

MINUTES OF MEETING
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors meeting of the Cypress Bluff Community Development District was held Tuesday, May 14, 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 May 14, 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 April 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 April 23, 2024 meeting were approved as presented.

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FOURTH ORDER OF BUSINESS

Consideration of Agreement with Sun State Nursery & Landscaping, Inc. for Landscape and Irrigation Maintenance Services

This item was tabled.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-02, Approving a Proposed Budget for Fiscal Year 2025 and Setting a Public Hearing Date for Adoption

Mr. Oliver presented the proposed budget for fiscal year 2025 noting there is an assessment increase proposed of \$160 for single-family homes, and \$31 for active adult properties.

On MOTION by Mr. Hewins seconded by Mr. Ray with all in favor Resolution 2024-02, approving the proposed budget for fiscal year 2025 and setting a public hearing for July 23, 2024 at 1:30 p.m. was approved.

SIXTH 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

1. Report on the Number of Registered Voters (2,280)

Mr. Oliver informed the Board there are 2,280 registered voters reported to be residing within the District’s boundaries as of April 15th.

2. Reminder of the Qualifying Period for the General Election

Mr. Oliver reminded the Board the qualifying period for the Board of Supervisors seats up for election this year is open from June 10th through June 14th.

D. General Manager

1. Report

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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.

2. Update on Pump Station Repairs

Ms. Pollicino informed the Board that the cost of the parts for the pump station repairs increased by \$1,008. She authorized Hoover to proceed with the repairs, and they are onsite to make the repairs. The maintenance agreement has been put on hold as Hoover has stated that the maintenance will not include cleaning and changing filters or checking the system, so staff is trying to clarify what the maintenance will entail.

SEVENTH ORDER OF BUSINESS Financial Reports

A. Financial Statements as of April 30, 2024

B. Check Register

A copy of the check register totaling \$75,355.69 was included in the agenda package for the Board’s review.

On MOTION by Mr. Hewins seconded by Mr. Holmes 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 resigned from the Board at this time.

On MOTION by Mr. Hewins seconded by Mr. Holmes with all in favor Richard Ray’s resignation was accepted.

Mr. Hewins nominated Joe Muhl to fill the vacancy.

On MOTION by Mr. Hewins seconded by Mr. Price with all in favor appointing Joe Muhl to the Board of Supervisors was approved.

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TENTH ORDER OF BUSINESS

**Next Scheduled Meeting – June 25, 2024 at
1:30 p.m. at the eTown Welcome Center**

ELEVENTH ORDER OF BUSINESS

Adjournment

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

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Jim Oliver
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Secretary/Assistant Secretary

DocuSigned by:
E. Joseph Muhl Jr.
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Chairman/Vice Chairman