

MINUTES OF MEETING  
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors meeting of the Cypress Bluff Community Development District was held Tuesday, January 25, 2022 at 1:30 p.m. at the eTown Welcome Center, 11003 E-Town Parkway, Jacksonville, Florida 32256.

Present and constituting a quorum were:

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

Also present were:

Jim Perry	District Manager
Katie Buchanan	District Counsel (by phone)
Bradley Weeber	District Engineer (by phone)
Joe Muhl	PARC Group
Marcy Pollicino	Vesta Property Services
Jim Oliver	GMS

The following is a summary of the discussions and actions taken at the January 25, 2022 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 being no members of the public present, the next item followed.

The following item was taken out of order from the agenda.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports (1)**

**D. General Manager – Report**

Ms. Pollicino gave the Board an overview of her report, a copy of which was included in the agenda package, as well as a landscape report.

January 25, 2022

Cypress Bluff CDD

Ms. Pollicino relayed a resident request to extend rentals to include the yoga lawn and event lawn. There would need to be stipulations such as no inflatables, food trucks, game trucks, etc. Mr. Perry noted in order to charge rental fees for the new areas the District would need to go through the rulemaking process so the change would not be able to go into effect immediately. Ms. Buchanan reminded the Board of non-resident and Del Webb Recharge memberships that expired December 31st and noted those could be changed during the rulemaking process if they're no longer applicable.

**THIRD ORDER OF BUSINESS****Approval of Minutes of the October 26, 2021 Meeting**

There were no comments on the minutes.

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor the minutes of the October 26, 2021 meeting were approved as presented.

**FOURTH ORDER OF BUSINESS****Ratification of Requisition Nos. 1 & 2 for the Series 2021 Bonds and No. 45 for the Series 2019 Bonds**

Mr. Perry informed the Board requisition number one was for cost of issuance, requisition number two was for acquisition of work product, and requisition number forty-five is payable to PARC Group related to the project services agreement.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor Requisitions 1 & 2 (Series 2021) and Requisition 45 (Series 2019) were ratified.

**FIFTH ORDER OF BUSINESS****Consideration of Series 2020A Requisition Related to the Acquisition of the Phase 2 Stormwater and Phase 3 Utility Improvements**

A copy of requisition number five for Series 2020A made payable to Pulte was included in the agenda package for the Board's review.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor Series 2020A requisition number five was approved.

January 25, 2022

Cypress Bluff CDD

**SIXTH ORDER OF BUSINESS****Selection of Audit Committee**

Mr. Perry recommended the Board retain itself as the audit committee. Prior to the next meeting the audit committee will meet to select auditor selection evaluation criteria and issuance of a request for proposals will follow.

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor the Board of Supervisors serving as the audit committee was approved.

**SEVENTH ORDER OF BUSINESS****Staff Reports (2)****A. District Counsel****1. Memo Regarding Prompt Payment Policies**

Ms. Buchanan informed the Board the prompt payment policies have been adjusted to incorporate recent statutory changes. The most significant is an increase in interest from 1% to 2% in the event of a late payment. She asked that the Board authorize her firm to amend the prompt payment policies according to the redline included in the agenda package and a resolution will be brought to the next meeting to codify the changes.

**2. Memo Regarding Public Records Exemptions**

A copy of the memorandum regarding recent legislative changes to public records exemptions was included in the agenda package.

**3. Memo Regarding Publication of Legal Notices**

Ms. Buchanan stated that in theory the District could use websites to publish meeting notices, however it requires a regular notice be published stating that the website is being used for noticing purposes and in her opinion the quantity of publications does not justify making that change.

**4. Memo Regarding Stormwater Needs Analysis**

Ms. Buchanan informed the Board legislation was recently put in place regarding special districts to do an analysis of the stormwater systems and water and sewer systems, if applicable. The analysis is required to be completed prior to June 30, 2022. She noted the engineer can put together a work authorization to be brought back to a future meeting, or the

January 25, 2022

Cypress Bluff CDD

Board could authorize the Chairman to move forward with a not to exceed amount and work with Mr. Weeber to finalize the work authorization.

Mr. Weeber stated he believes the not to exceed amount will be \$10,000.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor authorizing the Chairman to work with District staff on finalizing a work authorization for England Thims & Miller to prepare a stormwater needs analysis report at an amount not to exceed \$10,000 was approved.

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor amending the prompt payment policies to include recent statutory changes was approved.

**B. District Engineer**

There being nothing to report, the next item followed.

**C. District Manager**

There being nothing to report, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Financial Reports**

**A. Balance Sheet and Income Statement**

**B. Check Registers**

- 1. October**
- 2. November**
- 3. December**

Mr. Perry noted the October check register totals \$69,930.27, the November check register totals \$37,208.88, and the December check register totals \$82,155.14.

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor the check registers were approved.

**NINTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Supervisor's Requests and Audience Comments**

January 25, 2022

Cypress Bluff CDD

Mr. Holmes stated that he felt Ms. Pollicino does an outstanding job and the Board discussed a one-time retention bonus for Ms. Pollicino by amending Vesta’s contract.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor amending the Vesta contract to include a one-time \$5,000 retention bonus for Ms. Pollicino was approved.

**ELEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – February 22, 2022 at 1:30 p.m. at the eTown Welcome Center**

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

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

DocuSigned by:  
*Jim Perry*  
1471E54342174D3...  
Secretary/Assistant Secretary

DocuSigned by:  
*Richard Ray*  
4560A5B4ED3348E...  
Chairman/Vice Chairman