

*Cypress Bluff  
Community Development District*

*October 27, 2020*

# *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*

October 20, 2020

Board of Supervisors  
Cypress Bluff  
Community Development District

Dear Board Members:

The Cypress Bluff Community Development District Meeting is scheduled for **Tuesday, October 27, 2020 at 1:30 p.m.** at using Zoom communications media technology. Following is the advance agenda for the meeting:

- I. Call to Order
- II. Public Comment
- III. Approval of Minutes of the September 22, 2020 Meeting
- IV. Consideration of Amended Operations and Maintenance Assessment Methodology Report
- V. Staff Reports
  - A. District Counsel
  - B. District Engineer – Requisition Summary
  - C. District Manager
- VI. Financials Reports
  - A. Balance Sheet and Income Statement
  - B. Check Register
- VII. Other Business
- VIII. Supervisor's Requests and Audience Comments
- IX. Next Scheduled Meetings – Landowners' Election on November 3, 2020 at 1:00 p.m. and Regular Board of Supervisors Meeting on November 17, 2020 at 1:30 p.m. at the eTown Welcome Center
- X. Adjournment

Enclosed under the third order of business for your review and approval is a copy of the minutes of the September 22, 2020 Board of Supervisors meeting.

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

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

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

Sincerely,

*James Perry*

James Perry

District Manager  
Cypress Bluff Community  
Development District

## *AGENDA*

# *Cypress Bluff Community Development District Agenda*

Tuesday  
October 27, 2020  
1:30 p.m.

Meeting via Zoom  
Dial-In: (646) 876-9923  
Online: <https://zoom.us/join>  
**Meeting ID#: 946 8328 8110**  
**Passcode: 752378**  
[www.CypressBluffCDD.com](http://www.CypressBluffCDD.com)

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- X. 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, September 22, 2020 at 1:30 p.m. using *Zoom* communications media technology pursuant to Executive Orders 20-52, 20-69 and 20-193 issued by Governor DeSantis, including any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*.

Present and constituting a quorum were:

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

Also present were:

Jim Perry	District Manager
Katie Buchanan	District Counsel
Bradley Weeber	District Engineer
Mikey White	PARC Group
David Ray	GMS

The following is a summary of the discussions and actions taken at the September 22, 2020 meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

**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 members of the public present.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the September 2, 2020 Meeting**

There were no comments on the minutes.

On MOTION by Mr. Richard Ray seconded by Mr. Holmes with all in favor the minutes of the September 2, 2020 meeting were approved as presented.

**FOURTH ORDER OF BUSINESS**

**Consideration of Financing and Acquisition  
Related Matters**

**A. Resolution 2020-17 Ratifying the Sale of the Series 2020A Bonds**

Ms. Buchanan stated this is a belt and suspenders resolution ratifying all of the actions taken by District staff and the Chairman in getting the 2020A bonds issued.

On MOTION by Mr. Richard Ray seconded by Mr. Grossman with all in favor Resolution 2020-17 ratifying the sale of the series 2020A bonds was approved.

**B. Amended and Restated Disclosure of Public Financing**

Mr. Perry stated this updates the District's disclosure to include the 2020A bonds.

On MOTION by Mr. Richard Ray seconded by Mr. Grossman with all in favor the amended and restated disclosure of public financing was approved.

**C. Monterrey Pines Stormwater Improvements Acquisition Package**

Mr. Perry stated the total amount is \$1,407,453.

Ms. Buchanan stated this is our standard acquisition package that includes the request for acquisition. There is an exhibit that identifies all the costs broken out and the location of the improvements. Once completed, the package will include an affidavit from Pulte Home, their contractor, as well as the engineer as to the certificate of costs and the scope of the project. It also includes a bill of sale conveying the improvements from Pulte to the CDD and a warranty deed for the stormwater ponds that relate to the improvements. We would request several things. First would be an authorization of the acceptance of the acquisition package subject to its completion. Second is that we would like the board to authorize the requisition for the amount included in the acquisition so that can be processed between meetings once the package is complete.



On MOTION by Mr. Richard Ray seconded by Mr. Holmes with all in favor the acquisition package was approved subject to receipt of the completed package.

On MOTION by Mr. Richard Ray seconded by Mr. Holmes with all in favor a requisition in the amount of \$1,407,453 related to the acquisition was approved.

Ms. Buchanan stated the third item that I have that relates to these stormwater improvements is the intent of Pulte to manage the ponds internally as compared to adding them to the CDD's stormwater maintenance contract. The CDD would enter into an agreement with the neighborhood HOA to maintain the improvements. I understand this is going to be an agreement at no cost and Pulte is essentially going to be absorbing the cost of maintenance via the collection of its HOA fees. Pulte is still reviewing the form of cost share agreement that we put together, but because I'd like to have the ability to get the maintenance started as soon as this conveyance is complete I would ask that you would approve this conceptually and we will bring back the form of agreement for the board to review at the next meeting.

On MOTION by Mr. Richard Ray seconded by Mr. Hewins with all in favor authorizing a cost share agreement with Pulte with a nominal cost to the district in connection with the maintenance of the stormwater ponds was approved.

## **FIFTH ORDER OF BUSINESS**

### **Consideration of Proposal from PeopleVine for a Mobile Application**

Mr. Perry stated this is an enhancement for member correspondence and a number of other options that are available with the contract, including newsletters, templates for surveys, etc.

On MOTION by Mr. Holmes seconded by Mr. Hewins with all in favor the proposal from PeopleVine for a mobile application was approved.

## **SIXTH ORDER OF BUSINESS**

### **Staff Reports**

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

Ms. Buchanan stated I had one request that I'd like to bring to the Board on behalf of the developer. At the last board meeting there was some discussion about the project management agreement. This is an agreement that the CDD has in place with the PARC Group in regard to project administration. From conception, the cost of the agreement was \$1,000 per month and that cost was likely established at a point where the District was just getting off the ground. The developer has expressed that there was likely an oversight and it would have been their desire and expectation to come to the District with a proposed price increase at the beginning of the contract for the amenity center work because that has been very labor intensive. They've asked the Board to consider a payment of \$5,000 a month starting January 1, 2020 and heading through the completion of the amenity center project and all of the active construction, so it would essentially stay in place until they came and asked for another change. That would result in some makeup payments from January 1<sup>st</sup> through October 1<sup>st</sup>, and then October 1<sup>st</sup> there would be the \$5,000 a month billing going forward.

Mr. Richard Ray stated adding to that, it's been done quarterly in the past and it really wasn't caught until the processing for the third quarter payment, which would have been the last board meeting.

On MOTION by Mr. Grossman seconded by Mr. Hewins with all in favor with the exception of Mr. Richard Ray who recused himself, revising the project management agreement to change the monthly fee to \$5,000 retroactively from January 1, 2020 was approved.

#### **B. District Engineer - Requisition Summary**

Mr. Weeber gave an overview of the requisitions to be approved, copies of which were included in the agenda package.

On MOTION by Mr. Richard Ray seconded by Mr. Hewins with all in favor requisitions 20 through 22 were approved.

Mr. White informed the Board the amenity construction is moving along, and they are awaiting JEA to install water meters to fill the pool.

**C. District Manager**

There being nothing to report, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet and Income Statement**

**B. Check Register**

Mr. Perry gave an overview of the financial reports and check register, copies of which were included in the agenda package.

On MOTION by Mr. Richard Ray seconded by Mr. Hewins with all in favor the check register totaling \$30,692.89 was approved.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Supervisor's Requests and Audience Comments**

Mr. Richard Ray asked do we have an issue to discuss with respect to the assessment methodology?

Mr. Perry stated myself and David Ray just discussed that there are a few more units in the District than what was originally contemplated in the assessment methodology, which would be the master methodology along with the O&M methodology, so we will be restating those and bringing those back to the Board at the next meeting.

**TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting**

Mr. Perry stated our next scheduled meeting is going to be October 27, 2020. It's scheduled at the eTown Welcome Center at 1:30 p.m. If we're able to conduct it via Zoom, we will but as of right now it's scheduled to be in person.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

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

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

## *FOURTH ORDER OF BUSINESS*

# **Cypress Bluff Community Development District**

## **Fiscal Year 2020/2021 Operations and Maintenance Assessment Methodology Report**

**October 27, 2020**

**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 1,273.9 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 1,949 residential units, which includes approximately 517 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, Field Operations, Lifestyle, 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, active adult and unallocated land. 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. Unallocated lands are planned but unplatted lots not yet allocated to a builder. 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 1,949 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. Unallocated lands are planned but unplatted lands not yet allocated to a builder and only share in administrative costs, field costs and certain grounds maintenance expenditures. 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 over all development units. However, Unallocated lands receive a lesser benefit, as shown in Table 2.

## **2.4 Field Operations**

Field Operations management oversees the day-to-day operations of all the Districts assets, common grounds, and service providers. These expenses benefit all development types and are allocated over all development units.

## **2.5 Lifestyle**

General community events, activities and communications that are not related to the amenity facilities. These expenses benefit all development types and are allocated over all development units, except for Unallocated lands, as shown in Table 2.

## **2.6 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.

## **2.7 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 their allocated share of administrative, grounds maintenance, Field Operations and Lifestyle, 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 allocated 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, Field Operations, Lifestyle, 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.

<p align="center"> <b>Table 1</b>  <b>Cypress Bluff CDD</b>  <b>General Fund</b>  <b>Development Program</b> </p>
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<u>Development Type</u>	<u>Number of Units</u>
Active Adult	517
Residential	1,072
Unallocated	360
Total Units	<u>1,949</u>

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

<p align="center"><b>TABLE 2</b>  <b>Cypress Bluff CDD</b>  <b>General Fund</b>  <b>Percentage Allocation By Product Types</b></p>
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### Allocation for Grounds Maintenance

<u>Development Type</u>	<u>Number of Units</u>	<u>% Allocated</u>
Active Adult	517	26.53%
Residential	1072	55.00%
Unallocated	360	18.47%
Total Residential	1949	100.00%

### Allocation for Grounds Maintenance

<u>Development Type</u>	<u>Number of Units</u>	<u>% Allocated</u>
Active Adult	517	28.56%
Residential	1072	59.21%
Unallocated (62%)	221	12.23%
Total Residential	1810	100.00%

### Allocation for Field Operations

<u>Development Type</u>	<u>Number of Units</u>	<u>% Allocated</u>
Active Adult	517	26.53%
Residential	1072	55.00%
Unallocated	360	18.47%
Total Residential	1949	100.00%

### Allocation for Lifestyle

<u>Development Type</u>	<u>Number of Units</u>	<u>% Allocated</u>
Active Adult	517	32.54%
Residential	1072	67.46%
Unallocated	0	0.00%
Total Residential	1589	100.00%

### Allocation for Amenities

<u>Development Type</u>	<u>Number of Units</u>	<u>% Allocated</u>
Active Adult	0	0.00%
Residential	1072	100.00%
Unallocated	0	0.00%
Total Residential	1072	100.00%

<p align="center"><b>TABLE 3</b>  <b>Cypress Bluff CDD</b>  <b>General Fund</b>  <b>Fiscal Year 2020-2021 O&amp;M Budget</b></p>
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<u>O&amp;M Expense Category</u>	<u>Total Budget</u>	<u>Allocated to Active Adult</u>	<u>Allocated to Residential</u>	<u>Allocated to Unallocated</u>
Administration	154,393	40,955	84,920	28,518
Grounds Maintenance	393,550	112,387	233,034	48,129
Field Operations	14,000	3,714	7,700	2,586
Lifestyle	32,250	10,493	21,757	
Amenities	<u>188,425</u>	<u>-</u>	<u>188,425</u>	<u>-</u>
Total FY 2020-21 O&M Expenses	<u>\$ 782,618</u>	<u>\$ 167,549</u>	<u>\$ 535,837</u>	<u>\$ 79,232</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 2020-2021 O&amp;M Assessments</b></p>
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<u>Development Type</u>	<u>Number of Units</u>	<u>FY 2020-21 O&amp;M Assessments Per Category</u>	<u>FY 201-20 O&amp;M Assessments Per Unit (net)</u>	<u>FY 201-20 O&amp;M Assessments Per Unit (gross)</u>
Active Adult	517	\$ 167,549	325	\$ 350
Residential	1,072	535,837	500	\$ 540
UnPlatted	360	79,232	220	\$ 238
Total Residential	1,949	\$ 782,618		

Prepared By  
Governmental Management Services, LLC

## *SIXTH ORDER OF BUSINESS*



*A.*

# Cypress Bluff

## Community Development District

Unaudited Financial Reporting  
September 30, 2020



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**Cypress Bluff**  
**Community Development District**  
**Combined Balance Sheet**  
September 30, 2020

	<b><u>Governmental Fund Types</u></b>			<b>Totals</b>
	<b>General</b>	<b>Debt Service</b>	<b>Capital Projects</b>	<b>(Memorandum Only)</b>
				<b>2020</b>
<b><u>Assets:</u></b>				
Cash	\$135,264	---	---	\$135,264
Due from Developer	\$287,662	---	---	\$287,662
Investments:				
<b><i>Series 2019</i></b>				
Reserve	---	\$365,840	---	\$365,840
Revenue	---	\$292,972	---	\$292,972
Prepayment	---	\$11,302	---	\$11,302
Acquisition & Construction- Parcel E3A	---	---	\$201,969	\$201,969
Acquisition & Construction- Parcel E5	---	---	\$418,158	\$418,158
Acquisition & Construction- Parcel E7A	---	---	\$1,206,538	\$1,206,538
Acquisition & Construction- Sold Parcels	---	---	\$25,776	\$25,776
Acquisition & Construction	---	---	\$4,001	\$4,001
<b><i>Series 2020</i></b>				
Reserve	---	\$247,310	---	\$247,310
Revenue	---	\$5,425	---	\$5,425
Acquisition & Construction- Parcel E7C	---	---	\$3,164,745	\$3,164,745
Acquisition & Construction- Sold Parcels	---	---	\$11	\$11
Cost of Issuance	---	---	\$4,832	\$4,832
Due from Debt Service	\$14,543	---	---	\$14,543
Investment-SBA	\$350,041			\$350,041
Prepaid Expenses	\$5,473	---	---	\$5,473
<b>Total Assets</b>	<b>\$792,983</b>	<b>\$922,849</b>	<b>\$5,026,030</b>	<b>\$6,741,862</b>
<b><u>Liabilities:</u></b>				
Accounts Payable	\$28,295	---	---	\$28,295
Due to General Fund	---	\$14,543	---	\$14,543
<b><u>Fund Balances:</u></b>				
Restricted for Debt Service	---	\$908,306	---	\$908,306
Unassigned	\$764,688	---	\$5,026,030	\$5,790,718
<b>Total Liabilities and Fund Equity</b>	<b>\$792,983</b>	<b>\$922,849</b>	<b>\$5,026,030</b>	<b>\$6,741,862</b>

**Cypress Bluff**  
**Community Development District**  
Statement of Revenues & Expenditures  
For The Period Ending September 30, 2020

Description	ADOPTED BUDGET	PRORATED	ACTUAL THRU 9/30/20	VARIANCE
		BUDGET THRU 9/30/20		

**Revenues:**

Operation & Maintenance Assessments	\$782,618	\$782,618	\$782,618	\$0
Bondholder Contributions	\$0	\$0	\$10,784	\$10,784
E-Town Intercharge Project	\$0	\$0	\$285,159	\$285,159
Interest-SBA	\$0	\$0	\$41	\$41
Other Revenues	\$0	\$0	\$125	\$125

<b>Total Revenues</b>	<b>\$782,618</b>	<b>\$782,618</b>	<b>\$1,078,726</b>	<b>\$296,109</b>
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**Expenditures**

**Administrative**

Supervisor Fees	\$12,000	\$12,000	\$9,600	\$2,400
FICA Expense	\$918	\$918	\$505	\$413
Engineering	\$3,000	\$3,000	\$5,020	(\$2,020)
Arbitrage	\$800	\$800	\$600	\$200
Dissemination Agent	\$4,000	\$4,000	\$4,933	(\$933)
Attorney	\$30,000	\$30,000	\$27,791	\$2,209
Annual Audit	\$8,000	\$8,000	\$5,300	\$2,700
Assessment Roll	\$5,000	\$5,000	\$5,000	\$0
Trustee Fees	\$15,000	\$15,000	\$6,000	\$9,000
Management Fees	\$45,000	\$45,000	\$45,000	\$0
Information Technology	\$2,000	\$2,000	\$3,000	(\$1,000)
Telephone	\$5,000	\$5,000	\$89	\$4,911
Postage	\$500	\$500	\$1,226	(\$726)
Printing & Binding	\$6,000	\$6,000	\$2,534	\$3,466
Insurance	\$5,000	\$5,000	\$5,125	(\$125)
Legal Advertising	\$5,000	\$5,000	\$3,682	\$1,318
Other Current Charges	\$5,250	\$5,250	\$109	\$5,141
Office Supplies	\$600	\$600	\$180	\$420
Dues, Licenses & Subscriptions	\$325	\$325	\$175	\$150
Website design/compliance	\$1,000	\$1,000	\$1,750	(\$750)

<b>Total Administrative</b>	<b>\$154,393</b>	<b>\$154,393</b>	<b>\$127,620</b>	<b>\$26,773</b>
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**Grounds Maintenance**

Pond Maintenance (Water Quality)	\$15,000	\$15,000	\$0	\$15,000
Landscape Maintenance	\$315,000	\$315,000	\$203,224	\$111,776
Landscape Contingency	\$20,000	\$20,000	\$0	\$20,000
Pump Maintenance	\$3,550	\$3,550	\$0	\$3,550
Reclaimed Water	\$20,000	\$20,000	\$793	\$19,207
Irrigation Repairs	\$4,000	\$4,000	\$0	\$4,000
Landscape Reserves	\$10,000	\$10,000	\$0	\$10,000
Other Repairs and Maintenance	\$6,000	\$6,000	\$0	\$6,000

<b>Total Grounds Maintenance</b>	<b>\$393,550</b>	<b>\$393,550</b>	<b>\$204,017</b>	<b>\$189,533</b>
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**Cypress Bluff**  
**Community Development District**  
Statement of Revenues & Expenditures  
For The Period Ending September 30, 2020

Description	ADOPTED BUDGET	PRORATED	ACTUAL THRU 9/30/20	VARIANCE
		BUDGET THRU 9/30/20		
<u>Amenity</u>				
Insurance	\$12,500	\$12,500	\$0	\$12,500
Field Service Operations	\$35,000	\$35,000	\$0	\$35,000
Lifestyle Operations	\$40,000	\$40,000	\$2,579	\$37,421
Pool Maintenance	\$20,000	\$20,000	\$0	\$20,000
Pool Chemicals	\$12,000	\$12,000	\$0	\$12,000
Interim Facility Staffing	\$30,000	\$30,000	\$0	\$30,000
Janitorial Services	\$28,000	\$28,000	\$0	\$28,000
Refuse	\$4,200	\$4,200	\$0	\$4,200
Security and Gate Maintenance	\$4,500	\$4,500	\$0	\$4,500
Facility Maintenance	\$8,000	\$8,000	\$0	\$8,000
Elevator Maintenance	\$6,000	\$6,000	\$0	\$6,000
Cable and Utilities	\$5,500	\$5,500	\$0	\$5,500
Licenses and Permits	\$1,475	\$1,475	\$0	\$1,475
Repairs & Maintenance	\$5,000	\$5,000	\$1,938	\$3,062
Special Events	\$3,000	\$3,000	\$2,024	\$976
Holiday Decorations	\$1,500	\$1,500	\$0	\$1,500
Fitness Center R&M	\$5,000	\$5,000	\$0	\$5,000
Reserve for Amenities	\$10,000	\$10,000	\$0	\$10,000
Other Current Charges	\$3,000	\$3,000	\$0	\$3,000
<b>Total Amenity</b>	<b>\$234,675</b>	<b>\$234,675</b>	<b>\$6,541</b>	<b>\$228,134</b>
<b>Total Expenditures</b>	<b>\$782,618</b>	<b>\$782,618</b>	<b>\$338,178</b>	<b>\$444,440</b>
<b>Excess Revenues/Expenses</b>	<b>\$0</b>		<b>\$740,549</b>	
<b>Fund Balance - Beginning</b>	<b>\$0</b>		<b>\$24,139</b>	
<b>Fund Balance - Ending</b>	<b>\$0</b>		<b>\$764,688</b>	

**Cypress Bluff**  
**Community Development District**  
**2019 Debt Service Fund**  
Statement of Revenues & Expenditures  
For The Period Ending September 30, 2020

Description	ADOPTED BUDGET	PRORATED BUDGET THRU 9/30/20	ACTUAL THRU 9/30/20	VARIANCE

**Revenues**

Special Assessments- Direct	\$731,680	\$731,680	\$731,680	\$0
Special Assessments- Tax Collector	\$0	\$0	\$0	\$0
Assessments- Prepayments	\$0	\$0	\$11,302	\$11,302
Interest Income	\$0	\$0	\$3,561	\$3,561

<b>Total Revenues</b>	<b>\$731,680</b>	<b>\$731,680</b>	<b>\$746,543</b>	<b>\$14,863</b>
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**Expenditures**

**Series 2019**

Interest-11/1	\$269,573	\$269,573	\$269,573	\$0
Principal-5/1	\$195,000	\$195,000	\$195,000	\$0
Interest-5/1	\$269,573	\$269,573	\$269,573	\$0

<b>Total Expenditures</b>	<b>\$734,146</b>	<b>\$734,146</b>	<b>\$734,146</b>	<b>\$0</b>
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<b>Excess Revenues (Expenditures)</b>	<b>(\$2,466)</b>		<b>\$12,397</b>	
---------------------------------------	------------------	--	-----------------	--

<b>Fund Balance - Beginning</b>	<b>\$274,991</b>		<b>\$643,175</b>	
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<b>Fund Balance - Ending</b>	<b>\$272,525</b>		<b>\$655,571</b>	
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**Cypress Bluff**  
**Community Development District**  
**2020 Debt Service Fund**  
Statement of Revenues & Expenditures  
For The Period Ending September 30, 2020

Description	PROPOSED BUDGET	PRORATED BUDGET THRU 9/30/20	ACTUAL THRU 9/30/20	VARIANCE
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**Revenues**

Special Assessments- Direct	\$494,601	\$494,601	\$5,425	(\$489,176)
Special Assessments- Tax Collector	\$0	\$0	\$0	\$0
Assessments- Prepayments	\$0	\$0	\$0	\$0
Interest Income	\$0	\$0	\$9	\$9
<b>Total Revenues</b>	<b>\$494,601</b>	<b>\$494,601</b>	<b>\$5,434</b>	<b>(\$489,167)</b>

**Expenditures**

Series 2020

Interest-11/1	\$0	\$0	\$0	\$0
Principal-5/1	\$0	\$0	\$0	\$0
Interest-5/1	\$0	\$0	\$0	\$0

<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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**Other Sources/(Uses)**

Bond Proceeds	\$247,300	\$247,300	\$247,300	\$0
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<b>Total Other</b>	<b>\$247,300</b>	<b>\$247,300</b>	<b>\$247,300</b>	<b>\$0</b>
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<b>Excess Revenues (Expenditures)</b>	<b>\$741,901</b>	<b>\$252,734</b>
---------------------------------------	------------------	------------------

<b>Fund Balance - Beginning</b>	<b>\$0</b>	<b>\$0</b>
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<b>Fund Balance - Ending</b>	<b>\$741,901</b>	<b>\$252,734</b>
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**Cypress Bluff**  
**Community Development District**  
**Capital Projects Fund**  
Statement of Revenues & Expenditures  
For The Period Ending September 30, 2020

	Series 2019	Series 2020
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**Revenues:**

Interest	\$ 48,500	\$ 127
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<b>Total Revenues</b>	<b>\$ 48,500</b>	<b>\$ 127</b>
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**Expenditures**

Capital Outlay	\$ 6,536,486	\$ 3,972,139
Cost of Issuance	\$ -	\$ 274,600
Underwriters Discount	\$ -	\$ 41,500

<b>Total Expenditures</b>	<b>\$ 6,536,486</b>	<b>\$ 4,288,239</b>
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**Other Sources/(Uses)**

Bond Proceeds	\$ -	\$ 7,457,700
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<b>Total Other</b>	<b>\$0</b>	<b>\$7,457,700</b>
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<b>Excess Revenues (Expenditures)</b>	<b>\$ (6,487,986)</b>	<b>\$ 3,169,588</b>
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<b>Fund Balance - Beginning</b>	<b>\$ 8,344,429</b>	<b>\$ -</b>
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**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>													
Operations & Maintenance Assessments	\$0	\$66,249	\$304,060	\$146,780	\$0	\$85,999	\$0	\$179,530	\$0	\$0	\$0	\$0	\$782,618
Bondholder Contributions	\$10,547	\$237	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,784
E-Town Intercharge Project	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$285,159	\$0	\$0	\$285,159
Interest-SBA	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$41	\$41
Other Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$125	\$0	\$0	\$125
<b>Total Revenues</b>	<b>\$10,547</b>	<b>\$66,487</b>	<b>\$304,060</b>	<b>\$146,780</b>	<b>\$0</b>	<b>\$85,999</b>	<b>\$0</b>	<b>\$179,530</b>	<b>\$0</b>	<b>\$285,284</b>	<b>\$0</b>	<b>\$41</b>	<b>\$1,078,726</b>

**Expenditures:**

**Administrative**

Supervisor Fees	\$0	\$1,000	\$0	\$600	\$1,000	\$0	\$2,000	\$1,000	\$1,000	\$1,000	\$0	\$2,000	\$9,600
FICA Expense	\$0	\$61	\$0	\$46	\$61	\$0	\$107	\$46	\$46	\$46	\$0	\$92	\$505
Engineering	\$138	\$316	\$291	\$0	\$194	\$1,398	\$704	\$275	\$469	\$801	\$0	\$437	\$5,020
Arbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600	\$0	\$0	\$0	\$600
Dissemination Agent	\$333	\$333	\$333	\$333	\$333	\$333	\$333	\$500	\$500	\$500	\$500	\$600	\$4,933
Attorney	\$11,364	\$1,362	\$1,043	\$2,066	\$1,839	\$1,058	\$2,948	\$3,013	\$2,415	\$0	\$685	\$0	\$27,791
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$4,300	\$0	\$0	\$0	\$0	\$5,300
Assessment Roll	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Trustee Fees	\$0	\$0	\$0	\$0	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000
Management Fees	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$45,000
Information Technology	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$3,000
Telephone	\$0	\$34	\$0	\$13	\$0	\$32	\$10	\$0	\$0	\$0	\$0	\$0	\$89
Postage	\$18	\$127	\$0	\$109	\$9	\$174	\$144	\$122	\$247	\$31	\$206	\$40	\$1,226
Printing & Binding	\$115	\$2	\$273	\$46	\$199	\$394	\$53	\$309	\$231	\$136	\$478	\$297	\$2,534
Insurance	\$5,125	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,125
Legal Advertising	\$300	\$90	\$826	\$90	\$90	\$86	\$130	\$171	\$171	\$373	\$1,015	\$342	\$3,682
Other Current Charges	\$100	\$102	\$100	\$51	\$130	(\$380)	\$0	\$7	\$0	\$0	\$0	\$0	\$109
Office Supplies	\$15	\$0	\$18	\$0	\$15	\$18	\$0	\$30	\$29	\$18	\$18	\$18	\$180
Dues, Licenses & Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Website design/compliance	\$1,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,750
<b>Total Administrative</b>	<b>\$28,433</b>	<b>\$7,427</b>	<b>\$6,884</b>	<b>\$7,352</b>	<b>\$13,870</b>	<b>\$7,113</b>	<b>\$11,429</b>	<b>\$13,772</b>	<b>\$9,708</b>	<b>\$6,905</b>	<b>\$6,901</b>	<b>\$7,825</b>	<b>\$127,620</b>

**Grounds Maintenance**

Pond Maintenance (Water Quality)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Landscape Maintenance	\$11,587	\$14,812	\$14,812	\$14,812	\$14,812	\$17,147	\$17,147	\$17,147	\$20,237	\$20,237	\$20,237	\$20,237	\$203,224
Landscape Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pump Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reclaimed Water	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$673	\$121	\$0	\$0	\$793

**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
Irrigation Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Landscape Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Repairs and Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Grounds Maintenance</b>	<b>\$11,587</b>	<b>\$14,812</b>	<b>\$14,812</b>	<b>\$14,812</b>	<b>\$14,812</b>	<b>\$17,147</b>	<b>\$17,147</b>	<b>\$17,147</b>	<b>\$20,910</b>	<b>\$20,358</b>	<b>\$20,237</b>	<b>\$20,237</b>	<b>\$204,017</b>
<u><b>Amenity</b></u>													
Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Field Service Operations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lifestyle Operations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$579	\$838	\$1,091	\$70	\$2,579
Pool Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pool Chemicals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interim Facility Staffing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Janitorial Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Refuse	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Security and Gate Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facility Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Elevator Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cable and Utilities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses and Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Repairs & Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$835	\$1,103	\$1,938
Special Events	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$383	\$1,641	\$2,024
Holiday Decorations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fitness Center R&M	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve for Amenities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Current Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Amenity</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>\$579</b>	<b>\$838</b>	<b>\$2,310</b>	<b>\$2,813</b>	<b>\$6,541</b>
<b>Total Expenditures</b>	<b>\$40,020</b>	<b>\$22,239</b>	<b>\$21,696</b>	<b>\$22,164</b>	<b>\$28,682</b>	<b>\$24,260</b>	<b>\$28,576</b>	<b>\$30,919</b>	<b>\$31,197</b>	<b>\$28,101</b>	<b>\$29,448</b>	<b>\$30,875</b>	<b>\$338,178</b>
<b>Excess Revenues (Expenditures)</b>	<b>(\$29,473)</b>	<b>\$44,248</b>	<b>\$282,364</b>	<b>\$124,616</b>	<b>(\$28,682)</b>	<b>\$61,739</b>	<b>(\$28,576)</b>	<b>\$148,610</b>	<b>(\$31,197)</b>	<b>\$257,183</b>	<b>(\$29,448)</b>	<b>(\$30,834)</b>	<b>\$740,549</b>

# Cypress Bluff

## Community Development District

### Long Term Debt Report

#### **Series 2019 Special Assessments Revenue Bonds**

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)
Mandatory Principal- 5/1/2020	(\$195,000)
Current Bonds Outstanding	\$11,040,000

#### **Series 2020 Special Assessments Revenue Bonds**

Interest Rate:	3.9-5.2%
Maturity Date:	11/1/2049
Reserve Fund Definition:	50% Max Annual Debt
Reserve Fund Requirement:	\$247,300.43
Reserve Fund Balance:	\$247,300.43
Bonds outstanding - 4/15/2020	\$7,705,000
Current Bonds Outstanding	\$7,705,000

**CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT**  
**Fiscal Year 2020 Summary of Series 2019 & O&M Assessment Receipts**

ASSESSED TO	ASSESSED				RECEIVED			
	# UNITS ASSESSED	SERIES 2019 DEBT NET	O&M NET	TOTAL NET ASMTS	SERIES 2019 DEBT PAID	O&M PAID	TOTAL ASMTS PAID	BALANCE DUE
EASTLAND TIMBER LLC	548	-	273,997.72	273,997.72	-	273,997.72	273,997.72	-
DRP CND ICI LLC	222	172,001.71	110,999.08	283,000.79	172,001.71	110,999.08	283,000.79	-
TOLL SOUTHEAST LP COMPANY INC.	265	196,794.75	132,498.89	329,293.64	196,794.75	132,498.89	329,293.64	-
PULTE HOME CORPORATION	345	129,674.00	112,123.56	241,797.56	129,674.00	112,123.56	241,797.56	-
ES-HOLDINGS ICI	172	130,163.46	85,999.28	216,162.74	130,163.46	85,999.28	216,162.74	-
PROVIDENCE CONSTRUCTION COMPANY	134	103,046.07	66,999.44	170,045.51	103,046.07	66,999.44	170,045.51	-
<b>NET ASSESSMENTS DIRECT BILL</b>	<b>1,686</b>	<b>731,679.99</b>	<b>782,617.98</b>	<b>1,514,297.97</b>	<b>731,679.99</b>	<b>782,617.97</b>	<b>1,514,297.96</b>	<b>-</b>
<b>NET ASSESSMENTS TAX ROLL</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL DISTRICT</b>	<b>1,686</b>	<b>731,679.99</b>	<b>782,617.98</b>	<b>1,514,297.97</b>	<b>731,679.99</b>	<b>782,617.97</b>	<b>1,514,297.96</b>	<b>-</b>

<b>DIRECT BILL % COLLECTED</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
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(1) Bulk land owners are on a payment plan. Installments due 50% due 12/1, 25% due 2/1, and 25% due 5/1.

*B.*

# Cypress Bluff

## Community Development District

### Check Run Summary September 30, 2020

Fund	Date	Check No.	Amount
<b>Payroll</b>			
	9/10/20	50100-50104	\$ 954.10
	9/22/20	50105-50109	\$ 954.10
		Subtotal	<u>\$ 1,908.20</u>
<b>General Fund</b>			
	9/3/20	160-163	\$ 508,369.61
	9/11/20	164-168	\$ 6,943.00
	9/18/20	169-171	\$ 381.50
	9/25/20	172	\$ 30.00
		Subtotal	<u>\$ 515,724.11</u>
<b>Total</b>			<b>\$517,632.31</b>

PR300R

## PAYROLL CHECK REGISTER

RUN 9/10/20 PAGE 1

CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
50100	3	CHRIS PRICE	184.70	9/10/2020
50101	5	JOHN L HOLMES III	200.00	9/10/2020
50102	2	JOHN S HEWINS JR	184.70	9/10/2020
50103	1	RICHARD T RAY	184.70	9/10/2020
50104	4	STEVE GROSSMAN	200.00	9/10/2020
TOTAL FOR REGISTER			954.10	

CYBL -CYPRESS BLUF' DLAUGHLIN



# Attendance Sheet

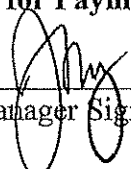
District Name: Cypress Bluff CDD

Board Meeting Date: September 2, 2020 Meeting

	Name	In Attendance	Fee
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

9/2/20  
Date

PLEASE RETURN COMPLETED FORM TO OKSANA

PR300R

## PAYROLL CHECK REGISTER

RUN 9/22/20 PAGE 1

CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
50105	3	CHRIS PRICE	184.70	9/22/2020
50106	5	JOHN L HOLMES III	200.00	9/22/2020
50107	2	JOHN S HEWINS JR	184.70	9/22/2020
50108	1	RICHARD T RAY	184.70	9/22/2020
50109	4	STEVE GROSSMAN	200.00	9/22/2020
TOTAL FOR REGISTER			954.10	

CYBL -CYPRESS BLUF' DLAUGHLIN

# Attendance Sheet


District Name: Cypress Bluff CDD

Board Meeting Date: September 22, 2020 Meeting

	Name	In Attendance	Fee
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

9/22/20  
\_\_\_\_\_  
Date

**PLEASE RETURN COMPLETED FORM TO OKSANA**

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
9/03/20	00019	8/31/20 08312020	202009 300-15100-10000 FY20 CAPITAL RESERVE FUND	CYPRESS BLUFF CDD C/O SBA	*	350,000.00	350,000.00 000160
9/03/20	00015	9/02/20 09022020	202008 320-57200-34000 AUG LIFESTYLE COORDINATOR	MARY GRACE LAMENDOLA	*	1,091.25	1,091.25 000161
9/03/20	00015	9/02/20 09022020	202008 320-57200-46000 CANOPY TENT		*	439.90	
		9/02/20 09022020	202008 320-57200-46000 TRASH BAGS		*	38.07	
		9/02/20 09022020	202008 320-57200-46000 TRASH CONTAINERS		*	125.60	
		9/02/20 09022020	202008 320-57200-46000 TABLECLOTH		*	13.95	
		9/02/20 09022020	202008 320-57200-49400 MIN ORDER CHARGE F/PIZZA	MARY GRACE LAMENDOLA	*	83.46	700.98 000162
9/03/20	00013	8/31/20 08312020	202009 300-20700-10000 FY20 DEBT ASSESSMENT	THE BANK OF NEW YORK MELLON	*	156,577.38	156,577.38 000163
9/11/20	00020	9/02/20 09022020	202009 320-57200-49400 SPECIAL EVENT 9/16/20	ASHTON TAYLOR	*	200.00	200.00 000164
9/11/20	00001	9/01/20 11629	202009 300-15500-10000 FY21 INSURANCE RENEWAL	EGIS INSURANCE ADVISORS LLC	*	5,381.00	5,381.00 000165
9/11/20	00006	8/03/20 195118	202007 310-51300-31100 JUL PROFESSIONAL SERVICES	ENGLAND, THIMS & MILLER, INC.	*	800.50	800.50 000166
9/11/20	00006	3/07/19 189926	202009 310-51300-31100 ENGINEERS REPORT SE 2019	ENGLAND, THIMS & MILLER, INC.	*	436.50	436.50 000167
9/11/20	00021	9/04/20 E11958	202009 320-57200-49400 SPECIAL EVENT 9/16/20	EXECUTIVE FOOD SERVICES, INC DBA	*	125.00	125.00 000168
9/18/20	00002	9/14/20 20-05317	202009 310-51300-48000 NOTICE OF MEETING 9/22/20	JACKSONVILLE DAILY RECORD	*	164.00	164.00 000169

CYBL -CYPRESS BLUF' OKUZMUK

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
9/18/20	00002	9/17/20 20-05442	202009 310-51300-48000	NOTICE OF MEETINGS SCHDL	*	177.50	
				JACKSONVILLE DAILY RECORD			177.50 000170
9/18/20	00022	9/11/20 09112020	202009 320-57200-34000	SP EVENT HELPER SERVICES	*	40.00	
				MELANIE DODD			40.00 000171
9/25/20	00022	9/24/20 09242020	202009 320-57200-34000	PIZZA PARTY HELPER SRVC	*	30.00	
				MELANIE DODD			30.00 000172
TOTAL FOR BANK A						515,724.11	
TOTAL FOR REGISTER						515,724.11	

CYBL -CYPRESS BLUF' OKUZMUK

**Cypress Bluff**  
**COMMUNITY DEVELOPMENT DISTRICT**

RECEIVED

AUG 31 2020

*General Fund*

**Check Request**

Date	Amount	Authorized By
August 31, 2020	\$350,000.00	Hannah Smith

Payable to:

Cypress Bluff CDD c/o SBA #19
-------------------------------

Date Check Needed:

Budget Category:

ASAP	001.300.15100.10000
------	---------------------

Intended Use of Funds Requested:

FY20 Capital Reserve Fund
(Attach supporting documentation for request.)

RECEIVED

Mary Grace LaMendola  
E-Town Lifestyle Coordinator  
August 2020 Invoice

SEP 02 2020

Date	Vendor	Amount	Description of goods
8/8/20	Amazon.com <i>RR</i>	\$439.90	8x12 Canopy Tent; 10x10 Canopy Tent
8/10/20	Amazon.com <i>RR</i>	\$38.07	Trash Bags (50 count)
8/10/20	Amazon.com <i>RR</i>	\$125.60	Cardboard Trash Containers (20)
8/17/20	Amazon.com <i>RR</i>	\$13.95	Tablecloth
8/25/20	Mother Truckin' Pizza <i>SE</i>	\$83.46	Minimum order charge
		\$700.98	Total Due

Please submit payment to: Mary Grace LaMendola  
238 Garden Wood Dr.  
Ponte Vedra, FL 32081


*RR* 1,322.572.460  
*SE* 1,322.572.494

15 ⓐ

amazon.com

Details for Order #114-4209973-6209017  
Print this page for your records.

**Order Placed:** August 8, 2020**Amazon.com order number:** 114-4209973-6209017**Order Total:** \$439.90

Arriving 8/14/20

**Not Yet Shipped****Items Ordered**

	Price
1 of: ABCCANOPY Canopy 8x12 Pop Up Commercial Canopy Tent with Side Walls Instant Shade, Bonus Upgrade Roller Bag, 4 Weight Bags, Stakes and Ropes, White Sold by: #1 Instant Shelter ( <a href="#">seller profile</a> )   Product question? <a href="#">Ask Seller</a>	\$219.95

Condition: New

1 of: ABCCANOPY Canopy 10x10 Pop Up Commercial Canopy Tent with Side Walls Instant Shade, Bonus Upgrade Roller Bag, 4 Weight Bags, Stakes and Ropes, White Sold by: #1 Instant Shelter ( <a href="#">seller profile</a> )   Product question? <a href="#">Ask Seller</a>	\$219.95
--	----------

Condition: New

**Shipping Address:**

Mary Grace LaMendola  
238 GARDEN WOOD DR  
PONTE VEDRA, FL 32081-5084  
United States

**Shipping Speed:**

Two-Day Shipping

**Payment Information****Payment Method:**

MasterCard | Last digits: 5617

**Billing address**

Mary Grace LaMendola  
238 GARDEN WOOD DR  
PONTE VEDRA, FL 32081-5084  
United States

Item(s) Subtotal: \$439.90  
Shipping & Handling: \$0.00

-----  
Total before tax: \$439.90  
Estimated tax to be collected: \$0.00  
-----

**Grand Total: \$439.90**

To view the status of your order, return to [Order Summary](#).

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amazon.com

Details for Order #114-7094622-4879452

Print this page for your records.**Order Placed:** August 10, 2020**Amazon.com order number:** 114-7094622-4879452**Order Total:** \$38.07

arriving 8/14/20

**Not Yet Shipped****Items Ordered**

	Price
1 of: Aluf Plastics Heavy Duty 55 Gallon Trash Bags - (Large 50 Pack /w Ties) - 2 MIL Industrial Strength Plastic Drum Liners 38' x 58' Professional Black Garbage Bags for Construction, Contractors, Leaf, Yard - 796695	\$38.07
Sold by: Amazon.com Services LLC	

Condition: New

**Shipping Address:**Mary Grace LaMendola  
238 GARDEN WOOD DR  
PONTE VEDRA, FL 32081-5084  
United States**Shipping Speed:**

Amazon Day Delivery

**Payment information****Payment Method:**

MasterCard | Last digits: 5617

Item(s) Subtotal: \$38.07  
Shipping & Handling: \$0.00**Billing address**Mary Grace LaMendola  
238 GARDEN WOOD DR  
PONTE VEDRA, FL 32081-5084  
United StatesTotal before tax: \$38.07  
Estimated tax to be collected: \$0.00**Grand Total: \$38.07**To view the status of your order, return to [Order Summary](#).[Conditions of Use](#) | [Privacy Notice](#) © 1996-2020, Amazon.com, Inc. or its affiliates

amazon.com

Final Details for Order #114-3318446-5775460  
Print this page for your records.

**Order Placed:** August 10, 2020  
**Amazon.com order number:** 114-3318446-5775460  
**Seller's order number:** 18516109  
**Order Total:** \$125.60

**Shipped on August 12, 2020**

Arriving  
Aug 20-27

**Items Ordered**

2 of: Bankers Box Large Corrugated Cardboard Trash and Recycling  
Containers, 50 Gallon, 10 Each (7330201)  
Sold by: Clean It Supply ([seller profile](#))

**Price**  
\$66.21

Condition: New

**Shipping Address:**

Mary Grace LaMendola  
238 GARDEN WOOD DR  
PONTE VEDRA, FL 32081-5084  
United States

**Shipping Speed:**

Standard Shipping

**Payment information****Payment Method:**

MasterCard | Last digits: 5617

Item(s) Subtotal: \$132.42  
Shipping & Handling: \$0.00  
Amazon Discount: -\$6.82

**Billing address**

Mary Grace LaMendola  
238 GARDEN WOOD DR  
PONTE VEDRA, FL 32081-5084  
United States

Total before tax: \$125.60  
Estimated tax to be collected: \$0.00

**Grand Total: \$125.60**

**Credit Card transactions**

MasterCard ending in 5617: August 12, 2020: \$125.60

To view the status of your order, return to [Order Summary](#).

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amazon.com

Details for Order #114-0425050-2411415  
[Print this page for your records.](#)

Order Placed: August 17, 2020  
Amazon.com order number: 114-0425050-2411415  
Order Total: \$13.95

### Not Yet Shipped

#### Items Ordered

	Price
1 of: Kadut Rectangle Tablecloth - 90 x 132 Inch - White Rectangular Table Cloth for 6 Foot Table in Washable Polyester - 30" Drop, Great for Buffet Table, Parties, Holiday Dinner, Wedding & More	\$13.95
Sold by: Kadut ( <a href="#">seller profile</a> )	

Condition: New

#### Shipping Address:

Mary Grace LaMendola  
238 GARDEN WOOD DR  
PONTE VEDRA, FL 32081-5084  
United States

#### Shipping Speed:

One-Day Shipping

### Payment information

#### Payment Method:

MasterCard | Last digits: 5617

#### Billing address

Mary Grace LaMendola  
238 GARDEN WOOD DR  
PONTE VEDRA, FL 32081-5084  
United States

Item(s) Subtotal: \$13.95  
Shipping & Handling: \$0.00

-----  
Total before tax: \$13.95  
Estimated tax to be collected: \$0.00  
-----

**Grand Total: \$13.95**

To view the status of your order, return to [Order Summary](#).

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**Mother Truckin' Pizza food truck**

Invoice - #000012

**\$83.46**

Overdue since August 25, 2020

Invoice #000012

August 25, 2020

**Bill To**

Etown Mary Grace La Mendola

E Town

marygrace@etownjax.com

[Download Invoice PDF](#)

We appreciate your business.

**Meet your neighbors event****\$78.00***Total sales for event \$522**Less \$600 min**\$78 balance due**Great event!! Loved the music and residents!**We hope to work with you again!**Mike & Kellie Rice***Subtotal****\$78.00****Sales Tax****\$5.46****Total****\$83.46****Mother Truckin' Pizza food truck**

mothertruckinpizza@gmail.com

+1 (904) 855-7542

RECEIVED

Mary Grace LaMendola  
E-Town Lifestyle Coordinator

SEP 02 2020

August 2020 Invoice

8/3/20	10:00am - 11:00am	1	emails, monitor FB invites, gather more info for events
8/4/20	10:30am - 11:15am	0.75	emails, monitor FB invites, gather more info for events
8/5/20	10:30am - 12:30am	2	emails, monitor FB invites, work through details of first event, reserve site, worked on detailed list
8/6/20	3:30pm - 5:30pm	2.25	Met with Really Good Beer Guys; took pictures/worked layout of eTown location
8/7/20	6:00am - 6:45am	0.75	Parking /Entertainment placement document for meeting
	10:00am - 12:30am	2.5	Weekly Meeting, Review Meet your Neighbor, order tents, email event,
8/9/20	5:15am - 7:15am	2	Replied to many emails; event planning
8/10/20	2:00pm - 4:30pm	2.5	Post event to FB; training with Brooke/Lauren; e-mails; ordered items for event
8/11/20	9:30am - 9:45am	0.5	reviewed signs and table clothes
	4:00pm - 5:15pm	1.25	zoom meeting with Brooke and Lauren to review Mailchimp
8/12/20	8:15am - 10:15am	2	zoom meeting with Brooke, sent email for event, reviewed FB pages & emails, details for ordering signs, tablecloths, pylons, etc.
8/13/20	5:15am - 7:45am	2.5	Redid Project Template with updated event information for future; ordered signs; talked to Dave regarding expenses and future events; e-mails; reached back out to Beer vendor
8/14/20	2:00pm - 2:45pm	0.75	Called Larry from caterer; talked to Lee regarding liquor license; met food truck vendors
8/17/20	3:30pm - 5:15pm	1.75	emails, order table cloth, monitor FB invites, still trying to reach out to vendors and get answers
8/18/20	3:00pm - 5:30pm	2.5	email, training with Julie, Parking map, final details of event
8/19/20	8:45am - 10:45am	2	Hub layout diagram, Food Truck Guidelines, emails.
8/20/20	8:30am - 10:30am	2	Finalized all Food Trucks, Day of Event To-Do List, Layout Chart, monitor FB invites, emails
	3:15pm - 5:15pm	2	drop off to eTown, photo shoot for FB, Instagram Live session, pick up signs from Fast Signs
8/21/20	12:30 - 3:00pm	2.5	pick up check in St. Augustine, zoom meeting with Lauren, post on FB, talk with Larry, Begin to plan next events
8/24/20	3:15pm - 4:30pm	1.25	zoom meeting with Lauren, post on FB, emails, FB invites
8/25/20	11:00am - 12:15	1.25	mailchimp email and eventbrite parking sent to attendees
	3:30pm - 9:15pm	5.75	First resident event!!!
8/26/20	6:00am - 7:30am	1.5	Event Recap, emails,
	2:00pm - 3:30pm	1.5	event recap with Kelly and Parc Group staff
8/31/20	2:30pm - 5:45pm	3.75	e-mails, compile handbook, summary for next events; FB invites
		48.5	Total Hours
		\$22.50	Hourly Rate
		\$1,091.25	Total Due

Please submit payment to: Mary Grace LaMendola  
238 Garden Wood Dr.  
Ponte Vedra, FL 32081

Send invoice to: Daniel Laughlin  
Oksana Kuzmuk

dlaughlin@gmsnf.com  
okuzmuk@gmsnf.com

15 A  
1,320.572.340

**Cypress Bluff**  
**COMMUNITY DEVELOPMENT DISTRICT**

RECEIVED

*General Fund*

AUG 31 2020

**Check Request**

Date	Amount	Authorized By
August 31, 2020	\$156,577.38	Hannah Smith

Payable to:

The Bank of New York Mellon #13
---------------------------------

Date Check Needed:

Budget Category:

ASAP	001.300.20700.1000
------	--------------------

Intended Use of Funds Requested:

FY20 Debt Assessment
(Attach supporting documentation for request.)

## PERFORMANCE AGREEMENT

This Agreement is made and entered into this 2nd day of September, 2020, between **Cypress Bluff CDD, 11003 eTown Parkway, Jacksonville, FL. 32256** ("Purchaser") and Ashton Taylor ("Performer"), (collectively known as "Parties"). The Parties agree as follows:

LOCATION OF PERFORMANCE: eTown HUB/ Welcome Center, 11003 eTown Parkway, Jacksonville, FL

DATE OF PERFORMANCE: Wednesday, September 16, 2020

TIME OF PERFORMANCE: 5:30pm-7:30pm

PERFORMER SETUP TIME: 5:00pm

PAYMENT: Performer agrees to accept the total sum of \$ 200.00 for this engagement.

DEPOSIT: Purchaser agrees to pay the sum of \$ 0 as a deposit for this engagement.

BALANCE DUE AT TIME OF PERFORMANCE: \$ 200.00

CHECKS PAYABLE TO: Ashton Taylor

RECEIVED

SEP 04 2020

### CANCELLATION:

Purchaser: In the event Purchaser would need to reschedule the performance due to inclement weather or due to something outside of their immediate control, the Vendor and Purchaser shall agree to reschedule the performance at a mutually convenient date and time within 90 days. In the event that this cannot occur within 90 days, the Purchaser and Vendor shall mutually agree to cancel the performance without penalty or cancellation fees charged to either party. In the event that the Purchaser cancels the performance three days or less, prior to the scheduled date, Purchaser will pay Performer 50% of the performance fee. Upon payment of the cancellation fee, Purchaser will have no further obligation to the Performer.

Performer: In the event Performer cancels the performance less than one week prior to the scheduled date due to sickness, accidents, acts of God, and other reasons beyond Performer's control, Performer agrees to refund the deposit, if any, to Purchaser. Performer hereby agrees, confirms and acknowledges it has all requisite rights, title and interest in the material, songs, show, or other collection of works to be performed by Performer and will identify and hold the District harmless for any claims against the District arising from Performer's performance.

Any and all amendments to this Performance Agreement shall be in writing and executed by the Parties.

In any action or proceeding involving a dispute between the Purchaser and the Performer arising out of this Agreement, the prevailing party will be entitled to receive from the losing party reasonable attorney's fees.

Performer understands and agrees that Chapter 119, *Florida Statutes*, may be applicable in connection with the services provided to the District and agrees to cooperate with any public record request. Performer agrees that it shall allow access to all documents, papers, letters, or other materials subject to Chapter 119, *Florida Statutes*, and the District's Record Retention Policy.

### **PURCHASER**

**CYPRESS BLUFF CDD**

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

Printed Name: Mary Grace LaMendola

### **PERFORMER**

Ashton Taylor

By: Ashton Taylor

Printed Name: Ashton Taylor

Cell Phone Number: 904-363-0807

20 @

1.322.572.494

Pick up



Insurance & Risk Advisors

RECEIVED

SEP 03 2020

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

## INVOICE

Customer	Cypress Bluff Community Development District
Acct #	835
Date	09/01/2020
Customer Service	Kristina Rudez
Page	1 of 1

Payment Information	
Invoice Summary	\$ 5,381.00
Payment Amount	
Payment for:	Invoice#11629
100120353	

Thank You

Please detach and return with payment



Customer: Cypress Bluff Community Development District

Invoice	Effective	Transaction	Description	Amount
11629	10/01/2020	Renew policy	Policy #100120353 10/01/2020-10/01/2021 Florida Insurance Alliance Package - Renew policy Due Date: 9/1/2020  10 1,300.155.100	5,381.00
				<b>Total</b>
				\$ 5,381.00
FOR PAYMENTS SENT OVERNIGHT: Egis Insurance Advisors LLC, Fifth Third Wholesale Lockbox, Lockbox #234021, 4900 W. 95th St Oaklawn, IL 60453				

Thank You

Remit Payment To: Egis Insurance Advisors, LLC

(321)233-9939

Date

Lockbox 234021 PO Box 84021  
Chicago, IL 60689-4002

sclimer@egisadvisors.com

09/01/2020





RECEIVED

SEP 10 2020

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

March 7, 2019  
Project No: 13102.26001  
Invoice No: 0189926

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

Services this month include:

1. Creating and revising supplemental engineers report for the 2019 bonds.

Brad W.

Professional Services rendered through February 28, 2019

**Professional Personnel**

		Hours	Rate	Amount
Senior Engineer				
Weeber, Bradley	2/2/2019	2.25	194.00	436.50
Totals		2.25		436.50
<b>Total Labor</b>				<b>436.50</b>

Invoice Total this Period

**\$436.50**

6 A  
1,810.573.211

England-Thims & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
14775 Old St. Augustine Road • Jacksonville, Florida 32259 • tel 904-642-6990 • fax 904-646-8486  
CA-00002684 LC-0000316



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

August 3, 2020  
Project No: 13102.26002  
Invoice No: 0195118

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

1. Meeting attendance
2. Preparing requisitions
3. Review and Sign Documents
4. Administrative Support

-Brad W.

Professional Services rendered through July 31, 2020

**Professional Personnel**

		Hours	Rate	Amount
Senior Engineer				
Weeber, Bradley	7/11/2020	1.00	194.00	194.00
Weeber, Bradley	7/18/2020	1.50	194.00	291.00
Weeber, Bradley	7/25/2020	1.00	194.00	194.00
Administrative Support				
Blair, Shelley	7/18/2020	.50	81.00	40.50
Blair, Shelley	7/25/2020	1.00	81.00	81.00
Totals		5.00		800.50
Total Labor				

RECEIVED

SEP 09 2020

Invoice Total this Period

800.50

\$800.50

**Outstanding Invoices**

Number	Date	Balance
0194882	7/7/2020	469.00
Total		469.00

Total Now Due \$1,269.50

6 (A)  
1,810.53.81

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

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
14775 Old St. Augustine Road • Jacksonville, Florida 32258 • Tel 904-812-8990 • Fax 904-818-9485  
CA-00002884 LC-0000016



Good Spirits

RECEIVED

SEP 04 2020

# Proposal

Client/Organization Good Spirits ETown	Event Date 9/16/2020 (Wed)	Telephone	Fax	Event # E11958
Address	Booking Contact Mary Grace LaMendola	Site Contact Mary Grace LaMendola	Guests 50 (Pin)	

## Venue

Bar	Arrival	Start	End	Serving
5:00 pm	NA	5:00 pm	8:00 pm	NA

## Food/Service Items

Food/Service Items	Price	Qty	Total
Good Spirits to provide Wine, Beer, Soda and Cash Bar to Client that includes all set up	125.00	1	125.00
Specialty Drink: Manhattan			
Also providing Charcuterie Boards and Oven Fired Flat Breads TBD			

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	125.00	0.00	0.00	0.00	0.00	0.00	0.00	125.00
Taxes	8.75	0.00	0.00	0.00	0.00	0.00	0.00	8.75
Total	133.75	0.00	0.00	0.00	0.00	0.00	0.00	133.75

Subtotal	125.00
Taxes (7%)	8.75
Serv Chg (0%)	0.00
Total Value	133.75

Signature

1,320,572,494  
21 @

Tax exempt  
certif.

Pack up

Deposits and Payments may be done with credit card, check, money order or cash

Make Checks payable to Good Spirits Bartending Service

There is a 4% Transaction fee for all credit cards EXCEPT AMERICAN EXPRESS

A signed Contract/Proposal is required to secure your date and services with Good Spirits, with a deposit of \$250

Final payment is due in full 7 days prior to your event

There is a 75% cancellation fee for any event canceled within 7 days of the scheduled event

By signing this proposal, you agree to all fees and policies within this legal document

# Jacksonville Daily Record

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

P.O. Box 1769  
Jacksonville, FL 32201  
(904) 356-2466

## INVOICE

September 14, 2020

Date

RECEIVED

SEP 14 2020

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

Payment Due Upon Receipt

Serial #	20-05317D	PO/File #		\$164.00
Notice of Regular Meeting of the Board of Supervisors				Amount Due
				Amount Paid
Cypress Bluff Community Development District				\$164.00
				Payment Due
Case Number				
Publication Dates	9/14			
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).*

2 @  
1,310.573.480

Your notice can be found 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 REGULAR  
MEETING OF THE  
BOARD OF SUPERVISORS  
CYPRESS BLUFF  
COMMUNITY  
DEVELOPMENT DISTRICT**

Notice is hereby given that the Cypress Bluff Community Development District ("District") will hold a regular meeting of the Board of Supervisors ("Board") on Tuesday, September 22, 2020 at 1:30 p.m., where the Board may consider any business that may properly come before it. The Meeting is anticipated to be conducted remotely using video or teleconference pursuant to Executive Orders 20-52, 20-69 and 20-193 issued by Governor DeSantis, including any extensions or supplements thereof, and pursuant to Section 120.54(5) (b)2., *Florida Statutes*. Should conditions allow the Meeting to occur in person, it will be held at the eTown Welcome Center, 11003 E-town Parkway, Jacksonville, FL 32256.

While it may be necessary to hold the above referenced meeting of the District's Board of Supervisors utilizing *Zoom* media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. Toward that end, anyone wishing to listen and participate in the meeting and obtain information about how the meeting will occur should refer to the District's website, [www.CypressBluffCDD.com](http://www.CypressBluffCDD.com) or contact the District Manager, c/o Governmental Management Services, LLC, at (904) 940-5850 or [jerry@gmsnf.com](mailto:jerry@gmsnf.com) to obtain access information. Additionally, participants are **strongly encouraged** to submit questions and comments to the District Manager at least 24 hours in advance of the meeting at (904) 940-5850 or [jerry@gmsnf.com](mailto:jerry@gmsnf.com) to facilitate the Board's consideration of such questions and comments during the meeting. The

Meeting is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The Meeting may be continued to a date, time, and place to be specified on the record at such Meeting.

An electronic copy of the agenda may be obtained by contacting the office of the District Manager, c/o Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, (904) 940-5850, [jerry@gmsnf.com](mailto:jerry@gmsnf.com) ("District Manager's Office") during normal business hours, and is also expected to be available on the District's website, [www.CypressBluffCDD.com](http://www.CypressBluffCDD.com) at least seven days prior to the meeting.

Any person requiring special accommodations at the 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.

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

If you are unable to participate by telephone or by *Zoom*, please contact the District Manager's office at (904) 940-5850 or [jerry@gmsnf.com](mailto:jerry@gmsnf.com) for further accommodations.

Jim Perry  
District Manager  
Sep. 14 00 (20-05317D)

# Jacksonville Daily Record

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

P.O. Box 1769  
Jacksonville, FL 32201  
(904) 356-2466

## INVOICE

September 17, 2020

RECEIVED

Date

SEP 16 2020

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

Payment Due Upon Receipt

Serial # 20-05442D PO/File # \_\_\_\_\_ \$177.50

Notice of Board of Supervisors Meeting Dates

Amount Due

Amount Paid

Cypress Bluff Community Development District

\$177.50

Payment Due

Case Number \_\_\_\_\_

Publication Dates 9/17

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).*

2 (A)  
1,810.513.480

Your notice can be found 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 BOARD  
OF SUPERVISORS  
MEETING DATES  
CYPRESS BLUFF  
COMMUNITY  
DEVELOPMENT DISTRICT  
FOR FISCAL YEAR 2020-2021**  
The Board of Supervisors of the Cypress Bluff Community Development District will hold their regular meetings for Fiscal Year 2020-2021 at the eTown Welcome Center, 11063 E-Town Parkway, Jacksonville, Florida 32256 at 1:30 p.m. on the fourth Tuesday of each month unless otherwise indicated as follows:

October 27, 2020  
November 17, 2020  
("third Tuesday")  
December 15, 2020  
("third Tuesday")  
January 26, 2021  
February 23, 2021  
March 23, 2021  
April 27, 2021  
May 25, 2021  
June 22, 2021  
July 27, 2021  
August 24, 2021  
September 28, 2021

It is anticipated that the meetings will take place at the location above. In the event that the COVID-19 public health emergency prevents the meetings from occurring in-person, the District may conduct the meetings by telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-52, 20-69 and 20-123, issued by Governor DeSantis, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*.

*While it may be necessary to hold the above referenced meetings utilizing communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. To that end, anyone wishing to participate in the meetings should refer to the District's website at [www.CypressBluffCDD.com](http://www.CypressBluffCDD.com)*

or contact the office of the District Manager, c/o Governmental Management Services, LLC at (904) 940-5850 or [jperry@gmsnf.com](mailto:jperry@gmsnf.com) to obtain access information.

Participants are strongly encouraged to submit questions and comments to the District Manager's Office at [jperry@gmsnf.com](mailto:jperry@gmsnf.com) or by calling (904) 940-5850 at least 24 hours in advance of the meetings to facilitate the Board's consideration of such questions and comments during the meeting.

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 or by calling (904) 940-5850.

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least 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 Office.

A person who decides to appeal any decision made at the meetings with respect to any matter considered at the meeting is advised that 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 such appeal is to be based.

James Perry  
District Manager

Sep. 17 00 (20-05442D)



**From:** Mary Grace LaMendola marygrace@etownjax.com  
**Subject:** Fwd: Melanie Dodd. W-9  
**Date:** September 11, 2020 at 2:19 PM  
**To:** dlaughlin@gmsnf.com  
**Cc:** Oksana Kuzmuk okuzmuk@gmsnf.com



Hi Daniel and Oksana - Here is one more W-9 for Melanie Dodd. She will be helping out at my upcoming event and will be paid \$40. I know this is late notice so if you would like to just put it in the mail to me I can give it to her after the event. I will be there on Monday to pick up the other two checks.

Thanks so much! I hope you both have a fabulous weekend!

Mary Grace LaMendola  
238 Garden Wood Dr.  
Ponte Vedra, FL 32081

RECEIVED

SEP 11 2020

----- Forwarded message -----

**From:** Mary Grace LaMendola <nomlamendola@yahoo.com>  
**Date:** Fri, Sep 11, 2020 at 11:09 AM  
**Subject:** Melanie Dodd. W-9  
**To:** <Marygrace@etownjax.com>

Scanned by Scanner for Me <http://apple.co/1YtqGtz>

Sent from my iPhone usually by voice text and Siri often times misunderstands,

--

**Mary Grace Lamendola**  
eTown Lifestyle Director  
[MaryGrace@etownjax.com](mailto:MaryGrace@etownjax.com)



[etownjax.com](http://etownjax.com)  
904-503-0964



1,820,572.340

22 A

Send check  
to Mary

**From:** MaryGrace LaMendola marygrace@etownjax.com  
**Subject:** Fwd: Melanie Dodd. W-9  
**Date:** September 24, 2020 at 8:45 AM  
**To:** dlaughlin@gmsnf.com, Oksana Kuzmuk okuzmuk@gmsnf.com

RECEIVED

SEP 24 2020

Good morning Daniel and Oksana - I hope you are doing well!

Two things today.....I am checking on the check below for Melanie Dodd. Was this mailed? If so, can you tell me what address it went to?

Also, I need to request another check for \$30 for Melanie Dodd for an event this Tuesday (Pop Up Pizza Party) at eTown.

Thank you for your help.

Mary Grace

----- Forwarded message -----

**From:** MaryGrace LaMendola <marygrace@etownjax.com>  
**Date:** Fri, Sep 11, 2020 at 2:19 PM  
**Subject:** Fwd: Melanie Dodd. W-9  
**To:** <dlaughlin@gmsnf.com>  
**Cc:** Oksana Kuzmuk <okuzmuk@gmsnf.com>

22 A  
1,320.572.340

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Thanks so much! I hope you both have a fabulous weekend!

Mary Grace LaMendola  
238 Garden Wood Dr.  
Ponte Vedra, FL 32081

----- Forwarded message -----

**From:** Mary Grace LaMendola <momlamendola@yahoo.com>  
**Date:** Fri, Sep 11, 2020 at 11:09 AM  
**Subject:** Melanie Dodd. W-9  
**To:** <Marygrace@etownjax.com>

Scanned by Scanner for Me <http://apple.co/1YtqGtz>

Sent from my iPhone usually by voice text and Siri often times misunderstands,

--

**Mary Grace Lamendola**  
eTown Lifestyle Director  
[MaryGrace@etownjax.com](mailto:MaryGrace@etownjax.com)



[etownjax.com](http://etownjax.com)  
904-503-0964

Mail to  
Mary