

MINUTES OF MEETING
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors meeting of the Cypress Bluff Community Development District was held Tuesday, March 26, 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 Oliver	District Manager
Katie Buchanan <i>by phone</i>	District Counsel
Dana Harden	Vesta Property Services
Marcy Pollicino	General Manager
Joe Muhl	PARC Group

The following is a summary of the discussions and actions taken at the March 26, 2024 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 comments, the next item followed.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the January 23,
2024 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 January 23, 2024 meeting were approved as presented.

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FOURTH ORDER OF BUSINESS

Ratification of Landscape RFP Documents

Mr. Oliver presented a project manual for a request for proposals for landscape and irrigation maintenance services noting there is an onsite pre-bid meeting being held the day after the meeting and proposals will be presented to the Board at the April meeting.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor the landscape RFP documents were ratified.

FIFTH ORDER OF BUSINESS

Ratification of Requisition No. 4

Mr. Oliver stated requisition number four is payable to Sunstate Nursery in the amount of \$29,468.74 and is related to Etown Interchange West.

Mr. Ray asked if this is a District expense, or if it's subject to reimbursement.

Mr. Oliver responded that it is subject to reimbursement.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor requisition number four was ratified.

SIXTH ORDER OF BUSINESS

Acceptance of the Fiscal Year 2023 Audit Report

Mr. Oliver presented the fiscal year 2023 audit report, noting that it is a clean audit with no findings to report.

On MOTION by Mr. Hewins seconded by Mr. Holmes with all in favor the fiscal year 2023 audit report was accepted.

SEVENTH ORDER OF BUSINESS

Discussion of Concrete Repairs

Ms. Pollicino informed the Board of a few items in need of repair. The first is the sprinkler pump station totaling \$23,759.56, which includes replacement of the air conditioning unit to keep the unit cool. She also asked the Board to consider a maintenance agreement for the pump stations in the future at a cost of \$2,640 a year.

Mr. Ray asked to confirm that the pump station on the west side of the property is the District's responsibility prior to entering into a maintenance agreement. He also stated that the District should start looking at a long-term capital plan to put money aside for the facilities.

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Mr. Holmes asked what a new unit would cost.

Ms. Pollicino responded that she did not price a new unit.

Ms. Buchanan suggested approving a not to exceed amount to allow flexibility if the cost of a new unit is comparable.

On MOTION by Mr. Ray seconded by Mr. Hewins with all in favor an amount not to exceed \$35,000 for repair or replacement of the sprinkler pump station was approved.

Next, Ms. Pollicino informed the Board of broken concrete in need of repair on the corner of Apex and Etown Parkway.

Mr. Ray stated that Apex is now owned by the City of Jacksonville.

Ms. Buchanan added that normally the right of way includes the sidewalk.

Mr. Ray stated that it needs to be determined whether the District or City owns the sidewalk before repairs are approved.

Ms. Buchanan stated that she will confirm ownership and asked Ms. Pollicino to mark the areas in need of repair in the meantime.

Ms. Pollicino stated that there are already spray-painted orange markings in the area. Next, Ms. Pollicino informed the Board of cracks in the golf cart path that need to be repaired. She added that her understanding is even though the City owns the pathway, there is a maintenance agreement in place that makes repairs the responsibility of the District.

Ms. Buchanan stated that she would locate the maintenance agreement.

EIGHTH ORDER OF BUSINESS

Consideration of Additional Facility Attendant Hours

Ms. Pollicino stated that the District has been trending higher with facility attendant hours as there have been a lot of morning rentals. She offered options of starting facility attendants at 10am instead of noon or leaving the rentals unattended until noon.

Ms. Harden stated that it would be a total of 272 hours for a total of \$5,410.07.

There were no objections from the Board on increasing the facility attendant hours effective immediately.

NINTH ORDER OF BUSINESS

Staff Reports

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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

Mr. Oliver stated three seats will be filled during the election process in November and noted the qualification period runs from June 10th through June 14th.

D. General Manager – Report

Ms. Pollicino provided an overview of the general manager’s report, a copy of which was included in the agenda package for the Board’s review.

TENTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of February 29, 2024

B. Check Registers

1. January

2. February

Copies of the check registers totaling \$449,439.20 for the month of January, and \$111,668.54 for the month of February were 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 registers were approved.

ELEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS

Supervisor’s Requests and Audience Comments

Mr. Ray congratulated Ms. Pollicino on being named Lifestyle Director of the Year by the Northeast Florida Home Builders Association.

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THIRTEENTH ORDER OF BUSINESS

**Next Scheduled Meeting – April 23, 2024 at
1:30 p.m. at the eTown Welcome Center**

FOURTEENTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:

Jim Oliver

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Secretary/Assistant Secretary

DocuSigned by:

Richard Ray

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Chairman/Vice Chairman