

**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, **April 16, 2026**, at 9:31 a.m. at the Office of Prime HOA, 375 Avenue A SE, Winter Haven, Florida.

Present and constituting a quorum:

Bobbie Shockley
Joan Griffin
Lindsey Roden
Catherine Gonzalez
Rolando Lopez

Chairperson
Vice Chairperson
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Katie O'Rourke
Savannah Hancock *by Zoom*
Chace Arrington *by Zoom*
Cole Landau *by Zoom*
Allen Bailey

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

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THIRD ORDER OF BUSINESS**Approval of Minutes of the March 19, 2026 Board of Supervisors Meeting**

Ms. O'Rourke presented the minutes from the March 19, 2026, Board of Supervisors meeting. The Board had no changes to the minutes.

On MOTION by Mr. Shockley, seconded by Ms. Griffin, with all in favor, the Minutes of the March 19, 2026 Board of Supervisors Meeting were approved.

FOURTH ORDER OF BUSINESS**Presentation of Fiscal Year 2025 Audit Report**

Ms. O'Rourke presented the Fiscal Year 2025 audit report, noting that it starts on page 13 of the agenda package. She explained that every CDD must undergo an annual independent audit, this year the audit was performed by Grau & Associates. She highlighted that the management letter, located on page 42, details the auditor's findings, and confirmed that the auditor found no instances of non-compliance or recommendations for corrective action. She emphasized that this means a clean audit was received. Once approved, the report can be submitted by the June 30th deadline, and since it is an independent report required by statute, they requested a motion from the Board to accept it.

On MOTION by Ms. Shockley, seconded by Ms. Roden, with all in favor, Accepting Fiscal Year 2025 Audit Report, was approved.

FIFTH ORDER OF BUSINESS**Consideration of Easement Variance Applications****A. 868 Cambridge Dr****B. 904 Cambridge Dr**

Ms. O'Rourke reviewed the easement variance applications for 868 Cambridge Drive and 904 Cambridge Drive. She noted both applications were reinspected by Mr. Bailey and are ready for approval. She suggested that, unless Ms. Hancock had any concerns, a motion could be made to approve both applications together.

Ms. Hancock noted that the access and maintenance easement for 868 Cambridge Drive has already been drafted by the District engineer and those documents are prepared. However, an additional easement document will be required for 904 Cambridge Drive. To proceed, she needs

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to know which side of the lot the fence gate is located on for 904 Cambridge Drive. This information is necessary to draft the access easement for 904 Cambridge Drive.

Ms. O'Rourke provided an update regarding the property at 880, where a shed had previously been located. The new homeowner contacted her after receiving a letter from Ms. Hancock. The shed has been removed, which is considered good news, but the homeowner was unaware that he also needed to address the fence. She informed him that this misunderstanding was understandable since he had just purchased the property. The homeowner plans to work on lifting the fence, and she indicated there will be a further update on this matter soon.

A Board member noted that when property ownership changes, it's helpful for new residents or owners to contact the CDD to ask if there is anything they need to know. She had discussed this with the property manager and recommended that anyone moving in or out should reach out to the CDD to avoid misunderstandings or issues. The suggestion was made because sometimes new owners encounter unexpected problems after moving in, which could be prevented with better communication.

Ms. Hancock noted that the deadline was in May. She stated that as long as residents reach out, communicate their intentions, and have a clear plan to address any issues, they are willing to work with them. She emphasized that continued effort and communication are key, and they will keep cooperating with residents until that effort stops.

Ms. O'Rourke noted that the 904 Cambridge the gate is on the left side if you are looking at the houses.

On MOTION by Mr. Lopez, seconded by Ms. Griffin, with all in favor, the Easement Variance Applications 868 Cambridge Dr and 904 Cambridge Dr, were approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Hancock noted that significant progress is being made in signing and recording the easement variances. She mentioned that these updates will be reflected in upcoming bills and expressed willingness to answer any questions from the group.

B. Engineer

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Mr. Arrington stated there was nothing to report.

C. Field Manager's Report

Mr. Bailey provided updates on several ongoing matters. He reported continued efforts to resolve the paint spill issue in Cambridge, noting difficulties in finding vendors willing to address the problem due to concerns about storm drain risks. A few vendors were found, and the homeowner was given options and is expected to choose a solution soon.

He mentioned ongoing compliance checks for homes with fences and inspections of storm water systems in the District, stating no major erosion was detected. They are proactively monitoring these systems as the rainy season approaches.

Landscaping is maintained effectively, but there is a delay in replacing plants due to nursery supply issues. Replacement remains scheduled. Pool maintenance is up to standard, and as summer approaches, staff will ensure facilities are clean and meet expectations despite increased usage. Mulch and plant replacements are planned once materials arrive.

D. District Manager's Report**i. Approval of Check Register**

Ms. O'Rourke reviewed the check register found on page 57 of the agenda package, which summarized all checks written between March 6, 2026 through April 2, 2026 totaling \$27,164.38. A detailed breakdown of these checks is also included. She confirmed that everything has been checked for accuracy and requested a motion to approve the register.

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

ii. Balance Sheet and Income Statement

Ms. O'Rourke stated that they had reviewed the unaudited financials which were provided for informational purposes, and no questions were raised.

iii. Termination of Towing Service Agreement with Downtown Tow & Hold LLC – ADDED

Ms. O'Rourke announced a new addition to the agenda, the termination of the towing services agreement with Downtown Tow & Hold, as the company is dissolving and will no longer

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provide towing services. Ms. Hancock prepared the termination agreement, which is included at the end of the agenda package. She suggested that the Board could approve this termination agreement and potentially delegate authority to the Board Chair for future approvals. The Board has reached out to several vendors, including Bolton, to explore replacement options, but has not yet received responses. She recommended delegating authority to the Chair to sign with a new vendor, as action may be required before the next Board meeting.

Ms. Hancock explained that staff needed to send the termination notice for the towing services agreement promptly because the company was no longer in existence. The Board is being asked to ratify this action. Additionally, she requested that authority be granted to the Board Chair to sign an agreement with a new vendor between meetings, as timely action might be necessary. She highlighted statutory requirements for vendors, such as proximity to the community and specific insurance needs due to the organization's governmental status. The sudden dissolution of the vendor took everyone by surprise, which is why the termination notice was issued quickly. Staff will continue working to find a suitable replacement vendor.

Ms. O'Rourke explained that the existing property signs will remain in place, but the new towing vendor is likely required to put up their own signs. She confirmed that any old signs would be removed. She will send an email to everyone informing them about the new vendor and clarified that, since authority has been delegated, an agreement will be signed and all relevant parties will be kept informed.

On MOTION by Ms. Griffin, seconded by Ms. Roden, with all in favor, Terminating the Agreement with Downtown Tow & Hold and Authorizing the Chair to Execute the New Towing Agreement, was approved.

EIGHTH ORDER OF BUSINESS

Other Business

Ms. O'Rourke asked if there was any other business. There being no comments, the next item followed.

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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

Closed Security Session

Ms. O'Rourke closed the meeting for the security session at this time.

On MOTION by Ms. Roden, seconded by Mr. Lopez, with all in favor, for some Daily and Weekends Service with Nation Security, was approved.

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Shockley, seconded by Ms. Roden, 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