

**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, **June 18, 2026**, at 9:30 a.m. at the Office of Prime HOA, 375 Avenue A SE, Winter Haven, Florida.

Present and constituting a quorum:

Bobbie Shockley	Chairperson
Joan Griffin	Vice Chairperson
Lindsey Roden	Assistant Secretary
Catherine Gonzalez <i>by Zoom</i>	Assistant Secretary
Rolando Lopez	Assistant Secretary

Also present were:

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

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. 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 April 16, 2026
Board of Supervisors Meeting**

Ms. O'Rourke presented the minutes from the April 16, 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 April 16, 2026 Board of Supervisors Meeting were approved.

FOURTH ORDER OF BUSINESS**Public Hearing on Fiscal Year 2027
Budget Adoption**

Ms. O'Rourke asked for a motion to open the public hearing. She stated that the public hearing is open, reminded the Board that public comment is required during the hearing, and confirmed there are no members of the public were present or on the Zoom line.

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

A. Consideration of Resolution 2026-06 Adopting the Fiscal Year 2027 Budget and Relating to the Annual Appropriations

Ms. O'Rourke reviewed Resolution 2026-06 and the FY 2027 budget adoption. The proposed final budget is the same as the version previously reviewed and approved by the Board, with no assessment increase for residents. The only update is that the financials now run through April 30, 2026 instead of January. She stated that Resolution 2026-07 will establish the funding mechanism by imposing FY 2027 operations and maintenance special assessments and certifying the assessment roll for collection on the Polk County tax bill.

On MOTION by Ms. Griffin, seconded by Ms. Shockley, with all in favor, Resolution 2026-06 Adopting the Fiscal Year 2027 Budget and Relating to the Annual Appropriations, was approved.

B. Consideration of Resolution 2026-07 Imposing Special Assessments and Certifying an Assessment Roll

Ms. O'Rourke reviewed Resolution 2026-07, which imposes the FY 2027 special assessments and certifies the tax roll.

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On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, Resolution 2026-07 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

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

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

FIFTH ORDER OF BUSINESS**Consideration of Resolution 2026-08
Adopting the Fiscal Year 2027 Meeting
Schedule**

Ms. O'Rourke presented Resolution 2026-08, which adopts the FY 2027 meeting schedule. The proposed schedule keeps meetings on the third Thursday of each month at 9:30 a.m. The Board discussed changing the meeting location from the Holiday Inn to Prime. The Board agreed to amend the schedule to the Prime location.

On MOTION by Ms. Shockley, seconded by Mr. Lopez, with all in favor, Resolution 2026-08 Adopting the Fiscal Year 2027 Meeting Schedule, was approved as amended.

SIXTH ORDER OF BUSINESS**Ratification of Towing Services
Agreement with Bolton's**

Ms. O'Rourke reviewed the towing services agreement with Bolton's Towing, explained that it had already been executed after Downtown Tow and Hold dissolved, and asked for ratification.

On MOTION by Ms. Roden, seconded by Mr. Lopez, with all in favor, the Towing Services Agreement with Bolton's, was ratified.

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SEVENTH ORDER OF BUSINESS**Discussion Regarding Request from Pool Contractor Regarding Fuel Surcharge and Consideration of Amended Pool Service Agreement**

Ms. O'Rourke discussed fuel surcharge requests from both the pool contractor and Prince, the landscaping contractor. For the pool contractor, she explained that the requested surcharge would only take effect after Board approval and would be a flat \$50 per month until gas prices went down. Ms. Hancock clarified that the surcharge would run only through the end of the fiscal year, expire on September 30, 2026 and require the contractor to submit proof each month that gas prices remained above the required threshold. If gas prices dropped below the threshold, the surcharge could not be charged.

Board members discussed whether the surcharge was appropriate, especially since the pool contractor's request appeared to relate mainly to travel fuel costs.

Mr. Lopez questioned whether vendors should be able to charge for commuting or travel expenses and suggested future contracts could include clearer language about fuel-cost increases. Ms. Hancock explained that any price increase must be approved in writing by both parties and that the Board had the right to deny the request but also noted that vendors could potentially stop performing or terminate with required notice. A Board member supported approving the request in good faith, noting that fuel prices appeared to be dropping and the surcharge might soon become a nonissue. The Board approved the pool contractor's surcharge.

The Board then considered a similar request from Prince. Ms. O'Rourke noted that Prince's request was structured differently and would require an addendum if approved. Ms. Hancock explained that Prince's surcharge was percentage-based because its trucks and equipment, including lawnmowers and blowers, use gas or diesel. If fuel exceeded \$4 per gallon, Prince would charge a 3% surcharge on the monthly payment, which would be more than \$50. Prince would also be required to submit proof of fuel costs, such as fuel bills or price-per-gallon documentation. A Board member stated that the proof process seemed fair. The Board approved the Prince fuel surcharge as well.

On MOTION by Ms. Roden, seconded by Ms. Griffin, with all in favor, the Request from Pool Contractor Regarding Fuel Surcharge and Amended Pool Service Agreement, was approved.

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EIGHTH ORDER OF BUSINESS

**Consideration of Temporary Fuel
Surcharge from Prince & Sons – ADDED**

Ms. O'Rourke asked for Board consideration of the Prince fuel surcharge.

On MOTION by Ms. Shockley, seconded by Ms. Griffin, with all in favor, the Temporary Fuel Surcharge from Prince & Sons, was approved.

NINTH ORDER OF BUSINESS

**Consideration of Easement Variance
Applications**

A. 880 Cambridge Dr

B. 908 Cambridge Dr

Ms. O'Rourke discussed two new easement variance applications for 880 and 908, noting that both properties had been inspected and both fences had been lifted. The Board approved both applications. She reported that four fence encroachment properties remained: 828, 876, 884, and 928. Properties 828 and 876 appeared to be in compliance because their fences had been lifted, but the owners still needed to submit applications, so additional requests would be mailed. Properties 884 and 928 had not responded and had not corrected their fences.

Ms. Hancock explained the enforcement options for 884 and 928, including sending another legal letter or pursuing an injunction. She recommended beginning the injunction process because the issue had been ongoing for a long time and similar problems had caused costly issues in other districts. She explained that an injunction would give the District court authority to enter the property, remove or correct the fence encroachment, and potentially seek reimbursement. The Board discussed whether to send another certified letter first, whether 884 might be involved in a short sale or off-market listing, and whether HOA approval documents might already contain language allowing corrective action.

Ms. O'Rourke confirmed the direction to begin the injunction process for 884 and 928, while mailing applications again to 828 and 876.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Easement Variance Applications for 880 Cambridge Dr and 908 Cambridge Dr, were approved.

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TENTH ORDER OF BUSINESS**Discussion Regarding Speeding concerns
and Potential Traffic Calming Measures –
*Requested by Supervisor Lopez***

Mr. Lopez discussed speeding concerns and possible traffic-calming measures in the community. The main concern is that speeding is especially noticeable on Cambridge and Meadowbrook, where residents reported safety issues involving children and school bus traffic. The HOA has also been looking into the issue and may have prior study materials or funds that could potentially support the effort.

Mr. Malave explained that any traffic-calming installation would need city/county approval. Speed tables are typically preferred over speed bumps but are more expensive; asphalt speed bumps may cost roughly \$1,200–\$1,500 each, while engineering/preliminary planning could cost around \$1,500, with additional permitting/engineering work potentially costing several thousand dollars. A formal traffic study may not be required; a preliminary map showing proposed locations and device type may be enough for city review.

The Board discussed cost concerns because the project is not currently budgeted, and there was interest in exploring whether the HOA could share costs. Some concerns were raised that speed bumps may inconvenience all residents while only a few drivers are speeding, and that cameras or radar signs would not provide enforcement because the CDD has no police authority. The direction was for the engineer to prepare a preliminary recommendation focused mainly on Cambridge and Meadowbrook, identify likely locations, and check with the city on what type of traffic-calming measures would be acceptable. Ms. Hancock agreed to do some research into whether or not the HOA could supplement payment for the traffic calming measures and let the board know.

ELEVENTH ORDER OF BUSINESS**Staff Reports****A. Attorney****i. Reminder of Form 1 Filing Requirement Deadline**

Ms. Hancock reminded the Board members to complete Form 1 by July 1, noting that the email comes from the state. She advises anyone with specific questions about the form to contact GMS, because her office is not involved with those filings.

B. Engineer

Mr. Arrington had nothing to report.

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C. Field Manager's Report**i. Consideration of Chair Lift Replacement Proposals****1. Resort Pools****2. Arinton**

Mr. Bailey reported that landscaping, mulch, amenity-center camera repairs, pool maintenance, and janitorial services were being handled. The Board approved replacement of three front entrance lights for \$759.25 and approved replacing the pool's electric ADA chairlift with a hydro-powered chair from Resort Pools for \$14,750.

On MOTION by Ms. Griffin, seconded by Mr. Lopez, with all in favor, the Current Demands Proposal for Front Entrance Lights, was approved.

Mr. Bailey asked for a motion to approve Resort Pools.

On MOTION by Ms. Roden, seconded by Ms. Shockley, with all in favor, the Chair Lift Replacement Proposal from Resort Pools, was approved.

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

Ms. O'Rourke reviewed the check register on page 78 for April 3rd through June 3rd totaling \$64,906.60.

On MOTION by Ms. Roden, seconded by Mr. Lopez, with all in favor, the Check Register, was approved.

ii. Balance Sheet and Income Statement

Ms. O'Rourke reviewed the unaudited financials. There were no questions, the next item followed.

iii. Presentation of Number of Registered Voters: 441

Ms. O'Rourke stated there were 441 registered voters in the community as of April 15.

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iv. Goals and Objectives**1. Presentation of Fiscal Year 2026 Goals & Objectives and Authorizing Chair to Execute**

Ms. O'Rourke stated that the Board had previously adopted goals and objectives, which all CDDs are required to adopt annually and report on at the end of each fiscal year. She explained that the three goal areas are required by Florida statutes and were structured around activities the district already performs during normal business to stay compliant. She stated the district was on track to meet all goals for the current fiscal year and requested authorization for the Chair to sign off so the goals could be reported by the December 1 deadline.

On MOTION by Mr. Lopez, seconded by Ms. Griffin, with all in favor, the Fiscal Year 2026 Goals & Objectives and Authorizing Chair to Execute, was approved.

2. Adoption of Fiscal Year 2027 Goals & Objectives

Ms. O'Rourke stated it made sense to adopt the next year's goals and objectives at the same meeting as the fiscal year budget, noted that the goals had been kept the same for the following year, and sought a motion to approve them.

On MOTION by Mr. Lopez, seconded by Ms. Shockley, with all in favor, Adoption of Fiscal Year 2027 Goals & Objectives, was approved.

TWELFTH ORDER OF BUSINESS**Other Business**

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

THIRTEENTH ORDER OF BUSINESS**Supervisors Requests**

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

FOURTEENTH ORDER OF BUSINESS**Adjournment**

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On MOTION by Ms. Shockley, 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