

**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, **January 15, 2026**, 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	Chairperson
Joan Griffin	Vice Chairperson
Lindsey Roden	Assistant Secretary
Catherine Gonzalez	Assistant Secretary
Rolando Lopez	Assistant Secretary

Also present were:

Katie O'Rourke	District Manager, GMS
Savannah Hancock <i>via zoom</i>	District Counsel, Kilinski Van Wyk
Chace Arrington <i>by phone</i>	District Engineer, Dewberry
Allen Bailey	Field Manager, GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. O'Rourke called the meeting to order. Five 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. There were no public comments at this time, and the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the November 20, 2025, Board of Supervisors Meeting**

Ms. O'Rourke presented the minutes from the November 20, 2025, Board of Supervisors meeting. The Board had no changes to the minutes.

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On MOTION by Mr. Shockley, seconded by Ms. Griffin, with all in favor, the Minutes of the November 20, 2025, Board of Supervisors Meeting were approved.

**FOURTH ORDER OF BUSINESS**

**Public Hearing on Amended and Restated Rules of Procedure**

Ms. O'Rourke reminded the Board that this public hearing was scheduled to consider minor statutory updates to the Rules of Procedure as outlined on page 16 of the agenda package. The proposed revisions were unchanged from those previously reviewed by the Board.

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

**A. Consideration of Resolution 2026-03 Adopting Amended and Restated Rules of Procedure**

Ms. O'Rourke asked whether there were any questions from the Board regarding Resolution 2026-03, which amends and restates the District's Rules of Procedure. The Board had no questions or changes to the proposed rules.

On MOTION by Ms. Roden, seconded by Mr. Shockley, with all in favor, the Consideration of Resolution 2026-03 Adopting Amended and Restated Rules of Procedure, was approved.

Ms. O'Rourke called for a motion to close public hearing.

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

**FIFTH ORDER OF BUSINESS**

**Consideration of Data Sharing and Usage Agreement with Polk County Appraiser**

Ms. O'Rourke reviewed the Data Sharing and Usage Agreement with the Polk County Property Appraiser. The agreement is administrative in nature and provides that the District will comply with all applicable statutory requirements regarding confidential and exempt information,

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including the protection of personal information for exempt individuals such as law enforcement officers and judges.

On MOTION by Ms. Griffin, seconded by Ms. Roden, with all in favor, the Consideration of Data Sharing and Usage Agreement with Polk County Appraiser, was approved.

## **SIXTH ORDER OF BUSINESS**

### **Encroachment Updates**

#### **A. 832 Cambridge Dr.**

Ms. O'Rourke reported that the property owner at 832 Cambridge Dr. has brought the fence into compliance by lifting it with in the swale and has submitted an easement variance application. The fence was inspected and approved by field staff, and the application has been forwarded to legal counsel and the District's engineer for review.

On MOTION by Ms. Griffin, seconded by Mr. Lopez, with all in favor, the Easement Variance Application for 832 Cambridge Dr., was approved.

#### **B. 889 Cambridge Dr.**

Ms. O'Rourke presented a request from the property owner at 889 Cambridge Dr. for approval of a new fence located within a drainage easement. Staff reported that the property owner completed the easement application process, and both District legal counsel and the District engineer have reviewed and approved the request.

Ms. Hancock explained that due to the installation of the fence the District will establish a new access and maintenance easement along the side of the property to preserve the District's ability to access and maintain the drainage easement.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Easement Variance Application for 889 Cambridge Dr., was approved.

## **SEVENTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Ms. Hancock reported that there was nothing further to add beyond the easement matters previously discussed. She reminded the Board that, with the start of the new calendar year, all

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Supervisors are required to complete the annual ethics training. Ms. Hancock noted that she will resend the training links later in the spring and requested that Supervisors notify her by email once the training has been completed so it can be documented.

Ms. Hancock clarified that despite completion of ethics training in December, the requirement resets annually as of January 1, and all Supervisors must complete the training again for the current year.

**B. Engineer**

Mr. Arrington had nothing to report but offered to answer questions.

**C. Field Manager's Report**

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

**1. ProPlaygrounds**

**2. Playworx**

**3. Playmore**

Mr. Bailey reviewed previously presented proposals for shade structure at the amenity center. The Board discussed installation timing, funding options, vendor experience, warranty considerations, and placement feasibility. It was noted that the project is not included in the current fiscal year budget; however, sufficient prior-year surplus funds are available to fund the installation without increasing assessments.

Mr. Bailey explained that the proposed location was selected based on site constraints and structural considerations, with placement intended to provide shade over seating areas without impacting existing hardscape or landscaping. Color coordination and durability were discussed, with a preference for a blue shade fabric and neutral frame.

Following discussion, the Board reached consensus to proceed with installation during the current fiscal year.

<p>On MOTION by Ms. Roden, seconded by Mr. Shockley, with all in favor, the Playworx Proposal totaling \$27,260 and Authorizing Staff to Coordinate Color Selection Consistent with Existing Amenities, was approved.</p>
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Mr. Bailey also reported that roadway ruts caused by vehicles turning sharply were filled with gravel to reduce further deterioration. Staff will continue to monitor the area and add material

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as needed. Palm tree seed pods were trimmed, and vendors continue to perform routine maintenance satisfactorily. Fence encroachments within drainage swales remain under review to ensure compliance with engineering standards.

A Board member raised concerns regarding the appearance of the right-of-way area between the first and second entrances, noting persistent turf issues. Staff advised that the area is within the City/County right-of-way, limiting the District's authority to modify it beyond routine maintenance. The Board was advised that visibility concerns caused by overgrowth should be reported to Code Enforcement.

The Board also discussed gravel displacement onto the roadway. Mr. Bailey will explore options to better stabilize the gravel, including potential binding solutions.

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

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

Ms. O'Rourke presented the check register through January 1, 2026 in the total amount of \$60,576.36. A detailed run summary of the invoices paid followed in the agenda. Ms. O'Rourke indicated that staff had reviewed these for accuracy.

On MOTION by Mr. Shockley, seconded by Ms. Griffin, with all in favor, the Check Register through January 1, 2026, was approved.
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##### **ii. Balance Sheet and Income Statement**

Ms. O'Rourke referenced the unaudited financial statements beginning on page 119 of the agenda package, including the balance sheet and income statement. These financials were presented for informational purposes only. No Board action was required.

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

##### **Other Business**

The Board discussed a recent incident involving a security contractor who arrived on site to perform camera maintenance without prior notice and lacked access credentials for the equipment closet. A Board member assisted the contractor with limited access; however, the contractor was unable to access the secured closet.

Staff clarified that the contractor was scheduled for annual camera maintenance, typically performed once per year, and that the lack of advance notice and access codes appeared to be a coordination issue. Staff will follow up with the security vendor to confirm maintenance

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scheduling procedures, ensure proper access credentials are provided in advance, and determine whether a return visit is required to complete the work. The Board was reminded to avoid discussing specific security staffing details in open session.

**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**

**Public Comment Period**

Resident (Pollete Lowe, 1139 Cambridge Dr.) stated that she had joined the meeting late and asked for clarification regarding a discussion related to the pool, specifically whether a covering was being installed.

Ms. O'Rourke responded that the Board had approved a shade structure to be installed in one area of the pool deck. The resident acknowledged the clarification and had no further comments.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Schockley, seconded by Mr. Lopez, 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