

MINUTES OF MEETING
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors meeting of the Cypress Bluff Community Development District was held Tuesday, November 15, 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
Will Cellar	Supervisor
John Hewins	Supervisor

Also present were:

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

The following is a summary of the discussions and actions taken at the November 15, 2022 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 **Approval of Minutes of the September 27, 2022 Meeting**

There were no comments on the minutes.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor the minutes of the September 27, 2022 meeting were approved as presented.

FOURTH ORDER OF BUSINESS **Consideration of Resolution 2023-01, Amending the District's Record Retention Policy**

November 15, 2022

Cypress Bluff CDD

Ms. Buchanan stated essentially, our office is proposing a change to the record retention policy. What you previously adopted was a policy that the District was just going to maintain all of the records in perpetuity and what we've found is that involves maintaining a lot of information that is not relevant or substantive, so any of the emails that say thank you, yes or coordinating things that are administrative in nature, those things don't have long-term value, so this policy allows the District to eliminate the need to keep them permanently. It also authorizes the District to keep formal records in an electronic version compared to paper.

On MOTION by Mr. Cellar seconded by Mr. Ray with all in favor Resolution 2023-01, amending the District's record retention policy was approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

B. District Engineer

There being nothing to report, the next item followed.

C. District Manager

Mr. Perry stated Ms. Pollicino and I have dealt with a resident here that has asked for consideration of redoing the playground material. We currently have engineered mulch on the playground, which is compatible with almost every district that we manage. Her request is if that can be removed and replaced with either artificial turf, or some type of solid substance. I haven't talked to her myself, we've exchanged extensive voicemails, but I explained I would bring it before the Board before we would do anything else, because first, it's not just a simple changeout of material. It would probably have to be re-engineered, even some of the structures would probably have to be removed and replaced. Second, we don't have a budget for it. I think the biggest reason she really wants it replaced is because of insects and/or snakes.

Mr. Ray stated when we had the playground designed, we had to make a determination of what the design was going to be and if it was going to be consistent with whatever material we were going to use, and that's a very common material used in playgrounds and that was the decision that was made when it was built. It's not a simple fix. There's clearly a cost associated with it, which we don't have a budget for, so in my opinion we have to accept the designs and

November 15, 2022

Cypress Bluff CDD

decisions we made up front. We’ve also learned that the artificial turf has issues too. It gets very hot and the drainage doesn’t hold up over time.

Mr. Perry stated we will communicate that to her.

D. General Manager

1. Report

Ms. Pollicino gave the Board an overview of her report and the incidents that took place between meetings. Included in her report is information regarding dead trees that were cut down and chipped into mulch, with the mulch applied in the dog park to help with drainage issues. She noted she will need to obtain a quote from Sunstate for additional mulch, however.

2. Consideration of Proposals for Golf Cart Path Repairs

Ms. Pollicino informed the Board the golf cart path needs to be repaired and presented four quotes to cut and remove the old concrete and pour new concrete ranging from \$6,500 to \$19,075. Ms. Pollicino noted she spoke with Carlton Construction regarding the project, and they recommended using Premier American Construction, whose quote came in at \$8,920.

On MOTION by Mr. Ray seconded by Mr. Cellar with all in favor the quote from Premier American Construction to repair the golf cart path was approved.

SIXTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Income Statement

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

B. Check Register

Mr. Perry noted the check register totals \$130,139.95.

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

SEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

November 15, 2022

Cypress Bluff CDD

EIGHTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Next Scheduled Meetings – Landowner's Election on November 22, 2022 and Regular Board of Supervisors meeting on December 20, 2022 at 1:30 p.m. at the eTown Welcome Center

TENTH ORDER OF BUSINESS

Adjournment

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

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

DocuSigned by:
Richard Ray
4560A5B4ED3348F...
Chairman/Vice Chairman