

MINUTES OF MEETING
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors meeting of the Cypress Bluff Community Development District was held Tuesday, July 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:

| | |
|-------------|---------------|
| Joe Muhl | Chairman |
| John Holmes | Vice Chairman |
| John Hewins | Supervisor |
| Chris Price | Supervisor |

Also present were:

| | |
|--------------------------------|-------------------------|
| Jim Oliver | District Manager |
| Katie Buchanan | District Counsel |
| Bradley Weeber <i>by phone</i> | District Engineer |
| Dana Harden | Vesta Property Services |
| Marcy Pollicino | General Manager |
| Jay King | Vesta Property Services |

The following is a summary of the discussions and actions taken at the July 23, 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

A resident asked how often the meetings occur and how the public is notified of the meetings.

Mr. Oliver responded that notices are published in the newspaper and there is also a CDD website on which the annual meeting schedule is published (www.CypressBluffCDD.com).

A resident asked how the supervisors obtained their positions as board members.

Mr. Oliver responded that he would cover that shortly. He also explained that CDDs are established by Chapter 190 of Florida Statutes, and they are largely set up to allow for a

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funding mechanism for the acquisition, operations and maintenance of District-owned assets. For the first six years of the District, and until there are 250 registered voters residing in the District, the Board is elected through a landowner’s election. The District has now reached 250 registered voters and is at least six years old, so it will begin to transition to a resident controlled board. Two residents have qualified to fill the available seats on the Board, and they will take their seats after the November general election.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Oath of Office for Newly Appointed Supervisor

Mr. Oliver noted that Mr. Muhl was sworn in prior to the meeting.

B. Consideration of Resolution 2024-03, Designating Officers

Mr. Oliver stated that a new Chairman will need to be designating
Mr. Hewins nominated Mr. Muhl to serve as Chairman.

On MOTION by Mr. Hewins seconded by Mr. Price with all in favor Resolution 2024-03, designating officers with Mr. Muhl to serve as Chair, and the balance of the slate of officers to remain the same was approved.

FOURTH ORDER OF BUSINESS

**Approval of Minutes of the May 14, 2024
Board of Supervisors Meeting**

There were no comments on the minutes.

On MOTION by Mr. Muhl seconded by Mr. Hewins with all in favor the minutes of the May 14, 2024 meeting were approved as presented.

FIFTH ORDER OF BUSINESS

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

Mr. Oliver stated that the Board selected Sun State Nursery as a previous meeting following the request for proposal process.

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On MOTION by Mr. Price seconded by Mr. Holmes with all in favor the agreement with Sun State Nursery & Landscaping, Inc. for landscape and irrigation maintenance services was approved.

SIXTH ORDER OF BUSINESS

Public Hearing for the Purpose of Adopting the Fiscal Year 2025 Budget

Mr. Oliver provided an overview of the budget for fiscal year 2025 noting there is an assessment increase proposed of \$204.47 for single-family homes, and \$17.27 for active adult properties due to the use of the last of the carry forward surplus last year and an increase in the overall budget of \$94,000. The public hearing will cover both the budget adoption, and the imposition of the assessments.

On MOTION by Mr. Muhl seconded by Mr. Holmes with all in favor the public hearing was opened.

A resident asked if the EverRange development will impact Cypress Bluff.

Mr. Oliver responded that it will not be part of this district.

A resident asked if the Welcome Center building impacts the budget.

Mr. Oliver responded that the CDD does not own the Welcome Center, so it will not impact the budget.

A resident asked what ‘best bid’ means in terms of the landscape RFP responses.

Mr. Oliver responded that when a request for proposal package is put together, it includes evaluation criteria including price, ability of personnel, and their record with other CDDs. The five board members rank each proposal based on those criteria.

The resident then asked what makes Sun State so good as she personally thinks some improvement is needed on the grass and the shrubs in Marconi

Ms. Pollicino stated that the HOA manages Marconi the landscaping within Marconi.

A resident asked if the water pressure issue with JEA affects the entire community.

Ms. Pollicino responded that the CDD’s sprinkler system pulls water from the ponds, so they do not deal with JEA with exception to the sprinklers in the pool area. If a homeowner has irrigation issues, or water pressure issues in their home, they need to contact JEA.

A resident asked if the \$20,000 for trustee fees is paid every year.

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Mr. Oliver responded yes; the fee is for the bond issues as they manage the bond proceeds.

A resident questioned the supervisor fees.

Mr. Oliver responded that Chapter 190 of Florida Statutes authorizes board members for all CDDs to get paid \$200 per meeting.

A resident asked if the interest income what is being earned on the carry forward surplus.

Mr. Oliver responded that it was.

A resident asked what a facility attendant is.

Ms. Pollicino responded that the facility attendants are onsite at times when she is not, such as for facility rentals.

On MOTION by Mr. Holmes seconded by Mr. Hewins with all in favor the public hearing was closed.

A. Consideration of Resolution 2024-04, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2025

Ms. Buchanan stated that this resolution formally adopts the proposed budget for fiscal year 2025.

On MOTION by Mr. Hewins seconded by Mr. Holmes with all in favor Resolution 2024-04, relating to annual appropriations and adopting the budget for fiscal year 2025 was approved.

B. Consideration of Resolution 2024-05, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2025

Ms. Buchanan stated that this resolution puts the assessment lien in place to fund the general fund budget that was just adopted.

On MOTION by Mr. Hewins seconded by Mr. Holmes with all in favor Resolution 2024-05, imposing special assessments and certifying an assessment roll for fiscal year 2025 was approved.

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SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2024-06,
Designating a Date, Time and Location for
a Landowner’s Election**

Mr. Oliver stated that there is one seat that will be filled by landowner’s election this year. He explained that in landowner’s election, one vote is allowed per lot or acre. The landowner’s election will be scheduled November 19th at 1:30 p.m. at the Southeast Regional Library.

On MOTION by Mr. Muhl seconded by Mr. Hewins with all in favor Resolution 2024-06, designating a date, time and location for a landowner’s election was approved.

EIGHTH 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. Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2025

Mr. Oliver presented a proposed schedule including meetings on the fourth Tuesday of each month (with a few exceptions), at 1:30 p.m. at the Southeast Regional Library.

On MOTION by Mr. Muhl seconded by Mr. Hewins with all in favor the fiscal year 2025 meeting schedule was approved as presented.

2. Consideration of Adopting Goals and Objectives

Mr. Oliver informed the Board a bill was recently passed that requires districts to adopt goals and objectives for each and to report if those goals were met. A proposed annual reporting form was included in the agenda package.

On MOTION by Mr. Muhl seconded by Mr. Hewins with all in favor the annual reporting form for performance measures / standards was approved in substantial form.

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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.

NINTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of June 30, 2024

B. Check Register

A copy of the check register totaling \$180,512.54 was included in the agenda package for the Board’s review.

On MOTION by Mr. Hewins seconded by Mr. Oliver with all in favor the check register was approved.

TENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisor’s Requests and Audience Comments

A resident asked for confirmation that the increase in operations and maintenance assessments will be part of the 2024 property tax bills.

Mr. Oliver responded that it will be.

TWELFTH ORDER OF BUSINESS

Next Scheduled Meeting – August 27, 2024 at 1:30 p.m. at the Southeast Regional Library

Mr. Oliver stated that future meetings will need to be held at the Southeast Regional Library rather than the eTown Welcome Center.

THIRTEENTH 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

Signed by:
E. Joseph Muhl, Jr.
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Chairman/Vice Chairman