

MINUTES OF MEETING
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors meeting of the Cypress Bluff Community Development District was held Tuesday, July 26, 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
Will Cellar	Supervisor
John Hewins	Supervisor

Also present were:

Jim Perry	District Manager
Katie Buchanan	District Counsel
Bradley Weeber	District Engineer
Marcy Pollicino	Vesta Property Services
Dan Fagen	Vesta Property Services
Dana Harden	Vesta Property Services
Joe Muhl	PARC Group
Kyle McGee	Kutak Rock

The following is a summary of the discussions and actions taken at the July 26, 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.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the May 24, 2022
Board of Supervisors and Audit Committee
Meetings**

There were no comments on the minutes.

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On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor the minutes of the May 24, 2022 Board of Supervisors and Audit Committee meetings were approved as presented.

FOURTH ORDER OF BUSINESS **Consideration of Resolution 2022-07,
Designating Officers**

Mr. Perry listed the current slate of officers, which is Supervisor Ray as Chairman, Supervisor Holmes as Vice Chair, Supervisors Hewins, Cellar and Price as Assistant Secretaries, and Mr. Perry as the Secretary and Treasurer. He proposed adding Mr. Jim Oliver, Ms. Marilee Giles and Mr. Daniel Laughlin from GMS as Assistant Secretaries and Assistant Treasurers.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor Resolution 2022-07, designating officers as listed above was approved.

FIFTH ORDER OF BUSINESS **Consideration of Acceptance of the Fiscal
Year 2021 Audit Report**

Mr. Perry provided a brief overview of the audit report and noted there is one management comment that the deadline to adjust the budget for appropriations was missed. He noted controls have been put in place to avoid the same from happening in the future.

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor the Fiscal Year 2021 audit report was accepted.

SIXTH ORDER OF BUSINESS **Ratification of Engagement Letter with
Grau & Associates for Fiscal Year 2022-
2026 Audit Services**

Mr. Perry noted Grau & Associates was the firm ranked number one by the audit committee during the RFP process.

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

SEVENTH ORDER OF BUSINESS **Public Hearing for the Purpose of Adopting
the Fiscal Year 2023 Budget**

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

Mr. Perry noted there were no changes made to the budget since approval in May and reminded the Board there are no changes to the assessment levels.

A. Consideration of Resolution 2022-08, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2023

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor Resolution 2022-08, relating to annual appropriations and adopting the budget for Fiscal Year 2023 was approved.

B. Consideration of Resolution 2022-09, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2023

Mr. Perry noted the assessment roll will be finalized based upon the budget just adopted and sent to Duval County.

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor Resolution 2022-09, imposing special assessments and certifying an assessment roll for Fiscal Year 2023 was approved.

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

EIGHTH ORDER OF BUSINESS

Public Hearing for the Purpose of Adopting Amenity Rates

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

A. Updated Rules and Policies

Mr. Perry pointed the Board’s attention to the updated policies and procedures included in the agenda package. Ms. Pollicino informed the Board the purpose of the public hearing is to allow for rental of the yoga and activity lawns. The rental rates will be the same as the rooftop

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patio and pool deck, which are a \$50 refundable deposit and \$100 rental fee. Rentals will be offered in 3.5-hour time blocks.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor the policies and procedures as updated were approved.

B. Consideration of Resolution 2022-10, Adopting Amenity Rates

On MOTION by Mr. Hewins seconded by Mr. Holmes with all in favor Resolution 2022-10, adopting amenity rates was approved.

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

NINTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

B. District Engineer

1. Acceptance of the Stormwater Needs Analysis Report and Stormwater Management Plan

Mr. Weeber informed the board the fee for preparation of the stormwater needs analysis report came in well under the budgeted amount. He stated that one of the questions in the report is whether or not the District has a stormwater management plan in place and while the District does have a plan, it is not in written form, so he asked the Board to adopt the stormwater management plan included in the agenda package.

On MOTION by Mr. Hewins seconded by Mr. Holmes with all in favor the stormwater needs analysis and stormwater management plan were approved.

2. Acceptance of Annual Engineer’s Report

Mr. Weeber informed the Board his firm inspected the stormwater systems and checked the control structures and amenity facilities and found no deficiencies.

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On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor the annual engineer’s report was accepted.

3. Acceptance of the Public Facilities Report

Ms. Buchanan informed the Board the public facilities report is required by Florida Statutes to be completed every seven years and the purpose is to describe the facilities that the district owns, operates and maintains.

On MOTION by Mr. Hewins seconded by Mr. Holmes with all in favor the public facilities report was accepted.

C. District Manager

1. Report on the Number of Registered Voters

Mr. Perry informed the Board there are 1,097 registered voters residing within the District’s boundaries.

2. Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2023

Mr. Perry presented a proposed meeting schedule with the meetings of each month to be held on the fourth Tuesday with a few exceptions.

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor the meeting schedule for Fiscal Year 2023 was approved as presented.

D. General Manager

1. Manager’s Report and Preventative Maintenance Report

2. Incident Reports

Ms. Pollicino gave the Board an overview of her report and the incidents that took place between meetings.

3. Consideration of Concrete Hardscape Repair Proposal

Ms. Pollicino reported an incident in which a picnic table turned over due to too much weight on one side. A proposal was presented to pour cement to secure the table. There was no action taken on the proposal.

4. Budget Considerations

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- a. **Playground Sunshade**
- b. **Playground Yearly Mulch Refresh**
- c. **Dog Park Water Drainage**

Per a request from the Board at the last meeting, Ms. Pollicino provided future budget considerations, including a playground sunshade for the toddler area at an estimate of \$15,000, yearly mulch refresh at an estimate of \$8,525 per year, and water drainage for the dog park at an estimate of \$47,900. Mr. Ray stated that he thinks the mulch refresh at the playground should be a routine maintenance item beginning next fiscal year. Ms. Pollicino presented a temporary fix for the water pooling at the dog park, which is to add sand and cover it with mulch at a cost of \$828.80. There were no objections by the Board on Ms. Pollicino proceeding with the temporary fix.

Mr. Fagen introduced Ms. Harden who will be taking over his role in the District.

TENTH ORDER OF BUSINESS

Financial Reports

- A. **Balance Sheet and Income Statement**
- B. **Check Register**

Mr. Perry noted the check register totals \$218,024.67.

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

The board discussed the suggestion Ms. Pollicino made to add a shade structure to the toddler area of the playground. Mr. Holmes recommended looking into the cost of a wing shade structure.

On MOTION by Mr. Hewins seconded by Mr. Cellar with all in favor delegating authority to the Chairman to work with staff to finalize the shade structure at an amount not to exceed \$16,000 was approved.

ELEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

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There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS

**Next Scheduled Meeting – August 23, 2022
at 1:30 p.m. at the eTown Welcome Center**

FOURTEENTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:
Jim Perry
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Secretary/Assistant Secretary

DocuSigned by:
Richard Ray
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Chairman/Vice Chairman