

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

The Board of Supervisors of the Lakewood Park Community Development District held a Regular Meeting on December 13, 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
Clayton Sears	Assistant Secretary

Also present, were:

Kristen Suit	District Manager
Mark Watts	District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 2:34 p.m. Supervisors Willbur, Villar and Sears were present. Supervisor Clevenger was not present. One seat was vacant.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

**Acceptance of Resignation of Supervisor
Chad Clevenger [Seat 1]**

Ms. Suit presented Mr. Chad Clevenger's resignation letter dated August 25, 2023.

On MOTION by Ms. Willbur and seconded by Ms. Villar, with all in favor, the resignation of Supervisor Chad Clevenger from Seat 1, was accepted.

FOURTH ORDER OF BUSINESS

Consider Appointment to Fill Unexpired Term of Seat 1; Term Expires November 2024

Ms. Willbur nominated Mr. David Stimmell to fill Seat 1. No other nominations were made.

On MOTION by Ms. Willbur and seconded by Ms. Villar, with all in favor, the appointment of Mr. David Stimmell to Seat 1, was approved.

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

As Mr. Stimmell was not present, this item was deferred.

- 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

Consider Appointment to Fill Unexpired Term of Seat 3; Term Expires November 2024

Ms. Willbur nominated Ms. Chrissie Inosencio to fill Seat 3. No other nominations were made.

On MOTION by Ms. Willbur and seconded by Ms. Villar, with all in favor, the appointment of Ms. Chrissie Inosencio to Seat 2, was approved.

- **Administration of Oath of Office to Appointed Supervisor**

This item was deferred.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2024-01, Appointing and Removing Officers of the District, and Providing for an Effective Date

Ms. Suit presented Resolution 2024-01. Ms. Willbur nominated the following slate:

Megan Willbur	Chair
Lia Villar	Vice Chair
Clayton Sears	Assistant Secretary
David Stimmell	Assistant Secretary
Chrissie Inosencio	Assistant Secretary

No other nominations were made. Ms. Suit stated Mr. Chad Clevenger is being removed from the Board.

Prior appointments by the Board for Secretary, Treasurer, Assistant Treasurer and Assistant Secretary Kristen Suit, remain unaffected by this Resolution.

On MOTION by Mr. Sears and seconded by Ms. Willbur, with all in favor, Resolution 2024-01, Appointing and Removing Officers of the District, as nominated, and Providing for an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2024-02, Directing the Chairman and District Staff to File a Petition with the City of Deland, Volusia County, Florida, Requesting the Passage of an Ordinance Amending the District’s Boundaries, and Authorizing Such Other Actions as are Necessary in Furtherance of the Boundary Amendment Process; and Providing an Effective Date

Mr. Watts presented the following:

- A. Petition to Amend the Boundary**
- B. Affidavit of Petition and Authorization of Agent**

On MOTION by Ms. Willbur and seconded by Ms. Villar, with all in favor, Resolution 2024-02, Directing the Chairman and District Staff to File a Petition with the City of Deland, Volusia County, Florida, Requesting the Passage of an Ordinance Amending the District's Boundaries, and Authorizing Such Other Actions as are Necessary in Furtherance of the Boundary Amendment Process; and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2024-03, Relating to the Amendment of the Budget for the Fiscal Year Beginning October 1, 2023 and Ending September 30, 2024; and Providing for an Effective Date

Ms. Suit presented Resolution 2023-03. The budget is being amended to change the number of units.

On MOTION by Ms. Willbur and seconded by Ms. Villar, with all in favor, Resolution 2024-03, Relating to the Amendment of the Budget for the Fiscal Year Beginning October 1, 2023 and Ending September 30, 2024; and Providing for an Effective Date, was adopted.

NINTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of October 31, 2023

Ms. Suit presented the Unaudited Financial Statements as of October 31, 2023.

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

TENTH ORDER OF BUSINESS

Approval of July 12, 2023 Public Hearing and Regular Meeting Minutes

Ms. Suit presented the July 12, 2023 Public Hearing and Regular Meeting Minutes.

On MOTION by Ms. Willbur and seconded by Mr. Sears, with all in favor, the July 12, 2023 Public Hearing and Regular Meeting Minutes, as presented, were approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Cobb Cole

Mr. Watts reported the following:

- A petition was filed to amend a boundary of the CDD; it was filed in partnership with the City of Deland and was reviewed and approved by the City Commission.
- The property has been removed from the CDD boundaries and was conveyed to the School Board for a construction project.
- The Boundary Amendment process is complete with adoption of Resolution 2024-02.

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

There was no report.

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

- **NEXT MEETING DATE: January 10, 2024 at 2:30 PM**
 - **QUORUM CHECK**

The January 10, 2024 meeting will be cancelled. Ms. Willbur asked for the February meeting to be held so the two new Board Members can be sworn in.

TWELFTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

THIRTEENTH ORDER OF BUSINESS


Public Comments

There were no public comments.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Willbur and seconded by Ms. Villar, with all in favor, the meeting adjourned at 2:42 p.m.


Secretary/Assistant Secretary


Chair/Vice Chair