

*Cypress Bluff
Community Development District*

October 23, 2018

Cypress Bluff

Community Development District

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

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

October 16, 2018

Board of Supervisors
Cypress Bluff
Community Development District

Dear Board Members:

The Cypress Bluff Community Development District Organizational Meeting is scheduled for **Tuesday, October 23, 2018 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. Affidavit of Publication
- IV. Approval of Minutes
 - A. July 11, 2018 Meeting
 - B. September 25, 2018 Meeting
- V. Acceptance of Minutes
 - A. September 25, 2018 Landowners Election
 - B. September 25, 2018 Audit Committee Meeting
- VI. Public Hearing to Adopt the Budget for FY 2019
 - A. Consideration of Resolution 2018-38, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2019
 - B. Consideration of Funding Agreements for Fiscal Year 2019
- VII. Consideration of Agreements for Engineering and Architectural Services
- VIII. Staff Reports
 - A. District Counsel
 - B. District Engineer – Consideration of Work Authorization No. 3
 - C. District Manager
- IX. Financial Reports
 - A. Balance Sheet and Income Statement
 - B. Consideration of Funding Request No. 2
- X. Supervisor's Requests and Audience Comments
- XI. Next Scheduled Meeting – November 27, 2018 at 1:30 p.m. at the Duval County Southeast Regional Library
- XII. Adjournment

Enclosed under the third order of business is the affidavit of publication for the public hearing on the budget.

Enclosed for your review and approval under the fourth order of business are the minutes of the July 11th and September 25th meetings. The July 11th minutes were unintentionally missed on the last agenda.

Enclosed under the fifth order of business are copies of the minutes of the September landowners election and audit committee minutes for your review.

The sixth order of business is the public hearing to adopt the budget for fiscal year 2019. Copies of the budget and resolution are enclosed for your review and approval. Copies of the funding requests will be provided under separate cover.

The seventh order of business is consideration of agreements for engineering and architectural services. Copies of the agreements will be provided under separate cover.

The rest 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
October 23, 2018
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
- II. Public Comment
- III. Affidavit of Publication
- IV. Approval of Minutes
 - A. July 11, 2018 Meeting
 - B. September 25, 2018 Meeting
- V. Acceptance of Minutes
 - A. September 25, 2018 Landowners Election
 - B. September 25, 2018 Audit Committee Meeting
- VI. Public Hearing to Adopt the Budget for FY 2019
 - A. Consideration of Resolution 2019-01, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2019
 - B. Consideration of Funding Agreements for Fiscal Year 2019
- VII. Consideration of Agreements for Engineering and Architectural Services
- VIII. Staff Reports
 - A. District Counsel
 - B. District Engineer – Consideration of Work Authorization No. 3
 - C. District Manager
- IX. Financials Reports
 - A. Balance Sheet and Income Statement

B. Consideration of Funding Request No. 2

X. Supervisor's Requests and Audience Comments

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

XII. Adjournment

THIRD ORDER OF BUSINESS

(Published daily except Saturday, Sunday and legal holidays)
Jacksonville, Duval County, Florida

STATE OF FLORIDA, }
S.S.
COUNTY OF DUVAL, }

Before the undersigned authority personally appeared Rhonda Fisher, who on oath says that she is the Publisher's Representative of JACKSONVILLE DAILY RECORD, a daily (except Saturday, Sunday and legal holidays) newspaper published at Jacksonville, in Duval County, Florida; that the attached copy of advertisement, being a Notice of Public Hearing, etc.: Notice of Regular Board of Supervisors' Meeting

in the matter of Cypress Bluff Community Development District

in the Court of Duval County, Florida, was published in said newspaper in the issues of September 28, 2018 October 5, 2018

Affiant further says that the said JACKSONVILLE DAILY RECORD is a newspaper at Jacksonville, in said Duval County, Florida, and that the said newspaper has heretofore been continuously published in said Duval County, Florida, each day (except Saturday, Sunday and legal holidays) and has been entered as periodicals matter at the post office in Jacksonville, in said Duval County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in said newspaper.

*This notice was placed on the newspaper's website and floridapublicnotices.com on the same day the notice appeared in the newspaper.



Rhonda Fisher

Sworn to and subscribed before me this 5th day of October, 2018 A.D. by Rhonda Fisher who is personally known to me.

**CYPRESS BLUFF
COMMUNITY
DEVELOPMENT DISTRICT
NOTICE OF PUBLIC
HEARING TO CONSIDER
THE ADOPTION OF THE
BUDGET FOR THE FISCAL
YEAR 2018/2019; NOTICE
OF AUDIT COMMITTEE
MEETING; AND NOTICE
OF REGULAR BOARD OF
SUPERVISORS' MEET-
ING.**

The Board of Supervisors ("Board") of the Cypress Bluff Community Development District ("District") will hold a public hearing on October 23, 2018 at 1:30 p.m. at the Duval County Southeast Regional Library, 10599 Deerwood Park Boulevard, Jacksonville, Florida, for the purpose of hearing comments and objections on the adoption of the proposed budget ("Proposed Budget") of the District for the fiscal year beginning October 1, 2018 and ending September 30, 2019 ("Fiscal Year 2018/2019"). A regular board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it. A copy of the agenda and Proposed Budget may be obtained at the offices of the District Manager, Governmental Management Services, LLC, c/o James Perry, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, Ph: (904) 940-5850 ("District Manager's Office"), during normal business hours.

The Audit Committee will convene a meeting for the purpose of reviewing and ranking proposals received by the District

in response to its solicitation for audit services. Immediately following adjournment of the Audit Committee meeting, a regular meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it.

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

Any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meetings. 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.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearing or meetings is advised that person will need a record of 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 such appeal is to be based.

James Perry
District Manager
Sept. 28, Oct. 5 00(18-07820D)

FOURTH ORDER OF BUSINESS

A.

MINUTES OF MEETING
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

The organizational meeting of the Board of Supervisors of the Cypress Bluff Community Development District was held on Wednesday, July 11, 2018 at 11:30 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

Also present were:

Jim Perry	District Manager
Katie Buchanan	District Counsel
Michelle Rigoni	Hopping Green & Sams
Brad Weeber	Interim Engineer
Brett Sealy	MBS Capital Markets
Sete Zare	MBS Capital Markets
David Ray	Parc Group

FIRST ORDER OF BUSINESS

Roll Call

Mr. Perry called the meeting to order at 11:30 a.m.

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Oath of Office for Newly Elected Supervisors

Mr. Perry administered an oath of office to each of the present supervisors.

B. Review of Chapter 190, Florida Statutes

C. Review of Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees

D. Resolution 2018-01, Election of Officers

Mr. Perry stated we would ask the board to nominate a Chair and Vice Chair out of the supervisors and the other remaining supervisors would be Assistant Secretaries. We would then

ask that you appoint myself as Secretary and Assistant Treasurer, Jim Oliver of my office as Treasurer and Ernesto Torres as Assistant Secretary. We do that routinely because we need to sign documents, checks and things of that nature.

Mr. Ray asked I assume this is until we have a landowner election?

Mr. Perry responded yes and then we will go through that again.

Mr. Holmes stated I nominate Ray as Chair.

Mr. Hewins stated I nominate John Holmes as Vice Chair.

On MOTION by Mr. Hewins seconded by Mr. Ray with all in favor Resolution 2018-01 was approved.

**FOURTH ORDER OF BUSINESS Consideration of Administrative
Resolutions**

A. Appoint District Manager, Resolution 2018-02

1. District Management Agreement

This item was tabled.

B. Appoint District Counsel, Resolution 2018-03

1. District Counsel Agreement

Mr. Perry stated you have a copy of the proposed agreement in your agenda package.

Ms. Buchanan stated this is the same form of agreement and rate that we have used at other districts.

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor Resolution 2018-03 was approved.

On MOTION by Mr. Hewins seconded by Mr. Holmes with all in favor the District Counsel agreement was approved.

C. Designate Registered Agent and Registered Office, Resolution 2018-04

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor Resolution 2018-04 designating Katie Buchanan with Hopping Green and Sams as the registered agent was approved.

D. Designate Local District Records Office, Resolution 2018-05

Mr. Perry stated I haven't had a chance to talk with the Chair in regards to this.

Ms. Buchanan stated we can defer it. It just needs to be within Duval County.

E. Designate Public Comment Period, Resolution 2018-06

Ms. Buchanan stated this resolution proposes two public comment periods, the first restricted to agenda items and the second would be open comment towards the end of the meeting.

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor Resolution 2018-06 was approved.

FIFTH ORDER OF BUSINESS

Consideration of Organization Resolutions

A. Consideration of Travel Reimbursement Policy, Resolution 2018-07

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor Resolution 2018-07 was approved.

B. Consideration of Prompt Payment Policies, Resolution 2018-08

Mr. Perry stated this resolution is consistent with the Statutes in the State of Florida.

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor Resolution 2018-08 was approved.

C. Consideration of Resolution 2018-09, Setting Forth District Policy for Legal Defense of Board Members and Officers

1. Public Officers Liability Insurance

Ms. Buchanan stated this resolution is committing to provide indemnification, support and legal defense for members of the Board of Supervisors, certain officers and staff assuming that such individuals are acting within the scope of their responsibilities. If someone were to write a check from the District's account to buy themselves a personal car, the District would have no obligation to defend them in that instance but if for some reason you were sued for something that you had taken in connection with the construction of the amenity center the District would step in in that instance. I urge you to read this and familiarize yourself with this just to make sure you're comfortable.

Mr. Perry stated the insurance policy is attached and it's with Florida Insurance Alliance. This is consistent with what you have at Tolomato CDD. For the bulk of districts within the State of Florida this is the carrier of choice. We will be binding that insurance with them.

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor Resolution 2018-09 was approved.

D. Authorizing the Filing of Notice of Establishment, Resolution 2018-10

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor Resolution 2018-10 was approved.

E. Adopt Records Retention Schedule, Resolution 2018-11

Mr. Perry stated this is also consistent with the statutory requirements.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor Resolution 2018-11 was approved.

F. Consideration of Agreement for Retention of Interim Engineer

1. Interim Engineer Proposal

2. Proposals for Improvement Plan and Engineer's Proposal

Ms. Buchanan stated this is a standard form of agreement that our office has previously reviewed and is similar to what we've seen in the past. It is interim because the District has to bid engineering services to comply with the Florida Competitive Consultants Negotiation Act.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor Retention of England-Thims & Miller as the Interim Engineer was approved.

Mr. Perry stated included in your agenda package is the proposal for the improvement plan and Engineer's report. The budget estimate was \$25,000.

Mr. Weeber stated we have the improvement plan as it stands today. If there needs to be some additional revisions we are ready to make those revisions, but there's also going to be a supplemental Engineer's report for the bond issuance. It is kind of a subset of the overall report.

Mr. Ray asked but as it stands right now we're making revisions to what we already have and then we're going to do what we need to supplement when we do issue bonds at some point in the future?

Mr. Weeber responded correct.

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor the proposals for the improvement plan and Engineer's report were approved.

G. Authorize RFQ for District Engineer

Ms. Buchanan stated this request for qualifications incorporates the statutory criteria in connection with our request. If you flip a couple pages you will see the proposed weight we've assigned with the ability and adequacy of professional personnel at 25 points, performance at 25 points, location at 20 points, willingness to meet time and budget at 15 points, minority business enterprise at 5 points, workloads 5 points and volume of work previously awarded, which we don't have, at 5 points. The one thing I want us to discuss, and we may have to table this temporarily to get that is when we want to have these responses due to the district because it will relate to our next meeting.

Mr. Ray asked is this just for engineers or is this also for architects?

Ms. Buchanan responded this is just for engineers. Would you like to expand that?

Mr. Ray responded I'm wondering whether we should do it all at one time.

Ms. Buchanan responded that's fine. We can adjust it. We need to decide when you want to have your proposals back.

Mr. Ray asked what's typical?

Ms. Buchanan responded generally it has to be two weeks.

Mr. Ray stated but you want to hold off until we know when we're going to have our next meeting. What do we do here? Table it?

Ms. Buchanan responded let's table it for now.

H. Authorizing Chairman to Execute Plats, Permits, and Conveyances, Resolution 2018-12

Ms. Buchanan stated this is something we find necessary in enabling the District to move forward with projects. It gives the Chairman permission to do certain things like convey property for easements, plat dedications, deeds, bill of sales, as well as authorize permits because sometimes these things pop up during construction and it's challenging to wait for the next month's board meeting.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor Resolution 2018-12 was approved.

I. Consideration of Resolution 2018-13, Authorizing Change Orders

Ms. Buchan stated this is a new thing that I have found is helpful. We generally have multiple contracts for construction services that we enter into and sometimes we need to authorize work based on field conditions. This would give the Chairman the ability to approve change orders, which result in an adjustment in contract price of up to no more than 5%. That should give someone sufficient flexibility if you're talking about an amenity center to get us to the next meeting but doesn't give an individual the ability to significantly modify the contract that they are deviating from the Board's approval.

On MOTION by Mr. Hewins seconded by Mr. Holmes with all in favor Resolution 2018-13 was approved.

SIXTH ORDER OF BUSINESS**Designation of Meeting and Hearing Dates
Resolutions****A. Consideration of Establishment of Audit Committee**

Mr. Perry stated we recommend the Board designate the entire Board as members of the audit committee.

Mr. Ray asked does that carry forward once we have a landowner election?

Mr. Perry responded we've carried it forward in the past with other Districts.

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor to establish the Audit Committee comprised of the current members of the Board of Supervisors was approved.

B. Consideration of Resolution 2018-14, Designating a Date, Time and Location for a Landowners' Meeting

Ms. Buchanan stated it's going to take us two weeks to advertise so I don't think we could do it if we were to continue this meeting to the 24th. We need to think about your next regularly scheduled meeting.

Mr. Ray stated let's assume we're going to want to issue bonds in January and let's back up from there.

Ms. Buchanan stated you have to do validation and given that this is Duval County it's probably close to three or four months to get through validation.

Mr. Ray asked three or four months from what?

Ms. Buchanan responded filing and we could probably file next week.

Mr. Ray asked what do we have to do to get the validation process started?

Ms. Buchanan responded we will need a resolution authorizing bonds from Ken. He knows that.

Mr. Ray asked is there a reason we're not doing that today?

Ms. Buchanan responded he was not ready to do it today. He said he could be ready as early as the 24th of July. Which is one option and we could continue this meeting. Or we could not have the 24th and push it back three weeks. That would give you enough time for your landowner election, which I think is the second most important issue to you.

Mr. Ray asked is that resolution going to be the only thing on the agenda or can we put some of the other things we've tabled on that agenda also?

Mr. Perry responded we can put other things on that agenda also.

Ms. Buchanan stated you're looking at two meetings with this current board if you meet on the 24th, or we could push it back to the first week in August and have the landowner election and all of these things done.

Mr. Ray stated let's do that.

Ms. Buchanan stated we can gear up for the bond validation. We can get reports finalized and the complaint done.

Mr. Ray asked now we're not getting on a routine schedule yet, we're just setting the next board meeting and landowners election?

Mr. Perry responded right now, correct.

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor Resolution 2018-14 Designating a Landowners Meeting' for Wednesday, August 1, 2018 at 1:30 p.m. at the Duval County Southeast Regional Library was approved.

C. Designate Regular Meeting Dates, Time and Location, Resolution 2018-15
This item was tabled.

D. Consideration of Resolution 2018-16, Approving the Proposed Budget for FY 2018 for Submission to the County and Set Date, Time, Place for Public Hearings

1. Consideration of Funding Agreement for FY 2018

Mr. Perry asked should we defer this until the next meeting?

Ms. Buchanan responded we need to have a funding agreement for this year. I assume we're going to have a funding agreement for next year. You're not ready to levy operations and maintenance assessments, right?

Mr. Ray responded we have multiple landowners.

Ms. Buchanan stated that would require funding agreements from each party. I assume that there's a way we can allocate based on acreage between the different parties to get us through the current year. We can continue to do that next year if it works. If you want to do special assessments we have to know quickly. It will be incumbent on you as you sell pieces going forward to allocate a portion of the budget that they need to pay you at closing, or you can do an assignment.

Mr. Ray stated we're running out of time here so this one can just be based on acreage. We're making the decision today about what to do with allocating O&M for the next year?

Mr. Perry responded we can defer it. We need to set a date, time and place for the public hearing for FY 2018 and that has to be 60 days out.

Ms. Buchanan stated you have two meetings, the first will be August 1st and that's for all of your urgent items. The second meeting I think it makes sense to line it up with your September Tolomato meeting which is on September 18th in my calendar. That gives us more than 60 days and another date we can use to do all of our administrative hearings like the uniform method hearing and budget hearing. It doesn't mean you can't change the budgets between now and September.

Mr. Ray asked isn't Tolomato on the 4th Tuesday? I'm out of town on the 18th.

Ms. Buchanan stated yeah I don't know why it's on my calendar for the 18th. I think we changed it.

Mr. Ray stated let's come back to this after we get our calendars together.

NINTH ORDER OF BUSINESS

Consideration of Bond Issuance Matters

A. Appointment of Financing Team

1. Consideration of Financing Team Funding Agreement

Ms. Buchanan stated the District doesn't have any funds yet so what this does is commit a development entity to provide funding for these things in advance with the

understanding that if they are required to provide funding, that will be reimbursed from the bond proceeds. We have E-Town Development on the funding agreement. Is that correct?

Mr. Ray responded yes.

On MOTION by Mr. Hewins seconded by Mr. Holmes with all in favor the Financing Team Funding Agreement was approved.

2. Consideration of Appointing Bond Counsel, Resolution 2018-23
a. Agreement with Bryan, Miller, Olive

Ms. Buchanan stated Ken sent his apologies that he wouldn't be able to be here today. He had a prior conflict. This is the same bond counsel that you work with at Tolomato. If you look at Section 1.2 of that agreement it gives you his hourly rate as well as the proposed issuance amount of \$45,000.

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor Resolution 2018-23 appointing Bryant Miller Oliver as the District's Bond Counsel was approved.

3. Consideration of Appointing Investment Banker, Resolution 2018-24
a. Agreement with MBS Capital Markets, LLC

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor Resolution 2018-24 appointing MBS Capital Markets, LLC as the District's Investment Banker was approved.

4. Consideration of Assessment Methodology Consultant

This item was tabled.

Mr. Ray asked it's okay to defer these items?

Ms. Buchanan responded for your validation, which is your most critical item right now, we will need the Engineer's report. We do not have to have the assessment methodology, nor do we have to have assessments kicked off at that point. We will need the trustee information sooner than later so I would recommend that the Board delegate authority to the Chairman to make that decision if necessary between meetings.

On MOTION by Mr. Hewins seconded by Mr. Holmes with all in favor to authorize the Chairman to select the trustee between meetings was approved.

Mr. Ray stated let's do the same thing for the assessment methodology consultant.

On MOTION by Mr. Hewins seconded by Mr. Holmes with all in favor to authorize the Chairman to enter into an agreement with the assessment methodology consultant between meetings was approved.

5. Consideration of Selection of Trustee

This item was tabled.

B. Consideration of Engineer's Report

This item was tabled.

C. Consideration of Assessment Methodology

This item was tabled.

D. Consideration of Resolution 2018-25, Declaring Special Assessments

This item was tabled.

E. Consideration of Resolution 2018-26, Setting a Public Hearing Date

This item was tabled.

F. Consideration of Resolution 2018-27, Authorizing the Issuance of Bonds, Approving the Form of an Indenture, and Authorizing the Commencement of Validation Proceedings

This item was tabled.

TENTH ORDER OF BUSINESS

**Consideration of Resolution 2018-28,
Directing Staff to Petition to the City
Council of City of Jacksonville, Florida
Requesting Consent to the District's
Exercise of Special Powers**

Ms. Buchanan stated the entity is established through the City and it took hours to sit through Council Members and committee meetings. We requested special powers in our petition. Unfortunately, the City of Jacksonville requires that the request come from the CDD, not the development entity, petitioning for the establishment of the CDD so we will have to go back to sit through additional council meetings for this request. It's a fee of \$1,500 so it's not a significant filing fee it's just another administrative hurdle that we will need to cross.

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor Resolution 2018-28 was approved.

At this time the Board continued discussions from the sixth order of business.

Mr. Ray asked so we've gone through all of the resolutions for today?

Ms. Buchanan responded all of the resolutions related to finance and bonds, management and now we're circling back to fill in the gaps on timing. The notice of public hearing requires 40 days approximately to do our rules of procedure. The uniform method requires four weeks of publication so those would have to be at least four weeks out and then your two budget meetings are at least 60 days out. The reason we're accelerating the engineering request for qualifications is because we want to get that in place to do the reports. Although technically we already have a proposal approved to do that work. The August 1st meeting is just predicated on the requirement that we need a bond resolution and indenture and complete engineer's report. The balance of the items need to take place between 40 and 60 days after today. If we shoot for a date that is two weeks out in September that we can all agree on we can take the balance of these items and deal with them at that time. Tolomato does meet on the 18th.

Mr. Ray stated let's assume for now we will be able to push the Tolomato board meeting back to the 25th and then I would say let's just go ahead and set this for that day.

Ms. Buchanan asked should we do it at 1:00 to give us time for travel?

SIXTH ORDER OF BUSINESS

Designation of Meeting and Hearing Dates Resolutions

D. Consideration of Resolution 2018-16, Approving the Proposed Budget for FY 2018 for Submission to the County and Set Date, Time, Place for Public Hearings

1. Consideration of Funding Agreement for FY 2018

Mr. Perry stated we will set the public hearing date for September 25th at 1:00 p.m. at the Duval County Southeast Regional Library.

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor Resolution 2018-16 was approved.

E. Consideration of Resolution 2018-17, Approving the Proposed Budget FY 2019 for Submission to the County and Set Date, Time and Place for Public Hearings

This item was tabled.

F. Set Date, Time and Place and Authorize Publication of Notice of Public Hearing on Rules of Procedure, Resolution 2018-18

1. Discussion Regarding Draft Rules and Notices

Mr. Perry stated we will set this public hearing for September 25th at 1:00 p.m. at the Duval County Southeast Regional Library.

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor Resolution 2018-18 was approved.

G. Set Date, Time and Location and Authorize Publication of Notice of Public Hearing on Uniform Method of Collecting, Resolution 2018-19

Mr. Perry stated this public hearing will also be set for September 25th at 1:00 p.m. at the Duval County Southeast Regional Library.

SEVENTH ORDER OF BUSINESS

Resolutions Relating to Banking

A. Select District Depository, Resolution 2018-20

This item was tabled.

B. Select Bank Account Signatories, Resolution 2018-21

This item was tabled.

C. Approve Disbursement for Expenses, Resolution 2018-22

Mr. Perry stated this resolution just gives the district manager and chair the ability to disburse funds relative to the budget.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor Resolution 2018-22 was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Funding and Expense Issues

A. Funding Request No. 1

Mr. Perry stated this is the funding request for the initial funding of the district which includes working capital for the District of \$5,000, the insurance we discussed is \$5,000 and we also have a provision in there for all the legal ads of \$5,000. There is obviously a flurry of public hearings we have to advertise.

On MOTION by Mr. Hewins seconded by Mr. Holmes with all in favor Funding Request No. 1 was approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being none, the next item followed.

B. Interim Engineer

Mr. Weeber stated we have put out a draft of the improvement plan which has already gone through a few rounds of revisions. Brett and I worked on one recently that had some wording and structural changes partially to make sure we're covered for some recent lawsuits that have happened. If there are any additional revisions to the report please let me know. Hopefully we will have what we think is the final form on August 1st. We worked on what we thought was the total improvement plan for the District and to my knowledge none of that has changed. We don't expect to fund anything additional and won't be funding anything we had in the improvement plan is that correct?

Mr. Ray responded correct.

C. District Manager

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

Mr. Ray asked do we have the ability to move forward with the district management agreement between now and the next board meeting?

On MOTION by Mr. Hewins seconded by Mr. Holmes with all in favor to authorize the Chairman to enter into an agreement with the District Manager between meetings was approved.
--

Mr. Ray asked as far as the RFQ that goes out to the engineers and architects is that a list of names you need?

Ms. Buchanan responded we just publish the notice in the paper. If you have a specific list you'd like me to provide it to, that's fine. Typically in Duval County if we feel like we have a targeted audience we will likely publish in the Daily Record because it's a lot cheaper than the Times Union.

Mr. Ray stated we're going to have a targeted audience. I was trying to avoid getting 30 of these in.

Ms. Buchanan stated the Daily Record would probably receive less attention than the Times Union and it's a lot cheaper.

Mr. Ray stated let's do it.

THIRTEENTH ORDER OF BUSINESS Next Scheduled Meeting – TBD

Mr. Perry stated our next meeting is going to be August 1st at this location.

FOURTEENTH ORDER OF BUSINESS Adjournment

The meeting was continued to August 1st.


Secretary/Assistant Secretary


Chairman/Vice Chairman

B.

MINUTES OF MEETING
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors meeting of the Cypress Bluff Community Development District was held Monday, September 25, 2018 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

Also present were:

Jim Perry	District Manager
Katie Buchanan	District Counsel (by phone)
Brad Weeber	District Engineer
Ernesto Torres	GMS
David Ray	GMS
Joe Muhl	Parc Group

FIRST ORDER OF BUSINESS

Roll Call

Mr. Perry called the meeting to order at 1:10 p.m.

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Affidavits of Publication

Copies of the affidavits of publication were included in the agenda package.

FOURTH ORDER OF BUSINESS

Organizational Matters

A. Oath of Office for Newly Appointed and Elected Supervisors

Mr. Perry administered an oath of office to Supervisor Ray, Supervisor Holmes, Supervisor Hewins, and Supervisor Price.

B. Consideration of Resolution 2018-32, Canvassing and Certifying the Results of the Landowners Election

Supervisors Ray and Hewins received the highest number of votes and will serve four-year terms. Supervisors Holmes, Price and Grossman will serve two-year terms.

On MOTION by Mr. Hewins seconded by Mr. Ray with all in favor Resolution 2018-32 was approved.
--

C. Consideration of Resolution 2018-33, Electing and Designating the Officers of the District

Mr. Ray will serve as Chairman, Mr. Holmes as the Vice Chair, and Mr. Hewins, Mr. Grossman, Mr. Price, Ernesto Torres, James Perry and James Oliver will serve as Assistant Secretaries.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor Resolution 2018-33 was approved.

FIFTH ORDER OF BUSINESS

Approval of Minutes

A. August 1, 2018 Continued Meeting

B. August 20, 2018 Meeting

There were no changes to the minutes.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor the minutes of the August 1, 2018 and August 20, 2018 meetings were approved.

SIXTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Imposition of Special Assessments

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

Mr. Ray stated you set an initial debt level on a per acre basis that's different for active adult than it is for other communities, which I understand. If the original landowner sells a piece of property to Toll Brothers, they come in and put in 200 units. When the bonds get issued, are they going to be issued and sized through an adjunct supplemental? I'm not sure how you're going to do this.

Mr. Perry stated there will be a supplemental methodology.

Mr. Ray stated then the true-up test that will be done with each of those parcels.

Mr. Perry stated it happens on site plan approval or platting.

Mr. Ray asked is it the same 65', 75' and 90'?

Ms. Buchanan stated I think that's what we contemplated but we still have the opportunity to finalize that calculation.

Mr. Ray asked but do we have it in here right now as your standard 65, 75 and 90?

Mr. Perry responded no, this gives you the most flexibility. It doesn't specify.

Mr. Ray asked when would that be specified?

Mr. Perry responded with the issuance of the bonds.

Mr. Ray asked when we go to issue bonds we will be going through the assessment methodology one more time then.

Mr. Perry stated right. With each bond series you will have an initial supplemental based upon what we anticipate the pricing of the bonds will be and then you will have a final numbers report, which will reflect the pricing of the bonds.

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

Ms. Buchanan asked in your opinion do the lands subject to the assessments receive special benefits from the District's improvement plan?

Mr. Perry responded yes they do.

Ms. Buchanan asked and are they reasonably allocated among those lands subject to special assessments?

Mr. Perry responded yes they are.

Ms. Buchanan asked is it reasonable, proper and just to assess the cost of the improvement program to lands within the District in accordance with the methodology?

Mr. Perry responded yes.

Ms. Buchanan asked do you believe the beneficial benefits the land will receive as set forth in the assessment roll will be equal to or in excess of the maximum assessment as set forth within your report?

Mr. Perry responded yes.

1. Consideration of Resolution 2018-34, Imposing and Levying Special Assessments

Ms. Buchanan stated this resolution authorizes the levying of assessments; equalizes, confirms and approves the amount of the special assessment. As we discussed, this is the master lien so it's going to be the maximum amount of assessments the District can ever levy with the understanding that when we issue bonds they will be less than the master lien. Section one provides the Board authority to adopt the resolution. Section two lists the findings taken to

date as well as the evidence presented at today's hearing. Section three authorizes the District to approve a plan, which we call the project herein. Section four approves the total estimated costs of the project. Section five equalizes, approves, confirms and levies the assessments in accordance with the report, which is attached as Exhibit B. Section six provides for the finalization and allocation of the special assessment. Section seven goes into how special assessments can be paid, collected and prepaid. Section eight provides for a general true-up analysis with the understanding that we will finalize the process when we do the supplemental assessment methodology. Section nine provides for certain property owned by governments and property owners that are exempt from special assessments. Section ten provides for recording of the assessment notice and sections eleven, twelve and thirteen are just generally administrative.

On MOTION by Mr. Hewins seconded by Mr. Holmes with all in favor Resolution 2018-34 was approved.

B. Public Hearing to Consider Resolution 2018-35, Expressing the District's Intent to Utilize the Uniform Method of Collection

Mr. Ray asked the four-lane is not in the District boundary, nor is it part of the District improvement plan, is it?

Mr. Weeber responded it is not.

Mr. Ray asked so even if we wanted to it's not a development order obligation so it's not inside the District boundary so even if we wanted to take action we really couldn't on that, could we?

Mr. Weeber responded you can do improvements outside of the District boundary.

Mr. Ray asked Katie, to do an improvement outside the District boundary doesn't it have to be a development order obligation?

Ms. Buchanan responded generally yes. Where we're confined and what we can collect assessments for to the purpose that we've already established so we would have to go back through the assessment process if you wanted to significantly amend your improvement plan.

Mr. Ray stated before we adjourn let me just think for a second and see if there's anything we need to do.

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

Mr. Perry stated this is pretty much a standard form resolution. In the future the District is going to be utilizing the uniform method of collection of assessments and that will be through the property tax collector in Duval County. We will enter into a formal agreement with the Tax Collector, which will provide for fees to them and the Property Appraiser for the assessments being processed on an annual basis.

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

On MOTION by Mr. Hewins seconded by Mr. Holmes with all in favor Resolution 2018-35 was approved.

C. Public Hearing to Consider Resolution 2018-36, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2018

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

Mr. Perry stated there has not been any changes to the budget that has been presented from the previous edition that we reviewed with you. The way this is set up in regards to developer contributions is it's basically a funding as you go operation and we will be working to bill the percentage landowners in the District with the Developer to make sure those numbers are all in agreement as far as allocation of percentages. What will happen in the future is there will be several funding requests to the landowners instead of one to the developer and we will also have to enter into a formal agreement with them.

Mr. Ray asked when we authorize a budget like this that's so different from other District's where we've had \$10 million budgets, these budgets we really have to scrutinize because it's a very small district and we have an obligation to all of the landowners, particularly the builders to keep this budget as small as possible so when we approve this budget the individual line items are all still under who's review? For example, website design

compliance there is a number in there. By us approving the budget are we authorizing District staff to go forward and do that?

Mr. Perry responded to a certain extent, yes. There is a dollar limit cap on it but for the most part yes.

Mr. Ray stated I'm not sure if there's another way for us to handle that. I'm using that as an example because I saw something in there for a proposal but it's something I really want somebody to take a look at and be able to weigh in. What I'd like to do is if we can have the Board authorize the budget but require the District staff to work with me as the Chair for any individual line item until we can get this budget established, particularly for the up front expenses.

Mr. Perry stated if we could have maybe a dollar amount because there might be small things and I don't want us to be administratively burdened.

Mr. Ray stated we've done this for 20 years now with a very large district and we've never taken that position so I'm not too concerned with starting now, but I do want to be very careful that some of these larger items we establish a foundation where we are a little more involved until we can get this thing going. I'm not talking about the small items, I'm talking about the large ones. I know we have separate discussions that we're having with engineering and District staff. I see construction accounting in here and I'm not sure I've seen that before. By approving an overall budget I want to make sure we didn't approve construction accounting. I don't even know who that would be. We've got to establish this district a little bit differently and use our own discretion. Personally, I have no problem having us authorize the whole budget but that doesn't mean that District staff has the authority to spend this much money out of the gate. This is a very small district with very little activity. There are some baseline expenses we're stuck with one way or the other.

Mr. Perry stated the proposed budget no matter what size district it's going to be between \$95,000 and \$125,000. 99% of these items you see on every one of those. In regards to how this district is simplistic it might sound simplistic to a certain extent but it really isn't when you look at the methodology and you're dealing with four or five landowners on a developer funding basis up front. I hope we don't have any issues but some districts we've had issues where we've had developer funding agreements and one of the funders doesn't fund so that creates hardship for the district. I hear what you're saying.

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

On MOTION by Mr. Hewins seconded by Mr. Ray with all in favor Resolution 2018-36 was approved with District staff to review expenditure items with the Chair.

D. Public Hearing to Consideration Resolution 2018-37, Adopting the Rules of Procedure

Mr. Perry stated the rules of procedure are included in your agenda package.

Ms. Buchanan stated these are our standard set of rules of procedure that we recommend in all of our districts that essentially detail out our general proceedings, rulemaking and competitive purchasing details.

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

Mr. Perry stated the district that you are familiar with has the same basic rules of procedure and they are the same for probably 99% of the districts in the state of Florida.

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

On MOTION by Mr. Hewins seconded by Mr. Holmes with all in favor Resolution 2018-37 was approved.

SEVENTH ORDER OF BUSINESS

Acceptance of the Audit Committee's Recommendation and Authorizing Staff to Issue an RFP

Mr. Perry stated the audit committee just met prior to the regular meeting and they decided on five criteria, all equally weighted. We would ask that you approve those criteria along with the weighting and authorize staff to issue an RFP for audit services.

On MOTION by Mr. Hewins seconded by Mr. Holmes with all in favor the recommended auditor evaluation criteria was accepted and staff was authorized to issue an audit RFP.

EIGHTH ORDER OF BUSINESS

Consideration of Agreements for Engineering and Architectural Services

Mr. Perry stated this item was a placeholder, I don't believe we have any documents today for that. We will have that on the next agenda.

NINTH ORDER OF BUSINESS

Consideration of Proposal from VGlobalTech for ADA Website Accessibility

Mr. Perry stated this is to establish that the District's website is in full compliance with ADA requirements. We're doing this throughout the state for all districts. This arose from some lawsuits that have occurred for other entities.

Mr. Ray asked what is the proposal for?

Mr. Perry responded it is to establish a website and to ensure that it is in compliance and then there is an ongoing compliance feature with it.

Mr. Hewins asked is it for people that are blind or deaf?

Mr. Perry responded yes. It converts certain items to certain formats.

Ms. Buchanan stated if the Board does want to move forward with this today could we authorize it in substantial form?

Mr. Perry responded yes and just for the Board's information, we've gone out and looked at three or four different entities that can do this service and this one seems to be very competent at one of the lower prices.

Mr. Ray stated going back to the budget it shows \$15,000.

Mr. Perry stated at the time we established the budget we didn't know what the costs were and some of the initial proposals we got were very high.

Mr. Ray asked so even though we have \$15,000 in the budget, what we're dealing with is this proposal?

Mr. Perry responded correct. Keep in mind, the budget that you have adopted I'll refer to as a pay as you go budget. Things might come up this year that are excess of what you have budgeted.

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor the proposal from VGlobalTech was approved.

TENTH ORDER OF BUSINESS**Staff Reports****A. District Counsel**

Ms. Buchanan stated there is one item that is in connection with the validation of the District's bonds, which is something that is required by Statute. We do have the hearing set for October 31st. Once we get a final judgment, which we usually get on the same day of the hearing there is a 30-day appeal period that would have to expire which means that from a validation standpoint we would be able to move forward with the issuance of bonds at the beginning of December.

Mr. Ray asked if we wanted to change the master improvement plan is there time to do that at the next board meeting?

Ms. Buchanan responded you don't have to go back through validation if you make an amendment to the master improvement plan. Are you asking for assessment purposes?

Mr. Ray stated no, right now the master assessment methodology is at a number that's much higher than we will ever see so anything that we add would no necessarily have to be included in benefit. It would just be making sure that if something needed to be added it would be authorized as a district project for the use of construction funds.

Ms. Buchanan stated we can move forward with validation and still have flexibility on our improvement plan. It's the assessment process that locks us down there.

B. District Engineer

Mr. Weeber stated following along with what Rick just said, it looks like we might be making a slight adjustment to the master improvement plan text.

Mr. Ray stated we had work authorization number three on the agenda.

Mr. Weeber stated that was supposed to be for the permanent district engineer. It is a similar proposal; it's just removing the word interim.

Mr. Ray asked is there anything keeping us from approving this?

Ms. Buchanan stated this would not be something we could do under the agreement that is authorized.

Mr. Ray stated we will bring this up next month.

C. District Manager

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS Supervisors' Requests and Audience
Comments**

There being none, the next item followed.

**TWELFTH ORDER OF BUSINESS Next Scheduled Meeting – October 23, 2018
at 1:30 p.m. at the Duval County Southeast
Regional Library**

Mr. Perry stated our next meeting is going to be October 23rd at 1:30.

THIRTEENTH ORDER OF BUSINESS Adjournment

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

Secretary/Assistant Secretary

Chairman/Vice Chairman

FIFTH ORDER OF BUSINESS

A.

MINUTES OF MEETING
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

A landowners meeting of the Board of Supervisors of the Cypress Bluff Community Development District was held Tuesday, September 25, 2018 at 1:00 p.m. at the Duval County Southeast Regional Library, 10599 Deerwood Park Boulevard, Jacksonville, Florida 32256.

Present were:

Joe Muhl

Parc Group

Also present were:

James Perry

District Manager

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Determination of Number of Voting Units Represented

Mr. Perry stated the District has 1,249.07 so that would be the number of voting rights attributable at one vote per acre. Mr. Muhl's proxy provides for 718.89 acres so 718 votes.

THIRD ORDER OF BUSINESS

Election of a Chairman for the Purpose of Conducting the Landowners Meeting

Mr. Perry acted as Chairman for the Landowners Meeting.

FOURTH ORDER OF BUSINESS

Nominations for the Position of Supervisors

Mr. Perry stated in regards to the nominations for the positions of Supervisors, Mr. Muhl has a document filled out providing for Richard Ray with 650 votes, John Hewins with 650 votes, Steve Grossman with 640 votes, John Holmes with 640 votes and Chris Price with 640 votes. The two highest votes would have a four-year term and the other three will have a two-year term.

FIFTH ORDER OF BUSINESS

Casting of Ballots

Mr. Muhl cast 650 votes for Richard Ray, 650 votes for John Hewins, 640 votes for Steve Grossman, 640 votes for John Holmes and 640 votes for Chris Price.

SIXTH ORDER OF BUSINESS

Tabulation of Ballots and Announcement of Results

Mr. Muhl cast 650 votes for Richard Ray, 650 votes for John Hewins, 640 votes for Steve Grossman, 640 votes for John Holmes and 640 votes for Chris Price.

SEVENTH ORDER OF BUSINESS

Landowners Questions and Comments

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Adjournment

B.

MINUTES OF MEETING
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

An Audit Committee meeting of the Cypress Bluff Community Development District was held Monday, September 25, 2018 at 1:00 p.m. at the Duval County Southeast Regional Library, 10599 Deerwood Park Boulevard, Jacksonville, Florida 32256.

Present were:

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

Also present were:

Jim Perry	District Manager
Brad Weeber	District Engineer
Ernesto Torres	GMS
Joe Muhl	Parc Group

FIRST ORDER OF BUSINESS

Call to Order

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

SECOND ORDER OF BUSINESS

Selection of Auditor Evaluation Criteria

Mr. Perry stated there are five proposed criteria in regards to the audits. I think a lot of you are familiar with this from other districts. There are four criteria that are required by Statute and the fifth criteria price, which is an optional criteria. We recommend that the audit committee accept that as one of the additional criteria. Right now we have the criteria equally weighted at 20 points for each of those criteria. This is consistent with what you've seen with some of the other Districts you've been involved with.

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor the evaluation criteria was approved.

THIRD ORDER OF BUSINESS

Other Business

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Adjournment

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

SIXTH ORDER OF BUSINESS

Fiscal Year 2018 Adopted Budget
Fiscal Year 2019 Approved Budget

Cypress Bluff Community Development District



Cypress Bluff

Community Development District

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Cypress Bluff

Community Development District

	<u>Adopted FY 2018 Budget</u>	<u>Approved FY 2019 Budget</u>
<u>Revenues</u>		
Developer Contributions	\$48,150	\$116,675
<i>Total Revenues</i>	<u><u>\$48,150</u></u>	<u><u>\$116,675</u></u>
<u>Expenditures</u>		
<u>Administrative</u>		
Engineering	\$3,750	\$15,000
Arbitrage	\$0	\$600 ⁽¹⁾
Dissemination Agent	\$0	\$3,500 ⁽¹⁾
Attorney	\$5,000	\$20,000
Annual Audit	\$5,000	\$5,000
Trustee Fees	\$0	\$4,000 ⁽¹⁾
Management Fees	\$11,250	\$45,000
Construction Accounting	\$0	\$3,500
Information Technology	\$300	\$1,200
Telephone	\$100	\$300
Postage	\$375	\$1,500
Printing & Binding	\$250	\$1,000
Insurance	\$3,000	\$5,800
Legal Advertising	\$3,500	\$4,000
Other Current Charges	\$200	\$600
Office Supplies	\$250	\$1,000
Dues, Licenses & Subscriptions	\$175	\$175
Website design/compliance	\$15,000	\$4,500
<i>Total Expenditures</i>	<u><u>\$48,150</u></u>	<u><u>\$116,675</u></u>
Excess Revenues (Expenditures)	<u><u>\$0</u></u>	<u><u>\$0</u></u>

⁽¹⁾ Expenditures related to the issuance of Bonds.

Cypress Bluff
Community Development District
General Fund Budget
FY 2019

REVENUES:

Developer Contributions

The District will enter into a Funding Agreement with the Developer to fund the General Fund expenditures for the Fiscal Year.

EXPENDITURES:

Administrative:

Engineering Fees

The District's engineering firm, England Thims, and Miller, will be providing general engineering services to the District, i.e. attendance and preparation for monthly board meetings, review invoices, etc.

Arbitrage

The District is required to annually have an arbitrage rebate calculation on all Bonds.

Dissemination Agent

The District is required by the Security and Exchange Commission to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for un-rated bond issues.

Attorney

The District's legal counsel, Hopping Green and Sams, will be providing general legal services to the District, i.e. attendance and preparation for monthly meetings, review operating & maintenance contracts, etc.

Annual Audit

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm.

Trustee Fees

The amount represents the fee for the administration of the District's bond issue.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services, LLC. These services are further outlined in Exhibit "A" of the Management Agreement.

Construction Accounting

The District receives annual construction account services as part of a Management Agreement with Governmental Management Services, LLC.

Information Technology

The cost related to District's accounting and information systems.

Telephone

Telephone and fax machine.

Postage

Mailing of agenda packages, overnight deliveries, correspondence, etc.

Printing & Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes, etc.

Insurance

The District's General Liability & Public Officials Liability Insurance policy is with Florida Insurance Alliance (FIA). The amount is based upon prior year's premiums.

Legal Advertising

The District is required to advertise various notices for Board meetings, public hearings etc. in a newspaper of general circulation.

Other Current Charges

This includes bank charges and any other miscellaneous expenses that are incurred during the year by the District.

Office Supplies

Miscellaneous office supplies.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Department of Community Affairs for \$175. This is the only expense under this category for the District.

Website Design/Compliance

Cost related to District website creation and maintenance, electronic compliance with Florida Statutes and other electronic data requirements.

A.

RESOLUTION 2019-01

THE ANNUAL APPROPRIATION RESOLUTION OF THE CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2019; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has submitted to the Board of Supervisors (“**Board**”) of the Cypress Bluff Community Development District (“**District**”) a proposed budget (“**Proposed Budget**”) for the fiscal year ending September 30, 2019 (“**Fiscal Year 2019**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. The Proposed Budget, attached hereto as **Exhibit “A,”** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the Cypress Bluff Community Development District for the Fiscal Year Ending September 30, 2019.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2019, the sum of \$ _____ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$ _____
TOTAL ALL FUNDS	\$ _____

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2019 or within 60 days following the end of the Fiscal Year 2019 may amend its Adopted Budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.
- c. By resolution, the Board may increase any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.

- d. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this Section 3 and Section 189.016, *Florida Statutes*, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget under subparagraphs c. and d. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 23rd DAY OF OCTOBER, 2018.

ATTEST:

**CYPRESS BLUFF COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Vice/Chairperson, Board of Supervisors

Exhibit A Proposed Budget for Fiscal Year 2019

EIGHTH ORDER OF BUSINESS

B.

August 20, 2018

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

Reference: Cypress Bluff CDD – Work Authorization #3: District Engineer
ETM No. 13-102-25-02

Mr. Perry

England, Thims & Miller, Inc. is pleased to submit this proposal for District Engineer services for Cypress Bluff Community Development District within the Etown project located in Duval County Florida. Services shall include, but are not limited to:

1. General Consulting Services
2. Attendance at Meetings of the District's Board of Supervisors
3. Attendance at Meetings as requested for bond issuance, special reports, feasibility studies, cost estimates, or other tasks
4. Any other items requested by the Board of Supervisors

FEEHOURLY

(Budget Estimate - \$25,000.00)

Reference: Work Authorization #3: District Engineer
ETM No.: 13-102-25-02

Expenses:

Costs such as final printing, delivery service, mileage and travel shall be invoiced at direct cost

**ENGLAND-THIMS & MILLER, INC.
HOURLY FEE SCHEDULE – 2018**

Principal – CEO/CSO/President.....	\$259.00/Hr.
Principal – Vice President	\$244.00/Hr.
Chief Engineer.....	\$244.00/Hr.
Senior Engineer.....	\$194.00/Hr.
Engineer.....	\$151.00/Hr.
Project Manager	\$178.00/Hr.
Assistant Project Manager	\$146.00/Hr.
Chief Planner	\$244.00/Hr.
Senior Planner	\$178.00/Hr.
Planner.....	\$146.00/Hr.
CEI Senior Engineer	\$211.00/Hr.
Senior Inspector	\$146.00/Hr.
Inspector	\$118.00/Hr.
Senior Landscape Architect	\$163.00/Hr.
Landscape Architect	\$146.00/Hr.
Senior Graphics Technician.....	\$146.00/Hr.
GIS Programmer	\$156.00/Hr.
GIS Analyst	\$130.00/Hr.
Senior Engineering Designer / Senior LA Designer	\$146.00/Hr.
Engineering/Landscape Designer	\$125.00/Hr.
CADD/GIS Technician	\$118.00/Hr.
Administrative Support	\$81.00/Hr.

**ROBERT M. ANGAS ASSOCIATES, INC.
HOURLY FEE SCHEDULE-2018**

Principal Surveyor.....	\$210.00/Hr.
Senior Surveyor – Vice President	\$189.00/Hr.
Senior Project Surveyor	\$168.00/Hr.
Senior SUE Coordinator	\$152.00/Hr.
Project Surveyor	\$147.00/Hr.
Project Manager – Survey	\$115.00/Hr.
CADD Survey Technician	\$105.00/Hr.
Field Supervisor	\$126.00/Hr.
Survey Field Crew	\$157.00/Hr.
Survey Field Crew – HD Scanning	\$410.00/Hr.
GIS Field Crew	\$125.00/Hr.
GIS Technician	\$105.00/Hr.
Administrative Support	\$81.00/Hr.

Reference: Work Authorization #3: District Engineer
ETM No.: 13-102-25-02

Work and general conditions shall be in accordance with the Cypress Bluff Engineering Services Agreement.

Please indicate your agreement with this proposal by signing in the space provided and return one copy to our office.

If you should have any questions or require additional information, please call. Thank you for this opportunity to be of professional service.

Yours sincerely,

ENGLAND, THIMS & MILLER, INC.



Bradley L. Weeber, P.E.
Vice President / Shareholder

Accepted this _____ day
of _____, 2018

By: _____

For: _____

NINTH ORDER OF BUSINESS

A.

Cypress Bluff

Community Development District

Unaudited Financial Reporting
September 30, 2018

Cypress Bluff
Community Development District
Combined Balance Sheet
September 30, 2018

	<u><i>General</i></u>
<u><i>Assets:</i></u>	
<i>Cash</i>	\$12,014
<i>Due From General Fund</i>	---
<i>Assessment Receivable</i>	---
<i>Prepaid Expenses</i>	---
 <i>Total Assets</i>	 <u><u>\$12,014</u></u>
 <u><i>Liabilities:</i></u>	
<i>Accounts Payable</i>	\$2,652
<i>FICA Payable</i>	\$428
<i>Due to Debt Service</i>	---
<i>Due to Capital Reserve</i>	---
 <u><i>Fund Balances:</i></u>	
<i>Nonspendable</i>	---
<i>Restricted for Debt Service</i>	---
<i>Unassigned</i>	\$8,934
 <i>Total Liabilities and Fund Equity</i>	 <u><u>\$12,014</u></u>

Cypress Bluff
Community Development District
Statement of Revenues & Expenditures
For The Period Ending September 30, 2018

<i>Description</i>	<i>ADOPTED BUDGET</i>	<i>PRORATED BUDGET THRU 9/30/18</i>	<i>ACTUAL THRU 9/30/18</i>	<i>VARIANCE</i>
<i><u>Revenues:</u></i>				
<i>Developer Contrubutions</i>	\$48,150	\$48,150	\$15,000	(\$33,150)
<i>Miscellaneous Income</i>	\$0	\$0	\$0	\$0
<i>Total Revenues</i>	\$48,150	\$48,150	\$15,000	(\$33,150)
<i><u>Expenditures</u></i>				
<i><u>Administrative</u></i>				
<i>Supervisor Fees</i>	\$0	\$0	\$3,200	(\$3,200)
<i>FICA Expense</i>	\$0	\$0	\$214	(\$214)
<i>Engineering</i>	\$3,750	\$3,750	\$0	\$3,750
<i>Attorney</i>	\$5,000	\$5,000	\$0	\$5,000
<i>Annual Audit</i>	\$5,000	\$5,000	\$0	\$5,000
<i>Management Fees</i>	\$11,250	\$11,250	\$0	\$11,250
<i>Information Technology</i>	\$300	\$300	\$0	\$300
<i>Telephone</i>	\$100	\$100	\$0	\$100
<i>Postage</i>	\$375	\$375	\$0	\$375
<i>Printing & Binding</i>	\$250	\$250	\$0	\$250
<i>Insurance</i>	\$3,000	\$3,000	\$1,287	\$1,713
<i>Legal Advertising</i>	\$3,500	\$3,500	\$1,265	\$2,235
<i>Other Current Charges</i>	\$200	\$200	\$100	\$100
<i>Office Supplies</i>	\$250	\$250	\$0	\$250
<i>Dues, Licenses & Subscriptions</i>	\$175	\$175	\$0	\$175
<i>Website design/compliance</i>	\$15,000	\$15,000	\$0	\$15,000
<i>Total Expenditures</i>	\$48,150	\$48,150	\$6,066	\$42,084
<i>Excess Revenues/Expenses</i>	\$0		\$8,934	
<i>Fund Balance - Beginning</i>	\$0		\$0	
<i>Fund Balance - Ending</i>	\$0		\$8,934	

*Cypress Bluff
Community Development District
General Fund
Month By Month Income Statement
Fiscal Year 2018*

[illegible]

B.

Cypress Bluff Community Development District

**Funding Request #2
October 10, 2018**

Vendor	Amount
1 England, Thims & Miller	
July Professional Services Invoice #187962 8/10/18	\$ 485.00
August Professional Services Invoice #188188 9/7/18	\$ 4,179.90
August Professional Services (WA #1) Invoice #187933 8/9/18	\$ 1,390.50
August Professional Services (WA #1) Invoice #188153 9/7/18	\$ 873.00
2 Governmental Management Services LLC	
July Management (Prorated) Invoice #2 8/3/18	\$ 2,540.37
August Management Invoice #3 8/1/18	\$ 3,750.00
September Management & Ads Invoice #5 9/4/18	\$ 6,796.10
October Management & Ads Invoice #6 10/1/18	\$ 5,098.76
3 Hopping Green	
June General Counsel Invoice #101892 7/31/18	\$ 2,720.00
July General Counsel Invoice #102459 8/31/18	\$ 4,588.87
August General Counsel Invoice #102905 9/26/18	\$ 3,419.23
Total	\$35,841.73

Please Make Checks Payable to:

Wiring Instructions:

RBK: Wells Fargo, N.A.

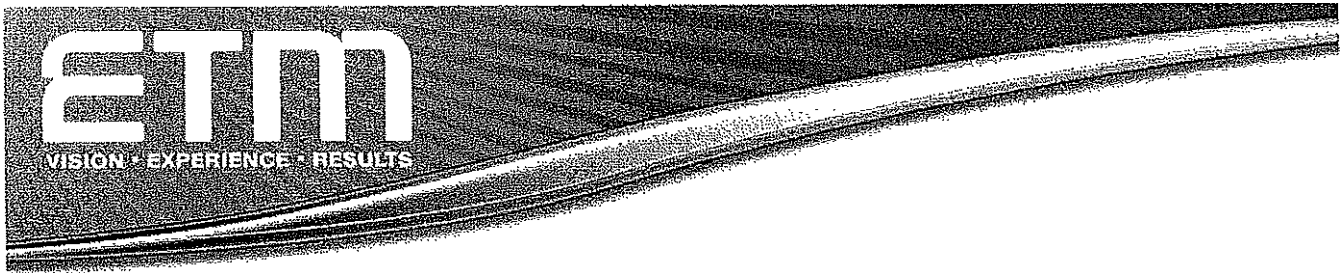
ABA: 121000248

ACCT: 4502200611

ACCT NAME: CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

Signature: _____
Chairman/Vice Chairman

Signature: _____
Secretary/Asst. Secretary



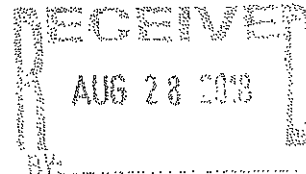
Cypress Bluff Community Development District c/o
Governmental Management Services
475 West Town Place, Suite 114
St. Augustine, FL 32092

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	
Senior Engineer					
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





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

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
 14775 QUÉSLAND ROAD • JACKSONVILLE, FL 32258 • TEL 904-642-8590 • FAX 904-646-9485
 CA-00032584 LS-0000618



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

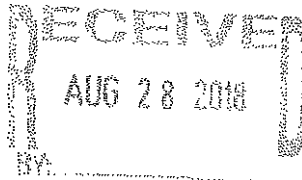
Project 13102.26000 Cypress Bluff CDD-Interim District Engineer (WA#1)

Professional Services rendered through July 31, 2018

Professional Personnel

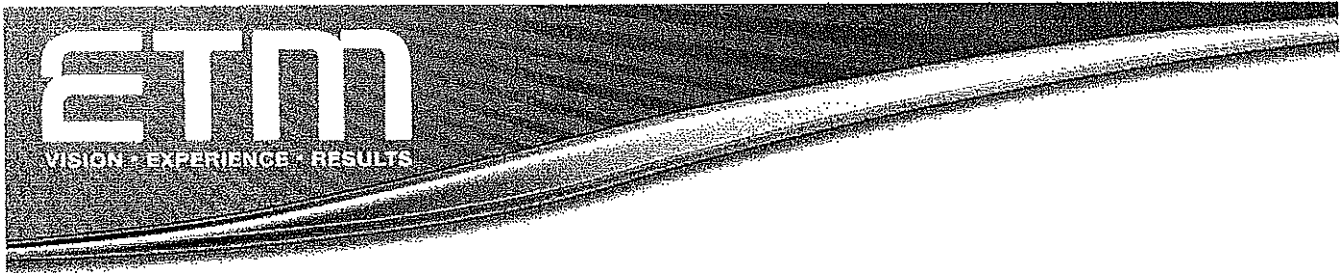
		Hours	Rate	Amount
Senior Engineer				
Weeber, Bradley	7/14/2018	5.00	194.00	970.00
Weeber, Bradley	7/21/2018	1.00	194.00	194.00
Engineer				
Welch, Daniel	7/21/2018	1.50	151.00	226.50
Totals		7.50		1,390.50
Total Labor				1,390.50

Invoice Total this Period: \$1,390.50



England, Thim & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS
14776 Old St. Augustine Road • Jacksonville, Florida 32258 • Tel 904-643-8553 • Fax 904-648-9185
CA 00002584 LC 0000318



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
Weeber, Bradley	8/18/2018	.50	194.00	97.00
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, Thimms & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS
 14775 Old St. Augustine Road • Jacksonville, Florida 32226 • Tel 904 642-8900 • Fax 904 646-9485
 EA-0000584 LC 0000318

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

P.O. No.	Terms	Project

[illegible]

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		3,750.00	3,750.00
		Total	\$3,750.00
		Payments/Credits	\$0.00
		Balance Due	\$3,750.00

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 5
Invoice Date: 9/4/18
Due Date: 9/4/18
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 - September 2018		3,750.00	3,750.00
Jacksonville Daily Record Ads		2,775.95	2,775.95
Copies		270.15	270.15
Total			\$6,796.10
Payments/Credits			\$0.00
Balance Due			\$6,796.10

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 6
Invoice Date: 10/1/18
Due Date: 10/1/18
Case:
P.O. Number:

Bill To:

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

RECEIVED
OCT 04 2018

BY:

Description	Hours/Qty	Rate	Amount
Management Fees - October 2018		3,750.00	3,750.00
Information Technology - October 2018		100.00	100.00
Copies		527.25	527.25
Jacksonville Daily Record Ads		721.51	721.51
Total			\$5,098.76
Payments/Credits			\$0.00
Balance Due			\$5,098.76

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

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

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

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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
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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

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

TOTAL CHARGES FOR THIS MATTER	\$3,419.23
--------------------------------------	-------------------

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

TOTAL CHARGES FOR THIS BILL	\$3,419.23
------------------------------------	-------------------

Please include the bill number on your check.