

*Cypress Bluff  
Community Development District*

*June 25, 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*

June 19, 2019

Board of Supervisors  
Cypress Bluff  
Community Development District

Dear Board Members:

The Cypress Bluff Community Development District Meeting is scheduled for **Tuesday, June 25, 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. Minutes
  - A. Approval of the Minutes of the May 28, 2019 Board of Supervisors Meeting
  - B. Acceptance of the Minutes of the May 28, 2019 Audit Committee Meeting
- IV. Consideration of the Operations and Maintenance Assessment Methodology Report
- V. Matters Related to Boundary Amendment
  - A. Consideration of Resolution 2019-07, Authorizing Boundary Amendment
  - B. Consideration of Boundary Amendment Funding Agreement with E-Town Development, Inc.
- VI. Consideration of Resolution 2019-08, Authorizing Conveyance of Infrastructure
- VII. Consideration of Connelly & Wicker, Inc. Supplemental Work Authorization CWI-02
- VIII. Discussion of the Fiscal Year 2020 Budget
- IX. Staff Reports
  - A. District Counsel
  - B. District Engineer – Requisition Summary
  - C. District Manager – Report on the Number of Registered Voters (0)
- X. Financials Reports
  - A. Balance Sheet and Income Statement
  - B. Check Register
  - C. Approval of Funding Request No. 6
- XI. Supervisor's Requests and Audience Comments
- XII. Next Scheduled Meeting – July 23, 2019 at 1:30 p.m. at the Duval County Southeast Regional Library
- XIII. Adjournment

Enclosed under the third order of business for your review and approval are copies of the minutes of the May 28, 2019 Board of Supervisors meeting and audit committee meeting.

The fourth order of business is consideration of the operations and maintenance assessment methodology report. A copy of the report is enclosed for your review and approval.

The fifth order of business is matters related to the boundary amendment. Enclosed for your review and approval are copies of resolution 2019-07, authorizing the boundary amendment, and the boundary amendment funding agreement.

The sixth order of business is consideration of resolution 2019-08, authorizing conveyance of infrastructure. A copy of the resolution will be provided under separate cover.

The seventh order of business is consideration of Connelly & Wicker, Inc. supplemental work authorization CWI-02. A copy of the work authorization is enclosed for your review and approval.

The eighth order of business is discussion of the Fiscal Year 2020 budget. A copy of the budget 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  
June 25, 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
- II. Public Comment
- III. Minutes
  - A. Approval of the Minutes of the May 28, 2019 Board of Supervisors Meeting
  - B. Acceptance of the Minutes of the May 28, 2019 Audit Committee Meeting
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  - B. District Engineer – Requisition Summary
  - C. District Manager – Report on the Number of Registered Voters (0)
- X. Financials Reports
  - A. Balance Sheet and Income Statement

B. Check Register

C. Approval of Funding Request No. 6

XI. Supervisor's Requests and Audience Comments

XII. Next Scheduled Meeting – July 23, 2019 at 1:30 p.m. at the Duval County Southeast Regional Library

XIII. 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, May 28, 2019 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
Steve Grossman	Supervisor
Chris Price	Supervisor

Also present were:

Jim Perry	District Manager
Katie Buchanan	District Counsel
Jason Hauff	District Engineer (by phone)
David Ray	Governmental Management Services
Joe Muhl	Parc Group

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Perry called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There were no audience members in attendance.

**THIRD ORDER OF BUSINESS**

**Minutes**

**A. Approval of the Minutes of the April 17, 2019 Board of Supervisors Meeting**

Mr. Perry stated there are a couple of blank spots in the minutes where we unfortunately couldn't pick up what was said but they're pretty much intact.

On MOTION by Mr. Hewins seconded by Mr. Holmes with all in favor the minutes of the April 17, 2019 Board of Supervisors meeting were approved.
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**B. Acceptance of the Minutes of the April 17, 2019 Audit Committee Meeting**

There were no comments on the minutes.

On MOTION by Mr. Ray seconded by Mr. Grossman with all in favor the minutes of the April 17, 2019 audit committee meeting were accepted.

**FOURTH ORDER OF BUSINESS****Acceptance of the Audit Committee's Recommendation**

Mr. Perry stated the audit committee just met prior to the regular meeting of the Board and they ranked Grau & Associates number one, Berger Toombs Elam Gaines & Frank number two, and Carr Riggs & Ingram number three.

On MOTION by Mr. Ray seconded by Mr. Grossman with all in favor accepting the audit committee's recommendation to rank Grau & Associates #1 and authorizing staff to enter into a contract with Grau & Associates was approved.

**FIFTH ORDER OF BUSINESS****Consideration of Resolution 2019-06, Approving the Proposed Budget for Fiscal Year 2020 and Setting a Public Hearing Date for Adoption**

Mr. Perry stated we would be looking at adopting on August 27, 2019 during your regular meeting on that date. We have sent out a copy of the proposed budget and this is different than what we did in the past year in that it anticipates the amenity coming online next year and is what I would call a fully loaded budget because it anticipates a full year of expenditures. Even though we won't incur that until next year it will build up some cash reserves so that we won't have any issues the following year in regards to funding operating costs. In regards to the budget the administrative section is pretty flat in regards to items that occur from year to year. There is usually very little variation in that. After that we have a section for provisions for ground maintenance and it's anticipated we will go out for landscaping bids sometime next year and you can see that's one of the biggest cost drivers of this district at almost \$400,000. After that we have the amenity center, and again a number of those items will go out for bid and be contracted next year. After that you have narratives in regards to the different operating expenses. Finally, you have the 2019 debt service budget for the bonds that were just issued. What's also different in regards to this will be direct billing the

owners of the lands and that will occur in September after we adopt the budget and we will be asking for the funding in two tranches if you will with the landowners.

Mr. Grossman stated it would appear from the supervisor fees that we are anticipating no more than two to three meetings between now and the next five months.

Mr. Perry stated we will probably have almost all of the scheduled meetings I would think but I know there are some of you that aren't going to be able to make some of the meetings. Also between now and when we do the adoption we are going to refine some of the numbers but we don't anticipate that the total assessments will change.

Mr. Richard Ray stated when you look through the rest of the year there may be some that we have as scheduled meetings that you may get an email for cancellation because there's nothing on the agenda but I do know we have a lot of things coming up right now with construction of the amenities so we will have to get all of that approved. I wouldn't be surprised if we see another bond issue next summer.

Mr. Perry stated yes and next summer with the amenity coming on there will be a lot going on.

On MOTION by Mr. Ray seconded by Mr. Grossman with all in favor resolution 2019-06, approving the proposed budget for fiscal year 2020 and setting a public hearing date for August 27, 2019 at 1:30 p.m. at the Duval County Southeast Regional Library was approved.

## **SIXTH ORDER OF BUSINESS**

### **Consideration of Authorizing the Chair to Sign the City of Jacksonville ROW Permit for E-Town Parkway**

Ms. Buchanan stated I thought we've done that previously. I think Rick already has the authority to do it twice, one because I think we considered it, although I can't say for sure and two, he has the general authority to sign the permits, easements and related items under that resolution. I think this is just the easement the City of Jacksonville requires for the district to maintain the enhanced landscaping along the Boulevard.

Mr. Richard Ray asked so no action is required?

Ms. Buchanan stated no.

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

Ms. Buchanan stated I think the Pulte acquisition is wrapping up meaning that I'm in the process of getting all of the executed documents back to me. There is no action that needs to be taken by the board, this is only something that comes in to play when and if they issue bonds but they did incorporate the language that the Chairman requested as to the operations and maintenance responsibility so those things are moving along.

Mr. Richard Ray stated the acquisition of work product by the district I think we had three tranches planned; the first has been completed?

Mr. Muhl stated to my knowledge, yes.

Mr. Richard Ray asked do we know if the second has been completed?

Mr. Muhl stated the first one was the \$185,000 and there have been two more payments received since then.

Ms. Buchanan asked do we have a copy of that?

Mr. Muhl stated I don't have the information with me in detail.

Mr. Richard Ray stated I don't think there's any action required it's just a matter of work productivity completed and submitted to the district and then reimbursed and at that point in time it's a requisition and requires board action.

Ms. Buchanan stated that's right. For the record those have been previously approved.

**B. District Engineer – Requisition Summary**

Mr. Perry stated we handed out a revised requisition summary totaling \$6,873.88, which includes requisition numbers 7, 8, and 9.

Mr. Hauff stated we have some JEA documents that are going to need to be signed here shortly; the JEA bill of sale and the owner's affidavit and that goes along with the last comment to legal as far as giving the chairman authority to sign those.

Ms. Buchanan stated the bill of sale and the affidavit were actually included in the acquisition package for the last board meeting so the board has already approved it and once the chairman is provided those documents he can sign.

On MOTION by Mr. Grossman seconded by Mr. Holmes with all in favor the revised requisition summary was approved.



**C. District Manager**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet and Income Statement**

**B. Check Register**

**C. Ratification of Funding Request No. 4**

**D. Approval of Funding Request No. 5**

Mr. Perry stated the check register totals \$2,938.00 and after that we have ratification of funding request number four for \$21,207.85 and then approval of funding request number five for \$5,951.83.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor the check register, funding request number four and funding request number five were approved.
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**NINTH ORDER OF BUSINESS**

**Supervisors' Requests and Audience Comments**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – June 25, 2019 at 1:30 p.m. at the Duval County Southeast Regional Library**

Mr. Perry stated the next scheduled meeting is June 25, 2019 at 1:30 p.m. at this location.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Holmes seconded by Mr. Hewins 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

An Audit Committee meeting of the Cypress Bluff Community Development District was held Tuesday, May 28, 2019 at 1:30 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
Steve Grossman	Supervisor
Chris Price	Supervisor

Also present were:

Jim Perry	District Manager
Katie Buchanan	District Counsel

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Perry called the meeting to order.

**SECOND ORDER OF BUSINESS**

**Review and Ranking of Proposals for Audit Services**

The audit committee ranked Grau & Associates #1 with 100 points, Berger Toombs Elam Gaines & Frank #2 with 98 points, and Carr Riggs and Ingram #3 with 95 points.

On MOTION by Mr. Ray seconded by Mr. Grossman with all in favor Grau & Associates was ranked #1 with 100 points, Berger Toombs Elam Gaines & Frank was ranked #2 with 98 points, and Carr Riggs and Ingram was ranked #3 with 95 points.
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**THIRD ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Grossman seconded by Mr. Hewins with all in favor the audit committee meeting was adjourned.
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## *FOURTH ORDER OF BUSINESS*

# **Cypress Bluff Community Development District**

## **Operations and Maintenance Assessment Methodology Report**

**June 25, 2019**

**Prepared by**

**Governmental Management Services, LLC**

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## **1.0 Introduction**

### **1.1 The District**

The Cypress Bluff Community Development District ("District") a local unit of special-purpose government was created by the Duval County Board of County Commissioners by ordinance number 2018-335-E on June 29, 2018. The District encompasses approximately 1,249.7 acres of land located within Duval County, Florida, and was established for the propose of, among other things, to finance and manage the acquisition, construction, maintenance and operation of public infrastructure necessary for development to occur within a portion of the E-Town Community ("E-Town").

E-Town is a master-planned community located east of the I-295 east beltway, south of R.G. Skinner Parkway and north of Philips Highway. The planned development for the District is approximately 1,686 residential units, which includes approximately 345 active adult homes.

### **1.2 Executive Summary**

This Operations and Maintenance ("O&M") assessment methodology report is structured to allocate the various expenditures of the District to the development types. The general classifications of expenditures that are allocated include the general fund administrative, common grounds maintenance and amenities. This report documents the benefits received by development types within each of the expenditure classifications. The development types for the District include single family residential and active adult. For purposes of this methodology Active Adult is defined as those units within a designated active adult community within the District, that do not have access right to District amenities. All other units within the District will have access to amenities and are referred to as Residential units. Table 1 is a summary of the development units by category.

### **1.3 Special Benefits and General Benefits**

O&M activities and expenditures undertaken by the District create special and peculiar benefits to the property served by such activities. These benefits are different in kind and degree than general benefits, for properties within its borders as well as general benefits to the public at large. This report documents the benefits and allocations of expenditures to the development types.

### **1.4 Requirements of a Valid Assessment Methodology**

Special Assessments under Florida law as we understand them, to be valid, must meet two requirements. The first requirement is that the properties assessed must receive a special benefit from the improvements paid for by the assessments. The second requirement is that the assessments must be fairly and reasonably allocated to the properties being assessed.

Florida law provides for a wide application of special assessments that meet these two characteristics of special assessments.

## **2.0 The Operations and Maintenance Expenditures of the District**

### **2.1 General Fund**

The general fund expenditures of the District consist of administrative expenditures such as management, engineering, legal counsel, advertising, insurance, and annual audit that are necessary for the ongoing operation of the District. Common area grounds maintenance for the maintenance of landscaping operations and the operation and maintenance of amenities. The total residential units for allocation are 1,686 units. Table 2 contains the allocation percentages for the development types to be applied to the Districts budget for general fund expenditures. Within the General Fund, Active Adult units do not have access right to District amenities and therefore will not share in those costs or revenues. All other revenues and expenditures of the District shall be shared equally by all units within the District.



## **2.2 Administrative**

The administrative function provides for the general management of District facilities, insurance and other general expenses. These expenses benefit all development types and are allocated equally over all development units as shown in Table 2.

## **2.3 Grounds Maintenance**

The common area grounds maintenance functions provide for general maintenance of District facilities including security, landscaping of common areas and rights of way, stormwater facilities and street lighting. These expenses benefit all development types and are allocated equally over all development units as shown in Table 2.

## **2.4 Amenities**

The recreation facilities include the community pool, clubhouse, fitness center, parks and related facilities. As the Active Adult homes do not have access to of such amenities they do not benefit and therefore are excluded from any allocation of expenditures. These recreation facilities benefit only the Residential units of the District. The Amenities benefit allocation is shown on Table 2.

## **2.5 Other Revenues**

Other revenues shall be allocated in a manner such that all development type units receive the same percentage increase or decrease in annual assessments. To the extent possible this will continue to be utilized as a stabilizing mechanism. All units shall share equally in revenues related to administrative and grounds maintenance, while revenues related to amenities shall be credited only to Residential units.

### **3.0 Assessment Allocation**

#### **3.1 Structure**

As noted above in the operations and expenditures section of this report, all units are treated equally for purposes of administrative and grounds maintenance and only residential units are considered for amenity revenues and expenditures. This report does not prescribe to implement a methodology based on specific family members in each household as such a methodology would not only be overly administrative burdensome and costly but also would impact the privacy of the landowners.

#### **3.2 Assessment Allocation**

The assessment percentages for administration, common grounds, and amenities are summarized on Table 3 of this report. Table 4 provides for the allocation of O&M assessments to individual units based upon the assessment allocated percentages and utilizes the proposed budget for adoption.

**Table 1  
Cypress Bluff CDD  
General Fund  
Development Program**

<u>Development Type</u>	<u>Number of Units</u>
Active Adult	345
Residential	1,341
Total Units	<u>1,686</u>

**Prepared By  
Governmental Management Services, LLC**

**TABLE 2**  
**Cypress Bluff CDD**  
**General Fund**  
**Percentage Allocation By Product Types**

### Allocation for Administrative and Grounds Maintenance

<u>Development Type</u>	<u>Number of Units</u>	<u>% Allocated</u>
Active Adult	345	20.46%
Residential	1,341	79.54%
Total Residential	<u>1,686</u>	<u>100.00%</u>

### Allocation for Amenities

<u>Development Type</u>	<u>Number of Units</u>	<u>% Allocated</u>
Active Adult	0	0.00%
Remaining Single Family Residential	1,686	100.00%
Total Residential	<u>1,686</u>	<u>100.00%</u>

Prepared By  
Governmental Management Services, LLC

**TABLE 3**  
**Cypress Bluff CDD**  
**General Fund**  
**Fiscal Year 2019-2020 O&M Budget**

<u>O&amp;M Expense Category</u>	<u>Total Budget</u>	<u>Allocated to Active Adult</u>	<u>Allocated to Residential</u>
Administration	154,393	31,593	122,800
Grounds Maintenance	393,550	80,531	313,019
Amenities	<u>234,675</u>	<u>-</u>	<u>234,675</u>
Total FY 2019-20 O&M Expenses	<u>\$ 782,618</u>	<u>\$ 112,124</u>	<u>\$ 670,494</u>

**Prepared By**  
**Governmental Management Services, LLC**

<p align="center"><b>TABLE 4</b>  <b>Cypress Bluff CDD</b>  <b>General Fund</b>  <b>Fiscal Year 2019-2020 O&amp;M Assessments</b></p>
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<u>Development Type</u>	<u>Number of Units</u>	<u>FY 2019-20 O&amp;M Assessments Per Category</u>	<u>FY 2019-20 O&amp;M Assessments Per Unit (net)</u>	<u>FY 2019-20 O&amp;M Assessments Per Unit (gross) (1)</u>
Active Adult	345	\$ 112,124	\$ 325.00	\$ 351.35
Residential	1,341	670,494	\$ 500.00	\$ 540.54
Total Residential	<u>1,686</u>	<u>\$ 782,618</u>		

(1) Includes provision for the early payment discount of 4% and Deval County collection costs of 4%.

**Prepared By**  
**Governmental Management Services, LLC**

## *FIFTH ORDER OF BUSINESS*

*A.*



## **RESOLUTION 2019-07**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT DIRECTING THE CHAIRPERSON AND DISTRICT STAFF TO FILE A PETITION WITH THE CITY OF JACKSONVILLE, FLORIDA, REQUESTING THE PASSAGE OF AN ORDINANCE AMENDING THE DISTRICT'S BOUNDARIES, AND AUTHORIZING SUCH OTHER ACTIONS AS ARE NECESSARY IN FURTHERANCE OF THE BOUNDARY AMENDMENT PROCESS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Cypress Bluff Community Development District ("District") is a unit of special-purpose government established pursuant to the Uniform Community Development District Act of 1980, as codified in Chapter 190, Florida Statutes ("Uniform Act"), and City of Jacksonville Ordinance Number 2018-335-E ("Ordinance"); and

**WHEREAS**, pursuant to the Uniform Act, the District is authorized to construct, acquire, and maintain infrastructure improvements and services including, but not limited to, E-Town Parkway/R.G. Skinner Parkway utilities, landscape, hardscape and electric, master recreational improvements and other infrastructure; and

**WHEREAS**, the District presently consists of 1,249.70 acres, more or less, as more fully described in the Ordinance; and

**WHEREAS**, the District desires to amend its boundaries to include certain property which property is generally depicted in **Exhibit A** attached hereto and incorporated herein by reference ("Expansion Area") and upon which property the District intends to construct, acquire, and maintain infrastructure improvements and services; and

**WHEREAS**, the amendment proposed is within the amendment size restrictions contained within Section 190.046(1), Florida Statutes; and

**WHEREAS**, the District will obtain written consent to the expansion of the District by the landowners of the lands included in the Expansion Area; and

**WHEREAS**, the proposed boundary amendment is in the best interests of the District and the area of land within the proposed amended boundaries of the District will continue to be of sufficient size, sufficiently compact, and sufficiently contiguous to be developable as one functionally related community; and

**WHEREAS**, for the area of land within the amended boundaries of the District, the District is the best alternative available for delivering community development services and facilities; and

**WHEREAS**, the expansion of land to the District in the Expansion Area is not inconsistent with either the State or local comprehensive plan; and

**WHEREAS**, the area of land that will lie in the amended boundaries of the District is amenable to separate special district government; and

**WHEREAS**, in order to seek a boundary amendment pursuant to Chapter 190, Florida Statutes, the District desires to authorize District staff, including but not limited to legal, engineering, and managerial staff, to provide such services as are necessary throughout the pendency of the boundary amendment process; and

**WHEREAS**, the retention of any necessary consultants and the work to be performed by District staff may require the expenditure of certain fees, costs, and other expenses by the District as authorized by the District's Board of Supervisors ("Board"); and

**WHEREAS**, the District desires to petition to amend its boundaries in accordance with the procedures and processes described in Chapter 190, Florida Statutes, which processes include the preparation of a petition to the City of Jacksonville, Florida, and such other actions as are necessary in furtherance of the boundary amendment process.

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

**SECTION 1.** The recitals as stated above are true and correct and by this reference are incorporated into and form a material part of this Resolution.

**SECTION 2.** The Board hereby directs the Chairman and District staff to proceed in an expeditious manner with the preparation and filing of a petition and related materials with the City of Jacksonville to seek the amendment of the District's boundaries to include the lands within the Expansion Area, pursuant to Chapter 190, Florida Statutes, and authorizes the prosecution of the procedural requirements detailed in Chapter 190, Florida Statutes, for the amendment of the District's boundaries.

**SECTION 3.** The Board hereby authorizes the District Chairperson and Katie S. Buchanan to act as agents of the District with regard to any and all matters pertaining to the petition to City of Jacksonville to amend the boundaries of the District.

**SECTION 4.** This Resolution shall become effective upon its passage.

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

ATTEST:

**CYPRESS BLUFF COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Assistant Secretary

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

**Exhibit A:** Depiction of Expansion Area

## Exhibit A



www.etminc.com  
tel 904-642-8550 • fax 904-642-4165  
14775 Old St. Augustine Road • Jacksonville, Florida 32258

June 17, 2019  
Page 1 of 2

Work Order No. 19-116.00  
File No. 125E-01.00A

### Apex Road CDD Parcel

A portion of Sections 8 and 9, Township 4 South, Range 28 East, Duval County, Florida, being a portion of those lands 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 Southeast corner of said Section 8; thence North 00°34'30" West, along the Easterly line of said Section 8, a distance of 2082.31 feet; thence North 31°03'31" East, departing said Easterly line, 374.93 feet to the Point of Beginning;

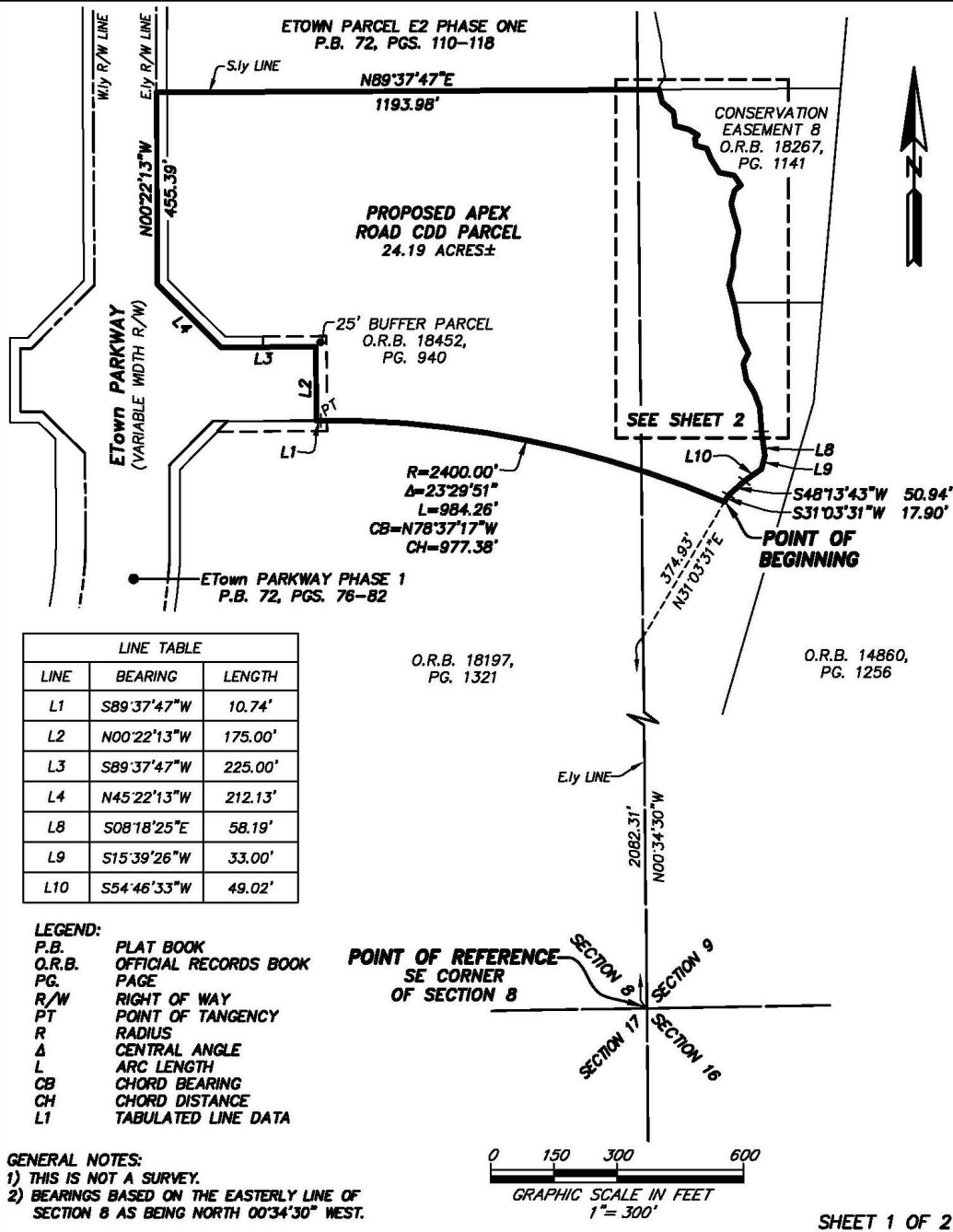
From said Point of Beginning, thence Westerly along the arc of a curve concave Southerly having a radius of 2400.00 feet, through a central angle of 23°29'51", an arc length of 984.26 feet to the point of tangency of said curve, said arc being subtended by a chord bearing and distance of North 78°37'17" West, 977.38 feet; thence South 89°37'47" West, 10.74 feet to a point lying on the Easterly right of way line of ETown Parkway, a variable width right of way as depicted on ETown Parkway Phase 1, recorded in Plat Book 72, pages 76 through 82, of said current Public Records; thence along said Easterly right of way line the following 4 courses: Course 1, thence North 00°22'13" West, 175.00 feet; Course 2, thence South 89°37'47" West, 225.00 feet; Course 3, thence North 45°22'13" West, 212.13 feet; Course 4, thence North 00°22'13" West, 455.39 feet; thence North 89°37'47" East, departing said Easterly right of way line, along the Easterly line of said ETown Parkway Phase 1 and along the Southerly line of ETown Parcel E2 Phase One, as recorded in Plat Book 72, pages 110 through 118, of said current Public Records, 1193.98 feet to its intersection with the Westerly line of Conservation Easement 8, as described and recorded in Official Records Book 18267, page 1141, of said current Public Records; thence Southerly along said Westerly line the following 20 courses: Course 1, thence South 12°52'42" East, departing last said Southerly line, 31.45 feet; Course 2, thence South 49°04'12" East, 34.92 feet; Course 3, thence South 06°46'13" East, 33.44 feet; Course 4, thence South 75°37'16" East, 34.45 feet; Course 5, thence South 57°37'04" East, 24.93 feet; Course 6, thence South 39°57'00" West, 11.14 feet; Course 7, thence South 07°06'04" East, 16.65 feet; Course 8, thence South 74°33'02" East, 26.64 feet; Course 9, thence South 24°21'19" East, 26.32 feet; Course 10, thence South 30°50'16" East, 38.32 feet; Course 11, thence South 78°17'35" East, 35.22 feet; Course 12, thence South 35°32'33" East, 27.38 feet; Course 13, thence South 48°04'33" West, 19.58 feet; Course 14, thence South 13°39'53" West, 32.03 feet; Course 15, thence South 12°29'15" East, 21.25 feet; Course 16, thence South 15°51'38" East, 46.12 feet; Course 17, thence South 09°40'08" West, 21.22 feet; Course 18, thence South 14°10'13" West, 38.58 feet; Course 19, thence South 01°26'03" East, 27.93 feet; Course 20, thence South 13°24'54" West, 42.64 feet; thence South

**Apex Road CDD Parcel (Continued)**

14°34'28" East, continuing along said Westerly line and its Southerly prolongation, 58.56 feet; thence South 10°02'43" East, 64.99 feet; thence South 25°30'48" East, 45.36 feet; thence South 26°09'32" West, 28.03 feet; thence South 10°12'31" East, 38.90 feet; thence South 32°26'25" East, 36.30 feet; thence South 20°30'54" East, 37.44 feet; thence South 03°57'39" East, 56.77 feet; thence South 08°18'25" East, 58.19 feet; thence South 15°39'26" West, 33.00 feet; thence South 54°46'33" West, 49.02 feet; thence South 48°13'43" West, 50.94 feet; thence South 31°03'31" West, 17.90 feet to the Point of Beginning.

Containing 24.19 acres, more or less.

**SKETCH TO ACCOMPANY DESCRIPTION OF  
A PORTION OF SECTIONS 8 AND 9, TOWNSHIP 4 SOUTH, RANGE 28  
EAST, DUVAL COUNTY, FLORIDA, BEING A PORTION OF THOSE LANDS  
DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 18197,  
PAGE 1321, OF THE CURRENT PUBLIC RECORDS OF SAID COUNTY,  
BEING MORE PARTICULARLY DESCRIBED IN SEPARATE ATTACHMENT.**



**ETM**  
**Surveying & Mapping, Inc.**  
**VISION • EXPERIENCE • RESULTS**

14775 Old St. Augustine Road, Jacksonville, FL. 32258  
Tel: (904) 642-8550 Fax: (904) 642-4165  
Certificate of Authorization No.: LB 3624

SCALE: 1"=300'  
DATE: JUNE 17, 2019

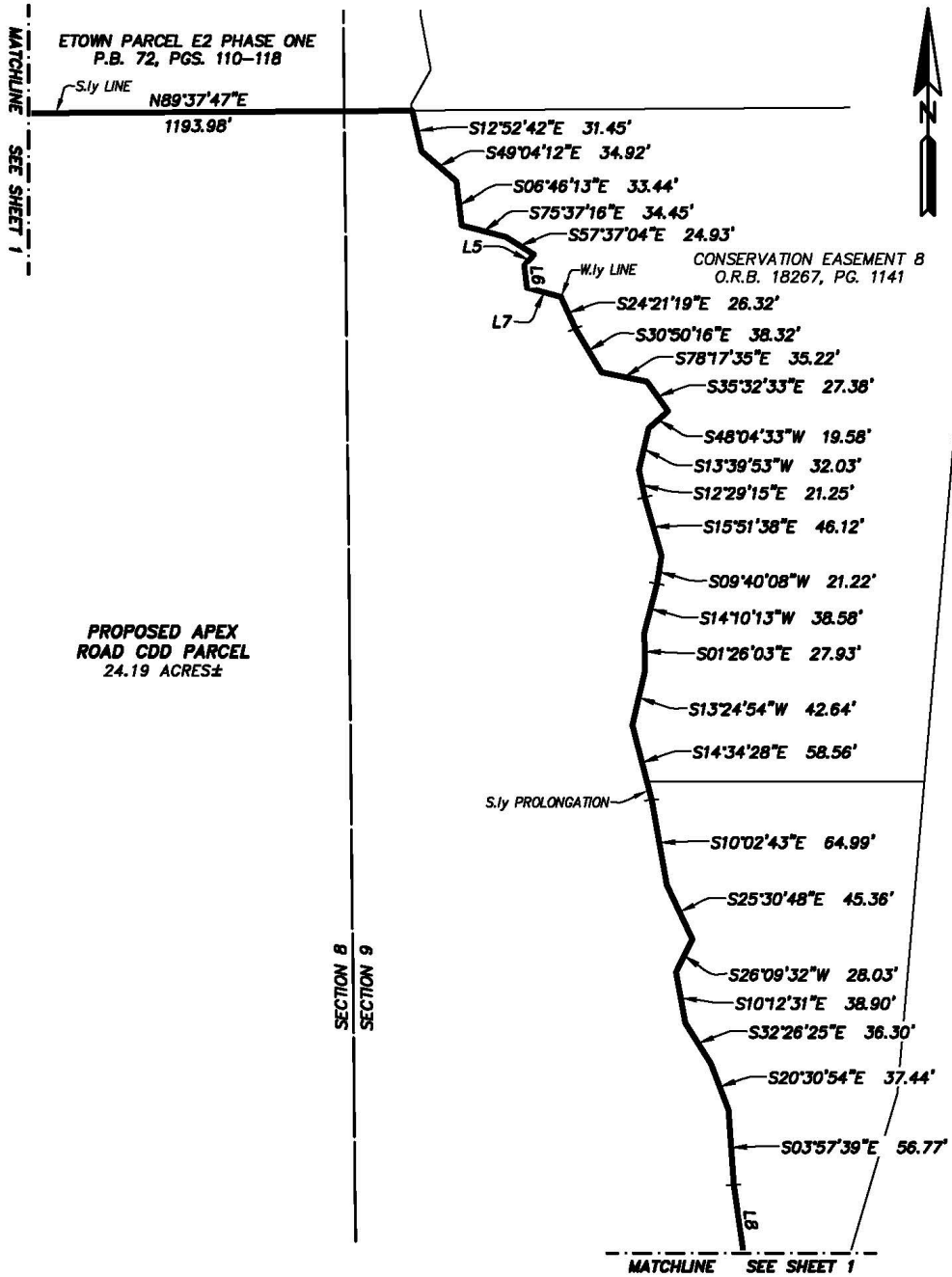
THIS ITEM HAS BEEN ELECTRONICALLY SIGNED AND SEALED  
USING A DIGITAL SIGNATURE. PRINTED COPIES OF THIS  
DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE  
SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.



Digital Signature By:  
Damon J. Kelly, PSM

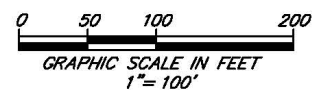
**DAMON J. KELLY**  
**PROFESSIONAL SURVEYOR AND MAPPER**  
**STATE OF FLORIDA LS No. 6284**

A PORTION OF SECTIONS 8 AND 9, TOWNSHIP 4 SOUTH, RANGE 28 EAST, DUVAL COUNTY, FLORIDA, BEING A PORTION OF THOSE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 18197, PAGE 1321, OF THE CURRENT PUBLIC RECORDS OF SAID COUNTY.



LINE TABLE		
LINE	BEARING	LENGTH
L5	S39°57'00"W	11.14'
L6	S07°06'04"E	16.65'
L7	S74°33'02"E	26.64'
L8	S08°18'25"E	58.19'

LEGEND:  
P.B. PLAT BOOK  
O.R.B. OFFICIAL RECORDS BOOK  
PG. PAGE  
R/W RIGHT OF WAY  
PT POINT OF TANGENCY  
R RADIUS  
Δ CENTRAL ANGLE  
L ARC LENGTH  
CB CHORD BEARING  
CH CHORD DISTANCE  
L1 TABULATED LINE DATA



PREPARED BY:  
**ETM SURVEYING & MAPPING, INC.**  
14775 OLD ST. AUGUSTINE ROAD  
JACKSONVILLE, FL 32258 (904) 642-8550  
CERTIFICATE OF AUTHORIZATION NO. LB 3624

SHEET 2 OF 2

SEE SHEET 1 FOR GENERAL NOTES.

*B.*

**BOUNDARY AMENDMENT FUNDING AGREEMENT BETWEEN  
THE CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT  
AND E-TOWN DEVELOPMENT, INC.**

This Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2019, by and between:

**Cypress Bluff Community Development District**, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, and located in the City of Jacksonville, Florida ("District"), and

**E-Town Development, Inc.**, a Florida corporation, and a Developer in the District ("Developer").

**RECITALS**

**WHEREAS**, the District was established by an ordinance adopted by the City Council of the City of Jacksonville, Florida, for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure; and

**WHEREAS**, pursuant to the Uniform Act, the District is authorized to construct, acquire, and maintain infrastructure improvements and services; and

**WHEREAS**, the District presently consists of 1,249.70 acres, more or less; and

**WHEREAS**, the Developer has approached the District and requested the District to petition to amend its boundaries to add approximately 13.72 acres of land; and

**WHEREAS**, the amendment proposed by the Developer will result in the District being comprised of approximately 1,263.42 acres; and

**WHEREAS**, the District agrees to petition to amend its boundary in accordance with the procedures and processes described in Chapter 190, Florida Statutes, which processes include the preparation of a petition to the City Council of the City of Jacksonville, Florida and such other actions as are necessary in furtherance of the boundary amendment process; and

**WHEREAS**, in order to seek a boundary amendment pursuant to Chapter 190, Florida Statutes, the District desires to authorize District staff, including but not limited to legal, engineering, and managerial staff, to provide such services as are necessary throughout the boundary amendment process; and

**WHEREAS**, any such work shall only be performed in accord with the authorizations of the District's Board of Supervisors ("Board"); and



**WHEREAS**, the retention of any necessary consultants and the work to be performed by District Staff may require the expenditure of certain fees, costs, and other expenses by the District as authorized by the Board; and

**WHEREAS**, the Developer desires to provide sufficient funds to the District to reimburse the District for any such expenditures including but not limited to legal, engineering, and other consultant fees, filing fees, administrative, and other expenses, if any.

**NOW**, therefore, based upon good and valuable consideration and mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the parties agree as follows:

**1. PROVISION OF FUNDS.** The Developer agrees to make available to the District such monies as are necessary to enable the District to proceed with the boundary amendment and to provide such monies as are necessary to enable District staff, including legal, engineering, and managerial staff, to assist in the boundary amendment process and proceedings. The Developer will make such funds available on a monthly basis, within thirty (30) days of a written request by the District. The funds shall be placed in the District's depository as determined by the District.

**2. DISTRICT USE OF FUNDS.** The District agrees to use such funds solely for the fees, costs, and other expenditures accruing or accrued for the purpose of seeking an amendment to the boundaries of the District in accord with Chapter 190, Florida Statutes. The District agrees to use good faith best efforts to proceed in an expeditious manner with the preparation and filing of the petition and related materials to seek the amendment of the District's boundary pursuant to Chapter 190, Florida Statutes, and with the prosecution of the procedural requirements detailed in Chapter 190, Florida Statutes, for the amendment of the District's boundary. The District also agrees to make monthly requests for necessary funds from the Developer for reimbursement for services of the boundary amendment team, as described in Paragraph One (1) of this Agreement. The District shall not reimburse the Developer for funds made available to the District under this Agreement.

**3. DEFAULT.** A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief and/or specific performance.

**4. ENFORCEMENT OF AGREEMENT.** In the event that either party is required to enforce this Agreement by court proceedings or otherwise, then the prevailing party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings.

**5. AGREEMENT.** This instrument shall constitute the final and complete expression of this Agreement between the parties relating to the subject matter of this Agreement.

**6. AMENDMENTS.** Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing that is executed by both of the parties hereto.

**7. AUTHORIZATION.** The execution of this Agreement has been duly authorized by the appropriate body or official of all parties to this Agreement, each party has complied with all the requirements of law, and each party has full power and authority to comply with the terms and provisions of this instrument.

**8. NOTICES.** All notices, requests, consents and other communications under this Agreement ("Notices") shall be in writing and shall be delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the parties, as follows:

**A. If to District:** Cypress Bluff Community Development District  
475 West Town Place, Suite 114  
St. Augustine, Florida 32092  
Attn: District Manager

**With a copy to:** Hopping Green & Sams, P.A.  
119 S. Monroe Street, Suite 300  
Tallahassee, Florida 32301  
Attn: Katie S. Buchanan

**B. If to Developer:** E-Town Development, Inc.  
4314 Pablo Oaks Court  
Jacksonville, Florida 32224  
Attn: Michael White

**With a copy to:** Gunster Yoakley & Stewart, P.A.  
225 Water Street, Suite 1750  
Jacksonville, FL 32202-5185  
Attn: Spencer N. Cummings

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth in this Agreement. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the parties may deliver Notice on behalf of the parties. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addresses of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the parties and addresses set forth in this Agreement.

**9. THIRD PARTY BENEFICIARIES.** This Agreement is solely for the benefit of the formal parties to this Agreement and no right or cause of action shall accrue upon or by reason hereof, to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the parties to this Agreement any right, remedy or claim under or by reason of this Agreement or any provisions or conditions hereof; and all of the provisions, representations, covenants and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the parties to this Agreement and their respective representatives, successors, and assigns.

**10. ASSIGNMENT.** Neither party may assign this Agreement or any monies to become due hereunder without the prior written approval of the other party.

**11. CONTROLLING LAW.** This Agreement and the provisions contained herein shall be construed, interpreted, and controlled according to the laws of the State of Florida.

**12. EFFECTIVE DATE.** The Agreement shall be effective after execution by both parties to this Agreement and shall remain in effect unless terminated by either of the parties.

**13. PUBLIC RECORDS.** Developer understands and agrees that all documents of any kind provided to the District or to District staff in connection with the work contemplated under this Agreement may be public records and will be treated as such in accord with Florida law.

**14. ARM'S LENGTH TRANSACTION.** This Agreement has been negotiated fully between the parties as an arm's length transaction. The parties participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen, and selected the language, and doubtful language will not be interpreted or construed against any party.

**15. SOVEREIGN IMMUNITY.** Developer agrees that nothing in this Agreement shall constitute or be construed as a waiver of the District's limitations on liability beyond those contained in Section 768.28, Florida Statutes, or other statutes or law.

**16. HEADINGS FOR CONVENIENCE ONLY.** The descriptive headings in this Agreement are for convenience only and shall not control nor affect the meaning or construction of any of the provisions of this Agreement.

**17. COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute but one and the same instrument. Signature and acknowledgment pages, if any, may be detached from the counterparts and attached to a single copy of this document to physically form one document.

In witness thereof, the parties execute this agreement the day and year first written above.

Attest:

**CYPRESS BLUFF COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

**E-TOWN DEVELOPMENT, INC.**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

## *SEVENTH ORDER OF BUSINESS*



Work Authorization

June 10, 2019

Cypress Bluff Community Development District

Subject: **Work Authorization CWI-02**  
**Cypress Bluff Community Development District**  
**E-Town Amenity Center Supplemental**

Dear Chairman, Board of Supervisors:

Connelly & Wicker Inc. ("CWI") is pleased to submit the following fee proposal to the Cypress Bluff Community Development District ("District") for increased scope of services for the eTown Amenity. We will provide these services pursuant to our current engineering agreement dated October 23, 2018 ("Agreement") as follows:

**SCOPE OF WORK**

**eTown Amenity**

The E-Town Amenity design scope will be increased to include clearing and grading design, stormwater calculations, permitting, and soil borings and drawdown analysis for a "borrow pit" on approximately 10.4 Acres on the north side of the Amenity site. Based on preliminary design meetings with the SJRWMD it is anticipated that the stormwater pond proposed for the Amenity will be phased and phase 2 will include expansion into the proposed borrow. This supplemental proposal also includes Gopher Tortoise Relocation services.

**Phase C6 – Borrow Pit Design:** CWI will work with the client to prepare a layout for a borrow pit on the property north of the Amenity site. Once a layout is approved by the client we will prepare final engineering plans for an expanded stormwater management facility (borrow pit). The plan will include phasing as may be needed so that the closeout of the Amenity is not dependent on the borrow pit closeout. The borrow is anticipated to provide stormwater treatment and attenuation for the Amenity only.

Engineering Plans and design calculations will be submitted for permitting to both the St. Johns River Water Management District and City of Jacksonville. The permitting of the borrow pit will be included in the permitting efforts currently underway for the Amenity.

**Phase G2 – Geotechnical Exploration and Drawdown Analysis:** CWI will increase the scope and contract with ECS Florida to include this second phase of the stormwater pond. The scope increase shall include eight additional borings to depths of approximately 50 feet below existing grades. Additionally, the boring depths proposed in the first phase of the stormwater pond shall be increase to 50 feet. ECS will



also perform a drawdown analysis for the expanded pond. The results of the additional borings and drawdown analysis will be presented in the geotechnical report.

Engineering Plans and design calculations will be submitted for permitting to both the St. Johns River Water Management District and City of Jacksonville. The permitting of the borrow pit will be included in the permitting efforts currently underway for the Amenity.

**Phase ENV1 – Gopher Tortoise 100 Percent Survey and Florida Fish and Wildlife Conservation Commission (FWC) Permitting for Relocation:**

CWI shall contract with Environmental Services, Inc (ESI) to perform the following services. Per FWC Gopher Tortoise Permitting Guidelines (April 2008 rev. Jan. 2017), an FWC authorized gopher tortoise agent will conduct a 100 percent gopher tortoise burrow survey of all potential gopher tortoise habitat proposed for development within the project boundary. ESI anticipates surveying a total of approximately 15 acres of potentially occupied gopher tortoise habitat. Each burrow will be identified and characterized as Potentially Occupied or Abandoned. The location of each burrow will be recorded using a Global Positioning System (GPS).

ESI will prepare and submit a gopher tortoise relocation permit application to FWC for the project. The permit will be completed by an Authorized Gopher Tortoise Agent and will include all required graphics and recipient site coordination. This fee also includes the required FWC after action report following completion of the relocation.

*The fee for this task does not include the cost of physically relocating gopher tortoises, any recipient site fees, or FWC mitigation fees. FWC will require payment of the mitigation fees based upon the estimated number of gopher tortoises on-site. The current FWC mitigation is \$319 for each tortoise. After the relocation is completed, FWC will either reimburse you for overpayment or you may be required to pay additional mitigation fees depending upon the actual number of tortoises found during the relocation.*

*The 100 percent survey must be completed within 90 days of relocation otherwise a second survey is required by FWC prior to start of relocation. Please note authorization from FWC is required 24 hours prior to initiating the relocation.*

**Phase ENV2 – Gopher Tortoise Relocation:**

CWI shall contract with Environmental Services, Inc (ESI) to perform the following services. ESI will excavate all Potentially Occupied burrows identified during the 100 percent gopher tortoise survey to be affected by the development of the project. The gopher tortoises will be relocated to an FWC approved recipient site. This amount assumes the cost of the backhoe and operator as well as two trained ESI personnel, including one FWC Authorized Gopher Tortoise Agent and one Authorized Assistant to the Agent. Typically, 8 to 14 burrows are excavated per day. ESI will coordinate with the recipient site manager and Client for any necessary contractual obligations between the recipient site and Client. ESI will coordinate with the recipient site manager for delivery and acceptance of the relocated tortoise pursuant to FWC guidelines.

*The recipient site ESI anticipates utilizing charges an acceptance fee of \$1,300.00 per adult tortoise and \$700.00 per juvenile tortoise. The Client will be required to pay the Recipient Site the appropriate fee for acceptance of tortoise. Depending upon the recipient site utilized for the project, a deposit or pre-payment of anticipated recipient site fees may be required to obtain a recipient site reservation letter. The recipient site reservation letter must be provided to FWC prior to FWC issuing the relocation permit. Upon completion of the project, ESI will provide a summary of total tortoises relocated.*

**This phase shall be invoiced on a per day basis at a rate of \$3,737.50 / day.**

**Phase ENV3 – Exclusion Fence Coordination and Inspection (if necessary):**

CWI shall contract with Environmental Services, Inc (ESI) to perform the following services. Pursuant to FWC guidelines, if construction activities do not begin immediately upon completion of the relocation work, the Client will need to coordinate with a site-work contractor for the installation of exclusionary silt fencing around all gopher tortoise habitat areas to prevent re-population of the habitat. ESI will coordinate with Client's chosen contractor regarding the extent and location of required silt fencing and ensure that installation is sufficient to meet FWC requirements.

ESI will inspect the exclusion fences on a weekly basis until construction activities begin. ESI will make minor repairs to the silt fence, if feasible with existing materials and hand tools. If damaged areas to the fencing are noted that require additional materials or heavy equipment to repair, ESI will coordinate with the Client and site work contractor to ensure appropriate repairs are made to maintain compliance with FWC requirements.

*FWC requires that construction begins within 90 days of the completion of the 100 percent gopher tortoise survey. If construction does not begin within this timeframe, additional surveys would be required, and additional relocations may be necessary if gopher tortoises have repopulated any habitat areas.*

**This phase shall be invoiced on a per week basis at a rate of \$460.00 / week.**

**Schedule of Work:** CWI will commence the work immediately upon being given notice to proceed and will work to meet reasonable schedule requirements from the District.

**Compensation:** CWI proposes to perform the work for the **Phases** described above for the following fees:

**LUMP SUM PHASES**

Phase C6	Borrow Pit Design	\$ 12,000.00	Lump Sum
Phase G2	Geotechnical Exploration & Drawdown Anal.	\$ 9,315.00	Lump Sum
Phase ENV1	Gopher Tortoise Survey & FWC Permitting	\$ 4,025.00	Lump Sum
<b>Total</b>		<b>\$ 25,340.00</b>	<b>Est. Budget</b>



**PER DAY & PER WEEK PHASES**

<b>Phase ENV2 Gopher Tortoise Relocation</b>	<b>\$ 3,737.50 Per Day</b>
<b>Phase ENV3 Exclusion Fence Coordination &amp; Inspection</b>	<b>\$ 460.00 Per Week</b>


These amounts do not include courier services, express mailings, blueprinting, mileage, and other reimbursables. No additional budget is proposed beyond that already approved for these expenses. This budget does not include permitting fees. Estimated permit application fees can be provided upon request.

**Addition of Miscellaneous Services:** Written authorization must be obtained from the District to perform any work outside the scope of this contract.

The original Work Authorization CWI-01 and this increase scope proposal, together with the Engineering Agreement, represents the entire understanding between the District and CWI with regard to the referenced work authorization. If you wish to accept this work authorization, please sign both copies where indicated, and return one complete copy to our office. Upon receipt, we will promptly schedule our services.

Thank you for considering CWI. We look forward to helping you create a quality project.

Sincerely,



Andy Cummings, P.E.  
Vice President

APPROVED AND ACCEPTED

By: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Representative of  
Cypress Bluff Community Development District

## *NINTH ORDER OF BUSINESS*

*B.*

**Cypress Bluff Community Development District  
Series 2019 Acquisition and Construction Bonds**

**REQUISITION SUMMARY**

**Tuesday, June 25, 2019**

<b><u>Date of Requisition</u></b>	<b><u>Req #</u></b>	<b><u>Payee</u></b>	<b><u>Reference</u></b>	<b><u>INVOICE AMOUNT</u></b>
<b><u>2018 Acq Sold Parcels Account</u></b>				
6/25/2019	10	Basham & Lucas Design Group, Inc.	Professional services related to e-Town Amenity - Invoice 7838	\$3,100.00
			<b>2018 Acq Sold Parcels Account</b>	<b>\$3,100.00</b>
			<b>TOTAL REQUISITIONS TO BE APPROVED</b>	<b>\$ 3,100.00</b>

**FORM OF REQUISITION  
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT  
SPECIAL ASSESSMENT BONDS, SERIES 2019**

The undersigned, a Responsible Officer of the Cypress Bluff Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture between the Issuer and The Bank of New York Mellon Trust Company, N.A., as trustee (the "Trustee"), dated as of February 1, 2019, as supplemented by that certain First Supplemental Trust Indenture dated as of February 1, 2019 (collectively, the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (A) Requisition Number: **10**
- (B) Name of Payee: **Basham & Lucas Design Group, Inc.  
7645 Gate Parkway, Suite 201  
Jacksonville, FL 32256**
- (C) Amount Payable: **\$3,100.00**
- (D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Professional Services related to e-Town Amenity – Invoice 7838**
- (E) Amount, if any, that is to be used for a Deferred Cost:
- (F) Fund or Account from which disbursement to be made: **Series Acq 2019 Sold  
Parcels Account**

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the Issuer;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund;
3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered, or other appropriate documentation of costs paid, with respect to which disbursement is hereby requested are on file with the Issuer.

**CYPRESS BLUFF COMMUNITY  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Responsible Officer

**CONSULTING ENGINEER'S APPROVAL  
FOR NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement for other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

\_\_\_\_\_  
Consulting Engineer

Date: 6/25/2019





# Invoice

DATE	INVOICE #
6/12/2019	7838

7645 Gate Parkway Suite 201  
Jacksonville, FL 32256  
(904) 731-2323

[www.bashamlucas.com](http://www.bashamlucas.com)

## BILL TO

Cypress Bluff CDD  
Mikey White  
4310 Pablo Oaks Court  
Jacksonville, FL 32224

PROJECT	e-Town Amenity 19-02A			
CONTRACT SERVICES	CONTRACT	TO DATE	Total %	AMOUNT DUE
Part 1: Amenity Area Architectural Concept	6,200.00	3,100.00	100.00%	3,100.00
Part 2: Additional Architectural & Engineering Design (due to addition of rooftop function space)	18,400.00		0.00%	0.00
We appreciate your business, thank you.				
<b>TOTAL</b>				<b>\$3,100.00</b>

*C.*





## OFFICE OF THE SUPERVISOR OF ELECTIONS

MIKE HOGAN  
SUPERVISOR OF ELECTIONS  
OFFICE: (904) 630-7757  
CELL: (904) 219-8924

105 EAST MONROE STREET  
JACKSONVILLE, FLORIDA 32202  
FAX (904) 630-2920  
E-MAIL: MHOGAN@COJ.NET

May 29, 2019

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

Dear Courtney,

The information you requested on April 12, 2019 appears below:

**Cypress Bluff Community Development District                      0 Registered Voters**

If you have any questions or need additional assistance, please contact Robert Phillips at 904-630-8018 or [phillips@coj.net](mailto:phillips@coj.net).

Sincerely,

A handwritten signature in blue ink that reads "Lana".

Lana Self  
Director of Candidates and Records

## *TENTH ORDER OF BUSINESS*

*A.*

# Cypress Bluff

## Community Development District

Unaudited Financial Reporting  
May 31, 2019



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# Cypress Bluff

## Community Development District

### Combined Balance Sheet

May 31, 2019

	<u>Governmental Fund Types</u>			<b>Totals</b> <b>(Memorandum Only)</b> <b>2019</b>
	<u>General</u>	<u>Debt Service</u>	<u>Capital Projects</u>	
<b><u>Assets:</u></b>				
Cash	\$69,486	---	---	\$69,486
Due from Developer	\$50,770	---	---	\$50,770
Investments:				
Reserve	---	\$365,840	---	\$365,840
Revenue	---	\$11,642	---	\$11,642
Acquisition & Construction- Parcel E3A	---	---	\$920,333	\$920,333
Acquisition & Construction- Parcel E5	---	---	\$2,050,873	\$2,050,873
Acquisition & Construction- Parcel E7A	---	---	\$1,623,607	\$1,623,607
Acquisition & Construction- Sold Parcels	---	---	\$3,839,019	\$3,839,019
Cost of Issuance	---	---	\$3,971	\$3,971
Due From General Fund	---	\$86,718	---	\$86,718
Prepaid Expenses	---	---	---	\$0
<b>Total Assets</b>	<u>\$120,256</u>	<u>\$464,200</u>	<u>\$8,437,803</u>	<u>\$9,022,259</u>
<b><u>Liabilities:</u></b>				
Accounts Payable	\$16,312	---	---	\$16,312
Accrued Expenses	---	---	---	\$0
Accrued Interest Payable	---	---	---	\$0
Accrued Principal Payable	---	---	---	\$0
Due to Debt Service	\$86,718	---	---	\$86,718
Due to Other	---	\$80,000	---	\$80,000
FICA Payable	\$122	---	---	\$122
<b><u>Fund Balances:</u></b>				
Nonspendable	---	---	---	\$0
Restricted for Debt Service	---	\$384,200	---	\$384,200
Unassigned	\$17,104	---	\$8,437,803	\$8,454,907
<b>Total Liabilities and Fund Equity</b>	<u>\$120,256</u>	<u>\$464,200</u>	<u>\$8,437,803</u>	<u>\$9,022,259</u>

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

Description	ADOPTED BUDGET	PRORATED BUDGET THRU 5/31/19	ACTUAL THRU 5/31/19	VARIANCE
-------------	-------------------	------------------------------------	------------------------	----------

**Revenues:**

Developer Contrubutions	\$116,675	\$93,705	\$93,705	\$0
Miscellaneous Income	\$0	\$0	\$0	\$0

<b>Total Revenues</b>	<b>\$116,675</b>	<b>\$93,705</b>	<b>\$93,705</b>	<b>\$0</b>
-----------------------	------------------	-----------------	-----------------	------------

**Expenditures**

Administrative

Supervisor Fees	\$0	\$0	\$5,600	(\$5,600)
FICA Expense	\$0	\$0	\$474	(\$474)
Engineering	\$15,000	\$10,000	\$5,395	\$4,605
Arbitrage	\$600	\$400	\$0	\$400
Dissemination Agent	\$3,500	\$2,333	\$875	\$1,458
Attorney	\$20,000	\$13,333	\$13,485	(\$151)
Annual Audit	\$5,000	\$3,333	\$0	\$3,333
Trustee Fees	\$4,000	\$2,667	\$0	\$2,667
Management Fees	\$45,000	\$30,000	\$30,000	\$0
Construction Accounting	\$3,500	\$2,333	\$0	\$2,333
Information Technology	\$1,200	\$800	\$800	\$0
Telephone	\$300	\$200	\$0	\$200
Postage	\$1,500	\$1,000	\$0	\$1,000
Printing & Binding	\$1,000	\$667	\$1,629	(\$962)
Insurance	\$5,800	\$5,800	\$5,000	\$800
Legal Advertising	\$4,000	\$2,667	\$1,443	\$1,224
Other Current Charges	\$600	\$400	\$217	\$183
Office Supplies	\$1,000	\$667	\$0	\$667
Project Services	\$0	\$0	\$2,000	(\$2,000)
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Website design/compliance	\$4,500	\$3,000	\$0	\$3,000

<b>Total Expenditures</b>	<b>\$116,675</b>	<b>\$79,775</b>	<b>\$67,092</b>	<b>\$12,683</b>
---------------------------	------------------	-----------------	-----------------	-----------------

<b>Excess Revenues/Expenses</b>	<b>\$0</b>	<b>\$26,612</b>
---------------------------------	------------	-----------------

<b>Fund Balance - Beginning</b>	<b>\$0</b>	<b>(\$9,508)</b>
---------------------------------	------------	------------------

<b>Fund Balance - Ending</b>	<b>\$0</b>	<b>\$17,104</b>
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**Cypress Bluff**  
**Community Development District**  
Debt Service Fund  
Statement of Revenues & Expenditures  
For The Period Ending May 31, 2019

Description	PROPOSED BUDGET	PRORATED BUDGET THRU 5/31/19	ACTUAL THRU 5/31/19	VARIANCE
-------------	--------------------	------------------------------------	------------------------	----------

**Revenues**

Special Assessments- Direct	\$731,680	\$475,385	\$475,385	\$0
Assessments- Prepayments	\$0	\$0	\$0	\$0
Interest Income	\$2,000	\$1,333	\$1,664	\$330
<b>Total Revenues</b>	<b>\$733,680</b>	<b>\$476,718</b>	<b>\$477,048</b>	<b>\$330</b>

**Expenditures**

Series 2019

Interest-11/1	\$0	\$0	\$0	\$0
Principal-5/1	\$330,000	\$330,000	\$330,000	\$0
Interest-5/1	\$128,688	\$128,688	\$128,688	\$0
<b>Total Expenditures</b>	<b>\$458,688</b>	<b>\$458,688</b>	<b>\$458,688</b>	<b>\$0</b>

**OTHER SOURCES/(USES)**

Bond Proceeds	\$365,840	\$365,840	\$365,840	\$0
<b>TOTAL OTHER SOURCES AND USES</b>	<b>\$365,840</b>	<b>\$365,840</b>	<b>\$365,840</b>	<b>\$0</b>

<b>Excess Revenues (Expenditures)</b>	<b>\$640,832</b>	<b>\$384,200</b>
---------------------------------------	------------------	------------------

<b>Fund Balance - Beginning</b>	<b>\$0</b>	<b>\$0</b>
---------------------------------	------------	------------

<b>Fund Balance - Ending</b>	<b>\$640,832</b>	<b>\$384,200</b>
------------------------------	------------------	------------------



**Cypress Bluff**  
**Community Development District**  
**Capital Projects Fund**  
Statement of Revenues & Expenditures  
For The Period Ending May 31, 2019

Description	ADOPTED BUDGET	PRORATED BUDGET THRU 5/31/19	ACTUAL THRU 5/31/19	VARIANCE
<b>Revenues:</b>				
Interest	\$0	\$0	\$46,485	\$46,485
<b>Total Revenues</b>	<b>\$0</b>	<b>\$0</b>	<b>\$46,485</b>	<b>\$46,485</b>
<b>Expenditures</b>				
Capital Outlay	\$0	\$0	\$2,395,513	(\$2,395,513)
Cost of Issuance	\$0	\$0	\$181,030	(\$181,030)
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,576,542</b>	<b>(\$2,576,542)</b>
<b><u>OTHER SOURCES/(USES)</u></b>				
Bond Proceeds	\$0	\$0	\$11,199,160	(\$11,199,160)
Underwriters Discount	\$0	\$0	(\$231,300)	\$231,300
<b>TOTAL OTHER SOURCES AND USES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,967,860</b>	<b>(\$10,967,860)</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$0</b>		<b>\$8,437,803</b>	
<b>Fund Balance - Beginning</b>	<b>\$0</b>		<b>\$0</b>	
<b>Fund Balance - Ending</b>	<b>\$0</b>		<b>\$8,437,803</b>	

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

**Revenues:**

	October	November	December	January	February	March	April	May	June	July	August	September	Total
Developer Contributions	\$35,842	\$0	\$23,444	\$0	\$13,208	\$7,999	\$5,952	\$7,259	\$0	\$0	\$0	\$0	\$93,705
Miscellaneous Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$35,842</b>	<b>\$0</b>	<b>\$23,444</b>	<b>\$0</b>	<b>\$13,208</b>	<b>\$7,999</b>	<b>\$5,952</b>	<b>\$7,259</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$93,705</b>

**Expenditures:**

**Administrative**

Supervisor Fees	\$800	\$0	\$0	\$1,000	\$1,800	\$0	\$1,000	\$1,000	\$0	\$0	\$0	\$0	\$5,600
FICA Expense	\$61	\$0	\$0	\$61	\$230	\$0	\$61	\$61	\$0	\$0	\$0	\$0	\$474
Engineering	\$789	\$411	\$3,224	\$0	\$0	\$0	\$0	\$972	\$0	\$0	\$0	\$0	\$5,395
Arbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dissemination Agent	\$0	\$0	\$0	\$0	\$0	\$292	\$292	\$292	\$0	\$0	\$0	\$0	\$875
Attorney	\$3,801	\$388	\$602	\$1,814	\$3,811	\$1,491	\$1,578	\$0	\$0	\$0	\$0	\$0	\$13,485
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Trustee Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Management Fees	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$0	\$0	\$0	\$0	\$30,000
Construction Accounting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Information Technology	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$0	\$0	\$0	\$0	\$800
Telephone	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Printing & Binding	\$527	\$250	\$0	\$57	\$266	\$352	\$47	\$130	\$0	\$0	\$0	\$0	\$1,629
Insurance	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Legal Advertising	\$722	\$0	\$173	\$85	\$88	\$95	\$186	\$95	\$0	\$0	\$0	\$0	\$1,443
Other Current Charges	\$21	\$50	\$21	\$22	\$23	\$24	\$27	\$28	\$0	\$0	\$0	\$0	\$217
Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Project Services	\$0	\$0	\$1,000	\$0	\$0	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000
Dues, Licenses & Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Website design/compliance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$15,746</b>	<b>\$4,949</b>	<b>\$8,870</b>	<b>\$6,889</b>	<b>\$10,068</b>	<b>\$7,102</b>	<b>\$7,041</b>	<b>\$6,428</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$67,092</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$20,096</b>	<b>(\$4,949)</b>	<b>\$14,574</b>	<b>(\$6,889)</b>	<b>\$3,141</b>	<b>\$897</b>	<b>(\$1,089)</b>	<b>\$831</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$26,612</b>

**Cypress Bluff**  
**Community Development District**  
**Long Term Debt Report**

<b>Series 2019 Special Assessments Revenue Bonds</b>	
Interest Rate:	3.75-5.1%
Maturity Date:	5/1/2048
Reserve Fund Definition:	50% Max Annual Debt
Reserve Fund Requirement:	\$365,840.00
Reserve Fund Balance:	\$365,840.00
Bonds outstanding - 9/30/2018	\$11,565,000
Mandatory Principal- 5/1/2019	(\$330,000)
Current Bonds Outstanding	\$11,235,000

*B.*

# Cypress Bluff

## Community Development District

### Check Run Summary May 31, 2019

Fund	Date	Check No.	Amount
Payroll			\$ -
Subtotal			<u>\$ -</u>
General Fund			
	5/29/2019	45-47	\$ 280.94
Subtotal			<u>\$ 280.94</u>
Total			<b>\$ 280.94</b>

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
5/29/19	00002	4/05/19 19-03100	201904 310-51300-48000	NOTICE AC & MEETING 4/19	*	94.75	
				JACKSONVILLE DAILY RECORD			94.75 000045
5/29/19	00002	4/29/19 19-03781	201904 310-51300-48000	RFP AUDIT SERVICES	*	91.44	
				JACKSONVILLE DAILY RECORD			91.44 000046
5/29/19	00002	5/17/19 19-04414	201905 310-51300-48000	AC & MEETING NOTICE 5/28	*	94.75	
				JACKSONVILLE DAILY RECORD			94.75 000047
TOTAL FOR BANK A						280.94	
TOTAL FOR REGISTER						280.94	

CYBL -CYPRESS BLUF' HSMITH

# 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

April 5, 2019

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 #	19-03100D	PO/File #		\$94.75
				Amount Due
Notice of Audit Committee Meeting and Regular Meeting of the Board of Supervisors				
				Amount Paid
Cypress Bluff Community Development District				\$94.75
				Payment Due
Case Number				
Publication Dates	4/5			

*Payment is due before the  
Proof of Publication is released.  
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may remit payment at  
[jaxdailyrecord.com/send-payment](http://jaxdailyrecord.com/send-payment).*

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TERMS: Net 30 days. Past due amounts will be charged a finance charge of 1.5% per month.

**Preliminary Proof Of Legal Notice**  
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*Please read copy of this advertisement and advise us of any  
necessary corrections before further publications.*

**NOTICE OF AUDIT  
COMMITTEE MEETING AND  
REGULAR 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 regular meeting on Wednesday, April 17, 2019 at 3:00 p.m. at the Duval County Southeast Regional Library, 10599 Deerwood Park Boulevard, Jacksonville, Florida 32256. Immediately prior to the regular meeting will be an audit committee meeting for the purpose of determining auditor selection evaluation criteria. Copies of the agendas 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 meetings are open to the public and will be conducted in accordance with the provisions of Florida law. The meetings may be continued to a date, time, and place to be specified on the record at meetings. There may be occasions when Board Supervisors or District Staff will 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.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meetings 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

Apr. 5 00 (19-03100D)



# 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

April 29, 2019

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 #	19-03781D	PO/File #		\$91.44
Request for Proposals for Annual Audit Services				Amount Due
				Amount Paid
Cypress Bluff Community Development District				\$91.44
				Payment Due
Case Number				
Publication Dates	4/29			

*Payment is due before the  
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**CYPRESS BLUFF  
COMMUNITY  
DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS  
FOR ANNUAL  
AUDIT SERVICES**

The Cypress Bluff Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2019, with an option for two additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Duval County and has a general fund and debt service fund.

The Auditing entity submitting a proposal must be duly licensed under Chapter 473, Florida Statutes and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must submit one (1) original and one electronic copy of their proposal to GMS, LLC, District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, telephone (904) 940-5850, in an envelope marked on the outside "Auditing Services - Cypress Bluff Community Development District." Proposals must be received by Monday, May 20, 2019 at 2:00 p.m., at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager.

Cypress Bluff Community  
Development District  
James Perry, District Manager  
Apr. 29 00 (19-03781D)

# 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

May 17, 2019

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 #	19-04414D	PO/File #		\$94.75
Notice of Audit Committee Meeting and Regular Meeting of the Board of Supervisors				Amount Due
				Amount Paid
Cypress Bluff Community Development District				\$94.75
				Payment Due
Case Number				
Publication Dates	5/17			

*Payment is due before the  
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**NOTICE OF AUDIT  
COMMITTEE MEETING AND  
REGULAR 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 regular meeting on Tuesday, May 28, 2019 at 1:30 p.m. at the Duval County Southeast Regional Library, 10599 Deerwood Park Boulevard, Jacksonville, Florida 32256. Immediately prior to the regular meeting will be an audit committee meeting for the purpose of reviewing and ranking proposals for audit services. Copies of the agendas may be obtained from Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, Ph: (904) 940-6860 ("District Manager's Office").

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

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meetings 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

May 17 00(19-04114D)

*C.*

# Cypress Bluff

## Community Development District

Funding Request #6  
June 18, 2019

Vendor	Amount
<b>1 Dominion Engineering Groups, Inc</b> DEG Project Number 2106.004 Invoice #2019-3384 6/1/19	\$ 720.00
<b>2 England, Thims &amp; Miller, Inc</b> May Professional Services Invoice #190816 6/7/19	\$ 252.42
<b>3 Governmental Management Services LLC</b> June Management Invoice #15 6/1/19	\$ 4,620.95
<b>4 Hopping Green</b> April General Counsel Invoice #107766 5/31/19	\$ 1,577.65
<b>5 Jacksonville Daily Record</b> Notice of Meeting 6/25/19 Invoice# 19-05251D 6/18/19	\$ 88.13
<b>Total</b>	<b>\$7,259.15</b>

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

\*\*\*\*\* INVOICE \*\*\*\*\*



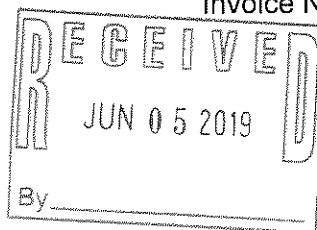
**Dominion Engineering Group, Inc.**  
**4348 Southpoint Blvd., Suite 201**  
**Jacksonville, Florida 32216**  
**(904) 854-4500**

Date: June 1, 2019

Invoice Number 2019-3384

Net 15 days

Mr. James Perry  
 District Manager's Office  
 Governmental Management Services, LLC  
 474 West Town Place, Suite 114  
 St. Augustine, Florida 32084



**Reference: Three Rivers CDD, Nassau County, Florida**  
**DEG Project Number 2106.004**

**Task 1 CDD Interim District Engineer**

**(hourly)**

Employee Level	Billing Amount (hourly)	Total Hours this period	Total Due
CADD Operator	\$75	0	\$0.00
CADD Designer	\$100	0	\$0.00
Engineer	\$125	0	\$0.00
Principal	\$180	4	\$720.00
<b>TOTAL</b>		<b>4</b>	<b>\$720.00</b>

**Amount Due \$720.00**

1. Attended CDD meetings

PM REVIEW: initials (\_\_\_\_)

Select Contract Term Regarding Invoicing:

1. Per our Contract, terms are net fifteen (15) days. Past due balances shall be subject to interest at the rate of 1.5 percent per month.
2. All DEG invoices for services under this contract will be considered correct as rendered to the Client unless questioned by the Client, in writing, within 15 days of the date of the invoice.



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

June 7, 2019  
Project No: 13102.26002  
Invoice No: 0190816

Project 13102.26002 Cypress Bluff CDD-District Engineer (WA#3)  
Services this month include:

1. Coordination with GMS and MBS.
2. Collection of all contracts, invoices, proof of payment, etc.
3. Accounting of CDD reimbursable expenses
4. Preparing requisitions
5. Coordination with Pulte for neighborhood infrastructure

**Professional Services rendered through May 31, 2019**

**Professional Personnel**

		Hours	Rate	Amount
Senior Engineer				
Weeber, Bradley	5/4/2019	1.00	194.00	194.00
Administrative Support				
Blair, Shelley	5/25/2019	.50	81.00	40.50
Totals		1.50		234.50
<b>Total Labor</b>				<b>234.50</b>

**Expenses**

Delivery / Messenger Svc		15.58
<b>Total Expenses</b>	<b>1.15 times</b>	<b>15.58 17.92</b>

**Invoice Total this Period \$252.42**

**Outstanding Invoices**

Number	Date	Balance
0189658	1/31/2019	1,455.00
0189930	3/7/2019	7,461.00
0190237	3/31/2019	1,552.00
0190470	5/8/2019	1,245.00
<b>Total</b>		<b>11,713.00</b>

**Total Now Due \$11,965.42**

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

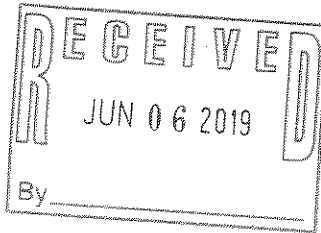
ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
14775 Old St. Augustine Road • Jacksonville, Florida 32258 • Tel 904 642-8690 • Fax 904 646-9465  
CA-00002284 LC-0000316



1001 Bradford Way  
Kingston, TN 37763

Invoice #: 15  
Invoice Date: 6/1/19  
Due Date: 6/1/19  
Case:  
P.O. Number:

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

[illegible]

# Hopping Green & Sams

Attorneys and Counselors

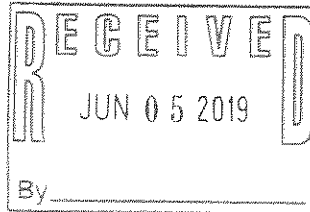
119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

===== STATEMENT =====

May 31, 2019

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

Bill Number 107766  
Billed through 04/30/2019



**General Counsel**

**CBCDD 00001 KSB**

**FOR PROFESSIONAL SERVICES RENDERED**

04/17/19	KSB	Prepare for, travel to and from, and attend board meeting.	4.00 hrs
04/30/19	CGS	Monitor proposed legislation which may impact district.	1.00 hrs
Total fees for this matter			\$1,475.00

**DISBURSEMENTS**

Travel	94.30
Travel - Meals	5.34
United Parcel Service	3.00
Total disbursements for this matter	\$102.64

**MATTER SUMMARY**

Stuart, Cheryl G.	1.00 hrs	375 /hr	\$375.00
Buchanan, Katie S.	4.00 hrs	275 /hr	\$1,100.00

TOTAL FEES	\$1,475.00
TOTAL DISBURSEMENTS	\$102.64

**TOTAL CHARGES FOR THIS MATTER** **\$1,577.64**

**BILLING SUMMARY**

Stuart, Cheryl G.	1.00 hrs	375 /hr	\$375.00
Buchanan, Katie S.	4.00 hrs	275 /hr	\$1,100.00

TOTAL FEES	\$1,475.00
TOTAL DISBURSEMENTS	\$102.64

**TOTAL CHARGES FOR THIS BILL** **\$1,577.64**

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

# Jacksonville Daily Record

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

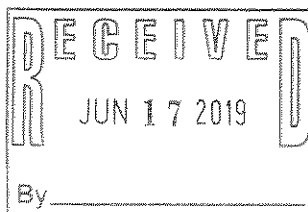
10 N. Newnan Street  
P.O. Box 1769  
Jacksonville, FL 32201  
(904) 356-2466

## INVOICE

June 18, 2019

Date

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



Payment Due Upon Receipt

Serial # 19-05251D	PO/File #	\$88.13
Notice of Meeting		Amount Due
		Amount Paid
Cypress Bluff Community Development District		\$88.13
		Payment Due
Case Number		
Publication Dates 6/18		

*Payment is due before the  
Proof of Publication is released.*

*For your convenience, you  
may remit payment at  
[jaxdailyrecord.com/send-payment](http://jaxdailyrecord.com/send-payment).*

**Your notice can be found on the world wide web at [www.jaxdailyrecord.com](http://www.jaxdailyrecord.com)**

**TERMS: Net 30 days. Past due amounts will be charged a finance charge of 1.5% per month.**

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, June 25, 2019 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

June 18

00(19-05251D)