

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

The Board of Supervisors of the Lakewood Park Community Development District held a Public Hearing and Regular Meeting on July 12, 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

Also present, were:

Kristen Suit	District Manager
Mark Watts	District Counsel
Kimberley Reller	Resident
Tiffany Handyside	Resident
John Barrineau	Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 2:31 p.m.

Supervisors Willbur, Villar and Clevenger were present. Supervisor Sears was not present. One seat was vacant.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

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

This item was deferred.

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

Consideration of Resolution 2023-06 Designating Certain Officers of the District, and Providing for an Effective Date

This item was deferred.

FIFTH ORDER OF BUSINESS

Public Hearing on Adoption of Fiscal Year 2023/2024 Budget

- A. **Proof/Affidavit of Publication**
- B. **Consideration of Resolution 2023-07, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date**

On MOTION by Ms. Willbur and seconded by Ms. Villar, with all in favor, the Public Hearing was opened.

Ms. Suit presented Resolution 2023-07. She reviewed the proposed Fiscal Year 2024 budget, which is unchanged from when it was last presented.

Ms. Suit responded to questions regarding on-roll and off-roll assessments and the Series 2021 and 2023 debt service assessments.

Resident John Barrineau asked if the homeowner assessments will remain the same in Fiscal Year 2024. Ms. Suit stated yes; the Fiscal Year 2024 budget is “admin-only and there is an agreement between the HOA and the CDD, wherein the HOA will budget for, raise the revenue for and maintain the CDD improvements.

On MOTION by Ms. Willbur and seconded by Ms. Villar, with all in favor, the Public Hearing was closed.

On MOTION by Ms. Willbur and seconded by Ms. Villar, with all in favor, Resolution 2023-07, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2023-08, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2023/2024; Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date

Ms. Suit presented Resolution 2023-08 and read the title.

On MOTION by Ms. Willbur and seconded by Ms. Villar, with all in favor, Resolution 2023-08, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2023/2024; Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Presentation of Audited Annual Financial Report for the Fiscal Year Ended September 30, 2022, Prepared by Grau & Associates

Ms. Suit presented the Audited Financial Report for the Fiscal Year Ended September 30, 2022 and noted the pertinent information. There were no findings, recommendations, deficiencies on internal control or instances of non-compliance; it was a clean audit.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2023-09, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2022

Ms. Suit presented Resolution 2023-09.

On MOTION by Ms. Willbur and seconded by Ms. Villar, with all in favor, Resolution 2023-09, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2022, was adopted.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2023-10, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date

Ms. Suit presented Resolution 2023-10.

On MOTION by Ms. Willbur and seconded by Ms. Villar, with all in favor, Resolution 2023-10, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date, was adopted.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2023-11, Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning

October 1, 2022 and Ending September 30, 2023; and Providing for an Effective Date

Ms. Suit presented Resolution 2023-11 and stated that the budget for Fiscal Year 2023 is being amended to add the Series 2023 debt service fund, since bonds were issued.

On MOTION by Ms. Willbur and seconded by Ms. Villar, with all in favor, Resolution 2023-11, Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2022 and Ending September 30, 2023; and Providing for an Effective Date, was adopted.

ELEVENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of May 31, 2023

Ms. Suit presented the Unaudited Financial Statements as of May 31, 2023, and responded to a question regarding the costs of issuance related to the bond.

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

TWELFTH ORDER OF BUSINESS

Approval of May 10, 2023 Regular Meeting Minutes

Ms. Suit presented the May 10, 2023 Regular Meeting Minutes.

On MOTION by Ms. Willbur and seconded by Ms. Villar, with all in favor, the May 10, 2023 Regular Meeting Minutes, as presented, were approved.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Cobb Cole

Mr. Watts reported the following:

➤ The closing date to trade the various deeds to get the rest of the right-of-way (ROW) to where Summit comes in is in October. The ROW will then continue all the way through the parcel that the CDD dedicated and out to the current traffic light on 44 and Summit.

➤ The County’s current plan is to pull Summit back away from the intersection and have the extension come directly into the signalized intersection and reconstruct 6’ or 7’ back from the intersection to intersect in.

➤ The construction timing is not known but the design side is being configured.

Asked if that will impede the CDD’s ability to plat, Mr. Watts stated the plat was already dedicated and the CDD boundaries are already set based on the ROW dedication that previously occurred.

➤ The City is willing to amend a PED document in place for the project to take into account a portion of TPA area that was dedicated to the City as part of the ROW.

➤ The County is working on granting impact fee credits with a minimum of 50 units worth of thoroughfare for the end of October.

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

There was no report.

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

- **NEXT MEETING DATE: August 9, 2023 at 2:30 PM**

- **QUORUM CHECK**

The August 9, 2023 meeting was cancelled.

FOURTEENTH ORDER OF BUSINESS

Board Members’ Comments/Requests

There were no Board Members’ comments or requests.

FIFTEENTH ORDER OF BUSINESS

Public Comments

Resident Tiffany Handyside asked if a traffic light will be installed at Bear’s Spur. Mr. Watts stated it is up to the County since the County control those roads.

Asked what the CDD does in conjunction with or separate from the HOA, Mr. Watts explained that the CDD is an Independent Special District created by a City ordinance when the

overall project was approved. The CDD’s primary responsibility is developing, financing and maintaining infrastructure. The roads are owned and maintained by the CDD and not dedicated to the City. The CDD contracts with the HOA to manage all the maintenance in the CDD, including mowing and lake maintenance.

In response to residents’ questions regarding roadway completion and maintenance, Ms. Wilsbur stated that the monitoring mechanism in place is that, once both builders are nearing completion of the production aspect of a certain phase, CDD Board Members will conduct a maintenance walk-through of the site and any infrastructure items, such as curbs, sidewalks, roads, that are cracked and/or deteriorated will be repaired.

Mr. Watts, Ms. Suit and Ms. Willbur responded to questions regarding which entity is responsible for tree maintenance, who prepares the bond documents, why a dog park is included in the bond documents but not yet constructed, the new timeline on the amenity completion, if landscaping can be changed and the status of the playground.

Discussion ensued regarding the amenities, capital infrastructure program, Engineer’s Report, Developer, HOA restriction issues and bond proceeds.


SIXTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Willbur and seconded by Ms. Villar, with all in favor, the meeting adjourned at 3:04 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair