

MINUTES OF MEETING  
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors meeting of the Cypress Bluff Community Development District was held Tuesday, January 23, 2024 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
Bradley Weeber <i>by phone</i>	District Engineer
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 January 23, 2024 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 October 24,  
2023 Board of Supervisors Meeting**

There were no comments on the minutes.

On MOTION by Mr. Hewins seconded by Mr. Ray with all in favor the minutes of the October 24, 2023 meeting were approved as presented.
---

January 23, 2024

Cypress Bluff CDD

**FOURTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Ms. Buchanan informed the Board of new requirements for CDD board members to complete four hours of ethics training. She also noted the Form 1 will be filed electronically going forward.

**B. District Engineer – Ratification of Requisitions 2 and 3**

Mr. Weeber presented requisition numbers two and three, both payable to Sunstate for landscaping work related to the interchange.

Mr. Ray asked if these payments fall under the interchange arrangement that has been put into place, which means they will get billed back.

Mr. Perry responded yes.

On MOTION by Mr. Ray seconded by Mr. Holmes with all in favor requisition numbers two and three were ratified.

**C. District Manager**

Mr. Perry noted there are three seats coming up for election in November of this year.

**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 December 31, 2023**

**B. Check Registers**

- 1. October & November**
- 2. December**

Copies of the check registers totaling \$289,596.36 for the months of October and November, and \$1,405,191.08 for the month of December were included in the agenda package for the Board’s review. Mr. Perry noted the December check register includes a transfer of around \$1.3 million from the general fund to the debt service fund.

January 23, 2024

Cypress Bluff CDD

On MOTION by Mr. Hewins seconded by Mr. Holmes with all in favor the check registers were approved.

**SIXTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Supervisor's Requests and Audience Comments**

There being none, the next item followed.

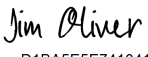
**EIGHTH ORDER OF BUSINESS**

**Next Scheduled Meeting – February 27, 2024 at 1:30 p.m. at the eTown Welcome Center**

**NINTH ORDER OF BUSINESS**

**Adjournment**

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

DocuSigned by:  
  
D1BA6E5E7410418...  
Secretary/Assistant Secretary

DocuSigned by:  
  
C635C22BC4C6479...  
Chairman/Vice Chairman