

MINUTES OF MEETING  
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors meeting of the Cypress Bluff Community Development District was held Tuesday, September 26, 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 <i>by phone</i>	District Counsel
Mikey White	PARC Group
Joe Muhl	PARC Group

The following is a summary of the discussions and actions taken at the September 26, 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 August 22, 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 August 22, 2023 meeting were approved as presented.
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**FOURTH ORDER OF BUSINESS**

**Consideration of Updated Agreement with Vesta Property Services**

Mr. Perry presented a copy of the updated agreement and noted the pricing will be filled into the agreement.

Ms. Buchanan informed the Board that Vesta is requesting mutual indemnification so that to the extent the District does something that is wrongful or negligent under the agreement, the District would indemnify Vesta for those damages.

Mr. Ray asked for approval of the agreement in substantial form to allow him to consider the indemnification request further.

Mr. Price joined the meeting at this time.

On MOTION by Mr. Hewins seconded by Mr. Holmes with all in favor the agreement with Vesta Property Services was approved in substantial form with Mr. Ray authorized to approve the final form.

The following two items were taken out of order of the agenda.

**SIXTH ORDER OF BUSINESS**

**Consideration of Cost Share Agreement with Westland Timber, LLC for Landscape Expenses Related to the Interchange**

Mr. White recommended a cost share arrangement for landscaping costs for the area of the Parkway from the roundabout to the DOT right of way just past the Gate station with the commercial property owners associations on the eastern and western side of the interchange in which the POAs would contribute 40% of the maintenance costs and the District would pay the remaining 60%. Additionally, he recommended a cost share arrangement for the landscape maintenance costs of the ramp for the interchange in which the two associations and the District would each pay one-third of the annual maintenance costs.

Mr. Ray agreed the cost share allocations were reasonable and asked that the agreements be approved in substantial form.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor a standard form cost share agreement with the two commercial owners' associations for maintenance of Parkway Phase 1 and the FDOT interchange was approved in substantial form with Mr. Ray authorized to approve the final form.

**FIFTH ORDER OF BUSINESS**

**Consideration of Agreement with Sunstate  
for Landscape Maintenance Services**

Mr. White stated that the intention is the amend the agreement with Sunstate to include maintenance of the areas discussed in the previous agenda item for a year-long period and the entire scope of services will be publicly bid next year. The proposal from Sunstate totals \$27,155 per month and the District’s annual cost would be \$325,858.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor an amendment to the agreement with Sunstate for landscape maintenance services was approved in substantial form with Mr. Ray authorized to approve the final form.

Mr. White stated that there was a portion of landscaping done in the DOT right of way on the east side. E-Town Development signed a construction funding agreement with the District for the landscape installation. A similar process was proposed for the western side of the interchange in which Westland Timber would sign a developer funding agreement with the District to reimburse the District for landscape installation costs at an amount not to exceed \$260,000.

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor a developer funding agreement and an amendment to the Sunstate agreement for landscape installation on the western side of the interchange at an amount not to exceed \$260,000 were approved in substantial form with Mr. Ray authorized to approve the final form.

**SEVENTH 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**

There being nothing to report, the next item followed.

**D. General Manager – Report**

A copy of the general manager’s report was included in the agenda package for the Board’s review.

**EIGHTH ORDER OF BUSINESS                      Financial Reports**

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

**B. Check Register**

A copy of the check register totaling \$70,378.13 was included in the agenda package for the Board’s review.

On MOTION by Mr. Ray seconded by Mr. Holmes 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**

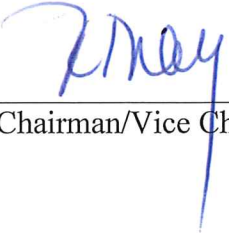
There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS                      Next Scheduled Meetings – October 24, 2023 at 1:30 p.m. at the eTown Welcome Center**

**TWELFTH ORDER OF BUSINESS                      Adjournment**

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

  
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Secretary/Assistant Secretary

  
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Chairman/Vice Chairman