

*Cypress Bluff  
Community Development District*

*February 26, 2019*

# *Cypress Bluff*

## *Community Development District*

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475 West Town Place, Suite 114, St. Augustine, Florida 32092

Phone: 904-940-5850 - Fax: 904-940-5899

February 20, 2019

Board of Supervisors  
Cypress Bluff  
Community Development District

Dear Board Members:

The Cypress Bluff Community Development District Meeting is scheduled for **Tuesday, February 26, 2019 at 1:30 p.m. at the Duval County Southeast Regional Library, 10599 Deerwood Park Boulevard, Jacksonville, Florida**. Following is the advance agenda for the meeting:

- I. Call to Order
- II. Public Comment
- III. Approval of the Minutes
  - A. October 23, 2018 Meeting
  - B. January 9, 2019 Special Meeting
  - C. February 6, 2019 Special Meeting
- IV. Consideration of Resolution 2019-05, Ratifying the Sale of the Bonds
- V. Consideration of Disclosure of Public Finance
- VI. Consideration of Requisition for Directly Conveyed Improvements
- VII. Selection of Audit Committee
- VIII. Staff Reports
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
- IX. Financials Reports
  - A. Balance Sheet and Income Statement
  - B. Check Register
- X. Supervisor's Requests and Audience Comments
- XI. Next Scheduled Meeting – March 26, 2019 at 1:30 p.m. at the Duval County Southeast Regional Library
- XII. Adjournment

Enclosed under the third order of business are copies of the minutes of the October 23, 2018 meeting, January 9, 2019 special meeting, and February 6, 2019 special meeting for your review and approval.

The fourth order of business is consideration of resolution 2019-05, ratifying the sale of the bonds. A copy of the resolution is enclosed for your review and approval.

The fifth order of business is consideration of disclosure of public finance. A copy of the disclosure of public finance is enclosed for your review and approval.

The sixth order of business is consideration of requisition for directly conveyed improvements. A copy of the requisition will be provided under separate cover.

The remainder of the agenda is general in nature. Staff will present their reports at the meeting.

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (904) 940-5850.

Sincerely,

*James Perry*

James Perry

District Manager  
Cypress Bluff Community  
Development District

## *AGENDA*

*Cypress Bluff*  
*Community Development District*  
*Agenda*

Tuesday  
February 26, 2019  
1:30 p.m.

Duval County Southeast Regional Library  
10599 Deerwood Park Boulevard  
Jacksonville, Florida 32256  
**Call In # 1-888-850-4523 Code 322827**

- I. Call to Order
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XI. Next Scheduled Meeting – March 26, 2019 at 1:30 p.m. at the Duval County Southeast Regional Library

XII. Adjournment

## *MINUTES*

*A.*



MINUTES OF MEETING  
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors meeting of the Cypress Bluff Community Development District was held Tuesday, October 23, 2018 at 1:30 p.m. at the Duval County Southeast Regional Library, 10599 Deerwood Park Boulevard, Jacksonville, Florida 32256.

Present and constituting a quorum were:

Richard Ray	Chairman
John Holmes	Vice Chairman
John Hewins	Supervisor
Chris Price	Supervisor

Also present were:

Ernesto Torres	District Manager
Katie Buchanan	District Counsel (by phone)
Brad Weeber	District Engineer
Michelle Rigoni	Hopping Green & Sams

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Torres called the meeting to order at 1:30 p.m.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Affidavit of Publication**

A copy of the affidavit of publication was included in the agenda package.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes**

**A. July 11, 2018 Meeting**

Mr. Ray stated David Ray is an employee of Governmental Management Services, not The Parc Group.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor the July 11, 2018 minutes were approved.
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**B. September 25, 2018 Meeting**

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor the September 25, 2018 minutes were approved.

**FIFTH ORDER OF BUSINESS****Acceptance of Minutes****A. September 25, 2018 Landowners Election**

On MOTION by Mr. Holmes seconded by Mr. Ray with all in favor the September 25, 2018 landowners' election minutes were accepted.

**B. September 25, 2018 Audit Committee Meeting**

On MOTION by Mr. Holmes seconded by Mr. Ray with all in favor the September 25, 2018 audit committee minutes were accepted.

**SIXTH ORDER OF BUSINESS****Public Hearing to Adopt the Budget for FY 2019**

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor the public hearing was opened.

Ms. Buchanan stated this is developer and landowner funded so we are not levying assessments yet. Essentially all you're doing is adopting the budget; we just had to have 60 days between the time we initially proposed it until now. If you wanted to make changes to the budget or as we progressed through the year the budget doesn't seem to make sense anymore, we can always do a budget amendment. The resolution that you're considering just adopts the general fund budget that you previously reviewed. Developer is sort of a short hand for what is frequently the case. In this instance we're actually doing landowner funding so you're going to have various landowners all agree to contribute to the District's general fund budget in lieu of levying special assessments. The next item we will consider is the form of agreement. We will work with David and his team to allocate the percentage of the budget based on the amount of land that they own so if you own 10% of the developable acres then you would get 10% of the budget.

Mr. Ray asked do we say in the resolution how that allocation is going to done?

Ms. Buchanan responded the resolution only adopts the budget. What we can do is make a note that when we identify developer contributions under the revenues line on the description page we can modify that description to rather than say the District will enter into a funding agreement with the developer, we can say the District will enter into various funding agreements with multiple landowners to fund the general fund expenditures on a pro rata basis based on the ownership of developable acreage.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor the public hearing was closed.

**A. Consideration of Resolution 2019-01, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2019**

On MOTION by Mr. Holmes seconded by Mr. Hewins with all in favor the budget and Resolution 2019-01 were approved.

**B. Consideration of Funding Agreements for Fiscal Year 2019**

Ms. Buchanan stated the funding agreement goes through and identifies that the developer owns portions and uses the generic term developer for all of the landowners so we would use this same form for every landowner in the District. On page two in paragraph two you'll see where the developer agrees to make available to the District a certain percentage of the monies necessary for the operation of the District as called for in the budget. Again, we anticipate that percentage will be based on the developable acreage amount that they own. The next part of that paragraph sets for a collection schedule of 40% due on November 1<sup>st</sup> and so on. In conferring with the Chairman before the meeting, it might be more practical to have less collection dates and higher percentages due so his proposed modification was 50% due on November 1<sup>st</sup>, 25% due on February 1<sup>st</sup> and 25% due on May 1<sup>st</sup> with a removal of the August 1<sup>st</sup> due date. Because this is developer/landowner funded there is the possibility we want to avoid where we over collect for the budget that we have so if you read the last two lines of this sentence it does give this ability and I would suggest that we change this to instead of July 1<sup>st</sup> April 15<sup>th</sup> so the District Manager will do an analysis by April 15<sup>th</sup> and if it appears that our projected expenses are going to be significantly less than what we anticipate collecting we will either remove or prorate the May 1<sup>st</sup> payment with the goal being that we don't want to over

collect and build up a large amount of excess money from the landowners. If we do amend the District's budget, these prorations will automatically amend so we don't have to go back and negotiate a specific amount and the District does reserve the right to file a lien on the property so if someone fails to pay their funding obligation we could put a lien on the property which would hinder their ability to sell the property.

On MOTION by Mr. Holmes seconded by Mr. Hewins with all in favor the form of funding agreement was approved in substantial form.

**SEVENTH ORDER OF BUSINESS                      Consideration of Agreements for Engineering and Architectural Services**

Ms. Buchanan stated you'll recall that several months ago we called for a request for qualifications for engineering services and at the time we had two firms submit proposals, one is Connelly & Wicker and one is ETM. We intended to move forward with both on a continuing contract basis with a distinction that Connelly & Wicker would provide project specific services and ETM would serve as the District's engineer, attend meetings, track requisitions and do the more administrative functions as well as perhaps project work so the form that you have in front of you is our standard form of agreement for engineering and it's with Connelly & Wicker. They've had the opportunity to review it and it is very similar to the ones that we use at other districts. The scope of work that they will perform is on page two, preparation of reports, assist with meetings, construction drawings, site visits, processing of contractor related items and other items that you might request. Generally before they move forward with any work they will need to prepare a work authorization to submit to the Board with an estimated amount for that particular item so they will either have a fixed fee amount of a flat rate or they will do an hourly personnel rate. The engineers may be required to keep their records in place for us but all of the documents that they prepare for us will remain in our ownership. The engineer will still be an independent contractor and they are required to have insurance amounts that are consistent with the agreement in front of you. It has our standard indemnification language in it. They gave an obligation to comply with the Florida Public Records laws. The last item is the rate sheet that is attached.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor the agreement with Connelly & Wicker for professional engineering services was approved.

Ms. Buchanan stated I did not email Ernesto the ETM agreement. It is in substantially the same form as Connelly & Wicker but it does have a different rate sheet that is specific to ETM but I understand that rate sheet is exactly the same as the one you have already approved with your interim agreement so it's just essentially shifting ETM from an interim engineer status that they have been serving as since the beginning to the formality of the actual engineer.

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor the agreement with England Thims & Miller for professional engineering services was approved.

## **NINTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. District Counsel**

Ms. Buchanan stated generally the way the CDD works is that it is established, then issues bonds and then pays to build infrastructure. In this particular instance the developer has a tighter timeframe so the developer chose to move forward with constructing infrastructure, mainly the spine road and the related improvements with the understanding that once the District issues bonds we would then acquire that infrastructure from the developer and pay for it. It's perfectly legal and happens all the time. The difference here is that the acquisition has a touch of a hiccup because it's important to the developer to get the road platted and the plat generally, as they all do, contain dedication language so the plat automatically dedicates the roads to the City of Jacksonville and the utilities to JEA. The problem with that is almost always bond counsel requires that improvements have the CDD in the chain of ownership so it could be that the developer conveys them to the CDD and the CDD conveys them to the City of Jacksonville but in this instance it's just not working with timing so we worked with the bond counsel of the District to come up with an alternative approach and that is resolution 2019-02 that you have in front of you. Essentially, we go through and identify our improvement plan, which you've all reviewed, and it has a big umbrella of the master improvements for the District. We know that because of timing the developer has already proceeded with construction of certain improvements and that they are qualified improvements

under the improvement plan and were already obligated to pay for them under the acquisition agreement. All of this has previously been approved. What we note though, is that part of the improvements will be dedicated, conveyed and assigned to JEA and the City of Jacksonville so we're affirming here our intent that we request the developer to go ahead and do that on our behalf as if we had actually taken ownership of it and done the conveyance our self and it's just to shorten and compress this timeframe. I sat down with The Parc Group this morning and went through a list of the improvements. Ultimately the improvements that we intend to allow this conveyance to relate to would be water and sewer utilities, the E-Town Parkway, as well as certain utilities that are adjacent to the Parkway but not included in the plat, and then within the right-of-way tracts on the plat, it would include improvements such as signage, streetlights, signalization, multi-use paths, irrigation, hardscape and landscape and related professional costs for all of the things that are necessary for these improvements. All of these items are included in the improvement plan. Lastly, there would also be an underground electrical system that would either be within the right-of-way plat or subject to those easements that have already been reported outside the plat.

Mr. Ray stated some of these would be acquired by the District and owned by the District, correct? Landscape for example.

Ms. Buchanan responded some of it will. There are two different types of landscape. One is the landscaping of tracts that are designated on the plat to be transferred to the developer who will then convey them to the District. There is also, as I understand, landscaping that is within the right-of-way tract so we need to make sure we identify that as being eligible for reimbursement. So all of those improvements are what we include in the footnote to define the improvements in the resolution. The resolution itself is very short. It just says in section two that we accept, confirm and approve the actions of the developer in conjunction with one the advanced funding of the improvements, and two the dedication and that we further accept and rely on the engineer certificate. The engineer certificate is something ETM would complete and it basically makes several certifications; one that the improvements, and I'll point out that rather than limiting these to the plat it's going to be the plats and easements are part of the improvement plan and that they were advanced funded and caused to be constructed by the developer prior to the issuance of bonds and that the District and the developer were obligated to turn these over to JEA or the City of Jacksonville and that it is

right and proper to do so. Essentially, it just authorizes the developer to keep their schedule and authorizes us to reimburse them for these improvements once we have bonds proceeds, which will be several months from now. There will be other steps so when we actually issue bonds we will get a separate certificate from the engineer as to the cost of these improvements and that means that's how much bond money will pay for. Also, as I mentioned, there are certain things on the plat that are going straight to the developer who will then eventually turn them over to the District in a separate transaction. This is just to try and address those improvements that need to be acquired by the City of Jacksonville or JEA.

Mr. Ray stated if these are just the phase one improvements we are basically just approving conceptually the process that we are going to follow, could we not do this for all phases of improvements?

Ms. Buchanan responded I like the way we're doing it now because I can point to a plat and specific easement documents to give us containment as far as identification of the improvements that are eligible. I worry that conceptually is not going to be specific enough for Ken.

Mr. Ray asked so we will just go through this process again?

Ms. Buchanan responded yes.

On MOTION by Mr. Hewins seconded by Mr. Holmes with all in favor Resolution 2019-02 was approved in substantial form.

Ms. Buchanan stated the validation hearing is set for October 31<sup>st</sup> so at that point that will start the clock where we have a 30-day appeal period so by the end of November the District will be in a place where we are allowed to proceed with bond issuance. We are still working with the underwriter and don't expect to issue quite as early as December 1<sup>st</sup>.

**B. District Engineer – Consideration of Work Authorization No. 3**

Mr. Weeber stated I was asked to bring with me invoices from the previous month so I brought the September invoices. One for \$388, that is for the interim engineer services for coming to CDD meetings, coordinating lot counts and other services to prep for the meetings. The second invoice is \$97 for a work authorization for an updated improvement plan. While speaking of the improvement plan, there are some outstanding changes that have been discussed. I know there were some questions on not double-dipping with what the City

provided credit for and we are not so I think we are approving that now so I just need to know if we are okay with the proposed changes. I am currently tracking and tallying up some of the change orders that the contractor has had so that when it does come time to issue bonds and reimburse we have all that tracked, as there have been changes since we did the improvement plan.

Mr. Torres stated in your packet should be work authorization number three and I think this is just the authorization for ETM.

Ms. Buchanan stated there is the umbrella agreement and then every action has a separate work authorization and this is just going to be a standing one for the entire year for general engineering services.

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor Work Authorization No. 3 was approved.

**C. District Manager**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet and Income Statement**

**B. Consideration of Funding Request No. 2**

Mr. Torres stated we will add the two invoices that Mr. Weeber mentioned which would bring the total to \$36,326.73.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor Funding Request No. 2 was approved.

**TENTH ORDER OF BUSINESS**

**Supervisors' Requests and Audience Comments**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – November 27, 2018 at 1:30 p.m. at the Duval County Southeast Regional Library**

Mr. Torres stated our next meeting is going to be November 27th at 1:30.



**TWELFTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor the meeting was adjourned.
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\_\_\_\_\_  
Secretary/Assistant Secretary

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Chairman/Vice Chairman

*B.*

MINUTES OF MEETING  
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

A special meeting of the Board of Supervisors of the Cypress Bluff Community Development District was held Wednesday, January 9, 2019 at 10:00 a.m. at the Duval County Southeast Regional Library, 10599 Deerwood Park Boulevard, Jacksonville, Florida 32256.

Present and constituting a quorum were:

Richard Ray	Chairman
John Holmes	Vice Chairman
John Hewins	Supervisor
Chris Price	Supervisor
Steven Grossman	Supervisor

Also present were:

Jim Perry	District Manager
Katie Buchanan	District Counsel (by phone)
Brad Weeber	District Engineer
Sete Zare	MBS Capital Markets
Brett Sealy	MBS Capital Markets (by phone)
Joe Muhl	Parc Group
David Ray	Governmental Management Services
Linda Boenish	BNY Mellon Trust Company (by phone)

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Perry called the meeting to order at 10:00 a.m.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Consideration of Financing Related Matters**

**A. Engineer's Report**

Mr. Weeber stated this is a supplemental report updated with unit counts and areas. Most of the other items are very similar to the original master infrastructure.

Mr. Ray stated on page eight under master amenity center, the third item says tennis courts and then fourth from the bottom it says tennis courts again. Is that just a duplication?

Mr. Weeber responded yes it's just a duplication.

**B. Supplemental Assessment Report**

Mr. Perry stated there are some minor changes in the narrative sections of the report but the biggest change is the updating of unit counts. In section 5.4 the last paragraph was expanded to add a little more meat to that concept. Table one has the unit counts for the 2019 project and future projects. Table two is a benefit analysis of the assessment area related to this bond issue. Table three is the infrastructure cost estimates, which flows from the engineer's report. Table four is the preliminary bond issuance that we're anticipating for the Series 2019 bonds. Table five is the allocation of debt assessments in regards to the various parcels, and the unit counts subscribed to each of those. Table six is an overview of the par debt and debt service on a unit-by-unit basis.

Mr. Ray stated just to understand how the methodology works because we're doing two different things here. One is we have developed parcels that have sold, they have site plans approved and we know what the unit count is. For instance, David Weekley E-2, that's 222 units but Eastland Timber E-5 is 168 units. We're issuing right now based on 168 units and it's adding up into our total par. What if the final site plan comes in at 190? Do you take the par debt for that parcel and spread that difference over all of the units that are in there?

Mr. Perry responded you'd just have a reallocation.

Mr. Ray asked could we pick it up in a subsequent bond offering?

Mr. Perry responded if you are going to have more units than what we subscribed to.

Ms. Zare stated then I think you would lower everyone else's. You would reallocate.

Mr. Ray stated so if it's lower than you have a true-up built in. Did you do the true-up based on a parcel by parcel basis or is it a global true-up for the whole bond offering?

Mr. Perry responded we did it on a global basis.

Ms. Buchanan stated I think we're talking about that offline on how we want to do the true-up because we understand that you have projects in place and we would like to figure out a way to identify and shift true-up obligations to those specific builders.

Mr. Ray asked so if you have separate true-up agreements signed by individual landowners does that trump this section 5.5 that a true-up is done on a global basis?

Ms. Buchanan stated it's a two-step process. First the global applies but because the builders would come online that obligation would transfer from the master developer to the builder.

Mr. Ray asked so once we get past that the bonds are issued, we're moving forward and somebody comes in with a revised site plan and if the unit count is lower than what's in this offering they are bound by the true-up and if it's higher there is a reallocation within that parcel?

Mr. Perry responded once it's been assigned.

Mr. Ray asked so once the land is sold, it's assigned and at that point in time if there is a change in the site plan or unit count the reallocation is going to take place just within that parcel? Or are we reallocating everything within E-Town?

Mr. Perry responded we would reallocate everything within E-Town.

Ms. Zare stated it would have to be an overall reallocation and everybody's would lower.

Mr. Ray asked and we couldn't just pick it up in a subsequent bond offering? These are estimates.

Mr. David Ray stated given that we're using parcel numbers and the parcel encompasses everything there is no land left outside that could be picked up later.

Mr. Ray stated there are several parcels that aren't even in this offering.

Mr. David Ray stated right but if the units increased in a particular parcel that would still be encumbered by the bond issue, wouldn't it?

Ms. Zare responded right.

Mr. Ray stated if you have 30 more units in there you're not getting the par value for those.

Mr. David Ray stated what I'm saying is if we were to attempt to do that we would have to do something other than using the real estate number and I don't know how we would do that right now so those lands would not be encumbered to be picked up later.

Mr. Ray stated but you're saying a reallocation doesn't take place in that parcel, it takes place across all parcels. We will see if we can get the unit counts close.

Ms. Buchanan stated we've adopted the master, we're doing the supplemental today and we will come back with actual pricing and interest but I don't think that's going to change philosophically what we have in the report.

Mr. Perry stated no we will come back with a final numbers report based upon the pricing of the bonds so these numbers may change slightly but they're not going to materially change from what you have here.

Mr. Ray asked where they could change is when the final site plans come in?

Mr. Perry responded correct.

**C. Consideration of Delegation Award Resolution 2019-03**

Ms. Buchanan stated bond counsel prepares the delegation resolution and it accomplishes two general things. The first is that it sets the parameters of the bonds and the second is that it authorizes District Chairman, Vice Chairman and any necessary officer of the District to execute documents in connection with moving forward with the bond issuance. Finally, it approves certain documents like the form of the first supplemental indenture, which is the agreement between the District and the bondholders. Second, it approves the form of the contract of purchase, which is the District's agreement with the underwriter where the underwriter agrees to purchase the bonds and then market them for the District. It approves the form of the preliminary offering statement as well as the continuing disclosure agreement, which reflects obligations of certain landowners to provide information to MSRB as to the quarterly sales.

Mr. Perry stated for supervisors that have served on previous boards, this is a standard form resolution that you have seen before in regards to bond offerings.

On MOTION by Mr. Ray seconded by Mr. Grossman with all in favor Resolution 2019-03 was approved.
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Mr. Perry stated after the resolution copies of the first supplemental indenture, preliminary limited offering memorandum, bond purchase agreement and continuing disclosure agreement are enclosed in your agenda package. These are exhibits to the resolution and are approved in substantial form.

Ms. Buchanan stated I was trying to find the interest rate parameters. I see the resolution sets forth the maximum amount of \$12 million for the bonds. I assume the interest rate is as authorized by law?

Ms. Zare responded correct, maximum allowable.

**FOURTH ORDER OF BUSINESS**

**Supervisors' Requests and Audience  
Comments**

There being none, the next item followed.

**FIFTH ORDER OF BUSINESS**

**Next Scheduled Meeting – January 22, 2019  
at 1:30 p.m. at the Duval County Southeast  
Regional Library**

Mr. Perry stated our next meeting is going to be January 22nd at 1:30 at this location.

**SIXTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Hewins seconded by Mr. Holmes with all in favor the meeting was adjourned.
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Secretary/Assistant Secretary

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Chairman/Vice Chairman

*C.*



MINUTES OF MEETING  
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

A special meeting of the Board of Supervisors of the Cypress Bluff Community Development District was held Wednesday, February 6, 2019 at 1:00 p.m. at the Duval County Southeast Regional Library, 10599 Deerwood Park Boulevard, Jacksonville, Florida 32256.

Present and constituting a quorum were:

Richard Ray	Chairman
John Holmes	Vice Chairman
John Hewins	Supervisor
Chris Price	Supervisor
Steven Grossman	Supervisor

Also present were:

Jim Perry	District Manager
Katie Buchanan	District Counsel
Brad Weeber	District Engineer
Sete Zare	MBS Capital Markets
Brett Sealy	MBS Capital Markets
Misty Taylor	Bryant, Miller, Olive
Cynthia Wilhelm	Nabors, Giblin & Nickerson
Joe Muhl	Parc Group
David Ray	Governmental Management Services
Thomas Radicioni	BNY Mellon Trust Company

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Perry called the meeting to order at 1:00 p.m.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Consideration of Financing Related Matters**

**A. Resolution 2019-04, Equalizing and Levying Special Assessments**

Ms. Sealy stated as the Board may recall you had previously approved the delegation resolution, which authorized my firm to mail an offering document and price the bonds pursuant to certain parameters. We're very pleased to have been able to price the bonds with very aggressive terms so we will walk you through the bond sizing, which is included in your

agenda package. The District is issuing \$11,565,000 in principal amount of bonds, which is generating approximately \$10,782,000 in construction proceeds. We were able to structure the bonds with a reduced reserve requirement. In a lot of transactions like this, the reserve fund requirement is equal to one year's principal and interest but we were able to structure a reserve fund requirement of one half year's principal and interest, which provides for additional construction proceeds to construct the capital improvement program. The other uses of funds include cost of issuance and an underwriter's discount consistent with the agreement that my firm has entered into with the District. The average interest rate on the bonds is 4.97%. We structured the bonds with four separate term bonds to take advantage of lower rates along earlier portions of the yield curve. We structured a 5, 10, 20 and 30-year bond and the interest rates were at 3.75%, 4.125%, 4.90% and 5.10% respectively for the maturities, which again resulted in an average interest rate of 4.97%. Regardless of the structuring of the four terms the bonds are structured with annual level debt service. The bonds were all priced at par without original issue discount. As you may recall, as part of our discussion throughout this process, a portion of the construction proceeds are held separately in certain sub accounts and will be release upon the closing of the three parcels that are currently subject to contracts and to the extent those parcels don't close, those proceeds together with applicable proceeds in the reserve fund will be used to call bonds. At the closing scheduled for tomorrow the amount of construction proceeds that will be made available is approximately \$6.2 million with the remaining \$4.75 million in construction proceeds escrowed until such time as the three contracted parcels close.

Mr. Ray asked we did the third contracted parcel in escrow also?

Ms. Zare stated right, we did all three.

Mr. Sealy stated we're happy to answer any questions. The deal is priced very aggressively from a spread, term and rate perspective.

Mr. Ray asked and the escrow is released by parcel?

Mr. Sealy stated correct.

Mr. Ray asked do you remember with parcel number three what the escrow breakdown was of the \$4.5 million?

Mr. Sealy stated about \$900,000.

Mr. Ray asked when that happens is there anything special we're going to need to do?

Ms. Buchanan stated just notify the trustee that it's happening.

Mr. Perry stated the methodology has been provided previously and the methodology included in your agenda package just updates with the final numbers reflective of the pricing. As Brett said, it's \$11,565,000 worth of bond debt. Table five shows the allocation in regards to the various parcels within the District and their owners. Table six shows what the debt service assessments will be and the debt allocated to the different product types and it also includes the assessments grossed up for the collections here in Duval County for the early payment discount and collection fees by the County.

Ms. Buchanan stated just a reminder; the project is very similar to the master project. We're just funding a portion of the master project as opposed to specific improvements within the master project. With resolution 2019-04 we are confirming the terms of the bonds and approving the engineer's report and the assessment methodology. We are adopting and incorporating the rates of interest and maturity, which is on exhibit B. We are incorporating the sources and uses of the funds as well as adopting the debt service schedule for the assessments in the bonds. By way of adopting and incorporating the assessment methodology we are then allocating the assessments on the property. Just a reminder; these assessments are allocated on certain folios within the District as compared to a gross acreage basis so all the different folios know what their pot of money is. Section six approves the true-up process and we have a true-up agreement with the master developer and we are in the process of finalizing true-up agreements with all of the builders. Section seven authorizes District staff to establish a lien book and section eight and nine reincorporate prior assessment resolutions and authorize the District to file a master assessment notice over the property so that when future purchasers buy homes and lands they will be aware these assessments are on their property.

Mr. Ray asked do you remember how they are trueing up?

Ms. Buchanan stated there are two levels. It's either a comparison of what the debt is at the time of issuance or if they are platting completely it compares to anticipated units.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor Resolution 2019-04 was approved.
--

**B. Completion Agreement**

Ms. Buchanan stated we're only funding a portion of the master CIP so there is an obligation on the behalf of the developer that should the bond proceeds, whether it be this series and a future series or whether only this series, in total wouldn't be enough to finish the project the developer would have the obligation to come in and finish the master CIP, which is a very limited set of improvements. It would mostly be improvements to the E-Town Parkway and the amenity center.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor the completion agreement was approved.

**C. Collateral Assignment of Development Rights**

Ms. Buchanan stated the next item is your collateral assignment and assumption of development rights. In the instance that the landowner should default on the payment of special assessments this is one of the tools the District has to ensure we can take security of the property, which is the land, and then have the valuable asset with development rights attached to it that we may need to sell to a third party to then repay the bonds. It's not effective unless and until there is an event of default on the assessments and in this particular case it's unique because we do have the landowner, who is subject to the assessments, and the developer, who is not subject to the assessments but potentially has overlapping development rights; both jointly and separately liable under this agreement.

On MOTION by Mr. Ray seconded by Mr. Grossman with all in favor the collateral assignment of development rights was approved.

**D. True-Up Agreement**

Ms. Buchanan stated the next agreement is the true-up agreement between Eastland Timber, the landowner entity and the District. If we don't collect sufficient assessments on the property because of lower or less dense development then we won't have enough assessments to secure the debt service on the bonds. This is an agreement that obligates the landowner to come to the District with updates on their development plans and if they are going to be short

in what we anticipated to collect from the folios, this requires them to make a true-up payment to bridge the gap between what they actually developed and what we anticipated they would develop. As we mentioned, this is with the landowner entity. We are working to get the builder ones finalized as well.

Mr. Ray asked as the builder true-ups are finalized does the District release Eastland?

Ms. Buchanan stated I imagine that Eastland would assign this to the purchasers and then they would be released from liability.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor the true-up agreement was approved.

#### **E. Declaration of Consent**

Ms. Buchanan stated this is just a document we have signed by the landowners that confirms that they don't challenge or have any objections to the assessments that are in place, or to the overall existence of the District in acknowledging that their land is subject to special assessments. We are having the builders sign these as well.

On MOTION by Mr. Ray seconded by Mr. Grossman with all in favor the declaration of consent was approved.

Ms. Buchanan stated we are pre-closing immediately after the meeting and we expect to have funds available tomorrow. We're working with the developer to finalize the first acquisition, which would be our first payout, for improvements that are already in place.

#### **FOURTH ORDER OF BUSINESS**

##### **Approval of Funding Request No. 3**

Mr. Perry stated funding request number three is included in your package totaling \$23,44.24.

On MOTION by Mr. Grossman seconded by Mr. Holmes with all in favor funding request number three was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Work Authorizations  
from Connelly & Wicker, Inc. and Basham  
& Lucas Design Group, Inc. for Amenity  
Civil Engineering and Architectural Design**

Mr. Perry stated these were added to the agenda in the last day or so for Board approval.

Mr. Ray stated the work authorization from Connelly & Wicker is for the design of the amenity center.

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor work authorization CWI-01 from Connelly & Wicker was approved.

Mr. Ray stated we have a second proposal from Basham & Lucas for concept design for the amenity area. There are sixteen different components from construction administration to engineering documents to grading.

On MOTION by Mr. Ray seconded by Mr. Grossman with all in favor the proposal from Basham & Lucas was approved.

**SIXTH ORDER OF BUSINESS**

**Supervisors' Requests and Audience  
Comments**

There being none, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – February 26,  
2019 at 1:30 p.m. at the Duval County  
Southeast Regional Library**

Mr. Perry stated our next meeting is going to be February 26th at 1:30 at this location.

**EIGHTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Holmes seconded by Mr. Ray with all in favor the meeting was adjourned.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

## *FOURTH ORDER OF BUSINESS*



## **RESOLUTION 2019-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT RATIFYING, CONFIRMING, AND APPROVING THE SALE OF THE CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT SPECIAL ASSESSMENT BONDS, SERIES 2019; RATIFYING, CONFIRMING, AND APPROVING THE ACTIONS OF THE CHAIRMAN, VICE CHAIRMAN, TREASURER, SECRETARY, ASSISTANT SECRETARIES, AND ALL DISTRICT STAFF REGARDING THE SALE AND CLOSING OF THE CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT SPECIAL ASSESSMENT BONDS, SERIES 2019; DETERMINING SUCH ACTIONS AS BEING IN ACCORDANCE WITH THE AUTHORIZATION GRANTED BY THE BOARD; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Cypress Bluff Community Development District (“District”), is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

**WHEREAS**, the District previously adopted resolutions authorizing the issuance and sale of bonds within the scope of Chapter 190, Florida Statutes, including its \$11,565,000 Cypress Bluff Community Development District (City of Jacksonville, Florida) Special Assessment Bonds, Series 2019 (“Series 2019 Bonds”); and

**WHEREAS**, the District closed on the sale of the Series 2019 Bonds on February 7, 2019; and

**WHEREAS**, as prerequisites to the issuance of the Series 2019 Bonds, the Chairman, Vice Chairman, Treasurer, Assistant Secretaries, and District Staff including the District Manager/Assessment Consultant, and District Counsel were required to execute and deliver various documents (“Closing Documents”); and

**WHEREAS**, the District desires to ratify, confirm, and approve all actions of the District Chairman, Vice Chairman, Treasurer, Assistant Secretaries, and District Staff in closing the sale of the Series 2019 Bonds.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** The sale, issuance, and closing of the Series 2019 Bonds is in the best interests of the District.

**SECTION 2.** The issuance and sale of the Series 2019 Bonds, the adoption of resolutions relating to such bonds, and all actions taken in the furtherance of the closing on such

bonds, are hereby declared and affirmed as being in the best interests of the District and are hereby ratified, approved, and confirmed.

**SECTION 3.** The actions of the Chairman, Vice Chairman, Treasurer, Secretary, Assistant Secretaries, and all District Staff in finalizing the closing and issuance of the Series 2019 Bonds, including the execution and delivery of the Closing Documents, and such other certifications or other documents required for the closing on the Series 2019 Bonds, are determined to be in accordance with the prior authorizations of the Board and are hereby ratified, approved, and confirmed in all respects.

**SECTION 4.** If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 5.** This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2019.

ATTEST:

**CYPRESS BLUFF COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairperson, Board of Supervisors

*FIFTH ORDER OF BUSINESS*

Upon recording, this instrument should be returned to:

(This space reserved for Clerk)

Cypress Bluff Community Development District  
c/o Governmental Management Services, LLC  
475 West Town Place, Suite 114  
St. Augustine, Florida 32902

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**DISCLOSURE OF PUBLIC FINANCING AND MAINTENANCE  
OF IMPROVEMENTS TO REAL PROPERTY UNDERTAKEN BY  
THE CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT**

**Board of Supervisors<sup>1</sup>**

**Cypress Bluff Community Development District**

Richard Ray  
Chairperson

John Hewins  
Assistant Secretary

John Holmes  
Vice Chairperson

Steve Grossman  
Assistant Secretary

Chris Price  
Assistant Secretary

Governmental Management Services, LLC  
District Manager  
475 West Town Place, Suite 114  
St. Augustine, Florida 32902  
(904) 940-5850

District records are on file at the offices of the District Manager, as listed above, and at the Local Records Office at [REDACTED], and are available for public inspection upon request during normal business hours.

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<sup>1</sup> This list reflects the composition of the Board of Supervisors as of February 1, 2019. For a current list of Board Members, please contact the District Manager's office.

## **TABLE OF CONTENTS**

<b>Introduction .....</b>	<b>3</b>
<b>What is the District and how is it governed?.....</b>	<b>4</b>
<b>What infrastructure improvements does the District provide and how are the improvements funded?.....</b>	<b>5</b>
<b>Assessments, Fees and Charges .....</b>	<b>7</b>
<b>Method of Collection.....</b>	<b>8</b>

## **CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT**

### **INTRODUCTION**

The Cypress Bluff Community Development District (“**District**”) is a local unit of special-purpose government created pursuant to and existing under the provisions of Chapter 190, Florida Statutes. Under Florida law, community development districts are required to take affirmative steps to provide for the full disclosure of information relating to the public financing and maintenance of improvements to real property undertaken by such districts. Unlike city and county governments, the District has only certain limited powers and responsibilities. These powers and responsibilities include, for example, construction and/or acquisition, as well maintenance, of the following improvements: transportation improvements, water and sewer improvements, stormwater management system, recreational improvements, hardscape, landscape and other related public infrastructure.

## **DISCLOSURE OF PUBLIC FINANCING AND MAINTENANCE OF IMPROVEMENTS TO REAL PROPERTY UNDERTAKEN BY THE CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT**

Under Florida law, community development districts are required to take affirmative steps to provide for the full disclosure of information relating to the public financing and maintenance of improvements to real property undertaken by such districts. The law specifically provides that this information shall be made available to all persons currently residing within the District and to all prospective District residents. The following information describing the District and the assessments, fees and charges that may be levied within the District to pay for the financing and maintenance of certain community infrastructure is provided to fulfill this statutory requirement.

### **What is the District and how is it governed?**

The District is an independent special taxing district, created pursuant to and existing under the provisions of Chapter 190, Florida Statutes (“**Act**”), and established by Ordinance No. 2018-335-E enacted by the City Council of the City of Jacksonville, Florida, which was effective on June 29, 2018. The District encompasses 1,249.7 acres of land located entirely within the boundaries of the City of Jacksonville (“**City**”) and Duval County, Florida (“**County**”). As a local unit of special-purpose government, the District provides an alternative means for planning, financing, constructing, operating and maintaining various public improvements and community facilities within its jurisdiction.

The District is governed by a five-member Board of Supervisors (“**Board**”), the members of which must be residents of the State and citizens of the United States. Within ninety (90) days of appointment of the initial board, members were elected on an at-large basis by the owners of property within the District, each landowner being entitled to one vote for each acre of land with fractions thereof rounded upward to the nearest whole number. Elections are then held every two years in November. Commencing at such time as the following two conditions have been satisfied: i) six years have passed from the date of the initial appointment of Supervisors and ii) a minimum of two hundred fifty (250) qualified electors reside within the District, Supervisors whose terms are expiring will begin to be elected by qualified electors of the District. A “qualified elector” in this instance is any person at least eighteen (18) years of age who is a citizen of the United States, a legal resident of Florida and of the District, and who is also registered with the Supervisor of Elections to vote in the County. Notwithstanding the foregoing, if at any time the Board proposes to exercise its ad valorem taxing power, it shall, prior to the exercise of such power, call an election at which all members of the Board shall be elected by qualified electors of the District.

Board meetings are noticed in a local newspaper and conducted in a public forum in which public participation is permitted. Consistent with Florida’s public records laws, the records of the District are available for public inspection during normal business hours. Elected members of the Board are similarly bound by the State’s open meetings law and are generally subject to the same disclosure requirements as other elected officials under the State’s ethics laws.

**What infrastructure improvements does the District provide  
and how are the improvements funded?**

The District is comprised of approximately 1,249.7 acres located entirely within the City. The legal description of the lands encompassed within the District is attached hereto as **Exhibit “A.”** The public infrastructure necessary to support the District’s development program includes, but is not limited to: E-Town Parkway/R.G. Skinner Parkway utilities, landscape, hardscape and electric, master recreation improvements, and other related public infrastructure. These infrastructure improvements are more fully detailed below. To plan the infrastructure improvements necessary for the District and prior to the issuance of the Series 2019 Bonds, defined herein, the District adopted an *Improvement Plan* dated July 30, 2018, as supplemented by the *Supplemental Engineer’s Report for the Series 2019 Capital Improvements*, dated January 2019 (together, **“Engineer’s Report”**). The Engineer’s Report provides a basic description of all of the improvements contemplated for the completion of the infrastructure of the District and detailed information on the improvements in the Series 2019 Project (**“Capital Improvement Plan”**). Copies of the Engineer’s Report are available for review in the District’s public records.

These public infrastructure improvements have been and will be partially funded by the District’s sale of bonds. On October 31, 2018, the Circuit Court of the State of Florida, in and for Duval County, Florida, entered a Final Judgment validating the District’s ability to issue an aggregate principal amount not to exceed \$96,000,000 in Special Assessment Bonds for infrastructure needs of the District.

On February 7, 2019, the District issued a series of bonds for purposes of partially financing the design, construction and acquisition costs of engineering plans, permits and infrastructure for the Capital Improvement Plan (**“Series 2019 Project”**). On that date, the District issued its Cypress Bluff Community Development District, Special Assessment Bonds, Series 2019, in the amount of \$11,565,000 (**“Series 2019 Bonds”**). Proceeds of the Series 2019 Bonds are being used to finance the cost of a portion of the acquisition, construction, installation, and equipping of the Series 2019 Project, defined herein.

**E-TOWN PKWY/R.G. SKINNER PKWY IMPROVEMENTS**

The District presently intends to finance and construct certain transportation facilities within and without the boundaries of the District, consistent with Chapter 190, Florida Statutes. E-Town Parkway/R.G. Skinner Parkway is a collector road that will be extending north-south direction through the District. E-Town Parkway will extend from the existing interchange at SR-9B to the existing R.G. Skinner Parkway terminus at Atlantic Coast High School, with the road name changing from E-Town Parkway to R.G. Skinner Parkway at the intersection just southerly of the existing R.G. Skinner Parkway terminus.



### ***Ancillary Roadway Infrastructure***

The majority of roadway right-of-way, survey, engineering, permitting, and construction costs of E-Town Parkway/R.G. Skinner Parkway will not be funded by the District. However, certain infrastructure within and adjacent to the E-Town Parkway/R.G. Skinner Parkway right-of-way may be funded, designed and constructed by the District. These improvements may include (but are not limited to) ancillary roadway infrastructure such as multi-use paths, utilities, landscape and irrigation, hardscape and signage, electric and lighting, and future signalized intersections. Once completed, E-Town Parkway/R.G. Skinner Parkway will be owned and maintained by the City.

### ***Utilities***

The entirety of the District will be provided with potable water, sanitary sewer, and reuse water services by the Jacksonville Electric Authority (“JEA”) utility system. The District presently intends to fund and construct certain master utility facilities within and adjacent to the District boundary. These facilities include the transmission (trunk) water main and sewer main (forcemain). These mains are located within the right of way of E-Town Parkway/R.G. Skinner Parkway. There may also be gravity sewer crossings installed under E-Town Parkway/R.G. Skinner Parkway to serve future neighborhoods that will share pump stations. The reuse transmission (trunk) main will also run along R.G. Skinner Parkway, however, will not be funded by the District.

To serve the development per the JEA utility service agreement, the construction of a booster pump station is required. The District may fund, design, and construct all or part of this booster pump station. The master utility improvements will be designed and constructed in accordance with JEA standards and will be owned and maintained by JEA upon dedication.

### ***Landscape and Irrigation***

The District may fund and construct the landscape, sod, planting, berm, irrigation and other decorative features along E-Town Parkway/R.G. Skinner Parkway. The irrigation system may include JEA reuse refill stations that will discharge into stormwater ponds adjacent to E-Town Parkway/R.G. Skinner Parkway and irrigation pump station that will pump from those ponds. The District may fund and construct landscape and irrigation costs along the entire length of E-Town Parkway/R.G. Skinner Parkway, including those areas outside of the District’s boundary. It is anticipated that these improvements will be maintained by the District.

### ***Hardscape and Signage***

The District may fund and construct hardscape features within and adjacent to the E-Town Parkway/R.G. Skinner Parkway right-of-way. Features may include, but are not limited to, signage and entry features, masonry walls, fencing, etc. It is anticipated that these improvements will be maintained by the District.

## ***Electric and Lighting***

The electric distribution system thru the District is currently planned to be underground. The District presently intends to fund and construct the electric conduit, transformer/cabinet pads, and electric manholes required by JEA electric. Electric facilities will be owned and maintained by JEA after dedication.

The District presently intends to fund the cost to purchase and install the roadway lighting along E-Town Parkway/R.G. Skinner Parkway. These lights will be owned, operated and maintained by the City after dedication.

## **MASTER RECREATIONAL IMPROVEMENTS**

The District may finance and construct a master amenity center located near the middle of the District's boundary. This amenity center is planned to be the largest within the District and serve most of the neighborhoods within the District. The basic components of this facility may include, but is not limited to:

- Clubhouse
- Fitness equipment
- Tennis Courts
- Bathrooms and locker area
- Pool(s)
- Playground equipment
- Barbeque grills and picnic tables
- Parking
- Landscape, irrigation, hardscape and lighting
- Dog park
- Tennis courts
- Trails
- Ball fields
- Soccer fields

## **Assessments, Fees and Charges**

A portion of the master infrastructure improvements identified in the Capital Improvement Plan have been or will be financed by the District through the sale of its Series 2019 Bonds. The amortization schedules for the Series 2019 Bonds are available in the District's public records. The annual debt service obligations of the District must be defrayed by annual assessments on benefited property. Copies of the District's *Master Special Assessment Methodology Report*, dated August 20, 2018, and *Supplemental Assessment Methodology Report for the Special Assessment Bonds Series 2019*, dated February 6, 2019 (together, "**Assessment Methodology**"), are available for review in the District's public records.

The Series 2019 Bonds and associated interest are payable solely from and secured by non-ad valorem special assessments levied against those lands within the "**Series 2019 Assessment Area**" of the District, as further described in **Exhibit "B"** attached hereto, that benefit from the design, construction, and/or acquisition and operation of the Series 2019 Project ("**Series 2019 Debt Assessments**"). The Series 2019 Debt Assessments are typically billed in the same manner as are county ad valorem taxes but may be billed directly by the District. The Series 2019 Debt Assessments are levied in accordance with the Assessment Methodology and

represent an allocation of the costs of the Series 2019 Project to those lands within the District benefiting from the Series 2019 Project.

The Series 2019 Debt Assessments described above exclude any operations and maintenance assessments (“**O&M Assessments**”) which may be determined and calculated annually by the Board and are levied against all benefitted lands in the District. A detailed description of all costs and allocations which result in the formulation of assessments, fees, and charges is available for public inspection upon request.

The Capital Improvement Plan and financing plan of the District as presented herein reflect the District’s current intentions, and the District expressly reserves the right in its sole discretion to change those plans at any time. Additionally, the District may undertake the construction, reconstruction, acquisition, or installation of future improvements and facilities, which may be financed by bonds, notes, or other methods authorized by Chapter 190, Florida Statutes.

### **Method of Collection**

Except as discussed above, the Series 2019 Debt Assessments and/or O&M Assessments may appear on that portion of the annual real estate tax notice entitled “non-ad valorem assessments,” and will be collected by the County Tax Collector in the same manner as county ad valorem taxes. Each property owner must pay both ad valorem and non-ad valorem assessments at the same time. Property owners will, however, be entitled to the same discounts as provided for ad valorem taxes. As with any tax notice, if all taxes and assessments due are not paid within the prescribed time limit, the tax collector is required to sell tax certificates which, if not timely redeemed, may result in the loss of title to the property. The District may also elect to collect the assessment directly.

This description of the District’s operation, services and financing structure is intended to provide assistance to landowners and purchasers concerning the important role that the District plays in providing infrastructure improvements essential to the use and development of this community. **If you have any questions or would simply like additional information about the District, please write to or call the: District Manager, Cypress Bluff Community Development District, 475 West Town Place, Suite 114, St. Augustine, Florida 32902, Ph: (904) 940-5850.**

The information provided herein is a good faith effort to accurately and fully disclose information regarding the public financing and maintenance of improvements to real property undertaken by the District and should only be relied upon as such. The information contained herein is, and can only be, a status summary of the District’s public financing and maintenance activities and is subject to supplementation and clarification from the actual documents and other sources from which this information is derived. In addition, the information contained herein may be subject to change over time, in the due course of the District’s activities and in accordance with Florida law. Prospective and current residents and other members of the public should seek confirmation and/or additional information from the District Manager’s office with regard to any questions or points of interest raised by the information presented herein.

**IN WITNESS WHEREOF**, this *Disclosure of Public Financing and Maintenance of Improvements to Real Property Undertaken by the Cypress Bluff Community Development District* has been executed as of the \_\_\_\_\_ day of \_\_\_\_\_, 2019, and recorded in the Official Records of Duval County, Florida.

**CYPRESS BLUFF COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Richard Ray  
Chairperson, Board of Supervisors

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

**STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by Richard Ray, Chairperson of the Cypress Bluff Community Development District, who is personally known to me or who has produced \_\_\_\_\_ as identification, and did [ ] or did not [ ] take the oath.

\_\_\_\_\_  
Notary Public, State of Florida

Print Name: \_\_\_\_\_  
Commission No.: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

## EXHIBIT A

Revised December 14, 2017

September 1, 2017

E-Town

Page 1 of 4

W.O. No.17-160.01

File No. 124B-22.01A

### Cypress Bluff CDD Parcel

A portion of Sections 32 and 33, Township 3 South, Range 28 East, together with a portion of Sections 4, 5, 8 and 9, Township 4 South, Range 28 East, Duval County, Florida, being more particularly described as follows:

For a Point of Reference, commence at the Northwest corner of said Section 33; thence North 88°37'28" East, along the Northerly line of said Section 33, a distance of 1343.30 feet to the Point of Beginning.

From said Point of Beginning, thence continue North 88°37'28" East, along said Northerly line of said Section 33, a distance of 289.49 feet; thence South 07°44'34" East, departing said Northerly line, 1305.77 feet; thence South 13°31'53" East, 2389.14 feet; thence South 04°33'08" West, 1865.63 feet; thence South 18°03'25" West, 1232.39 feet; thence South 05°12'52" East, 2061.31 feet; thence South 19°40'49" West, 3784.88 feet; thence South 04°56'56" West, 366.20 feet; thence South 89°37'47" West, 1624.99 feet; thence South 00°22'13" East, 418.10 feet; thence South 88°55'30" West, 1799.90 feet to a point lying on the Easterly limited access right of way line of State Road No. 9B, a 400 foot limited access right of way per Florida Department of Transportation right of way map Section 72002-2513, Financial Project No. 209294-1; thence Northerly along said Easterly limited access right of way line the following 3 courses: Course 1, thence North 14°27'30" West, 403.98 feet to the point of curvature of a curve concave Easterly having a radius of 5529.58 feet; Course 2, thence Northerly along the arc of said curve, through a central angle of 14°09'36", an arc length of 1366.57 feet to the point of tangency of said curve, said arc being subtended by a chord bearing and distance of North 07°22'42" West, 1363.10 feet; Course 3, thence North 00°17'54" West, 1535.00 feet to a point of intersection with the Easterly limited access right of way line of State Road No. 9A, a variable width limited access right of way per Florida Department of Transportation right of way map Section 72002-2511, Work Program Identification No. 2114883, said point also being on a non-tangent curve concave Westerly having a radius of 3000.00 feet; thence Northerly along said Easterly limited access right of way line the following 4 courses: Course 1, thence Northerly, departing said Easterly limited access right of way line of State Road No. 9B and along the arc of said curve, through a central angle of 29°31'23", an arc length of 1545.82 feet to the point of tangency of said curve, said arc being subtended by a chord bearing and distance of North 07°27'47" East, 1528.78 feet; Course 2, thence North 07°17'54" West, 984.62 feet to the point of curvature of a curve concave Easterly having a

Revised December 14, 2017

September 1, 2017

E-Town

Page 2 of 4

W.O. No.17-160.01

File No. 124B-22.01A

**Cypress Bluff CDD Parcel (continued)**

radius of 11600.00 feet; Course 3, thence Northerly along the arc of said curve, through a central angle of  $07^{\circ}00'00''$ , an arc length of 1417.21 feet to the point of tangency of said curve, said arc being subtended by a chord bearing and distance of North  $03^{\circ}47'54''$  West, 1416.33 feet; Course 4, thence North  $00^{\circ}17'54''$  West, 5839.87 feet to its intersection with the Southwesterly right of way line of R.G. Skinner Parkway, a 110 foot right of way as presently established; thence Southeasterly along said Southwesterly right of way line the following 3 courses: Course 1, thence Southerly departing said Easterly limited access right of way line and along the arc of a curve concave Easterly having a radius of 300.00 feet, through a central angle of  $43^{\circ}17'06''$ , an arc length of 226.64 feet to the point of tangency of said curve, said arc being subtended by a chord bearing and distance of South  $21^{\circ}56'27''$  East, 221.29 feet; Course 2, thence South  $43^{\circ}35'00''$  East, 446.83 feet to the point of curvature of a curve concave Northeasterly having a radius of 600.00 feet; Course 3, thence Southeasterly along the arc of said curve, through a central angle of  $25^{\circ}15'01''$ , an arc length of 264.42 feet to the point of tangency of said curve, said arc being subtended by a chord bearing and distance of South  $56^{\circ}12'31''$  East, 262.29 feet; thence South  $68^{\circ}50'01''$  East, continuing along said Southwesterly right of way line, 263.07 feet to a point lying on the boundary line of those lands described and recorded in Official Records Book 14340, page 1809, of the current Public Records of said county; thence Southerly along said boundary line the following 62 courses: Course 1, thence South  $56^{\circ}47'19''$  West, departing said Southwesterly right of way line, 34.93 feet; Course 2, thence South  $59^{\circ}53'26''$  West, 60.77 feet; Course 3, thence South  $28^{\circ}07'37''$  West, 63.38 feet; Course 4, thence South  $36^{\circ}12'31''$  West, 52.77 feet; Course 5, thence South  $44^{\circ}25'16''$  West, 53.99 feet; Course 6, thence South  $60^{\circ}24'13''$  West, 59.40 feet; Course 7, thence South  $37^{\circ}46'20''$  West, 47.85 feet; Course 8, thence South  $12^{\circ}02'36''$  East, 52.58 feet; Course 9, thence South  $13^{\circ}05'33''$  East, 42.42 feet; Course 10, thence South  $16^{\circ}44'01''$  West, 33.11 feet; Course 11, thence South  $18^{\circ}07'14''$  West, 49.93 feet; Course 12, thence South  $23^{\circ}19'42''$  West, 58.13 feet; Course 13, thence North  $84^{\circ}25'00''$  West, 84.95 feet; Course 14, thence South  $00^{\circ}24'25''$  East, 68.26 feet; Course 15, thence South  $81^{\circ}52'44''$  East, 73.42 feet; Course 16, thence South  $35^{\circ}00'24''$  East, 50.94 feet; Course 17, thence South  $42^{\circ}29'27''$  East, 63.28 feet; Course 18, thence South  $72^{\circ}15'25''$  East, 65.91 feet; Course 19, thence North  $73^{\circ}27'14''$  East, 68.75 feet; Course 20, thence North  $51^{\circ}47'07''$  East, 59.88 feet; Course 21, thence North  $65^{\circ}14'07''$  East, 63.44 feet; Course 22, thence South  $44^{\circ}57'44''$  East, 51.37 feet; Course 23, thence South  $41^{\circ}27'00''$  East, 50.99 feet; Course 24, thence North  $68^{\circ}09'16''$  East, 90.76 feet; Course 25, thence North  $00^{\circ}26'34''$  West, 52.95 feet; Course 26, thence North  $39^{\circ}25'04''$  West, 59.68 feet; Course 27, thence North  $46^{\circ}31'57''$  East, 62.01 feet; Course 28, thence North  $50^{\circ}00'38''$  East, 57.16 feet; Course 29, thence North  $88^{\circ}38'44''$  East, 49.62 feet; Course 30, thence South  $67^{\circ}21'23''$  East, 54.16 feet; Course 31, thence South  $14^{\circ}50'50''$  East, 56.43 feet; Course 32, thence South  $48^{\circ}06'29''$  East, 55.42 feet; Course 33, thence South  $04^{\circ}06'11''$  East, 57.55 feet; Course 34, thence South  $38^{\circ}52'42''$  West, 48.46 feet; Course 35, thence South  $08^{\circ}09'16''$  West, 60.88 feet; Course 36, thence South  $29^{\circ}03'41''$  East, 51.97 feet; Course 37, thence South  $07^{\circ}41'54''$  East, 90.90 feet; Course 38, thence South  $75^{\circ}57'31''$  East, 33.30 feet; Course 39, thence South  $80^{\circ}17'39''$  East,

Revised December 14, 2017

September 1, 2017

E-Town

Page 3 of 4

W.O. No.17-160.01

File No. 124B-22.01A

**Cypress Bluff CDD Parcel (continued)**

50.60 feet; Course 40, thence North 57°17'36" East, 58.75 feet; Course 41, thence North 17°44'41" East, 38.19 feet; Course 42, thence North 41°44'07" East, 55.91 feet; Course 43, thence South 78°01'28" East, 36.71 feet; Course 44, thence North 76°54'19" East, 50.12 feet; Course 45, thence South 78°17'09" East, 69.51 feet; Course 46, thence North 85°04'13" East, 33.16 feet; Course 47, thence North 35°50'17" East, 30.71 feet; Course 48, thence North 05°06'56" East, 69.39 feet; Course 49, thence North 25°14'24" East, 59.38 feet; Course 50, thence North 36°08'27" East, 68.81 feet; Course 51, thence North 42°18'11" West, 56.04 feet; Course 52, thence North 01°48'23" East, 43.34 feet; Course 53, thence South 71°57'16" East, 51.30 feet; Course 54, thence South 45°25'16" East, 54.76 feet; Course 55, thence South 19°52'56" West, 39.91 feet; Course 56, thence South 14°36'39" East, 42.26 feet; Course 57, thence South 40°20'23" East, 57.10 feet; Course 58, thence South 59°04'18" East, 52.23 feet; Course 59, thence South 13°07'44" East, 44.38 feet; Course 60, thence South 24°46'40" East, 56.39 feet; Course 61, thence South 26°06'15" East, 32.51 feet; Course 62, thence South 02°12'11" West, 41.80 feet; thence South 45°09'13" East, departing said boundary line, 35.48 feet to the Northeast corner of those lands described and recorded in Official Records Book 14863, page 469, of said current Public Records; thence North 89°59'26" West, along the Northerly line of said Official Records Book 14863, page 469, a distance of 70.00 feet to the Northwest corner thereof; thence South 00°00'34" West, along the Westerly line of last said lands, 65.00 feet to the Southwest corner thereof; thence South 89°59'26" East, along the Southerly line of said lands, 70.00 feet to the Southeast corner thereof, said corner lying on said Southwesterly right of way line of R.G. Skinner Parkway; thence South 00°00'34" West, along said Southwesterly right of way line, 107.34 feet to a point lying on the Southerly terminus of said R.G. Skinner Parkway; thence South 89°59'26" East, departing said Southwesterly right of way line and along said Southerly terminus, 110.00 feet to a point lying on the Southerly line of said Official Records Book 14340, page 1809; thence Easterly and Northerly along the Southerly and Easterly lines of last said lands the following 62 courses: Course 1, thence South 00°00'34" West, departing said Southerly terminus, 145.55 feet; Course 2, thence South 89°59'26" East, 2280.15 feet; Course 3, thence North 07°41'27" West, 12.17 feet; Course 4, thence North 20°26'25" West, 28.98 feet; Course 5, thence North 06°37'03" East, 35.94 feet; Course 6, thence North 26°09'20" East, 47.24 feet; Course 7, thence North 10°50'26" East, 18.12 feet; Course 8, thence North 19°27'45" East, 19.37 feet; Course 9, thence North 10°56'37" East, 57.23 feet; Course 10, thence North 31°50'19" West, 53.99 feet; Course 11, thence North 25°51'04" West, 36.99 feet; Course 12, thence North 29°13'43" West, 21.65 feet; Course 13, thence North 71°51'12" West, 34.33 feet; Course 14, thence North 04°17'54" East, 38.72 feet; Course 15, thence North 00°16'03" East, 31.09 feet; Course 16, thence North 16°06'04" East, 32.18 feet; Course 17, thence North 20°33'04" West, 21.97 feet; Course 18, thence North 56°02'19" West, 40.42 feet; Course 19, thence North 02°24'10" West, 36.61 feet; Course 20, thence North 02°52'24" East, 35.41 feet; Course 21, thence North 00°06'57" East, 45.28 feet; Course 22, thence North 08°57'28" East, 54.79 feet; Course 23, thence North 06°50'55" West, 38.58 feet; Course 24, thence North 14°46'17" East, 32.02 feet; Course 25,

**Cypress Bluff CDD Parcel (continued)**

thence North 24°38'30" East, 38.36 feet; Course 26, thence North 21°16'45" East, 42.29 feet; Course 27, thence North 46°41'48" East, 24.93 feet; Course 28, thence North 09°37'57" East, 38.41 feet; Course 29, thence North 40°13'50" East, 35.75 feet; Course 30, thence North 25°36'12" East, 31.37 feet; Course 31, thence North 21°18'20" East, 52.69 feet; Course 32, thence North 30°51'04" West, 51.14 feet; Course 33, thence North 62°04'55" West, 46.62 feet; Course 34, thence North 18°00'39" West, 57.14 feet; Course 35, thence North 25°51'03" West, 51.16 feet; Course 36, thence North 64°02'20" West, 56.18 feet; Course 37, thence North 64°31'59" West, 44.40 feet; Course 38, thence North 45°11'49" West, 58.29 feet; Course 39, thence North 37°43'23" West, 68.80 feet; Course 40, thence North 02°41'36" West, 88.50 feet; Course 41, thence North 02°06'49" West, 73.09 feet; Course 42, thence North 04°53'38" East, 86.05 feet; Course 43, thence North 05°05'30" East, 95.10 feet; Course 44, thence North 28°50'30" West, 58.14 feet; Course 45, thence North 48°55'53" West, 68.30 feet; Course 46, thence North 45°34'57" West, 74.88 feet; Course 47, thence North 29°56'25" West, 51.40 feet; Course 48, thence North 12°05'37" West, 72.07 feet; Course 49, thence North 31°46'26" East, 28.73 feet; Course 50, thence North 62°21'20" East, 59.52 feet; Course 51, thence North 89°26'28" East, 25.20 feet; Course 52, thence North 82°18'54" East, 55.94 feet; Course 53, thence South 65°50'59" East, 41.72 feet; Course 54, thence South 66°19'42" East, 49.58 feet; Course 55, thence North 47°17'56" East, 30.64 feet; Course 56, thence North 84°19'39" East, 48.59 feet; Course 57, thence South 67°19'52" East, 48.05 feet; Course 58, thence North 57°16'24" East, 26.00 feet; Course 59, thence North 89°32'02" East, 47.84 feet; Course 60, thence South 87°36'33" East, 51.75 feet; Course 61, thence North 85°07'24" East, 50.38 feet; Course 62, thence North 01°03'43" West, 115.11 feet to the Point of Beginning.

Containing 1249.73 acres, more or less.



## **EXHIBIT B**

### **Legal Description for Series 2019 Assessment Area**

Parcel E-3a(i) (Del Webb) – Duval County Real Estate Number 167761-3010 (2019)

As described by that Special Warranty Deed in favor of Pulte Home Company, LLC recorded July 27, 2018 in Official Records Book 18472, page 1589, in the public records of Duval County, Florida.

AND

David Weekley Homes (E-2) – Duval County Real Estate Number 167761-3210 (2019)

As described by that Special Warranty Deed in favor of DRP CND-ICI, LLC recorded February 1, 2018 in Official Records Book 18270, page 459 in the public records of Duval County, Florida.

AND

Toll Brothers Homes (E-4) – Duval County Real Estate Number 167761-3220 (2019)

As described by the Special Warranty Deed in favor of Toll Southeast LP Company, Inc. recorded February 28, 2018 in Official Records Book 18372, page 414, in the public records of Duval County.

AND

Toll Brothers Homes (E-6) – Duval County Real Estate Number 167761-3215 (2019)

As described by the Special Warranty Deed in favor of Toll Southeast LP Company, Inc. recorded February 28, 2018 in Official Records Book 18298, page 564, in the public records of Duval County.

AND

Eastland Timber (E-3a(ii)) – Duval County Real Estate Number 167761-3001

A portion of Sections 5 and 8, Township 4 South, Range 28 East, Duval County, Florida, being a portion of E-Town Overall Parcel as described and recorded in Official Records Book 18197, page 1321, of the current Public Records of said county, being more particularly described as follows:

For a Point of Reference, commence at the Northwest corner of Section 33, Township 3 South, Range 28 East, Duval County, Florida; thence South 00°41'54" East, along the Westerly line of

said Section 33, a distance of 5273.53 feet to the Southwest corner thereof, said corner also being the Northeast corner of said Section 5; thence South 01°37'32" East, along the Easterly line of said Section 5, a distance of 5348.99 feet to the Southeast corner thereof, said corner also being the Northeast corner of said Section 8; thence South 00°34'30" East, along the Easterly line of said Section 8, a distance of 84.65 feet; thence South 89°25'30" West, departing said Easterly line, 1003.97 feet to a point lying on the Westerly line of R.G. Skinner Parkway Parcel, as described and recorded in Official Records Book 18197, page 1332, of said current Public Records, and the Point of Beginning.

From said Point of Beginning, thence North 84°06'29" West, 615.96 feet; thence South 46°33'02" West, 167.33 feet; thence South 58°22'29" West, 61.30 feet; thence South 46°33'02" West, 134.91 feet; thence North 43°31'37" West, 64.87 feet; thence South 46°33'02" West, 372.35 feet; thence South 39°16'37" West, 284.23 feet; thence South 32°24'00" East, 169.59 feet; thence South 57°36'00" West, 135.00 feet; thence North 32°24'00" West, 46.58 feet; thence South 57°36'00" West, 207.90 feet; thence South 88°06'33" West, 151.20 feet; thence North 16°00'24" West, 455.74 feet to a point on a curve concave Northwesterly having a radius of 50.00 feet; thence Northeasterly along the arc of said curve, through a central angle of 86°30'19", an arc length of 75.49 feet to the point of tangency of said curve, said arc being subtended by a chord bearing and distance of North 30°44'26" East, 68.52 feet; thence North 12°30'44" West, 157.08 feet to the point of curvature of a curve concave Westerly having a radius of 335.00 feet; thence Northerly along the arc of said curve, through a central angle of 19°53'16", an arc length of 116.28 feet to the point of tangency of said curve, said arc being subtended by a chord bearing and distance of North 22°27'22" West, 115.70 feet; thence North 32°24'00" West, 139.50 feet to the point of curvature of a curve concave Southwesterly having a radius of 80.00 feet; thence Northwesterly along the arc of said curve, through a central angle of 57°53'55", an arc length of 80.84 feet to the point of tangency of said curve, said arc being subtended by a chord bearing and distance of North 61°20'57" West, 77.45 feet; thence South 89°42'06" West, 130.00 feet to a point lying on the Easterly limited access right of way line of State Road No. 9B, a 400 foot limited access right of way per Florida Department of Transportation right of way map Section 72002-2513, Financial Project No. 209294-1; thence North 00°17'54" West, along said Easterly limited access right of way line, 718.68 feet to a point lying on the Easterly line of that certain JEA Reservation, as described and recorded in Official Records Book 11934, page 1609, of said current Public Records; thence North 28°23'56" East, departing said Easterly limited access right of way line of State Road No. 9B and along said Easterly line, 188.02 feet to a point on a curve concave Northwesterly having a radius of 3100.00 feet; thence Northeasterly, continuing along said Easterly line, through a central angle of 02°26'33", an arc length of 132.15 feet to a point on said curve, said point being the Southwesterly most corner of Conservation Easement 19, as described and recorded in Official Records Book 18369, page 2296, of said current Public Records, said arc being subtended by a chord bearing and distance of North 21°06'14" East, 132.14 feet; thence North 59°47'03" East, departing said Easterly line and along the Southerly line of said Conservation Easement 19, a distance of 864.16 feet; thence South 30°12'57" East, departing said Southerly line, 148.21 feet; thence South 45°04'55" East, 151.72 feet; thence South 66°55'56" East, 69.67 feet; thence South 55°56'22" East, 90.47 feet; thence South 43°30'35" East, 90.53 feet; thence South 32°30'45" East, 69.67 feet; thence South 22°57'07" East, 69.67 feet; thence South 13°23'30" East, 69.67

feet; thence South 34°22'41" East, 111.78; thence South 44°48'35" East, 1118.53 feet to the Point of Beginning.

Containing 58.50 acres, more or less.

AND

Eastland Timber (E-5) – Duval County Real Estate Number 167761-3001

*A portion of Section 32, Township 3 South, Range 28 East, together with a portion of Section 5, Township 4 South, Range 28 East, Duval County, Florida, being a portion of E-Town Overall Parcel, as described and recorded in Official Records Book 18197, page 1321, and a portion of R.G. Skinner Parkway Parcel, as described and recorded in Official Records Book 18197, page 1332, both of the current Public Records of said county, being more particularly described as follows:*

*For a Point of Reference, commence at the Northeast corner of said Section 32; thence South 00°41'54" East, along the Easterly line of said Section 32, a distance of 4278.83 feet; thence South 89°18'06" West, departing said Easterly line, 1186.79 feet to the Point of Beginning.*

*From said Point of Beginning, thence South 29°54'40" East, 775.22 feet to the point of curvature of a curve concave Southwesterly having a radius of 2925.00 feet; thence Southeasterly along the arc of said curve, through a central angle of 09°25'58", an arc length of 481.56 feet to the point of tangency of said curve, said arc being subtended by a chord bearing and distance of South 25°11'40" East, 481.01 feet; thence South 20°28'41" East, 4.93 feet; thence South 09°31'19" West, 127.03 feet; thence South 69°31'19" West, 10.00 feet; thence South 20°28'41" East, 100.00 feet; thence North 69°31'19" East, 10.00 feet; thence South 50°28'41" East, 127.03 feet; thence South 20°28'41" East, 1215.20 feet to the point of curvature of a curve concave Westerly having a radius of 1175.00 feet; thence Southerly along the arc of said curve, through a central angle of 24°32'38", an arc length of 503.34 feet to the point of tangency of said curve, said arc being subtended by a chord bearing and distance of South 08°12'22" East, 499.50 feet; thence South 04°03'57" West, 339.41 feet to the point of curvature of a curve concave Easterly having a radius of 4075.00 feet; thence Southerly along the arc of said curve, through a central angle of 11°21'21", an arc length of 807.66 feet to a point on said curve, said arc being subtended by a chord bearing and distance of South 01°36'44" East, 806.34 feet; thence North 74°12'11" West, 1165.15 feet; thence North 18°03'52" West, 1337.21 feet; thence South 85°26'41" West, 498.63 feet; thence North 01°01'07" West, 2253.12 feet; thence North 89°08'56" East, 454.25 feet; thence North 47°43'25" East, 565.78 feet to the Point of Beginning.*

*Containing 125.14 acres, more or less.*

AND

Eastland Timber (E-7a) – Duval County Real Estate Number 167761-3001

A PORTION OF SECTION 32, TOWNSHIP 3 SOUTH, RANGE 28 EAST, DUVAL COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE INTERSECTION OF THE SOUTH LINE OF THOSE LAND DESCRIBED IN OFFICIAL RECORDS BOOK 14340, PAGE 1809 OF THE CURRENT PUBLIC RECORDS OF SAID

COUNTY, WITH THE EASTERLY LIMITED ACCESS RIGHT OF WAY LINE OF STATE ROAD NO. 9A, A VARIABLE WIDTH LIMITED ACCESS RIGHT OF WAY PER FLORIDA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY MAP SECTION 72002-2511, WORK PROGRAM IDENTIFICATION NO. 2114883; THENCE S89°59'26"E, DEPARTING SAID EASTERLY LIMITED ACCESS RIGHT OF WAY LINE AND ALONG SAID SOUTH LINE, A DISTANCE OF 432.74 FEET TO THE POINT OF BEGINNING; THENCE FROM SAID POINT OF BEGINNING, EASTERLY ALONG SAID SOUTH LINE AS MONUMENTED THE FOLLOWING 48 COURSES; COURSE 1, THENCE N21°11'35"W, A DISTANCE OF 34.98 FEET; COURSE 2, THENCE N20°47'40"W, A DISTANCE OF 89.29 FEET; COURSE 3, THENCE N02°08'12"E, A DISTANCE OF 76.98 FEET; COURSE 4, THENCE N05°03'46"W, A DISTANCE OF 75.99 FEET; COURSE 5, THENCE N06°45'17"E, A DISTANCE OF 66.84 FEET; COURSE 6, THENCE N07°55'34"E, A DISTANCE OF 82.77 FEET; COURSE 7, THENCE N16°19'41"E, A DISTANCE OF 50.17 FEET; COURSE 8, THENCE N68°40'38"E, A DISTANCE OF 59.33 FEET; COURSE 9, THENCE N76°38'10"E, A DISTANCE OF 45.48 FEET; COURSE 10, THENCE S78°21'45"E, A DISTANCE OF 52.01 FEET; COURSE 11, THENCE S39°18'37"E, A DISTANCE OF 58.61 FEET; COURSE 12, THENCE S39°30'28"E, A DISTANCE OF 74.97 FEET; COURSE 13, THENCE S06°00'49"E, A DISTANCE OF 68.72 FEET; COURSE 14, THENCE S26°11'54"W, A DISTANCE OF 65.55 FEET; COURSE 15, THENCE S06°36'11"W, A DISTANCE OF 65.81 FEET; COURSE 16, THENCE S19°47'54"E, A DISTANCE OF 70.13 FEET; COURSE 17, THENCE S85°17'59"E, A DISTANCE OF 47.24 FEET; COURSE 18, THENCE S85°56'40"E, A DISTANCE OF 65.69 FEET; COURSE 19, THENCE N72°48'40"E, A DISTANCE OF 73.10 FEET; COURSE 20, THENCE N80°40'38"E, A DISTANCE OF 62.93 FEET; COURSE 21, THENCE N15°54'44"E, A DISTANCE OF 59.47 FEET; COURSE 22, THENCE N47°21'39"E, A DISTANCE OF 59.09 FEET; COURSE 23, THENCE S80°14'02"E, A DISTANCE OF 68.88 FEET; COURSE 24, THENCE S16°36'34"E, A DISTANCE OF 62.43 FEET; COURSE 25, THENCE S17°54'14"W, A DISTANCE OF 59.50 FEET; COURSE 26, THENCE N89°54'43"W, A DISTANCE OF 35.17 FEET; COURSE 27, THENCE S35°49'40"W, A DISTANCE OF 39.92 FEET; COURSE 28, THENCE S05°41'43"E, A DISTANCE OF 63.97 FEET; COURSE 29, THENCE S55°27'58"E, A DISTANCE OF 38.98 FEET; COURSE 30, THENCE N89°57'16"E, A DISTANCE OF 295.02 FEET; COURSE 31, THENCE N34°50'46"E, A DISTANCE OF 54.63 FEET; COURSE 32, THENCE N22°03'56"E, A DISTANCE OF 59.15 FEET; COURSE 33, THENCE N10°53'37"E, A DISTANCE OF 60.67 FEET; COURSE 34, THENCE N82°56'58"E, A DISTANCE OF 29.64 FEET; COURSE 35, THENCE N16°04'49"E, A DISTANCE OF 39.95 FEET; COURSE 36, THENCE N72°51'18"W, A DISTANCE OF 53.95 FEET; COURSE 37, THENCE N13°47'26"E, A DISTANCE OF 35.42 FEET; COURSE 38, THENCE N73°39'24"E, A DISTANCE OF 46.78 FEET; COURSE 39, THENCE S48°14'56"E, A DISTANCE OF 56.63 FEET; COURSE 40, THENCE S62°57'41"E, A DISTANCE OF 60.72 FEET; COURSE 41, THENCE N82°37'30"E, A DISTANCE OF 69.23 FEET; COURSE 42, THENCE S42°34'42"E, A DISTANCE OF 62.49 FEET; COURSE 43, THENCE N84°33'32"E, A DISTANCE OF 66.44 FEET; COURSE 44, THENCE N11°12'16"E, A DISTANCE OF 57.04 FEET; COURSE 45, THENCE N09°57'01"E, A DISTANCE OF 75.28 FEET; COURSE 46, THENCE N08°02'38"E, A DISTANCE OF 61.19 FEET; COURSE 47, THENCE S81°43'28"E, A DISTANCE OF 86.66 FEET; COURSE 48, THENCE S85°58'45"E, A DISTANCE OF 51.18 FEET; THENCE S45°22'10"E, DEPARTING SAID SOUTH LINE, A DISTANCE OF 35.98 FEET TO THE NORTHEAST CORNER OF THOSE LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 14863, PAGE 466 OF SAID PUBLIC RECORDS, SAID NORTHEAST CORNER LYING ON THE WEST RIGHT OF WAY LINE OF R.G. SKINNER PARKWAY (A 110 FOOT RIGHT OF WAY AS PRESENTLY ESTABLISHED); THENCE N89°59'26"W, DEPARTING SAID WEST RIGHT OF WAY LINE AND ALONG THE NORTH LINE OF LAST SAID LANDS, A DISTANCE OF 70.00 FEET; THENCE S00°00'34"W, ALONG THE WEST LINE OF LAST SAID LANDS, A DISTANCE OF 65.00 FEET; THENCE S89°59'26"E, ALONG THE SOUTH LINE OF LAST SAID LANDS, A DISTANCE OF 70.00 FEET TO SAID WEST RIGHT OF WAY LINE; THENCE S00°00'34"W ALONG SAID WEST RIGHT OF WAY LINE, A

DISTANCE OF 107.30 FEET TO THE SOUTHWEST CORNER OF THE SOUTHERLY TERMINUS OF SAID R.G. SKINNER PARKWAY; THENCE N89°59'26"W, ALONG THE WESTERLY PROLONGATION OF SAID SOUTHERLY TERMINUS, A DISTANCE OF 20.29 FEET; THENCE S00°00'00"E, A DISTANCE OF 64.78 FEET TO A POINT OF CURVATURE OF A CURVE BEING CONCAVE WESTERLY AND HAVING A RADIUS OF 1925.00 FEET; THENCE SOUTHERLY AND ALONG THE ARC OF SAID CURVE, AN ARC DISTANCE OF 528.55 FEET, SAID CURVE BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF S07°51'57"W, 526.89 FEET TO A POINT OF TANGENCY; THENCE S15°43'54"W, A DISTANCE OF 505.03 FEET TO A POINT OF CURVATURE OF A CURVE BEING CONCAVE EASTERLY AND HAVING A RADIUS OF 1575.00 FEET; THENCE SOUTHERLY AND ALONG THE ARC OF SAID CURVE, AN ARC DISTANCE OF 706.83 FEET, SAID CURVE BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF S02°52'30"W, 700.92 FEET TO A POINT OF CUSP OF A CURVE BEING CONCAVE SOUTHWESTERLY AND HAVING A RADIUS OF 25.00 FEET; THENCE NORTHWESTERLY AND ALONG THE ARC OF SAID CURVE, AN ARC DISTANCE OF 35.64 FEET, SAID CURVE BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF N50°49'01"W, 32.69 FEET TO A POINT OF TANGENCY; THENCE S88°20'53"W, DISTANCE OF 200.02 FEET TO A POINT ON AN ARC OF A CURVE BEING CONCAVE SOUTHWESTERLY AND HAVING A RADIUS OF 25.00 FEET; THENCE NORTHWESTERLY ALONG THE ARC OF LAST SAID CURVE, AN ARC DISTANCE OF 34.24 FEET, SAID CURVE BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF N52°25'14"W, 31.62 FEET TO A POINT OF TANGENCY; THENCE S88°20'53"W, A DISTANCE OF 128.11 FEET; THENCE N01°39'07"W, A DISTANCE OF 435.77 FEET; THENCE N27°04'12"E, A DISTANCE OF 66.54 FEET; THENCE N13°32'17"W, A DISTANCE OF 43.05 FEET; THENCE N27°26'51"W, A DISTANCE OF 54.07 FEET; THENCE N19°09'25"W, A DISTANCE OF 71.21 FEET; THENCE N28°17'32"W, A DISTANCE OF 62.22 FEET; THENCE S78°58'21"W, A DISTANCE OF 142.12 FEET; THENCE S81°53'29"W, A DISTANCE OF 50.28 FEET; THENCE S54°06'30"W, A DISTANCE OF 94.09 FEET; THENCE S46°10'56"W, A DISTANCE OF 54.16 FEET; THENCE N85°42'41"W, A DISTANCE OF 65.64 FEET; THENCE N74°52'22"W, A DISTANCE OF 87.19 FEET; THENCE N35°55'43"W, A DISTANCE OF 55.08 FEET; THENCE N33°00'47"W, A DISTANCE OF 50.26 FEET; THENCE N16°35'33"W, A DISTANCE OF 47.16 FEET; THENCE N07°05'17"W, A DISTANCE OF 57.32 FEET; THENCE N33°18'05"E, A DISTANCE OF 46.11 FEET; THENCE N27°17'05"E, A DISTANCE OF 38.33 FEET; THENCE N14°09'35"E, A DISTANCE OF 43.74 FEET; THENCE N54°00'28"E, A DISTANCE OF 49.95 FEET; THENCE N33°05'11"E, A DISTANCE OF 47.24 FEET; THENCE N20°24'31"E, A DISTANCE OF 40.75 FEET; THENCE N40°59'02"E, A DISTANCE OF 30.59 FEET; THENCE N46°14'11"E, A DISTANCE OF 51.02 FEET; THENCE N20°27'38"E, A DISTANCE OF 55.19 FEET; THENCE N60°53'32"W, A DISTANCE OF 64.27 FEET; THENCE N48°36'10"W, A DISTANCE OF 47.21 FEET; THENCE N47°43'18"W, A DISTANCE OF 54.98 FEET; THENCE N49°35'59"W, A DISTANCE OF 43.94 FEET; THENCE N21°02'26"W, A DISTANCE OF 47.18 FEET; THENCE N45°38'07"W, A DISTANCE OF 43.55 FEET; THENCE N41°16'56"W, A DISTANCE OF 38.91 FEET; THENCE N47°37'36"W, A DISTANCE OF 27.64 FEET; THENCE N36°08'55"W, A DISTANCE OF 48.20 FEET; THENCE N54°49'49"W, A DISTANCE OF 66.13 FEET; THENCE N28°29'11"W, A DISTANCE OF 63.22 FEET; THENCE N25°55'09"W, A DISTANCE OF 48.33 FEET; THENCE N08°35'22"W, A DISTANCE OF 42.68 FEET TO THE POINT OF BEGINNING.

CONTAINING 36.73 ACRES MORE OR LESS.

## *NINTH ORDER OF BUSINESS*

*A.*

# Cypress Bluff

## Community Development District

Unaudited Financial Reporting  
January 31, 2019





**Cypress Bluff**  
**Community Development District**

**Combined Balance Sheet**

January 31, 2019

	<b>General</b>
<hr/>	
<b><u>Assets:</u></b>	
Cash	\$10,864
Due From Developer	\$23,444
Prepaid Expenses	---
<b>Total Assets</b>	<hr/> <b>\$34,309</b> <hr/>
<b><u>Liabilities:</u></b>	
Accounts Payable	\$34,178
Due to Debt Service	---
<b><u>Fund Balances:</u></b>	
Restricted for Debt Service	---
Unassigned	\$131
<b>Total Liabilities and Fund Equity</b>	<hr/> <b>\$34,309</b> <hr/>

**Cypress Bluff**  
**Community Development District**  
Statement of Revenues & Expenditures  
For The Period Ending January 31, 2019

Description	ADOPTED BUDGET	PRORATED BUDGET THRU 1/31/19	ACTUAL THRU 1/31/19	VARIANCE
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**Revenues:**

Developer Contrubutions	\$116,675	\$33,265	\$33,265	\$0
Miscellaneous Income	\$0	\$0	\$0	\$0

<b>Total Revenues</b>	<b>\$116,675</b>	<b>\$33,265</b>	<b>\$33,265</b>	<b>\$0</b>
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**Expenditures**

Administrative

Supervisor Fees	\$0	\$0	\$1,800	(\$1,800)
FICA Expense	\$0	\$0	\$122	(\$122)
Engineering	\$15,000	\$5,000	\$4,423	\$577
Arbitrage	\$600	\$200	\$0	\$200
Dissemination Agent	\$3,500	\$1,167	\$0	\$1,167
Attorney	\$20,000	\$6,667	\$4,189	\$2,478
Annual Audit	\$5,000	\$1,667	\$0	\$1,667
Trustee Fees	\$4,000	\$1,333	\$0	\$1,333
Management Fees	\$45,000	\$15,000	\$15,000	\$0
Construction Accounting	\$3,500	\$1,167	\$0	\$1,167
Information Technology	\$1,200	\$400	\$400	\$0
Telephone	\$300	\$100	\$0	\$100
Postage	\$1,500	\$500	\$0	\$500
Printing & Binding	\$1,000	\$333	\$834	(\$501)
Insurance	\$5,800	\$5,800	\$5,000	\$800
Legal Advertising	\$4,000	\$1,333	\$979	\$354
Other Current Charges	\$600	\$200	\$115	\$85
Office Supplies	\$1,000	\$333	\$0	\$333
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Website design/compliance	\$4,500	\$1,500	\$0	\$1,500

<b>Total Expenditures</b>	<b>\$116,675</b>	<b>\$42,875</b>	<b>\$33,037</b>	<b>\$9,838</b>
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<b>Excess Revenues/Expenses</b>	<b>\$0</b>	<b>\$228</b>
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<b>Fund Balance - Beginning</b>	<b>\$0</b>	<b>(\$97)</b>
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<b>Fund Balance - Ending</b>	<b>\$0</b>	<b>\$131</b>
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**Cypress Bluff**  
**Community Development District**  
**General Fund**  
 Month By Month Income Statement

[illegible]

*B.*

# Cypress Bluff

## Community Development District

### Check Run Summary January 31, 2019

Fund	Date	Check No.	Amount
Payroll			\$ -
Subtotal			<u>\$ -</u>
General Fund			
	1/4/19	11	\$ 25.00
	1/10/19	12-19	\$ 7,986.88
	1/25/19	20-25	\$ 17,103.28
Subtotal			<u>\$ 25,115.16</u>
Total			<u>\$ 25,115.16</u>

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
1/04/19	00004	10/01/18 72982B	201810 310-51300-49000		*	25.00	
		FY19 DISTRICT FEE					
				DEPARTMENT OF ECONOMIC OPPORTUNITY			25.00 000011
1/10/19	00006	11/07/18 188745	201810 310-51300-31100		*	788.54	
		OCT PROFESSIONAL SERVICES					
				ENGLAND, THIMS & MILLER, INC.			788.54 000012
1/10/19	00006	8/09/18 187933	201807 310-51300-31100		*	1,390.50	
		JUL PROFESSIONAL SERVICES					
				ENGLAND, THIMS & MILLER, INC.			1,390.50 000013
1/10/19	00006	8/10/18 187962	201807 310-51300-31100		*	485.00	
		JUL PROFESSIONAL SERVICES					
				ENGLAND, THIMS & MILLER, INC.			485.00 000014
1/10/19	00006	9/07/18 188153	201808 310-51300-31100		*	873.00	
		AUG PROFESSIONAL SERVICES					
				ENGLAND, THIMS & MILLER, INC.			873.00 000015
1/10/19	00006	9/07/18 188188	201808 310-51300-31100		*	4,179.90	
		AUG PROFESSIONAL SERVICES					
				ENGLAND, THIMS & MILLER, INC.			4,179.90 000016
1/10/19	00006	10/12/18 188539	201809 310-51300-31100		*	97.00	
		SEP PROFESSIONAL SERVICES					
				ENGLAND, THIMS & MILLER, INC.			97.00 000017
1/10/19	00002	12/11/18 18-09581	201812 310-51300-48000		*	88.13	
		NOTICE OF MEETING 12/18					
				JACKSONVILLE DAILY RECORD			88.13 000018
1/10/19	00002	12/27/18 18-10367	201812 310-51300-48000		*	84.81	
		NOTICE MEETING 1/9/19					
				JACKSONVILLE DAILY RECORD			84.81 000019
1/25/19	00005	8/03/18 2	201807 310-51300-34000		*	2,540.37	
		JUL PRORATED MANAGEMENT					
				GOVERNMENTAL MANAGEMENT SERVICES			2,540.37 000020
1/25/19	00005	8/01/18 3	201808 310-51300-34000		*	3,750.00	
		AUG MANAGEMENT FEES					
				GOVERNMENTAL MANAGEMENT SERVICES			3,750.00 000021
1/25/19	00007	7/31/18 101892	201806 310-51300-31500		*	2,720.00	
		JUN GENERAL COUNSEL					
				HOPPING GREEN & SAMS			2,720.00 000022
				CYBL -CYPRESS BLUF' HSMITH			

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
1/25/19	00007	8/31/18 102459	201807 310-51300-31500	JUL GENERAL COUNSEL	*	4,588.87	
				HOPPING GREEN & SAMS			4,588.87 000023
1/25/19	00007	9/26/18 102905	201808 310-51300-31500	AUG GENERAL COUSEL	*	3,419.23	
				HOPPING GREEN & SAMS			3,419.23 000024
1/25/19	00002	1/25/19 19-00868	201901 310-51300-48000	SPECIAL MEETING 2/6/19	*	84.81	
				JACKSONVILLE DAILY RECORD			84.81 000025
TOTAL FOR BANK A						25,115.16	
TOTAL FOR REGISTER						25,115.16	

CYBL -CYPRESS BLUF' HSMITH

**Florida Department of Economic Opportunity, Special District Accountability Program**  
**FY 2018/2019 Special District Fee Invoice and Update Form**  
Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

<b>Invoice No.: 72982</b>			<b>Date Invoiced: 10/01/2018</b>
<b>Annual Fee: \$175.00 <del>\$25.00</del></b>	<b>Late Fee: \$0.00</b>	<b>Received: \$0.00</b>	<b>Total Due, Postmarked by 12/03/2018: \$175.00</b>

**STEP 1:** Review the following information, make changes directly on the form, and sign and date:

**1. Special District's Name, Registered Agent's Name, and Registered Office Address:**



**Cypress Bluff Community Development District**

Ms. Katie Buchanan  
Hopping Green and Sams, P.A.  
119 South Monroe Street, Suite 300  
Tallahassee, FL 32301 ✓

<b>2. Telephone:</b>	(850) 222-7500 ✓
<b>3. Fax:</b>	(850) 224-8551 ✓
<b>4. Email:</b>	katieb@hgslaw.com ✓
<b>5. Status:</b>	Independent ✓
<b>6. Governing Body:</b>	Elected ✓
<b>7. Website Address:</b>	cypressbluffcdd.com ✓
<b>8. County(ies):</b>	Duval ✓
<b>9. Function(s):</b>	Community Development ✓
<b>10. Boundary Map on File:</b>	07/16/2018
<b>11. Creation Document on File:</b>	07/16/2018
<b>12. Date Established:</b>	06/29/2018 ✓
<b>13. Creation Method:</b>	Local Ordinance ✓
<b>14. Local Governing Authority:</b>	City of Jacksonville ✓
<b>15. Creation Document(s):</b>	City Ordinance 2018-335-E ✓
<b>16. Statutory Authority:</b>	Chapter 190, Florida Statutes ✓
<b>17. Authority to Issue Bonds:</b>	Yes ✓
<b>18. Revenue Source(s):</b>	Assessments ✓
<b>19. Most Recent Update:</b>	07/16/2018

I do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature: Katie Buchanan Date: 11/2/18

**STEP 2:** Pay the annual fee or certify eligibility for the zero fee:

- a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at [www.Floridajobs.org/SpecialDistrictFee](http://www.Floridajobs.org/SpecialDistrictFee) or by check payable to the Department of Economic Opportunity.
- b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.
1. ☐ This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
  2. ☐ This special district is in compliance with the reporting requirements of the Department of Financial Services.
  3. ☐ This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2016/2017 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: ☐ Denied: ☐ Reason: \_\_\_\_\_

**STEP 3:** Make a copy of this form for your records.

**STEP 4:** Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.



1001 Bradford Way  
Kingston, TN 37763

Date	Invoice #
8/3/18	2

Bill To
Cypress Bluff CDD 475 West Town Place Suite 114 St. Augustine, FL 32092

$$\begin{array}{r} 1.31.513.34 \\ 5 \end{array}$$

P.O. No.	Terms	Project

Description	Qty	Rate	Amount
Management Fees - July 2018 Prorated from 7/11/2018		2,540.37	2,540.37

	<b>Total</b>	\$2,540.37
	<b>Payments/Credits</b>	\$0.00
	<b>Balance Due</b>	\$2,540.37

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 3

Invoice Date: 8/1/18

Due Date: 8/1/18

Case:

P.O. Number:

**Bill To:**

Cypress Bluff CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Management Fees - August 2018 1-31-513-34 5		3,750.00	3,750.00

<b>Total</b>	<b>\$3,750.00</b>
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<b>Payments/Credits</b>	<b>\$0.00</b>
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<b>Balance Due</b>	<b>\$3,750.00</b>
--------------------	-------------------

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

## STATEMENT

July 31, 2018

Cypress Bluff CDD  
Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 101892  
Billed through 06/30/2018

### General Counsel

CBCDD 00001 KSB

1,315.315  
7

### FOR PROFESSIONAL SERVICES RENDERED

06/19/18	KEM	Prepare sample acquisition package; confirm publication of notice of hearing.	0.60 hrs
06/20/18	MKR	Review district status; prepare organizational meeting documents.	4.50 hrs
06/22/18	MKR	Prepare organizational meeting documents.	4.20 hrs
06/29/18	KSB	Review organization meeting documents.	2.50 hrs
Total fees for this matter			\$2,720.00

### MATTER SUMMARY

Ibarra, Katherine E. - Paralegal	0.60 hrs	125 /hr	\$75.00
Buchanan, Katie S.	2.50 hrs	275 /hr	\$687.50
Rigoni, Michelle K.	8.70 hrs	225 /hr	\$1,957.50

TOTAL FEES \$2,720.00

**TOTAL CHARGES FOR THIS MATTER \$2,720.00**

### BILLING SUMMARY

Ibarra, Katherine E. - Paralegal	0.60 hrs	125 /hr	\$75.00
Buchanan, Katie S.	2.50 hrs	275 /hr	\$687.50
Rigoni, Michelle K.	8.70 hrs	225 /hr	\$1,957.50

TOTAL FEES \$2,720.00

**TOTAL CHARGES FOR THIS BILL \$2,720.00**

**Please include the bill number on your check.**

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

## STATEMENT

August 31, 2018

Cypress Bluff CDD  
Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 102459  
Billed through 07/31/2018

**General Counsel**  
**CBCDD 00001 KSB**

1.31.513.315  
7

### **FOR PROFESSIONAL SERVICES RENDERED**

07/02/18	KEM	Review certified ordinance.	0.30 hrs
07/03/18	KEM	Prepare organizational meeting documents.	0.50 hrs
07/09/18	KSB	Confer with district manager regarding tentative agenda.	0.50 hrs
07/11/18	KSB	Confer with chairman; prepare for, travel to and from, and attend board meeting.	5.00 hrs
07/11/18	KEM	Prepare landowner meeting and other miscellaneous notices.	1.30 hrs
07/12/18	KSB	Perform meeting follow up.	0.50 hrs
07/12/18	KEM	Coordinate publication of request for qualifications; prepare to record notice of establishment.	0.30 hrs
07/13/18	MKR	Confer with Hogge regarding notices for upcoming public meetings.	0.30 hrs
07/13/18	KEM	Prepare and record notice of establishment; prepare various notices for publication.	1.20 hrs
07/17/18	KSB	Confer with D. Ray regarding status of design contracts and funding agreements.	0.80 hrs
07/18/18	KEM	Review recorded notice of establishment; confer with district manager.	0.20 hrs
07/23/18	MKR	Research conflict of interest regarding restrictions on employment of relatives.	1.50 hrs
07/23/18	KEM	Prepare funding agreements.	1.30 hrs
07/27/18	KSB	Confer with district manager regarding RFQ responses; review same; review tentative agenda items.	1.70 hrs
07/30/18	KSB	Confer with district manager; prepare architect evaluation criteria; review trustee contract; confer with chairman; prepare resolution re-setting landowners election; confer with district manager; prepare funding agreement.	2.50 hrs
07/31/18	KEM	Prepare petition for special powers.	0.30 hrs

=====

Total fees for this matter	\$4,105.00
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**DISBURSEMENTS**

Newspapers	247.13
Recording Fees	60.00
Travel	169.34
Travel - Meals	7.40
Total disbursements for this matter	\$483.87

**MATTER SUMMARY**

Ibarra, Katherine E. - Paralegal	5.40 hrs	125 /hr	\$675.00
Buchanan, Katie S.	11.00 hrs	275 /hr	\$3,025.00
Rigoni, Michelle K.	1.80 hrs	225 /hr	\$405.00

TOTAL FEES	\$4,105.00
TOTAL DISBURSEMENTS	\$483.87

**TOTAL CHARGES FOR THIS MATTER** **\$4,588.87**

**BILLING SUMMARY**

Ibarra, Katherine E. - Paralegal	5.40 hrs	125 /hr	\$675.00
Buchanan, Katie S.	11.00 hrs	275 /hr	\$3,025.00
Rigoni, Michelle K.	1.80 hrs	225 /hr	\$405.00

TOTAL FEES	\$4,105.00
TOTAL DISBURSEMENTS	\$483.87

**TOTAL CHARGES FOR THIS BILL** **\$4,588.87**

**Please include the bill number on your check.**

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

## STATEMENT

September 26, 2018

Cypress Bluff CDD  
Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Bill Number 102905  
Billed through 08/31/2018

SEP 28 2018

1.31.513.315  
7

General Counsel

CBCDD 00001 KSB

### FOR PROFESSIONAL SERVICES RENDERED

08/01/18	KSB	Prepare for, travel to and from, and attend board meeting; review engineering and architect proposal responses; confer with chairman regarding landowner election; review engineering and architect proposal responses; confer with chairman regarding landowner election.	5.50 hrs
08/02/18	MKR	Review draft organizational meeting minutes and provide comments.	0.70 hrs
08/03/18	MKR	Prepare notices of intent to award district engineering services and district architectural services; prepare agreement for district engineering services with England-Thims & Miller; prepare agreement for consulting engineering services with CWI; prepare agreement for architectural services with Basham & Lucas; prepare agreement for consulting architectural services with ELM.	2.10 hrs
08/10/18	KSB	Prepare notice of intent to award contracts; prepare professional agreements.	1.40 hrs
08/13/18	MKR	Review meeting follow-up; prepare correspondence regarding publication for public hearings.	0.20 hrs
08/20/18	KSB	Review project management agreement; prepare for and attend board meeting.	1.90 hrs
08/22/18	KEM	Prepare mailed and published assessment notices.	0.10 hrs
08/24/18	KSB	Confer with Cummings.	0.70 hrs
08/27/18	MKR	Review inquiry regarding published notice for 170 and 197 hearing.	0.10 hrs
Total fees for this matter			\$3,322.50

### DISBURSEMENTS

Travel	86.73
Travel - Meals	10.00
Total disbursements for this matter	\$96.73

### MATTER SUMMARY

Ibarra, Katherine E. - Paralegal	0.10 hrs	125 /hr	\$12.50
Buchanan, Katie S.	9.50 hrs	275 /hr	\$2,612.50
Rigoni, Michelle K.	3.10 hrs	225 /hr	\$697.50

TOTAL FEES	\$3,322.50
TOTAL DISBURSEMENTS	\$96.73

<b>TOTAL CHARGES FOR THIS MATTER</b>	<b>\$3,419.23</b>
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**BILLING SUMMARY**

Ibarra, Katherine E. - Paralegal	0.10 hrs	125 /hr	\$12.50
Buchanan, Katie S.	9.50 hrs	275 /hr	\$2,612.50
Rigoni, Michelle K.	3.10 hrs	225 /hr	\$697.50

TOTAL FEES	\$3,322.50
TOTAL DISBURSEMENTS	\$96.73

<b>TOTAL CHARGES FOR THIS BILL</b>	<b>\$3,419.23</b>
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**Please include the bill number on your check.**

# Jacksonville Daily Record

*A Division of*  
**DAILY RECORD & OBSERVER, LLC**

10 N. Newnan Street  
P.O. Box 1769  
Jacksonville, FL 32201  
(904) 356-2466

## INVOICE

January 25, 2019

Date

Attn: Courtney Hogge  
GMS, LLC  
475 WEST TOWN PLACE, STE 114  
SAINT AUGUSTINE FL 32092



BY: .....

131.513.48

2

Payment Due Upon Receipt

Serial #	19-00868D	PO/File #		\$84.81
Notice of Special Meeting of the Board of Supervisors				Amount Due
				Amount Paid
Cypress Bluff Community Development District				\$84.81
				Payment Due
Case Number				
Publication Dates	1/25			

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**NOTICE OF SPECIAL  
MEETING OF THE BOARD  
OF SUPERVISORS OF THE  
CYPRESS BLUFF  
COMMUNITY**

**DEVELOPMENT DISTRICT**

The Board of Supervisors ("Board") of the Cypress Bluff Community Development District will hold a special meeting on Wednesday, February 6, 2019 at 1:00 p.m. at the Duval County Southeast Regional Library, 10599 Deerwood Park Boulevard, Jacksonville, Florida 32256. A copy of the agenda may be obtained from Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, Ph: (904) 940-5650 ("District Manager's Office").

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law. The meeting may be continued to a date, time, and place to be specified on the record at meeting. There may be occasions when Board Supervisors or District Staff will participate by speaker telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

James Perry  
District Manager

Jan. 25 00(19-00868D)



Cypress Bluff Community Development District c/o  
Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

November 7, 2018  
Project No: 13102.26000  
Invoice No: 0188745

Project 13102.26000 Cypress Bluff CDD-Interim District Engineer (WA#1)  
Services this month include:

1. Preparation and attendance at CDD meetings.
2. Coordination with other staff on lot counts and cost estimates in improvement plan.
3. Attendance and preparation for Bond Validation Hearing.

Brad W.

**Professional Services rendered through October 31, 2018**

**Professional Personnel**

		Hours	Rate	Amount	
Senior Engineer					
Weeber, Bradley	10/27/2018	4.00	194.00	776.00	
Totals		4.00		776.00	
<b>Total Labor</b>					<b>776.00</b>

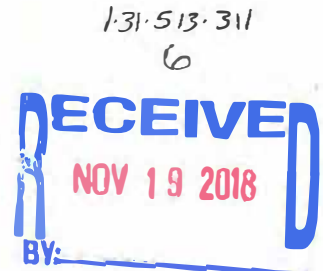
**Expenses**

Mileage				10.90	
<b>Total Expenses</b>		<b>1.15 times</b>		<b>10.90</b>	<b>12.54</b>

**Invoice Total this Period \$788.54**

**Outstanding Invoices**

Number	Date	Balance	
0187933	7/31/2018	1,390.50	
0188153	8/31/2018	873.00	
0188540	9/30/2018	388.00	
<b>Total</b>		<b>2,651.50</b>	
	<b>Total Now Due</b>		<b>\$3,440.04</b>



**England-Thims & Miller, Inc.**

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
14775 Old Shoreway Road • Jacksonville, Florida 32225 • Tel: 904-642-8360 • Fax: 904-645-9435  
C.A.C. 0002524 L.C. 0000328



VISION • EXPERIENCE • RESULTS

Cypress Bluff Community Development District c/o  
Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

August 9, 2018

Project No: 13102.26000

Invoice No: 0187933

Project 13102.26000 Cypress Bluff CDD-Interim District Engineer (WA#1)

1-31-513-311

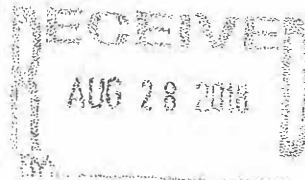
Professional Services rendered through July 31, 2018

Professional Personnel

		Hours	Rate	Amount
Senior Engineer				
Weeber, Bradley	7/14/2018	5.00	194.00	970.00
Weeber, Bradley	7/21/2018	1.00	194.00	194.00
Engineer				
Welch, Daniel	7/21/2018	1.50	151.00	226.50
Totals		7.50		1,390.50
Total Labor				1,390.50

Invoice Total this Period

\$1,390.50



England-Thims & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
1475 Old St. Augustine Road • Jacksonville, Florida 32259-1419 • 904-841-8990 • Fax 904-841-9145  
CAX 0000001 LC 0000016



VISION • EXPERIENCE • RESULTS

Cypress Bluff Community Development District c/o  
Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

August 10, 2018  
Project No: 13102.26001  
Invoice No: 0187962

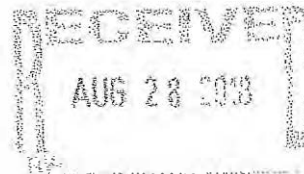
Project 13102.26001 Cypress Bluff CDD- Updating Master Improvement Plan and  
Preparation of the Supplemental Engineer's Report for Bond Issuance  
#1

**Professional Services rendered through July 31, 2018**

**Professional Personnel**

			Hours	Rate	Amount	13102.26001
Senior Engineer						6
Weeber, Bradley	7/21/2018		2.50	194.00	485.00	
Totals			2.50		485.00	
Total Labor						485.00

Invoice Total this Period **\$485.00**



**Engleind-Thims & Miller, Inc.**

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
1475 W. US Highway 90, Jacksonville, Florida 32218 • Tel: 904-642-6999 • Fax: 904-642-9435  
CA 4003624 LC 000338





Cypress Bluff Community Development District c/o  
 Governmental Management Services  
 475 West Town Place, Suite 114  
 St. Augustine, FL 32092

September 7, 2018  
 Project No: 13102.26000  
 Invoice No: 0188153

Project 13102.26000 Cypress Bluff CDD-Interim District Engineer (WA#1)  
Professional Services rendered through August 31, 2018

**Professional Personnel**

		Hours	Rate	Amount	
Senior Engineer					
Weeber, Bradley	8/4/2018	2.00	194.00	388.00	1.31.513.311
Weeber, Bradley	8/18/2018	.50	194.00	97.00	6
Weeber, Bradley	8/25/2018	2.00	194.00	388.00	
Totals		4.50		873.00	
Total Labor					873.00

Invoice Total this Period: **\$873.00**

**Outstanding Invoices**

Number	Date	Balance
0187933	7/31/2018	1,390.50
Total		1,390.50

Total Now Due \$2,263.50

SEP 21 2018

England-Thims & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
 14775 Old St. Augustine Road • Jacksonville, Florida 32225 • Tel 904 812-1900 • Fax 904 812-9445  
 CA 0002524 LC 000008



Cypress Bluff Community Development District c/o  
Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

September 7, 2018  
Project No: 13102.26001  
Invoice No: 0188188

Project 13102.26001 Cypress Bluff CDD- Updating Master Improvement Plan and  
Preparation of the Supplemental Engineer's Report for Bond Issuance  
#1

**Professional Services rendered through August 31, 2018**

1-31-513-311  
6

**Professional Personnel**

		Hours	Rate	Amount
Senior Engineer				
Weeber, Bradley	8/4/2018	2.50	194.00	485.00
Weeber, Bradley	8/18/2018	4.00	194.00	776.00
Engineer				
Welch, Daniel	8/4/2018	3.50	151.00	528.50
Welch, Daniel	8/18/2018	.75	151.00	113.25
Welch, Daniel	8/25/2018	1.00	151.00	151.00
Designer				
Winfrey, William	8/18/2018	17.00	125.00	2,125.00
Totals		28.75		4,178.75
Total Labor				4,178.75

**Expenses**

Reproductions		1.00
Total Expenses	1.15 times	1.15

Invoice Total this Period

**\$4,179.90**

**Outstanding Invoices**

Number	Date	Balance
0187962	7/31/2018	485.00
Total		485.00

Total Now Due **\$4,664.90**

England-Thims & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
1175 Old St. Augustine Road • Jacksonville, Florida 32209 • Tel: 904-646-6465  
CA-0002861 LC-000318



1-31-513-311

6

Cypress Bluff Community Development District c/o  
Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

October 12, 2018  
Project No: 13102.26001  
Invoice No: 0188539

Project 13102.26001

Cypress Bluff CDD- Updating Master Improvement Plan and  
Preparation of the Supplemental Engineer's Report for Bond Issuance  
#1

Services this month include:

1. Revisions to improvement plan

Brad W.

**Professional Services rendered through September 30, 2018**

**Professional Personnel**

		Hours	Rate	Amount
Senior Engineer				
Weeber, Bradley	9/29/2018	.50	194.00	97.00
Totals		.50		97.00
<b>Total Labor</b>				<b>97.00</b>
<b>Invoice Total this Period</b>				<b>\$97.00</b>

**Outstanding Invoices**

Number	Date	Balance
0187962	7/31/2018	485.00
0188188	8/31/2018	4,179.90
<b>Total</b>		<b>4,664.90</b>
<b>Total Now Due</b>		<b>\$4,761.90</b>

**England-Thimig & Miller, Inc.**

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
14775 W. St. Augustine Road • Jacksonville, Florida 32258 • tel 904-642-6990 • fax 904-648-9485  
CA 00002584 LC-0000318

# Jacksonville Daily Record

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(904) 356-2466

## INVOICE

December 11, 2018

Date

RECEIVED  
NOV 11 2018

Attn: Courtney Hogge  
GMS, LLC  
475 WEST TOWN PLACE, STE 114  
SAINT AUGUSTINE FL 32092

BY: .....

1.31.513.48  
2

Payment Due Upon Receipt

Serial #	18-09581D	PO/File #		\$88.13
Notice of Meeting of the Board of Supervisors				Amount Due
				Amount Paid
Cypress Bluff Community Development District				\$88.13
				Payment Due
Case Number				
Publication Dates	12/11			

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**NOTICE OF MEETING OF  
THE BOARD OF  
SUPERVISORS OF  
THE CYPRESS BLUFF  
COMMUNITY**

**DEVELOPMENT DISTRICT**

The Board of Supervisors ("Board") of the Cypress Bluff Community Development District will hold a meeting on Tuesday, December 18, 2018 at 1:30 p.m. at the Duval County Southeast Regional Library, 10599 Deerwood Park Boulevard, Jacksonville, Florida 32256. A copy of the agenda may be obtained from Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092. Ph: (904) 940-5850 ("District Manager's Office").

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law. The meeting may be continued to a date, time, and place to be specified on the record at meeting. There may be occasions when Board Supervisors or District Staff will participate by speaker telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

James Perry  
District Manager

Dec. 11 00 (18-09581D)

# Jacksonville Daily Record

*A Division of*  
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Jacksonville, FL 32201  
(904) 356-2466

## INVOICE

December 27, 2018

Date

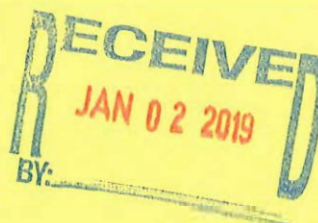
Attn: Courtney Hogge  
GMS, LLC  
475 WEST TOWN PLACE, STE 114  
SAINT AUGUSTINE FL 32092

1-31-513-48  
2

Payment Due Upon Receipt

Serial #	18-10367D	PO/File #		\$84.81
Notice of Meeting of the Board of Supervisors				Amount Due
				Amount Paid
Cypress Bluff Community Development District				\$84.81
				Payment Due
Case Number				
Publication Dates	12/27			

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**NOTICE OF SPECIAL  
MEETING OF THE BOARD OF  
SUPERVISORS OF  
THE CYPRESS BLUFF  
COMMUNITY  
DEVELOPMENT DISTRICT**

The Board of Supervisors ("Board") of the Cypress Bluff Community Development District will hold a special meeting on Wednesday, January 9, 2019 at 10:00 a.m. at the Duval County Southeast Regional Library, 10599 Deerwood Park Boulevard, Jacksonville, Florida 32256. A copy of the agenda may be obtained from Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, Ph: (904) 940-5850 ("District Manager's Office").

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James Perry  
District Manager  
Dec. 27 00(18-10367D)