

MINUTES OF MEETING
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors meeting of the Cypress Bluff Community Development District was held Tuesday, October 24, 2023 at 1:30 p.m. at the eTown Welcome Center, 11003 E-Town Parkway, Jacksonville, Florida 32256.

Present and constituting a quorum were:

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| Richard Ray | Chairman |
| John Holmes <i>by phone</i> | Vice Chairman |
| John Hewins | Supervisor |
| Will Cellar | Supervisor |
| Chris Price | Supervisor |

Also present were:

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| Jim Perry | District Manager |
| Katie Buchanan <i>by phone</i> | District Counsel |
| Dana Harden | Vesta Property Services |
| Marcy Pollicino | General Manager |
| Jim Oliver | GMS, LLC |

The following is a summary of the discussions and actions taken at the October 24, 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 September 26,
2023 Board of Supervisors Meeting**

There were no comments on the minutes.

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| On MOTION by Mr. Hewins seconded by Mr. Price with all in favor the minutes of the September 26, 2023 meeting were approved as presented. |
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FOURTH ORDER OF BUSINESS

**Acceptance of the Engagement Letter from
Grau & Associates for the Fiscal Year 2023
Audit**

Mr. Perry noted the fee included in the engagement letter is \$6,400, which is under the budgeted amount.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor the engagement letter from Grau & Associates for the Fiscal Year 2023 audit was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2024-01,
Amending the Fiscal Year 2023 General
Fund Budget**

Mr. Perry stated that the budget is being amended to reflect the actual expenditures, which were over budget by 4%.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor Resolution 2024-01, amending the Fiscal Year 2023 general fund budget was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Buchanan informed the Board that the Chairman was able to negotiate the final form of the Vesta agreement so that will be circulated shortly.

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.

SEVENTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of September 30, 2023

Mr. Ray asked why the ending fund balance in the amended budget does not match the balance sheet.

Mr. Perry stated that he will look at it and get it reconciled.

B. Check Register

A copy of the check register totaling \$144,374.33 was included in the agenda package for the Board's review.

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

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Next Scheduled Meetings – November 21, 2023 at 1:30 p.m. at the eTown Welcome Center

ELEVENTH ORDER OF BUSINESS

Adjournment

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



Secretary/Assistant Secretary



Chairman/Vice Chairman