not apply to Rolando. Ms. Hancock also offered to resend the training links upon request and stated that there was nothing further to report unless there were any questions.

**B. Engineer**

Mr. Malave stated they were working on the easements that Ms. Hancock and mentioned.

**C. Field Manager's Report**

**i. Consideration of Proposals for Pool Shade Structure**

1. ProPlaygrounds
2. Playwork
3. Playmore

Mr. Bailey presented the three proposals for potential shade structures at the pool. Ms. O'Rourke indicated that this was not a budgeted expense, but there are surplus funds from last year's budget that could fund the project if the Board wishes to move forward. She also cautioned the Board that we are only in the first month of the current fiscal year's budget, so they could also be conservative at this time and budget for this in the future. Ms. Shockley indicated she would prefer to budget for such a large expense in a future fiscal year. Mr. Lopez indicated that before spending this amount of money, he would like to gather feedback from community members and could use the HOA to do so. Savannah advised the Board that if two or more of them plan to attend the next HOA meeting, we would need to designate the hearing as a workshop to avoid sunshine law violations. Rolando asked to communicate with the HOA Board to gather feedback and invite them to the next CDD meeting. Ms. Griffin indicated that she doesn't want to wait because she can't use the pool without a shade structure, and she believes many people in the community feel the same. After extensive discussion of the budget and the cost of the shade structure, this item was tabled until they receive feedback from the HOA.

**ii. Consideration of Proposal for Mulch & Sod from Prince & Sons – ADDED**

Mr. Bailey presented a proposal totaling \$5,700 for sod rip and replacing Bahia, quantity 3 at \$400, totaling \$1,200 and mulch pine bark, quantity 75 yards at \$60, totaling \$4,500.

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On MOTION by Ms. Roden, seconded by Ms. Griffin, with all in favor, the Proposal for Mulch & Sod from Prince & Sons was approved.

**D. District Manager's Report**

**i. Approval of Check Register**

Ms. O'Rourke presented the check register from October 3, 2025, through November 6, 2025, totaling \$40,118.55. A detailed run summary of all those checks followed. She stated that the Board had already reviewed everything for accuracy, and she was seeking a motion to approve.

On MOTION by Ms. Roden, seconded by Ms. Griffin, with all in favor, the Check Register for October 3, 2025, through November 6, 2025, was approved.

**ii. Balance Sheet and Income Statement**

Ms. O'Rourke presented the balance sheet and income statement through September 30, 2025. She noted that there was nothing for the Board, and they were 100% collected. She added she was happy to take any questions. This was just for informational purposes only, and no action was necessary.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**NINTH ORDER OF BUSINESS**

**Supervisors' Requests**

Ms. O'Rourke asked for any Supervisors' requests. There being no comments, the next item followed.

**TENTH ORDER OF BUSINESS**

**Adjournment**

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

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Secretary / Assistant Secretary

Signed by:



katie O'Rourke

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Chairman / Vice Chairman

Signed by:



Bobbie Shockley

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