



Lake Park Town Commission, Florida
Special Called Community Redevelopment Agency
Meeting Minutes

Wednesday, November 05, 2025 at 6:30 PM

Commission Chamber, Town Hall, 535 Park Avenue, Lake Park, FL 33403

Roger Michaud	—	Chair
Michael Hensley	—	Vice-Chair
John Linden	—	Agency Member
Michael O'Rourke	—	Agency Member
Judith Thomas	—	Agency Member
Vacant	—	Agency Member
Vacant	—	Agency Member
Richard J. Reade	—	Executive Director
Brett Lashley	—	Agency Attorney
Vivian Mendez, MMC	—	Agency Clerk

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.

CALL TO ORDER/ROLL CALL

6:34 P.M.

PRESENT

Chair Roger Michaud

Vice Chair Michael Hensley

Board Member Judith Thomas

Board Member Michael O'Rourke

ABSENT

Board Member John Linden

PLEDGE OF ALLEGIANCE

Chair Michaud led the pledge.

APPROVAL OF AGENDA:

Motion to approve the agenda made by Board Member Thomas, Seconded by Chair Michaud.

Voting Yea: Chair Michaud, Vice Chair Hensley, Board Member Thomas, Board Member O'Rourke

PUBLIC COMMENT:

This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Agency Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.

NONE

CONSENT AGENDA:

Motion to approve the Consent Agenda made by Vice Chair Hensley, Seconded by Board Member Thomas.

Voting Yea: Chair Michaud, Vice Chair Hensley, Board Member Thomas, Board Member O'Rourke

1. Special Called CRA Meeting Minutes - October 22, 2025

NEW BUSINESS:

2. Lake Park Community Redevelopment Agency (CRA) Fiscal Year 2024 Annual Financial Statements (Audit) (Exhibit A).

Mr. Brandon Lopez with CBIZ presented the Annual Financial Statement (Audit) for the Community Redevelopment Agency. He stated that because of the efforts of Finance Director Barbara Gould, they have been making progress completing the financial statements on time. He stated that based on the procedures that they performed, no issues of non-compliance were identified except for meeting the deadline requirement.

Board Member O'Rourke asked about disclaimer language on page 2 referring to limited procedures that were performed. Mr. Lopez stated that this disclaimer refers only to specific sections that they do not give an opinion on because management is responsible for those sections. Board Member O'Rourke asked about highlights on page 4, specifically the negative change in the fund balance and if this indicates the viability of the CRA. Mr. Lopez explained that this is not of concern because of the ebb and flow of funds in and out.

Motion to approve the CRA 2024 Annual Financial Statement (Audit) made by Vice Chair Hensley, Seconded by Board Member Thomas.

Voting Yea: Chair Michaud, Vice Chair Hensley, Board Member Thomas, Board Member O'Rourke.

The Board thanked Finance Director Gould for her hard work.

CRA ADMINISTRATOR/EXECUTIVE DIRECTOR/BOARD MEMBER COMMENTS:

Executive Director Reade thanked Finance Director Gould and staff for their hard work.

ADJOURNMENT:


Motion to adjourned made by Board Member O'Rourke, Seconded by Vice Chair Hensley.

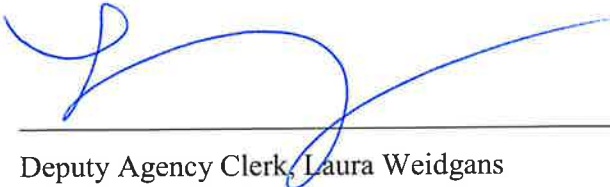
Voting Yea: Chair Michaud, Vice Chair Hensley, Board Member Thomas, Board Member O'Rourke.

Meeting adjourned 6:47 P.M.

FUTURE MEETING DATE: The next scheduled Community Redevelopment Agency Meeting will be conducted on December 17, 2025.


Chair, Roger D. Michaud


Agency Clerk, Vivian Mendez, MMC


Deputy Agency Clerk, Laura Weidgans



Approved on this 17 of December, 2025



CBIZ CPAs P.C.

Exhibit A

525 Okeechobee Boulevard
Suite 750
West Palm Beach, FL 33401

P: 561.653.7300

October 30, 2025

To the Board of Directors and the Executive Director
The Town of Lake Park Community Redevelopment Agency

We have audited the financial statements of the governmental activities, and the major fund of the Town of Lake Park Community Redevelopment Agency (the “Agency” or “CRA”), a component unit of the Town of Lake Park, Florida (the “City”), as of and for the fiscal year ended September 30, 2024. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and Chapter 10.550, Rules of the Auditor General of the State of Florida, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards, *Government Auditing Standards* and Chapter 10.550, Rules of the Auditor General of the State of Florida

As stated in our engagement letter dated March 25, 2024, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we considered the internal control of the Agency. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the Agency’s financial statements are free of material misstatement, we perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.

We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Planned Scope, Timing of the Audit, Significant Risks and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit involves judgment about the number of transactions to be examined and the areas to be tested.

Our audit included obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We also communicate any internal control related matters that are required to be communicated under professional standards.

We have identified management override of controls as a significant risk of material misstatement as part of our audit planning.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Agency are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the fiscal year ended September 30, 2024, except for the implementation of Governmental Accounting Standards Board (“GASB”) Statement No. 100, *Accounting Changes and Error Corrections*. We noted no transactions entered into by the Agency during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no sensitive estimates affecting the Agency’s financial statements.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no sensitive disclosures affecting the Agency’s financial statements.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

Aside from delays in obtaining the Agency’s final reconciled trial balance, we did not encounter any significant difficulties in working with management during the performance and completion of our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 30, 2025.

Significant Unusual Transactions

For purposes of this letter, professional standards define *significant unusual transactions* as transactions that are outside the normal course of business for the Agency or that otherwise appear to be unusual due to their timing, size or nature. We did not identify any significant unusual transactions during our audit.

Related Party Relationships and Transactions

As part of our audit, we evaluated the Agency's identification of, accounting for, and disclosures of the Agency's relationships and transactions with related parties as required by professional standards. We did not identify any related parties or related party relationships or transactions that were previously undisclosed to us; significant related party transactions that have not been approved in accordance with the Agency's policies or procedures or for which exceptions to the Agency's policies or procedures were granted; or significant related party transactions that appeared to lack a business purpose.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Agency's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Agency's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

The Schedule of Findings and Responses which includes our audit findings is included in the compliance section of the Agency's Financial Statements and includes two (2) significant deficiencies along with management's responses to correct/improve (corrective action plan) these reported matters.

Other Matters

We applied certain limited procedures to management's discussion and analysis, the budgetary comparison schedule and notes, which are required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the information and use of Board of Directors, the CRA Executive Director, and management of the Agency and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

CBIZ CPAs P.C.

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West Palm Beach, FL