

**MINUTES OF MEETING  
LAKEWOOD PARK  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Lakewood Park Community Development District held a Regular Meeting on June 7, 2022 at 1:00 p.m., at the offices of Cobb Cole, 231 North Woodland Boulevard, DeLand, Florida 32720.

**Present were:**

Megan Willbur  
Chad Moorhead  
Brian Martin

Chair  
Assistant Secretary/District Engineer  
Assistant Secretary

**Also present, were:**

Kristen Suit  
Nika Hosseini  
Chad Clevenger  
Lia Villar  
Terri Imperato

District Manager  
District Counsel  
DDC Management  
DDC Management  
Hartizen Homes

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Suit called the meeting to order at 1:14 p.m. Supervisors Willbur, Moorhead and Martin were present, in person. Supervisors Donaldson and Helfrich were not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**THIRD ORDER OF BUSINESS**

**Acceptance of Resignation of John Donaldson, Seat 4; Term Expires November, 2022**

Ms. Suit presented Mr. John Donaldson's resignation letter.

<p><b>On MOTION by Ms. Willbur and seconded by Mr. Martin, with all in favor, the resignation of Mr. John Donaldson, dated October 8, 2021, was accepted.</b></p>
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Consider Appointment to Fill Unexpired  
Term of Seat 4

Ms. Wilbur nominated Ms. Lia Villar to fill Seat 4. No other nominations were made.

**On MOTION by Ms. Willbur and seconded by Mr. Martin, with all in favor, the appointment of Ms. Lia Villar to Seat 4, was approved.**

- **Administration of Oath of Office (*the following will be provided in a separate package*)**  
Ms. Suit, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Ms. Lia Villar. She stated the following items would be reviewed later in the meeting.
  - A. **Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
  - B. **Membership, Obligations and Responsibilities**
  - C. **Financial Disclosure Forms**
    - I. **Form 1: Statement of Financial Interests**
    - II. **Form 1X: Amendment to Form 1, Statement of Financial Interests**
    - III. **Form 1F: Final Statement of Financial Interests**
  - D. **Form 8B – Memorandum of Voting Conflict**

FIFTH ORDER OF BUSINESS

Acceptance of Additional Resignations

Ms. Suit presented the resignation of Mr. Chris Helfrich from Seat 1, Term Expires November 2024.

**On MOTION by Ms. Willbur and seconded by Mr. Martin, with all in favor, the resignation of Mr. Chris Helfrich, dated May 21, 2022, was accepted.**

SIXTH ORDER OF BUSINESS

Consider Appointment of Supervisors

Ms. Wilbur nominated Mr. Chad Clevenger to fill Seat 1. No other nominations were made.

**On MOTION by Ms. Willbur and seconded by Mr. Martin, with all in favor, the appointment of Mr. Chad Clevenger to Seat 1, was approved.**

Ms. Suit, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Chad Clevenger.

Ms. Suit presented the resignation of Mr. Chad Moorhead from Seat 5, Term Expires November 2022.

**On MOTION by Ms. Willbur and seconded by Mr. Martin, with all in favor, the resignation of Mr. Chad Moorhead, dated June 7, 2022, was accepted.**

Ms. Willbur nominated Ms. Terri Imperato to fill Seat 5. No other nominations were made.

**On MOTION by Ms. Willbur and seconded by Mr. Martin, with all in favor, the appointment of Ms. Terri Imperato to Seat 5, Term Expires November 2022, was approved.**

Ms. Suit, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Ms. Terri Imperato.

Ms. Suit presented the resignation of Mr. Brian Martin from Seat 3, Term Expires November 2022.

**On MOTION by Ms. Willbur and seconded by Ms. Villar, with all in favor, the resignation of Mr. Brian Martin, dated June 7, 2022, was accepted.**

Ms. Suit recapped that the resignations of Mr. Donaldson from Seat 4, Mr. Chris Helfrich from Seat 1, Mr. Chad Moorhead from Seat 5 and Mr. Brian Martin from Seat 3 were accepted and the Board appointed Ms. Lia Villar to fill Seat 4, Ms. Imperato to fill Seat 5 and Mr. Clevenger to fill Seat 1. Seat 3 would remain vacant for the time being.

Ms. Suit provided and briefly reviewed the documents in the new Supervisor's packet.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-01,  
Designating Certain Officers of the District,  
and Providing for an Effective Date**

Ms. Suit presented Resolution 2022-01. Ms. Willbur nominated the following slate of officers:

Megan Willbur	Chair
Lia Villar	Vice Chair
Craig Wrathell	Secretary
Chad Clevenger	Assistant Secretary
Terri Imperato	Assistant Secretary
Kristen Suit	Assistant Secretary

No other nominations were made. Prior appointments by the Board for Treasurer and Assistant Treasurer remain unaffected by this Resolution.

**On MOTION by Ms. Willbur and seconded by Ms. Villar, with all in favor, Resolution 2022-01, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.**

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-02, Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2020, and Ending September 30, 2021; and Providing for an Effective Date**

Ms. Suit presented Resolution 2022-02. She pointed out that “Total revenues” was amended from \$76,811 to \$82,564.

**On MOTION by Ms. Willbur and seconded by Ms. Villar, with all in favor, Resolution 2022-02, Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2020, and Ending September 30, 2021; and Providing for an Effective Date, was adopted.**

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-03, Approving the Proposed Budget for Fiscal Year 2022/2023 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date**

Ms. Suit presented Resolution 2022-03. She reviewed the proposed Fiscal Year 2023 budget, highlighting any line item increases, decreases and adjustments, compared to the Fiscal Year 2022 budget, and explained the reasons for any changes.

**On MOTION by Ms. Willbur and seconded by Ms. Villar, with all in favor, Resolution 2022-03, Approving the Proposed Budget for Fiscal Year 2022/2023 and Setting a Public Hearing Thereon Pursuant to Florida Law for August 10, 2022 at 2:30 p.m., at the office of Cobb Cole, 231 North Woodland Boulevard, DeLand, Florida 32720; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.**

**TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-04, Designating a Date, Time and Location for a Landowners' Meeting of the District, and Providing for an Effective Date**

Ms. Suit presented Resolution 2022-04. As Board Members are not required to attend, she could be the designated as Proxy Holder for the Landowners Meeting.

**On MOTION by Ms. Willbur and seconded by Ms. Villar, with all in favor, Resolution 2022-04, Designating a Date, Time and Location of November 1, 2022 at 1:00 p.m., at the offices of Cobb Cole, 231 North Woodland Boulevard, DeLand, Florida 32720 for a Landowners' Meeting of the District, and Providing for an Effective Date, was adopted.**

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-05, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023 and Providing for an Effective Date**

Ms. Suit presented Resolution 2022-05.

**On MOTION by Ms. Willbur and seconded by Ms. Villar, with all in favor, Resolution 2022-05, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023 and Providing for an Effective Date, was adopted.**

**TWELFTH ORDER OF BUSINESS**

**Consideration of Lakewood Park Homeowners Association, Inc., Agreement for Infrastructure Management and Maintenance Services**

Ms. Suit presented the Agreement between the Lakewood Park Homeowners Association, Inc., and the CDD for Infrastructure Management and Maintenance Services. She read a Section of the agreement into the record, as follows:

“The Association shall annually budget for, raise revenues and operate and maintain District Property. The Association shall also annually budget and maintain reserve funds for future maintenance expenses associated with District Property, subject to District review and approval. The Reserve funds shall be held in an account for the benefit of the District.”

Discussion ensued regarding the effective date of the Agreement.

**On MOTION by Ms. Willbur and seconded by Ms. Villar, with all in favor, the Lakewood Park Homeowners Association, Inc., Agreement for Infrastructure Management and Maintenance Services, was approved.**

**THIRTEENTH ORDER OF BUSINESS**

**Ratification of Letter Agreement for Stormwater Management Needs Analysis**

Ms. Suit presented the Madden, Moorhead & Stokes, LLC Letter Agreement for preparation of the Stormwater Management Needs Analysis Report, for \$10,000, which was previously executed by the Chair.

**On MOTION by Ms. Villar and seconded by Mr. Clevenger, with all in Madden, Moorhead & Stokes, LLC, Letter Agreement for preparation of the Stormwater Management Needs Analysis Report, in the amount of \$10,000, was ratified.**

**FOURTEENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of April 30, 2022**

Ms. Suit presented the Unaudited Financial Statements as of April 30, 2022.

**On MOTION by Ms. Willbur and seconded by Ms. Villar, with all in favor, the Unaudited Financial Statements as of April 30, 2022, were accepted.**

**FIFTEENTH ORDER OF BUSINESS**

**Approval of July 14, 2021 Public Hearing and Regular Meeting Minutes**

Ms. Suit presented the July 14, 2021 Public Hearing and Regular Meeting Minutes.

**On MOTION by Ms. Willbur and seconded by Ms. Villar, with all in favor, the July 14, 2021 Public Hearing and Regular Meeting Minutes, as presented, were approved.**

**SIXTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: *Cobb Cole***

There was no report.

**B. District Engineer: *Madden, Moorhead & Stokes, LLC***

There was no report.

**C. District Manager: *Wrathell, Hunt and Associates, LLC***

- **NEXT MEETING DATE: July 13, 2022 at 2:30 P.M.**
  - **QUORUM CHECK**

The July 13, 2022 meeting was cancelled; the next meeting will be held on August 10, 2022.

**SEVENTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**EIGHTEENTH ORDER OF BUSINESS**

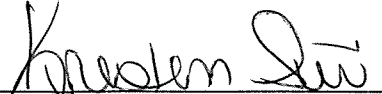
**Public Comments**


There were no public comments.

**NINETENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Ms. Willbur and seconded by Ms. Villar, with all in favor, the meeting adjourned at 1:51 p.m.**

  
Secretary/Assistant Secretary

  
Chair/Vice Chair