

MINUTES OF MEETING
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors meeting of the Cypress Bluff Community Development District was held Tuesday, July 25, 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
John Hewins	Supervisor
Will Cellar	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan	District Counsel
Marcy Pollicino	General Manager
Dana Harden	Vesta Property Services
Jay King	Vesta Property Services

The following is a summary of the discussions and actions taken at the July 25, 2023 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 1:30 p.m. 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 23, 2023
Board of Supervisors 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 May 23, 2023 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

**Public Hearing for the Purpose of Adopting
the Fiscal Year 2024 Budget**

July 25, 2023

Cypress Bluff CDD

Mr. Oliver noted there is no increase in assessments proposed with the budget.

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor the public hearing on the adoption of the Fiscal Year 2024 budget and imposition of assessments was opened.

There were no members of the public present.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor the public hearing on the adoption of the Fiscal Year 2024 budget and imposition of assessments was closed.

A. Consideration of Resolution 2023-06, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2024

On MOTION by Mr. Hewins seconded by Mr. Holmes with all in favor Resolution 2023-06, relating to annual appropriations and adopting the budget for Fiscal Year 2024 was approved.

B. Consideration of Resolution 2023-07, Imposing Special Assessments and Certifying an Assessment Roll

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor Resolution 2023-07, imposing special assessments and certifying an assessment roll for Fiscal Year 2024 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

1. Report on the Number of Registered Voters (1,867)

Mr. Oliver informed the Board there are 1,867 registered voters reported to be residing within the District’s boundaries.

2. Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2024

July 25, 2023

Cypress Bluff CDD

Mr. Oliver presented a proposed meeting schedule including meetings on the fourth Tuesday of each month at 1:30 p.m., with exception to the November and December meetings, which are proposed to be held on the third Tuesday.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor the Fiscal Year 2024 meeting schedule was approved as presented.

Mr. Oliver informed the Board that staff received an email prior to the meeting regarding heating the neighborhood pool which included several signatures from folks asking the Board to expedite the process of heating the pool. He noted there would be a lot of costs involved to retrofit the pool to heat it, along with the ongoing energy costs. It is expected the annual operating costs would be anywhere from \$40,000 to \$60,000 a year and that would be spread across the homes within the community that have access to the amenity center, so it would impact their assessments. The Fiscal Year 2024 budget did not include this expense, so a funding source would need to be determined.

Mr. Ray stated that there are only about 1,500 units that use the amenities and contribute to the maintenance of the amenities. Heating the pool comes with a significant cost and there's typically a small number of residents that will take advantage of it.

The Board will discuss the request further at the next meeting.

D. General Manager – Report

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

SIXTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of June 30, 2023

B. Check Register

A copy of the check register totaling \$134,024.78 was included in the agenda package for the Board's review.

July 25, 2023

Cypress Bluff CDD

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

SEVENTH ORDER OF BUSINESS Other Business

Mr. Ray asked about landscaping of the interchange.

Ms. Buchanan stated that staff is working on what the split will be between the east and west HOAs and the cost shares will eventually come before the Board.

Mr. King announced that Ms. Pollicino will be taking on another role in the company and noted that Vesta would like to involve the Board in interviewing candidates.

Mr. Ray stated that Mr. Cellar and the head of marketing for the PARC Group will be involved in the interviews.

EIGHTH ORDER OF BUSINESS Supervisor’s Requests and Audience Comments

There being none, the next item followed.

NINTH ORDER OF BUSINESS Next Scheduled Meetings – August 22, 2023 at 1:30 p.m. at the eTown Welcome Center

It was noted the June meeting may be canceled if the agenda is light.

TENTH ORDER OF BUSINESS Adjournment

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

DocuSigned by:
James Perry
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Secretary/Assistant Secretary

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Richard Ray
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Chairman/Vice Chairman