

MINUTES OF MEETING  
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors meeting of the Cypress Bluff Community Development District was held Tuesday, August 22, 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
Chris Price	Supervisor

Also present were:

Jim Perry	District Manager
Katie Buchanan	District Counsel
Marcy Pollicino	General Manager
Dana Harden	Vesta Property Services
Mikey White	PARC Group

The following is a summary of the discussions and actions taken at the August 22, 2023 meeting.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Perry 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 July 25, 2023  
Board of Supervisors Meeting**

There were no comments on the minutes.

On MOTION by Mr. Holmes seconded by Mr. Hewins with all in favor the minutes of the July 25, 2023 meeting were approved as presented.
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**FOURTH ORDER OF BUSINESS****Consideration of Amenity Manager**

Mr. Perry informed the Board that Ms. Pollicino would be staying on as the amenity manager for the District.

Ms. Buchanan added that the annual fee for Vesta's services will be adjusted to \$252,818.40, which amounts to roughly \$21,000 per month. A new agreement with updated pricing and a modified scope will be brought back to the next meeting for ratification.

**FIFTH ORDER OF BUSINESS****Discussion of Request for Heated Pool**

Mr. Ray addressed a resident present for this agenda item and stated that the Board discussed the issues with heating the pool at the last meeting. This comes up in multiple CDDs, Nocatee being one of them. A vote was put out to the Nocatee residents and only 3.5% were in favor of heating the pool. Mr. Ray also explained the costs to heat the pool would be substantial and there would be a lot of work to redesign the pool and install the equipment.

A resident stated that he put out a survey/petition and the majority of people that took part support heating the pool. He also noted utilization of the pool has increased each year, and the estimated cost to heat the pool for the winter works out to around \$48 per year per homeowner. Lastly, he proposed reducing expenses by changing the amenity manger position to part-time, eliminating the facility attendant position, eliminating the flags that have been replaced frequently, and installing rain sensors on the irrigation system.

A resident suggested putting a survey out to the residents and determining the cost for the project, then there might be unique ways to fund the project, such as a swim club.

Mr. Ray stated that he personally feels a responsibility to the people that bought into the community and knew what they were buying into and what expense they were buying into. He suggested bringing the proposal before the Board once it is resident controlled. He also added that to the extent there are efficiencies, the Board should address those and asked that items such as irrigation being left on be brought to Marcy's attention.

**SIXTH ORDER OF BUSINESS****Staff Reports****A. District Counsel**

Mr. White informed the Board that he and Ms. Buchanan have been working on the Sunstate contract for landscape maintenance services and should have a form of contract at the next meeting for the Board to review.

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Mr. White also informed the Board that in May of 2020 the District permitted with the Department of Transportation to be able to landscape within the DOT interchange at eTown. In that same time period, E-Town Development entered into a cost share agreement with the District for the developer to fund landscaping improvements on the east side of the interchange. The District then signed a contract with Sunstate to perform the landscape installations in that area. Westland Timber, LLC, would like to replicate that process on the west side of the interchange. The proposal for the landscape and irrigation improvements on the west side amounts to \$260,000, although it's not expected that much will be spent. The landowner will reimburse the District for any expenses related to this project.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor entering into a cost share agreement with Westland Timber, LLC for landscape improvements at an amount not to exceed \$260,000 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.

**D. General Manager – Report**

Ms. Pollicino gave the Board an overview of the facilities and incident reports. She also stated that she is aware of the issues with the sprinklers mentioned by the resident earlier in the meeting and repairs are in progress.

**SEVENTH ORDER OF BUSINESS**

**Financial Reports**

**A. Financial Statements as of July 31, 2023**

**B. Check Register**

A copy of the check register totaling \$121,551.44 was included in the agenda package for the Board's review.

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

**EIGHTH ORDER OF BUSINESS                      Other Business**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS                      Supervisor’s Requests and Audience Comments**

Mr. Ray asked if any board members feel differently about the pool heater issue.

There being no motions to proceed with investigating heating of the pool, the next item followed.

**TENTH ORDER OF BUSINESS                      Next Scheduled Meetings – September 26, 2023 at 1:30 p.m. at the eTown Welcome Center**

**ELEVENTH 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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*James Perry*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Richard Ray*  
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Chairman/Vice Chairman