

*Cypress Bluff  
Community Development District*

*August 27, 2019*

# *Cypress Bluff*

## *Community Development District*

---

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

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

August 21, 2019

Board of Supervisors  
Cypress Bluff  
Community Development District

Dear Board Members:

The Cypress Bluff Community Development District Meeting is scheduled for **Tuesday, August 27, 2019 at 1:30 p.m. at the Duval County Southeast Regional Library, 10599 Deerwood Park Boulevard, Jacksonville, Florida**. Following is the advance agenda for the meeting:

- I. Call to Order
- II. Public Comment
- III. Approval of the Minutes of the July 23, 2019 Meeting
- IV. Ratification of Request for Qualifications for Construction Manager at Risk Services
- V. Consideration of Proposals for Construction Manager at Risk Services
- VI. Public Hearing to Adopt the Budget for Fiscal Year 2020
  - A. Consideration of Resolution 2019-09, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2020
  - B. Consideration of Resolution 2019-10, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2020
- VII. Staff Reports
  - A. District Counsel
  - B. District Engineer – Consideration of Requisition Nos. 13-16
  - C. District Manager – Discussion of the Fiscal Year 2020 Meeting Schedule
- VIII. Financials Reports
  - A. Balance Sheet and Income Statement
  - B. Check Register
- IX. Supervisor's Requests and Audience Comments
- X. Next Scheduled Meeting – September 24, 2019 at 1:30 p.m. at the Duval County Southeast Regional Library
- XI. Adjournment

Enclosed under the third order of business for your review and approval is a copy of the minutes of the July 23, 2019 Board of Supervisors meeting.

The fourth order of business is ratification of request for qualifications for construction manager at risk services. Enclosed is a copy of the notice published for such services.

The fifth order of business consideration of proposals for construction manager at risk services. Copies of the proposals will be provided under separate cover once available.

The sixth order of business is the public hearing to adopt the budget for Fiscal Year 2020. Enclosed for your review and approval are copies of the budget, resolution 2019-09 and resolution 2019-10.

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  
August 27, 2019  
1:30 p.m.

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

- I. Call to Order
- II. Public Comment
- III. Approval of the Minutes of the July 23, 2019 Meeting
- IV. Ratification of Request for Qualifications for Construction Manager at Risk Services
- V. Consideration of Proposals for Construction Manager at Risk Services
- VI. Public Hearing to Adopt the Budget for Fiscal Year 2020
  - A. Consideration of Resolution 2019-09, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2020
  - B. Consideration of Resolution 2019-10, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2020
- VII. Staff Reports
  - A. District Counsel
  - B. District Engineer – Consideration of Requisition Nos. 13-16
  - C. District Manager – Discussion of the Fiscal Year 2020 Meeting Schedule
- VIII. Financials Reports
  - A. Balance Sheet and Income Statement
  - B. Check Register
- IX. Supervisor’s Requests and Audience Comments
- X. Next Scheduled Meeting – September 24, 2019 at 1:30 p.m. at the Duval County Southeast Regional Library

## XI. Adjournment

# *MINUTES*

MINUTES OF MEETING  
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors meeting of the Cypress Bluff Community Development District was held Tuesday, July 23, 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
Chris Price	Supervisor

Also present were:

Jim Perry	District Manager
Katie Buchanan	District Counsel
Brad Weeber	District Engineer
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**

**Approval of the Minutes of the June 25, 2019 Meeting**

There were no comments on the minutes

On MOTION by Mr. Holmes seconded by Mr. Hewins with all in favor the minutes of the June 25, 2019 Board of Supervisors meeting were approved.
---

**FOURTH ORDER OF BUSINESS**

**Acceptance of the Engagement Letter with  
Grau & Associates for FY19 Audit Services**

Mr. Perry stated a 2018 audit was not required because the expenditures were lower than what is required by the state so if you'll recall we went out for proposals recently and this engagement letter is consistent with the fees Grau provided in their proposal.

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor the engagement letter with Grau & Associates for FY19 audit services was accepted.

**FIFTH ORDER OF BUSINESS**

**Discussion of the Fiscal Year 2020 Budget**

Mr. Perry stated this is just a placeholder. Our public hearing to adopt the budget is going to be on August 27<sup>th</sup>. We will make some minor changes but I don't see any material changes. We will adjust the audit fees to what was bid and probably put the differential to that into the engineering line so that it balances out and keeps the assessment levels at what we had targeted and discussed previously.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Ms. Buchanan stated tonight the council for the City of Jacksonville will be hearing our request for special powers and at that point hopefully we will be in a good position to go ahead and get started with the amenity center. We have not filed a boundary amendment yet but we anticipate doing that by the end of this week.

**B. District Engineer – Requisition Summary**

Mr. Weeber stated we have one requisition from Hopping, Green & Sams in the amount of \$2,861.73.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor requisition number 12 was approved.

**C. District Manager**

There being none, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet and Income Statement**

**B. Check Register**

Mr. Perry stated the check register totals \$938.80.

On MOTION by Mr. Holmes seconded by Mr. Hewins with all in favor the check register was approved.

**EIGHTH ORDER OF BUSINESS**

**Supervisors' Requests and Audience Comments**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Next Scheduled Meeting – August 27, 2019 at 1:30 p.m. at the Duval County Southeast Regional Library**

Mr. Perry stated the next scheduled meeting is August 27, 2019 at 1:30 p.m. at this location.

**TENTH ORDER OF BUSINESS**

**Adjournment**

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

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

\_\_\_\_\_  
Chairman/Vice Chairman

*FOURTH ORDER OF BUSINESS*

**CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION MANAGER AT RISK  
SERVICES FOR AMENITY CENTER  
Duval County, Florida**

The Cypress Bluff Community Development District (“**District**”) is soliciting qualification documents detailing qualifications to provide Construction Manager At Risk Services for the construction of an Amenity Center (“**Project**”). The selected Construction Management firm (“**CM**”) will provide preconstruction services and function as a General Contractor responsible for competitively bidding trade contracts, all scheduling and coordination of the Project, and the successful, timely, and economical completion of the Project, as more particularly described in the Request for Qualifications Package (“**RFQ**”). To be eligible to submit qualification documents (“**Response**”), and in addition to any other requirements set forth in the RFQ, an interested firm must: (i) hold all required local, state and federal licenses in good standing; (ii) be authorized to do business in Duval County and the State of Florida; and (iii) have previously worked on at least one amenity center facility worth at least Three Million Dollars (\$3,000,000.00).

The RFQ may be downloaded from the District Engineer’s website at <https://etminc.exavault.com/share/view/1l1lt-ah8gc2jk>. Respondents must provide contact information in order to download the RFQ, and, in that way, will be added to the District’s distribution list for the RFQ and any subsequent addenda thereto. The District reserves the right in its sole discretion to make changes to the RFQ up until the time of the opening, and to provide notice of such changes only to those Respondents who have downloaded an RFQ.

Each firm desiring to submit a response to the RFQ must submit an electronic copy of the firm’s response on a flash drive, and in a PDF format, along with one original and eight (8) copies of the firm’s response, no later than **2:00 p.m., August, 21st, 2019** to the District Engineer c/o England-Thims & Miller, Inc., 14775 St. Augustine Road, Jacksonville, Florida 32258, ATTN: Bradley Weeber, P.E. (“**District Engineer’s Office**”). The District Engineer will conduct a special public meeting at **2:30p.m. on August 21, 2019** at the District Engineer’s Office to open the responses and read the names of the Respondents, which names will be posted to the District’s website shortly thereafter. No official action will be taken at the meeting. The meeting is open to the public and will be conducted in accordance with the provisions of Florida law including but not limited to Chapter 190, *Florida Statutes*. A copy of the agenda for the meeting may be obtained from the District Engineer. The meeting may be continued in progress without additional notice to a time, date, and location stated on the record. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Engineer at least forty-eight (48) hours before the meeting by contacting the District Engineer. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Engineer.

Responses will be evaluated in accordance with the criteria included in the RFQ. The District reserves the right to reject any and all responses, make modifications to the work, award the contract in whole or in part with or without cause, provide for the delivery of the Project in



phases, and waive minor or technical irregularities in any proposal, as it deems appropriate, if it determines in its discretion that it is in the District's best interests to do so.

Any protest of the RFQ must be filed with the District Engineer's Office within 72 hours of download of the RFQ, together with a protest bond in a form acceptable to the District and in the amount of Fifty Thousand Dollars (\$50,000.00). In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses and attorney's fees associated with hearing and defending the protest. Failure to timely file a protest will result in a waiver of proceedings under Chapter 190, *Florida Statutes*, and other law. Additional requirements for filing a protest can be found in the District's *Rules of Procedure*, which are available upon request.

The successful respondent will be required upon the successful negotiation of a contract to furnish a payment and performance bond for one hundred percent (100%) of the value of the contract (as described in the RFQ), with a surety acceptable to the District, in accordance with Section 255.05, *Florida Statutes*.

Any and all questions relative to this RFQ or the Project shall be directed in writing by e-mail only to Bradley Weeber, P.E. [weeberb@etminc.com](mailto:weeberb@etminc.com), with e-mail copies to Mikey White at [mwhite@parcgroup.net](mailto:mwhite@parcgroup.net), and Katie Buchanan at [katieb@hgslaw.com](mailto:katieb@hgslaw.com). No phone inquiries please.

Cypress Bluff Community Development District  
Bradley Weeber, P.E., District Engineer

*FIFTH ORDER OF BUSINESS*

**CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR QUALIFICATIONS  
CONSTRUCTION MANAGER AT RISK SERVICES  
FOR AMENITY CENTER**

**EVALUATION CRITERIA**

<b><u>EVALUATION CATEGORIES</u></b>	<b><u>POINTS POSSIBLE</u></b>
Related Experience	25
Pre-Construction Services Staff	25
Construction Services Staff	25
Volume of Previous North Florida Work	5
Location of Offices	5
Willingness to Meet Time and Budget Requirements	5
Recent, Current and Projected Workloads	5
Certified Minority Business Enterprise	<u>5</u>
<b>GRAND TOTAL OF POINTS</b>	<b>100 POINTS</b>

*SIXTH ORDER OF BUSINESS*

***Cypress Bluff***  
Community Development District

**Approved Budget FY2020**



# **Cypress Bluff**

## **Community Development District**

### **TABLE OF CONTENTS**

#### **General Fund**

Summary of Revenues and Expenses	Page 1-2
Narrative	Page 3-6

#### **Series 2019 Debt Service Fund**

Summary of Revenues and Expenses	Page 7
Amortization Schedule	Page 8-9

**Cypress Bluff**  
**Community Development District**  
 General Fund  
 Approved Operating Budget

Description	Adopted Budget FY2019	Actuals as of 6/30/19	Projected Next 3 Months	Total Projected 9/30/19	Approved Budget FY2020
<b>Revenues</b>					
Developer Contributions/Assessment	\$ 116,675	\$ 116,675	\$ -	\$ 116,675	\$ 782,618
<b>Total Revenues</b>	<b>\$ 116,675</b>	<b>\$ 116,675</b>	<b>\$ -</b>	<b>\$ 116,675</b>	<b>\$ 782,618</b>
<b>Expenditures</b>					
<u>Administrative</u>					
Supervisor Fees	\$ -	\$ 6,600	\$ 2,600	\$ 9,200	\$ 12,000
FICA Expense	\$ -	\$ 536	\$ 184	\$ 719	\$ 918
Engineering	\$ 15,000	\$ 3,530	\$ 500	\$ 4,030	\$ 3,000
Arbitrage	\$ 600	\$ -	\$ -	\$ -	\$ 800
Dissemination Agent	\$ 3,500	\$ 1,167	\$ 876	\$ 2,043	\$ 4,000
Attorney	\$ 20,000	\$ 13,485	\$ 7,500	\$ 20,985	\$ 30,000
Annual Audit	\$ 5,000	\$ -	\$ -	\$ -	\$ 8,000
Assessment Roll	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Trustee Fees	\$ 4,000	\$ -	\$ 1,500	\$ 1,500	\$ 15,000
Management Fees	\$ 45,000	\$ 33,750	\$ 11,250	\$ 45,000	\$ 45,000
Construction Accounting	\$ 3,500	\$ -	\$ -	\$ -	\$ -
Information Technology	\$ 1,200	\$ 900	\$ 300	\$ 1,200	\$ 2,000
Telephone	\$ 300	\$ 13	\$ 50	\$ 63	\$ 5,000
Postage	\$ 1,500	\$ 98	\$ 50	\$ 148	\$ 500
Printing & Binding	\$ 1,000	\$ 1,979	\$ 450	\$ 2,429	\$ 6,000
Insurance	\$ 5,800	\$ 5,000	\$ -	\$ 5,000	\$ 5,000
Legal Advertising	\$ 4,000	\$ 1,531	\$ 255	\$ 1,786	\$ 5,000
Other Current Charges	\$ 600	\$ 307	\$ 75	\$ 382	\$ 5,250
Office Supplies	\$ 1,000	\$ 18	\$ 10	\$ 28	\$ 600
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ -	\$ 175	\$ 325
Website design/compliance	\$ 4,500	\$ -	\$ -	\$ -	\$ 1,000
<b>Total Administrative</b>	<b>\$ 116,675</b>	<b>\$ 69,087</b>	<b>\$ 25,600</b>	<b>\$ 94,687</b>	<b>\$ 154,393</b>
<u>Grounds Maintenance</u>					
Project Services	\$ -	\$ 2,000	\$ 2,000	\$ 4,000	\$ -
Pond Maintenance (Water Quality)	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Landscape Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 315,000
Landscape Contingency	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Pump Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 3,550
Reclaimed Water	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Irrigation Repairs	\$ -	\$ -	\$ -	\$ -	\$ 4,000
Landscape Reserves	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Other Repairs and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 6,000
<b>Total Grounds Maintenance</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 4,000</b>	<b>\$ 393,550</b>

**Cypress Bluff**  
**Community Development District**  
 General Fund  
 Approved Operating Budget

Description	Adopted Budget FY2019	Actuals as of 6/30/19	Projected Next 3 Months	Total Projected 9/30/19	Approved Budget FY2020
<u>Amenity</u>					
Insurance	\$ -	\$ -	\$ -	\$ -	\$ 12,500
Field Service Operations	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Lifestyle Operations	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Pool Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Pool Chemicals	\$ -	\$ -	\$ -	\$ -	\$ 12,000
Interim Facility Staffing	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Janitorial Services	\$ -	\$ -	\$ -	\$ -	\$ 28,000
Reffuse	\$ -	\$ -	\$ -	\$ -	\$ 4,200
Security and Gate Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 4,500
Facility Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 8,000
Elevator Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 6,000
Cable and Utilities	\$ -	\$ -	\$ -	\$ -	\$ 5,500
Licenses and Permits	\$ -	\$ -	\$ -	\$ -	\$ 1,475
Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Special Events	\$ -	\$ -	\$ -	\$ -	\$ 3,000
Holiday Decorations	\$ -	\$ -	\$ -	\$ -	\$ 1,500
Fitness Center R&M	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Reserve for Amenities	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Other Current Charges	\$ -	\$ -	\$ -	\$ -	\$ 3,000
<b>Total Amenity</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 234,675</u>
<b>Total Expenditures</b>	<u>\$ 116,675</u>	<u>\$ 71,087</u>	<u>\$ 27,600</u>	<u>\$ 98,687</u>	<u>\$ 782,618</u>
<b>Excess Revenues (Expenditures)</b>	<u>\$ -</u>	<u>\$ 45,588</u>	<u>\$ (27,600)</u>	<u>\$ 17,988</u>	<u>\$ -</u>



# Cypress Bluff

## Community Development District

### General Fund Budget

**REVENUES:**

**Developer Contributions/Assessments**

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

---

**EXPENDITURES:**

**Administrative:**

**Supervisor Fees & FICA Expense**

Supervisors by Florida statutes are eligible for compensation if elected at \$200/meeting. The costs are reflective of anticipated compensation plus FICA matching.

**Engineering Fees**

The District's engineer, England-Thims & Miller, Inc 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 the District's Series 2019 Special Assessment Revenue Bonds.

**Dissemination**

The District has contracted with GMS, LLC to act as the Dissemination Agent for the District to prepare the Annual Disclosure Report required by the Security and Exchange Commission in order 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 & 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.

**Assessment Roll**

The District has contracted with Governmental Management Services, LLC for the certification and collection of the District's annual maintenance and debt service assessments. Assessments on platted lots are collected by agreement with Duval County while unplatted assessments maybe collected directly by District and/or by County Tax Collector.

**Trustee Fees**

The Trustee at The Bank of New York Mellon administers the District's Series 2019 Special Assessment Revenue Bonds. The amount represents the annual 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 ("GMS"). These services are further outlined in Exhibit "A" of the Management Agreement with GMS.

# Cypress Bluff

## Community Development District

### General Fund Budget

#### **Information Technology**

The cost related to District's accounting and information systems, District website creation and maintenance, electronic compliance with Florida Statutes and other electronic data requirements maintained by GMS.

#### **Telephone**

Telephone conference costs for District meetings, workshops and committee meetings.

#### **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 specializes in providing insurance coverage to governmental agencies.

#### **Legal Advertising**

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

#### **Other Current Charges**

Estimated bank charges and any other miscellaneous expenses that incurred during the year.

#### **Office Supplies**

Miscellaneous office supplies.

#### **Dues, Licenses & Subscriptions**

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

#### **Website Compliance**

Website information required under Florida Law to be posted for all Special Districts.

---

#### **Grounds Maintenance:**

##### **Pond Maintenance (Water Quality)**

Estimated costs to maintain ponds in the District.

##### **Landscape Maintenance**

Estimated costs related to maintain the common areas of the District.

##### **Landscape Contingency**

Estimated costs for other landscape maintenance incurred by the district.

##### **Pump Maintenance**

Estimated costs related to maintain the irrigation pumps in the District.

# Cypress Bluff

## Community Development District

### General Fund Budget

#### **Reclaimed Water**

Estimated costs for irrigation by the district for reuse water billed by JEA .

#### **Irrigation Repairs**

Estimated miscellaneous irrigation maintenance and repair costs.

#### **Landscape Reserves**

For additional landscape services and possible storm cleanup.

#### **Other Repairs and Maintenance**

Estimated costs for other repairs and maintenance incurred by the district.

#### **Amenity:**

##### **Insurance**

Estimated Property Insurance policy from Florida Insurance Alliance.

##### **Field Services Operations**

Estimated costs to provide field operations management to oversee all day-to-day operation of all the Districts assets, common grounds, and service providers

##### **Lifestyle Operations**

Estimated costs to provide general amenity management

##### **Pool Maintenance**

Estimated costs to maintain the Amenity swimming pools

##### **Pool Chemicals**

Cost related to pool chemicals for the maintenance of the Amenity Center Swimming Pools.

##### **Interim Facility Staffing**

Estimated costs to provide community facility staff for the amenity center to greet patrons, providing facility tours, issuance of access cards and policy enforcement.

##### **Janitorial Services**

Estimated costs for janitorial services for the District

##### **Refuse**

Estimated costs for garbage disposal services for the District.

##### **Security and Gate Maintenance**

Estimated maintenance costs of the security cameras and gate.

##### **Facility Maintenance**

Estimated costs to provide maintenance and repairs necessary for upkeep of the Amenity Center and common grounds area.

##### **Elevator Maintenance**

Estimated costs to provide maintenance and repairs necessary for upkeep of the Amenity Center elevator

# **Cypress Bluff**

## **Community Development District**

### **General Fund Budget**

#### **Electric**

Estimated costs for electric billed to the District by FPL.

#### **Water/Sewer/Irrigation**

Estimated costs for sewer, water, and irrigation billed to the District by JEA.

#### **Cable**

Estimated costs for cable and internet in the Amenity Center

#### **License and Permits**

Represents license fees for the amenity center and permit fees paid to the Florida Department of Health in St. Johns County for the swimming pools.

#### **Repair and Replacements**

Any costs related to miscellaneous repairs and maintenance that occur during the fiscal year.

#### **Special Events**

Represents estimated costs for the District to host special events for the community through the Fiscal Year.

#### **Holiday Decorations**

Represents estimated costs for the District to decorate the Amenity center for the holidays.

#### **Fitness Center R&M**

Estimated costs to provide maintenance and repairs necessary for upkeep of the Amenity Fitness Center

#### **Reserve for Amenities**

Establishment of general reserve to fund future replacement.

#### **Other Current Charges**

Represents miscellaneous costs incurred by the District.

**Cypress Bluff**  
**Community Development District**  
Debt Service- Series 2019  
Approved Budget

Description	Proposed Budget FY2019	Actuals as of 6/30/19	Projected Next 3 Months	Total Projected 9/30/19	Approved Budget FY2020
<b>Revenues</b>					
Special Assessments	\$ 731,680	\$ 460,841	\$ 270,839	\$ 731,680	\$ 731,680
Interest Income	\$ -	\$ 2,364	\$ 750	\$ 3,114	\$ -
Bond Proceeds	\$ -	\$ 365,840	\$ -	\$ 365,840	\$ -
Carry Forward Surplus	\$ -	\$ -	\$ -	\$ -	\$ 274,991
<b>Total Revenues</b>	<b>\$ 731,680</b>	<b>\$ 829,046</b>	<b>\$ 271,589</b>	<b>\$ 1,100,634</b>	<b>\$ 1,006,671</b>
<b>Expenditures</b>					
<i>Series 2019</i>					
Interest Expense 11/1	\$ -	\$ -	\$ -	\$ -	\$ 269,573
Principal Expense 5/1	\$ 330,000	\$ 330,000	\$ -	\$ 330,000	\$ 195,000
Interest Expense 5/1	\$ 128,688	\$ 128,688	\$ -	\$ 128,688	\$ 269,573
<b>Total Expenditures</b>	<b>\$ 458,688</b>	<b>\$ 458,688</b>	<b>\$ -</b>	<b>\$ 458,688</b>	<b>\$ 734,146</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$ 272,992</b>	<b>\$ 370,357</b>	<b>\$ 271,589</b>	<b>\$ 641,946</b>	<b>\$ 272,525</b>

*11/1/20 Interest Payment*    \$ 265,917

Development Type	Units	Gross Per Unit	Gross Assessments
SF- Active Adult Lots	346	\$405	\$140,130
SF- Residential	777	\$838	\$651,126
Less Disc. + Collections 7%			\$59,576
<b>Net Annual Assessment</b>			<b>\$731,680</b>

**Cypress Bluff  
Community Development District  
Special Assessment Revenue Bonds, Series 2019**

<b>Period Ending</b>	<b>Principal</b>	<b>Annual Principal</b>	<b>Interest Rate</b>	<b>Interest</b>	<b>Annual Debt</b>
5/1/19	\$11,565,000	\$ 330,000	3.75%	\$ 128,688.29	
11/1/19				\$ 269,573.13	\$ 728,261.42
5/1/20	\$11,235,000	\$ 195,000	3.75%	\$ 269,573.13	
11/1/20				\$ 265,916.88	\$ 730,490.01
5/1/21	\$11,040,000	\$ 200,000	3.75%	\$ 265,916.88	
11/1/21				\$ 262,166.88	\$ 728,083.76
5/1/22	\$10,840,000	\$ 210,000	3.75%	\$ 262,166.88	
11/1/22				\$ 258,229.38	\$ 730,396.26
5/1/23	\$10,630,000	\$ 215,000	3.75%	\$ 258,229.38	
11/1/23				\$ 254,198.13	\$ 727,427.51
5/1/24	\$10,415,000	\$ 225,000	3.75%	\$ 254,198.13	
11/1/24				\$ 249,979.38	\$ 729,177.51
5/1/25	\$10,190,000	\$ 235,000	4.125%	\$ 249,979.38	
11/1/25				\$ 245,132.50	\$ 730,111.88
5/1/26	\$ 9,955,000	\$ 245,000	4.125%	\$ 245,132.50	
11/1/26				\$ 240,079.38	\$ 730,211.88
5/1/27	\$ 9,710,000	\$ 255,000	4.125%	\$ 240,079.38	
11/1/27				\$ 234,820.00	\$ 729,899.38
5/1/28	\$ 9,455,000	\$ 265,000	4.125%	\$ 234,820.00	
11/1/28				\$ 229,354.38	\$ 729,174.38
5/1/29	\$ 9,190,000	\$ 275,000	4.125%	\$ 229,354.38	
11/1/29				\$ 223,682.50	\$ 728,036.88
5/1/30	\$ 8,915,000	\$ 290,000	4.125%	\$ 223,682.50	
11/1/30				\$ 216,577.50	\$ 730,260.00
5/1/31	\$ 8,625,000	\$ 305,000	4.90%	\$ 216,577.50	
11/1/31				\$ 209,105.00	\$ 730,682.50
5/1/32	\$ 8,320,000	\$ 320,000	4.90%	\$ 209,105.00	
11/1/32				\$ 201,265.00	\$ 730,370.00
5/1/33	\$ 8,000,000	\$ 335,000	4.90%	\$ 201,265.00	
11/1/33				\$ 193,057.50	\$ 729,322.50
5/1/34	\$ 7,665,000	\$ 350,000	4.90%	\$ 193,057.50	
11/1/34				\$ 184,482.50	\$ 727,540.00
5/1/35	\$ 7,315,000	\$ 370,000	4.90%	\$ 184,482.50	
11/1/35				\$ 175,417.50	\$ 729,900.00

**Cypress Bluff  
Community Development District  
Special Assessment Revenue Bonds, Series 2019**

<b>Period Ending</b>	<b>Principal</b>	<b>Annual Principal</b>	<b>Interest Rate</b>	<b>Interest</b>	<b>Annual Debt</b>
5/1/36	\$ 6,945,000	\$ 390,000	4.90%	\$ 175,417.50	
11/1/36				\$ 165,862.50	\$ 731,280.00
5/1/37	\$ 6,555,000	\$ 410,000	4.90%	\$ 165,862.50	
11/1/37				\$ 155,817.50	\$ 731,680.00
5/1/38	\$ 6,145,000	\$ 430,000	4.90%	\$ 155,817.50	
11/1/38				\$ 145,282.50	\$ 731,100.00
5/1/39	\$ 5,715,000	\$ 450,000	4.90%	\$ 145,282.50	
11/1/39				\$ 134,257.50	\$ 729,540.00
5/1/40	\$ 5,265,000	\$ 475,000	5.10%	\$ 134,257.50	
11/1/40				\$ 122,145.00	\$ 731,402.50
5/1/41	\$ 4,790,000	\$ 500,000	5.10%	\$ 122,145.00	
11/1/41				\$ 109,395.00	\$ 731,540.00
5/1/42	\$ 4,290,000	\$ 525,000	5.10%	\$ 109,395.00	
11/1/42				\$ 96,007.50	\$ 730,402.50
5/1/43	\$ 3,765,000	\$ 550,000	5.10%	\$ 96,007.50	
11/1/43				\$ 81,982.50	\$ 727,990.00
5/1/44	\$ 3,215,000	\$ 580,000	5.10%	\$ 81,982.50	
11/1/44				\$ 67,192.50	\$ 729,175.00
5/1/45	\$ 2,635,000	\$ 610,000	5.10%	\$ 67,192.50	
11/1/45				\$ 51,637.50	\$ 728,830.00
5/1/46	\$ 2,025,000	\$ 640,000	5.10%	\$ 51,637.50	
11/1/46				\$ 35,317.50	\$ 726,955.00
5/1/47	\$ 1,385,000	\$ 675,000	5.10%	\$ 35,317.50	
11/1/47				\$ 18,105.00	\$ 728,422.50
5/1/48	\$ 710,000	\$ 710,000	5.10%	\$ 18,105.00	
11/1/48				\$ -	\$ 728,105.00
<b>Total</b>		<b>\$ 11,565,000</b>		<b>\$ 10,320,768.37</b>	<b>\$ 21,157,663.37</b>

*A.*



**RESOLUTION 2019-09**

**THE ANNUAL APPROPRIATION RESOLUTION OF THE CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGETS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019, AND ENDING SEPTEMBER 30, 2020; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in June, 2019, submitted to the Board of Supervisors (“**Board**”) of the Cypress Bluff Community Development District (“**District**”) proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2019 and ending September 30, 2020 (“**Fiscal Year 2019/2020**”) 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, prior to October 1<sup>st</sup> of each year, 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, 2020.”
- 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 2019/2020, 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	\$ _____
DEBT SERVICE FUND – SERIES 2019	\$ _____
TOTAL ALL FUNDS	\$ _____

**SECTION 3. BUDGET AMENDMENTS**

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2019/2020 or within 60 days following the end of the Fiscal Year 2019/2020 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 27th DAY OF AUGUST, 2019.**

ATTEST:

**CYPRESS BLUFF COMMUNITY  
DEVELOPMENT DISTRICT**

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

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

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

*B.*

**RESOLUTION 2019-10**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2019/2020; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS, INCLUDING BUT NOT LIMITED TO PENALTIES AND INTEREST THEREON; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Cypress Bluff Community Development District (“**District**”) is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

**WHEREAS**, the District is located in Duval County, Florida (“**County**”); and

**WHEREAS**, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District’s adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

**WHEREAS**, the Board of Supervisors (“**Board**”) of the District hereby determines to undertake various operations and maintenance and other activities described in the District’s budget (“**Adopted Budget**”) for the fiscal year beginning October 1, 2019 and ending September 30, 2020 (“**Fiscal Year 2019/2020**”), attached hereto as **Exhibit “A,”** and

**WHEREAS**, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

**WHEREAS**, the provision of such services, facilities, and operations is a benefit to lands within the District; and

**WHEREAS**, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

**WHEREAS**, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

**WHEREAS**, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2019/2020; and

**WHEREAS**, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“**Uniform Method**”), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

**WHEREAS**, it is in the best interests of the District to adopt the assessment roll (“**Assessment Roll**”) attached to this Resolution as **Exhibit “B,”** and to certify the portion of the Assessment Roll related to certain developed property (“**Tax Roll Property**”) to the County Tax Collector pursuant to the Uniform Method and to directly collect the portion of the Assessment Roll relating to the remaining property (“**Direct Collect Property**”), all as set forth in **Exhibit “B;”** and

**WHEREAS**, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll adopted herein, including that portion certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

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

**SECTION 1. BENEFIT & ALLOCATION FINDINGS.** The provision of the services, facilities, and operations as described in **Exhibit “A”** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands is shown in **Exhibits “A” and “B,”** and is hereby found to be fair and reasonable.

**SECTION 2. ASSESSMENT IMPOSITION.** Pursuant to Chapters 190 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District and in accordance with **Exhibits “A” and “B.”** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution.

**SECTION 3. COLLECTION AND ENFORCEMENT; PENALTIES; INTEREST.**

- A. **Tax Roll Assessments.** The operations and maintenance special assessments and previously levied debt service special assessments imposed on the Tax Roll Property shall be collected at the same time and in the same manner as County taxes in accordance with the Uniform Method, as set forth in **Exhibits “A” and “B.”**
- B. **Direct Bill Assessments.** The operations and maintenance special assessments and previously levied debt service special assessments imposed on the Direct Collect Property shall be collected directly by the District in accordance with Florida law, as set forth in **Exhibits “A” and “B.”** Assessments directly collected by the District are

due in full on December 1, 2019; provided, however, that, to the extent permitted by law, the assessments due may be paid in several partial, deferred payments and according to the following schedule: 50% due no later than December 1, 2019, 25% due no later than February 1, 2020 and 25% due no later than May 1, 2020. In the event that an assessment payment is not made in accordance with the schedule stated above, the whole assessment – including any remaining partial, deferred payments for Fiscal Year 2019/2020, shall immediately become due and payable; shall accrue interest, penalties in the amount of one percent (1%) per month, and all costs of collection and enforcement; and shall either be enforced pursuant to a foreclosure action, or, at the District’s sole discretion, collected pursuant to the Uniform Method on a future tax bill, which amount may include penalties, interest, and costs of collection and enforcement. Any prejudgment interest on delinquent assessments shall accrue at the rate of any bonds secured by the assessments, or at the statutory prejudgment interest rate, as applicable. In the event an assessment subject to direct collection by the District shall be delinquent, the District Manager and District Counsel, without further authorization by the Board, may initiate foreclosure proceedings pursuant to Chapter 170, *Florida Statutes*, or other applicable law to collect and enforce the whole assessment, as set forth herein.

- C. **Future Collection Methods.** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

**SECTION 4. ASSESSMENT ROLL.** The Assessment Roll, attached to this Resolution as **Exhibit “B,”** is hereby certified for collection. That portion of the Assessment Roll which includes the Tax Roll Property is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

**SECTION 5. ASSESSMENT ROLL AMENDMENT.** The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution, and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

**SECTION 6. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**SECTION 7. EFFECTIVE DATE.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

**PASSED AND ADOPTED** this 27<sup>th</sup> day of August, 2019.

ATTEST:

**CYPRESS BLUFF COMMUNITY  
DEVELOPMENT DISTRICT**

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

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

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

- Exhibit A:** Budget
- Exhibit B:** Assessment Roll (Uniform Method)  
Assessment Roll (Direct Collect)



*SEVENTH ORDER OF BUSINESS*

*B.*

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

**REQUISITION SUMMARY**

**Tuesday, August 27, 2019**

<u>Date of Requisition</u>	<u>Req #</u>	<u>Payee</u>	<u>Reference</u>	<u>INVOICE AMOUNT</u>
<b>2018 Acq Sold Parcels Account</b>				
8/27/2019	13	Hopping Green & Sams	Professionals services related to project construction - Invoice 108985	\$2,029.23
8/27/2019	14	Connelly & Wicker, Inc.	Professional services related to e-Town Amenity - Invoice 19010014-05	\$9,679.07
8/27/2019	15	Basham & Lucas Design Group, Inc.	Professional services related to e-Town Amenity - Invoice 7837	\$3,930.00
8/27/2019	16	Basham & Lucas Design Group, Inc.	Professional services related to e-Town Amenity - Invoice 7871	\$23,560.00
<b>TOTAL REQUISITIONS TO BE APPROVED August 27, 2019</b>				<b>\$39,198.30</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: **13**
  
- (B) Name of Payee: **Hopping Green & Sams  
PO Box 6526  
Tallahassee, FL 32314**
  
- (C) Amount Payable **2,029.23**
  
- (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): **Professionals services related to project construction - Invoice 108985**
  
- (E) Amount, if any, that is to be used for a Deferred Cost:
  
- (F) Fund or Account from which disbursement to be made: **Acq 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: August 27, 2019

# 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, 2019

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

Bill Number 108985  
Billed through 06/30/2019

## Project Construction

**CBCDD 00103 KSB**

### FOR PROFESSIONAL SERVICES RENDERED

06/06/19	KEM	Confer with chairman regarding acquisition agreement.	0.10 hrs
06/17/19	KSB	Begin preparation of acquisition package; confer with Weeber.	1.20 hrs
06/17/19	KEM	Prepare acquisition documents.	1.80 hrs
06/18/19	KSB	Review acquisition materials and prepare acquisition package.	1.60 hrs
06/19/19	KSB	Prepare acquisition package.	1.40 hrs
06/24/19	KSB	Prepare acquisition package.	1.90 hrs
06/25/19	KEM	Prepare resolution approving conveyance and acquisition.	0.20 hrs
06/28/19	KEM	Attend conference call regarding acquisitions.	0.50 hrs
Total fees for this matter			\$2,002.50

### MATTER SUMMARY

Ibarra, Katherine E. - Paralegal	2.60 hrs	125 /hr	\$325.00
Buchanan, Katie S.	6.10 hrs	275 /hr	\$1,677.50

TOTAL FEES \$2,002.50

INTEREST CHARGE ON PAST DUE BALANCE \$26.73

**TOTAL CHARGES FOR THIS MATTER \$2,029.23**

### BILLING SUMMARY

Ibarra, Katherine E. - Paralegal	2.60 hrs	125 /hr	\$325.00
Buchanan, Katie S.	6.10 hrs	275 /hr	\$1,677.50

TOTAL FEES \$2,002.50

=====

INTEREST CHARGE ON PAST DUE BALANCE

\$26.73

**TOTAL CHARGES FOR THIS BILL**

-----  
**\$2,029.23**

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

**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: 14
  
- (B) Name of Payee: **Connelly & Wicker, Inc.**  
**10060 Skinner Lake Drive, Suite 500**  
**Jacksonville, FL 32246**
  
- (C) Amount Payable 9,679.07
  
- (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 19010014-05**
  
- (E) Amount, if any, that is to be used for a Deferred Cost:
  
- (F) Fund or Account from which disbursement to be made: **Acq 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: August 27, 2019



# Connelly & Wicker Inc.

Planning - Engineering June 28, 2019 - Landscape Architecture

Project No: 19-01-0014  
Invoice No: 19010014-05

Cypress Bluff CDD  
Attn: David Ray  
david@nocatee.com  
MWhite@parcgroup.net  
245 Nocatee Center  
Ponte Vedra, FL 32081


Project 19-01-0014 E-Town Amenity

Professional services include engineering design and coordination with team members and completion of PUD verification.

**Professional Services from June 1, 2019 to June 28, 2019**

Phase			Total JTD	Previous	Current
C1 Prelim Site Plan & Analysis	8,000.00	100.00	8,000.00	7,210.00	790.00
C2 PUD Verification	4,000.00	100.00	4,000.00	2,200.00	1,800.00
C3 Engineering Design & Plan Prep	36,000.00	25.00	9,000.00	2,000.00	7,000.00
C4 Design Coordination	4,000.00	9.125	365.00	300.00	65.00
C5 Permitting	15,000.00	0.00	0.00	0.00	0.00
C6 Borrow Pit Design	12,000.00	0.00	0.00	0.00	0.00
CA1 Final Cert & Const.Observ.-Hrly	17,000.00	0.00	0.00	0.00	0.00
ZCONS G1 Geotech Exploration & Ph 1	6,670.00	0.00	0.00	0.00	0.00
ZCONS G2 Geotech Exploration & Analysis	9,315.00	0.00	0.00	0.00	0.00
ZCONS ENV1 Tortoise Survey & FWC Permitt	4,025.00	0.00	0.00	0.00	0.00
ZCONS ENV2 Gopher Tortoise Relocation	3,737.50	0.00	0.00	0.00	0.00
ZCONS ENV3 Exclusion Fence Coordination	460.00	0.00	0.00	0.00	0.00
ZCONS Subconsultant Expense	0.00	0.00	0.00	0.00	0.00
ZREIM Reimbursable Expense	4,500.00	0.7044	31.70	7.63	24.07
<b>Total Fee</b>	<b>124,707.50</b>		<b>21,396.70</b>	<b>11,717.63</b>	<b>9,679.07</b>
			<b>Total this Invoice</b>		<b>\$9,679.07</b>

Billed to Date	Current	Prior	Total	Received	Due
	9,679.07	11,717.63	21,396.70	4,217.63	17,179.07

Authorized by:   
Justin Williams, Project Manager

---

# Backup Report

Connelly & Wicker Inc.

As of 6/28/2019

---

Billing	Date	Employee/	Description	Units	Rate	Amount
<b>Project Number: 19-01-0014 E-Town Amenity</b>						
<b>Expenses:</b>						
	4/15/2019		Williams, Justin Mtg at Parc HQ			7.63
	5/29/2019		Williams, Justin SJRWMD Mtg			6.54
	5/31/2019		21.0 Copies @ 0.10	21.00	.10	2.10
	6/28/2019		78.0 Copies @ 0.10	78.00	.10	7.80
			<b>Total</b>			<b>24.07</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: **15**
  
- (B) Name of Payee: **Basham & Lucas Design Group, Inc.  
7645 Gate Parkway, Suite 201  
Jacksonville, FL 32256**
  
- (C) Amount Payable **3,930.00**
  
- (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 7837**
  
- (E) Amount, if any, that is to be used for a Deferred Cost:
  
- (F) Fund or Account from which disbursement to be made: **Acq 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: August 27, 2019



**BASHAM  
& LUCAS**  
DESIGN GROUP, INC.  
PLANNING • ARCHITECTURE • LANDSCAPE

**Invoice**

DATE	INVOICE #
6/11/2019	7834

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

www.bashamlucas.com

<b>BILL TO</b>
Cypress Bluff CDD Mikey White 4310 Pablo Oaks Court Jacksonville, FL 32224

PROJECT	E Town Amenity 19-02			
CONTRACT SERVICES	CONTRACT	TO DATE	Total %	AMOUNT DUE
Part 1: Amenity Area Architectural Concept	14,200.00	14,200.00	100.00%	0.00
Part 2: Amenity Area Design Development	26,200.00	3,930.00	30.00%	3,930.00
Part 3: Architectural Construction Documents of the Clubhouse and Pool Equipment Building	49,500.00		0.00%	0.00
Part 4: Interior Design Construction Documents	9,800.00		0.00%	0.00
Part 5: Amenity Area Hardscape Construction Documents	17,400.00		0.00%	0.00
Part 6: Amenity Area Site Electrical Engineering	4,800.00		0.00%	0.00
Part 7: Landscape Architectural and Irrigation Design	14,600.00		0.00%	0.00
Part 8: Swimming Pool and Splash Park Engineering Documents (max 7,500 sf pool area)	19,800.00		0.00%	0.00
Part 9: Fine Grading Design of the Pool	4,800.00		0.00%	0.00
Part 10: Exterior Color/Material Selection for Amenity Improvements	6,200.00		0.00%	0.00
Part 11: Amenity Area Signage	3,600.00		0.00%	0.00
Part 12: Color Digital Renderings (Perspective View of the Amenity Area)	3,200.00		0.00%	0.00
Part 12 (B) Color rendering of the Amenity Site Plan	1,800.00		0.00%	0.00
Part 13: Contractor Pre qualification and Bid Process for CDD	2,200.00		0.00%	0.00
Part 14: Hourly at \$100 per hr (not to exceed \$2,500)	2,500.00		0.00%	0.00
Part 15: Shop Drawing Review for the Amenity Area	15,500.00		0.00%	0.00
Part 16: Hourly @ \$100/hr (nte \$15,000)	15,000.00		0.00%	0.00
<i>We appreciate your business, thank you.</i>			<b>TOTAL</b>	<b>\$3,930.00</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: 16
- (B) Name of Payee: **Basham & Lucas Design Group, Inc.**  
**7645 Gate Parkway, Suite 201**  
**Jacksonville, FL 32256**
- (C) Amount Payable 23,560.00
- (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 7871**
- (E) Amount, if any, that is to be used for a Deferred Cost:
- (F) Fund or Account from which disbursement to be made: **Acq 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: August 27, 2019





**BASHAM  
& LUCAS**  
DESIGN GROUP, INC.  
PLANNING • ARCHITECTURE • LANDSCAPE

**Invoice**

DATE	INVOICE #
7/11/2019	7871

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

www.bashamlucas.com

<b>BILL TO</b>
Cypress Bluff CDD Mikey White 4310 Pablo Oaks Court Jacksonville, FL 32224

PROJECT	E Town Amenity 19-02			
CONTRACT SERVICES	CONTRACT	TO DATE	Total %	AMOUNT DUE
Part 1: Amenity Area Architectural Concept	14,200.00	14,200.00	100.00%	0.00
Part 2: Amenity Area Design Development	26,200.00	7,860.00	100.00%	18,340.00
Part 3: Architectural Construction Documents of the Clubhouse and Pool Equipment Building	49,500.00		0.00%	0.00
Part 4: Interior Design Construction Documents	9,800.00		0.00%	0.00
Part 5: Amenity Area Hardscape Construction Documents	17,400.00		30.00%	5,220.00
Part 6: Amenity Area Site Electrical Engineering	4,800.00		0.00%	0.00
Part 7: Landscape Architectural and Irrigation Design	14,600.00		0.00%	0.00
Part 8: Swimming Pool and Splash Park Engineering Documents (max 7,500 sf pool area)	19,800.00		0.00%	0.00
Part 9: Fine Grading Design of the Pool	4,800.00		0.00%	0.00
Part 10: Exterior Color/Material Selection for Amenity Improvements	6,200.00		0.00%	0.00
Part 11: Amenity Area Signage	3,600.00		0.00%	0.00
Part 12: Color Digital Renderings (Perspective View of the Amenity Area)	3,200.00		0.00%	0.00
Part 12 (b) Color rendering of the Amenity Site Plan	1,800.00		0.00%	0.00
Part 13: Contractor Pre qualification and Bid Process for CDD	2,200.00		0.00%	0.00
Part 14: Hourly at \$100 per hr (not to exceed \$2,500)	2,500.00		0.00%	0.00
Part 15: Shop Drawing Review for the Amenity Area	15,500.00		0.00%	0.00
Part 16: Hourly @ \$100/hr (nte \$15,000)	15,000.00		0.00%	0.00
<i>We appreciate your business, thank you.</i>			<b>TOTAL</b>	<b>\$23,560.00</b>

*C.*

**NOTICE OF BOARD OF SUPERVISORS MEETING DATES**  
**CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT**  
**FOR FISCAL YEAR 2019-2020**

The Board of Supervisors of the Cypress Bluff Community Development District will hold their regular meetings for Fiscal Year 2019-2020 at the Duval County Southeast Regional Library located at 10599 Deerwood Park Boulevard, Jacksonville, Florida 32256 at 1:30 p.m. on the fourth Tuesday of each month unless otherwise indicated as follows:

October 22, 2019  
November 19, 2019 (\*third Tuesday)  
December 17, 2019 (\*third Tuesday)  
January 28, 2020  
February 25, 2020  
March 24, 2020  
April 28, 2020  
May 26, 2020  
June 23, 2020  
July 28, 2020  
August 25, 2020  
September 22, 2020

*EIGHTH ORDER OF BUSINESS*

*A.*

# Cypress Bluff

## Community Development District

Unaudited Financial Reporting  
July 31, 2019



**Cypress Bluff**  
**Community Development District**  
**Combined Balance Sheet**  
July 31, 2019

	<u>Governmental Fund Types</u>			<b>Totals</b>
	<u>General</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>(Memorandum Only)</u> <b>2019</b>
<b>Assets:</b>				
Cash	\$7,152	---	---	\$7,152
Due from Developer	\$73,663	---	---	\$73,663
Investments:				
Reserve	---	\$365,840	---	\$365,840
Revenue	---	\$13,012	---	\$13,012
Acquisition & Construction- Parcel E3A	---	---	\$923,673	\$923,673
Acquisition & Construction- Parcel E5	---	---	\$2,058,316	\$2,058,316
Acquisition & Construction- Parcel E7A	---	---	\$1,629,500	\$1,629,500
Acquisition & Construction- Sold Parcels	---	---	\$3,832,365	\$3,832,365
Cost of Issuance	---	---	\$3,971	\$3,971
Due From General Fund	---	\$26,718	---	\$26,718
Due from Debt Service	\$14,543	---	---	\$14,543
<b>Total Assets</b>	<b>\$95,358</b>	<b>\$405,570</b>	<b>\$8,447,825</b>	<b>\$8,948,753</b>
<b>Liabilities:</b>				
Accounts Payable	\$20,933	---	---	\$20,933
Accrued Expenses	\$4,142	---	---	\$4,142
Due to Debt Service	\$26,718	---	---	\$26,718
Due to General Fund	---	\$14,543	---	\$14,543
Due to Other	---	\$20,000	---	\$20,000
FICA Payable	---	---	---	\$0
<b>Fund Balances:</b>				
Nondisposable	---	---	---	\$0
Restricted for Debt Service	---	\$371,027	---	\$371,027
Unassigned	\$43,566	---	\$8,447,825	\$8,491,391
<b>Total Liabilities and Fund Equity</b>	<b>\$95,358</b>	<b>\$405,570</b>	<b>\$8,447,825</b>	<b>\$8,948,753</b>

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

Description	ADOPTED BUDGET	PRORATED BUDGET THRU 7/31/19	ACTUAL THRU 7/31/19	VARIANCE
-------------	-------------------	------------------------------------	------------------------	----------

**Revenues:**

Developer Contributions	\$116,675	\$116,675	\$116,675	\$0
Miscellaneous Income	\$0	\$0	\$0	\$0

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

**Expenditures**

Administrative

Supervisor Fees	\$0	\$0	\$7,400	(\$7,400)
FICA Expense	\$0	\$0	\$597	(\$597)
Engineering	\$15,000	\$12,500	\$3,530	\$8,970
Arbitrage	\$600	\$500	\$0	\$500
Dissemination Agent	\$3,500	\$2,917	\$1,458	\$1,458
Attorney	\$20,000	\$16,667	\$13,485	\$3,182
Annual Audit	\$5,000	\$4,167	\$0	\$4,167
Trustee Fees	\$4,000	\$3,333	\$0	\$3,333
Management Fees	\$45,000	\$37,500	\$37,500	\$0
Construction Accounting	\$3,500	\$2,917	\$0	\$2,917
Information Technology	\$1,200	\$1,000	\$1,000	\$0
Telephone	\$300	\$250	\$13	\$237
Postage	\$1,500	\$1,250	\$98	\$1,152
Printing & Binding	\$1,000	\$833	\$1,979	(\$1,146)
Insurance	\$5,800	\$5,800	\$5,000	\$800
Legal Advertising	\$4,000	\$3,333	\$1,621	\$1,712
Other Current Charges	\$600	\$500	\$329	\$171
Office Supplies	\$1,000	\$833	\$18	\$815
Project Services	\$0	\$0	\$2,000	(\$2,000)
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Website design/compliance	\$4,500	\$3,750	\$0	\$3,750

<b>Total Expenditures</b>	<b>\$116,675</b>	<b>\$98,225</b>	<b>\$76,202</b>	<b>\$22,023</b>
---------------------------	------------------	-----------------	-----------------	-----------------

<b>Excess Revenues/Expenses</b>	<b>\$0</b>		<b>\$40,473</b>	
---------------------------------	------------	--	-----------------	--

<b>Fund Balance - Beginning</b>	<b>\$0</b>		<b>\$3,093</b>	
---------------------------------	------------	--	----------------	--

<b>Fund Balance - Ending</b>	<b>\$0</b>		<b>\$43,566</b>	
------------------------------	------------	--	-----------------	--



**Cypress Bluff**  
**Community Development District**  
Debt Service Fund  
Statement of Revenues & Expenditures  
For The Period Ending July 31, 2019

Description	PROPOSED BUDGET	PRORATED BUDGET THRU 7/31/19	ACTUAL THRU 7/31/19	VARIANCE
<b>Revenues</b>				
Special Assessments- Direct	\$731,680	\$460,841	\$460,841	\$0
Assessments- Prepayments	\$0	\$0	\$0	\$0
Interest Income	\$2,000	\$1,500	\$3,034	\$1,534
<b>Total Revenues</b>	<b>\$733,680</b>	<b>\$462,341</b>	<b>\$463,875</b>	<b>\$1,534</b>
<b>Expenditures</b>				
<i>Series 2019</i>				
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>
<b>OTHER SOURCES/(USES)</b>				
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>\$371,027</b>	
<b>Fund Balance - Beginning</b>	<b>\$0</b>		<b>\$0</b>	
<b>Fund Balance - Ending</b>	<b>\$640,832</b>		<b>\$371,027</b>	

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

Description	ADOPTED BUDGET	PRORATED BUDGET THRU 7/31/19	ACTUAL THRU 7/31/19	VARIANCE
<b>Revenues:</b>				
Interest	\$0	\$0	\$69,969	\$69,969
<b>Total Revenues</b>	<b>\$0</b>	<b>\$0</b>	<b>\$69,969</b>	<b>\$69,969</b>
<b>Expenditures</b>				
Capital Outlay	\$0	\$0	\$2,408,975	(\$2,408,975)
Cost of Issuance	\$0	\$0	\$412,330	(\$412,330)
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,821,304</b>	<b>(\$2,821,304)</b>
<b>OTHER SOURCES/(USES)</b>				
Bond Proceeds	\$0	\$0	\$11,199,160	(\$11,199,160)
<b>TOTAL OTHER SOURCES AND USES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,199,160</b>	<b>(\$11,199,160)</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$0</b>		<b>\$8,447,825</b>	
<b>Fund Balance - Beginning</b>	<b>\$0</b>		<b>\$0</b>	
<b>Fund Balance - Ending</b>	<b>\$0</b>		<b>\$8,447,825</b>	

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

	October	November	December	January	February	March	April	May	June	July	August	September	Total
<b>Revenues:</b>													
Developer Contributions	\$116,675	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$116,675
Miscellaneous Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$116,675</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$116,675</b>
<b>Expenditures:</b>													
<b>Administrative</b>													
Supervisor Fees	\$800	\$0	\$0	\$1,000	\$1,800	\$0	\$1,000	\$1,000	\$1,000	\$800	\$0	\$0	\$7,400
FICA Expense	\$61	\$0	\$0	\$61	\$230	\$0	\$61	\$61	\$61	\$61	\$0	\$0	\$597
Engineering	\$789	\$411	\$1,358	\$0	\$0	\$0	\$0	\$972	\$0	\$0	\$0	\$0	\$3,530
Arbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dissemination Agent	\$0	\$0	\$0	\$0	\$0	\$292	\$292	\$292	\$292	\$292	\$0	\$0	\$1,458
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	\$3,750	\$3,750	\$0	\$0	\$37,500
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	\$100	\$100	\$0	\$0	\$1,000
Telephone	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13	\$0	\$0	\$0	\$13
Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$98	\$0	\$0	\$0	\$98
Printing & Binding	\$527	\$250	\$0	\$57	\$266	\$352	\$47	\$130	\$350	\$0	\$0	\$0	\$1,979
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	\$88	\$90	\$0	\$0	\$1,621
Other Current Charges	\$21	\$50	\$21	\$22	\$23	\$24	\$27	\$28	\$90	\$22	\$0	\$0	\$329
Office Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18	\$0	\$0	\$0	\$18
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>\$7,004</b>	<b>\$6,889</b>	<b>\$10,068</b>	<b>\$7,102</b>	<b>\$7,041</b>	<b>\$6,428</b>	<b>\$5,860</b>	<b>\$5,114</b>	<b>\$0</b>	<b>\$0</b>	<b>\$76,202</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$100,929</b>	<b>(\$4,949)</b>	<b>(\$7,004)</b>	<b>(\$6,889)</b>	<b>(\$10,068)</b>	<b>(\$7,102)</b>	<b>(\$7,041)</b>	<b>(\$6,428)</b>	<b>(\$5,860)</b>	<b>(\$5,114)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,473</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	( <b>\$330,000</b> )
<b>Current Bonds Outstanding</b>	<b>\$11,235,000</b>

**Cypress Bluff CDD  
FY2019 Developer Funding**

Landowner	% Per Funding Agreements	Budgeted Amount Due	Amount Paid	Amount Owed
Pulte	9.78%	\$11,407	\$7,928	\$3,479
David Weekley	12.52%	\$14,609	\$9,567	\$5,042
Toll Brothers	23.50%	\$27,418	\$25,517	\$1,901
Eastland Timber	46.20%	\$53,901	\$0	\$53,901
ICI Homes	4.50%	\$5,253	\$0	\$5,253
Providence	3.50%	\$4,086	\$0	\$4,086
		<u><u>\$116,675</u></u>	<u><u>\$43,012</u></u>	<u><u>\$73,663</u></u>

*B.*

# Cypress Bluff

## Community Development District

### Check Run Summary

July 31, 2019

<b>Fund</b>	<b>Date</b>	<b>Check No.</b>	<b>Amount</b>
<b>Payroll</b>			
	7/1/19	50045-50049	\$ 938.80
	7/30/19	50050-50053	\$ 738.80
		Subtotal	<u>\$ 1,677.60</u>
<b>General Fund</b>			
	7/17/19	45-50	\$ 60,177.88
		Subtotal	<u>\$ 60,177.88</u>
<b>Total</b>			<b>\$ 61,855.48</b>

CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
50045	3	CHRIS PRICE	184.70	7/01/2019
50046	5	JOHN L HOLMES III	184.70	7/01/2019
50047	2	JOHN S HEWINS JR	184.70	7/01/2019
50048	1	RICHARD T RAY	184.70	7/01/2019
50049	4	STEVE GROSSMAN	200.00	7/01/2019
TOTAL FOR REGISTER			938.80	

CYBL -CYPRESS BLUF' DLAUGHLIN



# Attendance Sheet


District Name: Cypress Bluff CDD

Board Meeting Date: June 25, 2019

	<u>Name</u>	<u>In Attendance</u>	<u>Fee</u>
1	Richard Ray <i>Chairperson</i>		YES-\$200
2	John Hewins <i>Assistant Secretary</i>		YES - \$200
3	John Holmes <i>Vice Chairman</i>		YES - \$200
4	Steve Grossman <i>Assistant Secretary</i>		YES - \$200
5	Chris Price <i>Assistant Secretary</i>		YES \$200

The Supervisors present at the above-referenced meeting should be compensated accordingly.

Approved for Payment:

  
District Manager Signature

6/25/19  
Date

PLEASE RETURN COMPLETED FORM TO HANNAH SMITH

CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
50050	3	CHRIS PRICE	184.70	7/30/2019
50051	5	JOHN L HOLMES III	184.70	7/30/2019
50052	2	JOHN S HEWINS JR	184.70	7/30/2019
50053	1	RICHARD T RAY	184.70	7/30/2019
TOTAL FOR REGISTER			738.80	

CYBL -CYPRESS BLUF' DLAUGHLIN

# Attendance Sheet

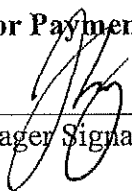
District Name: Cypress Bluff CDD

Board Meeting Date: July 23, 2019

	Name	In Attendance	Fee
1	Richard Ray <i>Chairperson</i>	<input checked="" type="checkbox"/>	YES-\$200
2	John Hewins <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	YES - \$200
3	John Holmes <i>Vice Chairman</i>	<input checked="" type="checkbox"/>	YES - \$200
4	Steve Grossman <i>Assistant Secretary</i>	<input type="checkbox"/>	YES - \$200
5	Chris Price <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	YES - \$200

The Supervisors present at the above-referenced meeting should be compensated accordingly.

Approved for Payment:

  
\_\_\_\_\_  
District Manager Signature

7/23/19  
\_\_\_\_\_  
Date

**PLEASE RETURN COMPLETED FORM TO HANNAH SMITH**

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
7/17/19	00005	7/12/19	18	201907	300	20700	10000			*	60,000.00		
		5/1/19	DEBT SRVC PAYMENT						GOVERNMENTAL MANAGEMENT SERVICES			60,000.00	000048
7/17/19	00002	6/18/19	19-05251	201906	310	51300	48000			*	88.13		
			NOTICE OF MEETING 6/25/19						JACKSONVILLE DAILY RECORD			88.13	000049
7/17/19	00002	7/16/19	19-05902	201907	310	51300	48000			*	89.75		
			NOTICE OF MEETING 7/23/19						JACKSONVILLE DAILY RECORD			89.75	000050
TOTAL FOR BANK A											60,177.88		
TOTAL FOR REGISTER											60,177.88		

CYBL -CYPRESS BLUF' HSMITH

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 18

Invoice Date: 7/12/19

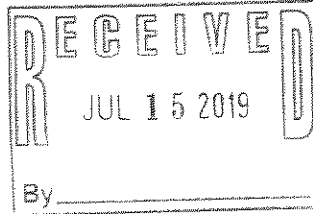
Due Date: 7/12/19

Case:

P.O. Number:

**Bill To:**

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



1-300-207-100  
5

Description	Hours/Qty	Rate	Amount
May 1, 2019 debt service payment		80,000.00	80,000.00

**Total** \$80,000.00

**Payments/Credits** \$0.00

**Balance Due** \$80,000.00

Partial payment 7/17/19 - \$60,000

Balance = \$20,000

# Jacksonville Daily Record

A Division of  
DAILY RECORD & OBSERVER, LLC

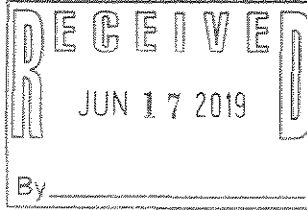
10 N. Newnan Street  
P.O. Box 1769  
Jacksonville, FL 32201  
(904) 356-2466

## INVOICE

June 18, 2019

Date

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



1-31-513-48  
2

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.

**Preliminary Proof Of Legal Notice**  
*(This is not a proof of publication.)*

*Please read copy of this advertisement and advise us of any necessary corrections before further publications.*

**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)

# Jacksonville Daily Record

*A Division of*

**DAILY RECORD & OBSERVER, LLC**

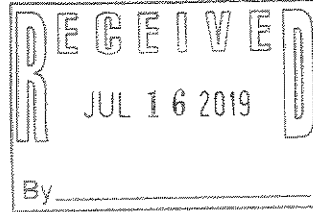
10 N. Newnan Street  
P.O. Box 1769  
Jacksonville, FL 32201  
(904) 356-2466

## INVOICE

July 16, 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 #	19-05902D	PO/File #		\$89.75
	Notice of Meeting of the Board of Supervisors			Amount Due
				Amount Paid
	Cypress Bluff Community Development District			\$89.75
				Payment Due
Case Number				
Publication Dates	7/16			
County	Duval			

*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.



**Preliminary Proof Of Legal Notice**  
*(This is not a proof of publication.)*

*Please read copy of this advertisement and advise us of any necessary corrections before further publications.*

**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, July 23, 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

July 16 00 (19-05902D)