

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

The Board of Supervisors of the Lakewood Park Community Development District held a Regular Meeting on May 10, 2023 at 2:30 p.m., at the office of Cobb Cole, 231 North Woodland Boulevard, DeLand, Florida 32720.

**Present were:**

Megan Willbur	Chair
Lia Villar	Vice Chair
Chad Clevenger	Assistant Secretary
Clayton Sears	Assistant Secretary

**Also present, were:**

Kristen Suit	District Manager
Mark Watts	District Counsel
Steve Sanford (via telephone)	Bond Counsel

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Suit called the meeting to order at 2:42 p.m.

Supervisors Willbur, Villar and Clevenger were present. Two seats were vacant.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**THIRD ORDER OF BUSINESS**

**Consider Appointment of Clayton Sears to Fill Unexpired Term of Seat 5; Term Expires November 2026**

Although Mr. Sears was previously elected to Seat 5, it was determined at the last meeting that he was not yet a resident of Florida, which is a requirement, so Seat 5 remained vacant.

Ms. Willbur nominated Mr. Clayton Sears to fill Seat 5. No other nominations were made.

**On MOTION by Ms. Willbur and seconded by Ms. Villar, with all in favor, the appointment of Mr. Clayton Sears to fill Seat 5, was approved.**

• **Administration of Oath of Office (the following to be provided in a separate package)**

Ms. Suit, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Sears. Mr. Sears was already familiar with the following:

- 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**

**FOURTH ORDER OF BUSINESS**

**Consider Appointment to Fill Vacant Seat 3; Term Expires November 2024**

• **Administration of Oath of Office**

This item was deferred.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-04, Designating Certain Officers of the District, and Providing for an Effective Date**

Ms. Willbur nominated the following slate:

- |                     |                |
|---------------------|----------------|
| Chair               | Megan Willbur  |
| Vice Chair          | Lia Villar     |
| Assistant Secretary | Chad Clevenger |

Assistant Secretary

Clayton Sears

Assistant Secretary

Kristen Suit

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

**On MOTION by Ms. Villar and seconded by Ms. Willbur, with all in favor, Resolution 2023-04, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-05, Approving the Proposed Budget for Fiscal Year 2023/2024 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 2023-05. She reviewed the proposed Fiscal Year 2024 budget and noted that it is essentially status quo, compared to the Fiscal Year 2023 budget.

**On MOTION by Ms. Willbur and seconded by Ms. Villar, with all in favor, Resolution 2023-05, Approving the Proposed Budget for Fiscal Year 2023/2024 and Setting a Public Hearing Thereon Pursuant to Florida Law for July 12, 2023 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.**

**SEVENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of March 31, 2023**

**On MOTION by Ms. Willbur and seconded by Ms. Villar, with all in favor, the Unaudited Financial Statements as of March 31, 2023, were accepted.**

**EIGHTH ORDER OF BUSINESS**

**Approval of February 8, 2023 Regular Meeting Minutes**

**On MOTION by Ms. Willbur and seconded by Ms. Villar, with all in favor, the February 8, 2023 Regular Meeting Minutes, as presented, were approved.**

**NINTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel: Cobb Cole**
- B. District Engineer: Madden, Moorhead & Stokes, LLC**  
There were no District Counsel or District Engineer reports.
- C. District Manager: Wrathell, Hunt and Associates, LLC**
  - **173 Registered Voters in District as of April 15, 2023**
  - **NEXT MEETING DATE: June 14, 2023 at 2:30 PM**
    - **QUORUM CHECK**

The June 14, 2023 meeting will be cancelled.

**TENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**ELEVENTH ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Ms. Willbur and seconded by Ms. Villar, with all in favor, the meeting adjourned at 2:49 p.m.**

  
Secretary/Assistant Secretary

  
Chair/Vice Chair