

MINUTES OF MEETING
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors meeting of the Cypress Bluff Community Development District was held Tuesday, February 28, 2023 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
Will Cellar	Supervisor

Also present were:

Jim Perry	District Manager
Kyle McGee	District Counsel
Bradley Weeber	District Engineer (by phone)
Marcy Pollicino	Vesta Property Services
Joe Muhl	PARC Group

The following is a summary of the discussions and actions taken at the February 28, 2023 meeting.

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

Organizational Matters

A. Oath of Office for Newly Elected Supervisor Cellar

Mr. Perry being a notary public of the State of Florida administered an oath of office to Mr. Cellar.

B. Consideration of Resolution 2023-04, Designating Officers

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Mr. Perry asked that Mr. Howard McGaffney of GMS’s office be added to the slate of officers. There were no objections by the Board.

The balance of the slate of officers remained the same with Mr. Ray as Chair, Mr. Holmes as Vice Chair, Mr. Perry as Treasurer and Secretary, Mr. Hewins, Mr. Cellar and Mr. Price as Assistant Secretaries, and Mr. Darrin Mossing, Ms. Marilee Giles, Mr. Daniel Laughlin and Mr. Jim Oliver as Assistant Secretaries and Assistant Treasurers.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor Resolution 2023-04, designating officers as detailed above was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the December 20, 2022 Board of Supervisors Meeting

There were no comments on the minutes.

On MOTION by Mr. Ray seconded by Mr. Price with all in favor the minutes of the December 20, 2022 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

Consideration of Amendment to Professional Engineering Services Agreement with England-Thims & Miller for Continuing Contractual Services

Mr. Perry noted that the only changes are to the hourly rates, which are increasing.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor the amendment to the professional engineering services agreement with England-Thims & Miller was approved.

SIXTH ORDER OF BUSINESS

Discussion of RFP for Landscape Maintenance Services

Mr. Perry informed the Board that it’s time to start the process of developing a thorough scope of work and going out for bid for landscape and irrigation maintenance services. He noted price increases will be included in the Fiscal Year 2024 budget for planning purposes.

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SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

B. District Engineer – Consideration of Requisitions 46 (Series 2019), 1 (Series 2021) and 1 (Series 2022A)

Mr. Perry informed the Board requisition 46 totals \$4,872, requisition 1 for Series 2019 totals \$5,363 and requisition 1 for Series 2021 totals \$9,765. All three are payable to Parc Land Management, LLC for consulting services.

Mr. Ray stated that once all of the capital projects are complete the District should look at terminating the agreement with Parc Land Management.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor requisition numbers 46, 1 (Series 2019) and 1 (Series 2021) were approved.

C. District Manager

There being nothing to report, the next item followed.

D. General Manager

1. Report

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

Ms. Pollicino informed the Board all palm trees along eTown Parkway required a trimming at a cost of \$3,705.

On MOTION by Mr. Hewins seconded by Mr. Holmes with all in favor trimming the palm trees at a cost of \$3,705 was approved.

2. Proposals for Rooftop Patio Stairs and Drip Edge

Ms. Pollicino informed the Board that the rooftop patio stairs and drip edge are starting to show rust seeping through the paint. She presented three proposals to strip the old paint, grind out the rust, and repaint the areas ranging from \$7,285 to \$8,250. Her recommendation was to approve Investment Painting’s proposal totaling \$8,250 based on their knowledge of the task at hand.

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Mr. McGee asked for approval in substantial form so that an agreement can be drafted for the project.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor the proposal from Investment Painting totaling \$8,250 was approved in substantial form with Mr. Ray authorized to execute an agreement for the project.

EIGHTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of January 31, 2023

Mr. Perry provided a brief overview of the financial statements.

B. Check Register

Mr. Perry noted the check register totals \$1,823,197.96, the bulk of which is due to a transfer to the State Board of Administration investment account.

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

NINTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Next Scheduled Meetings – March 28, 2023 at 1:30 p.m. at the eTown Welcome Center

TWELFTH ORDER OF BUSINESS

Adjournment

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

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Cypress Bluff CDD

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Jim Perry
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Secretary/Assistant Secretary

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Richard Ray
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Chairman/Vice Chairman