

MINUTES OF MEETING
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors meeting of the Cypress Bluff Community Development District was held Tuesday, February 25, 2025 at 1:00 p.m. at the Duval County Southeast Regional Library, 10599 Deerwood Park Boulevard, Jacksonville, Florida 32256.

Present and constituting a quorum were:

Joe Muhl	Chairman
John Hewins	Vice Chairman
Kirk Blomgren	Supervisor
Will Cellar	Supervisor
Robert Feist <i>by phone</i>	Supervisor

Also present were:

Jim Oliver	District Manager
Kyle McGee	District Counsel
Marcy Pollicino	General Manager
Dana Harden	Vesta Property Services
Matt Biagetti	GMS, LLC

The following is a summary of the discussions and actions taken at the February 25, 2025 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 1:00 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Minutes of the January 28, 2025 Meeting

There were no comments on the minutes.

On MOTION by Mr. Muhl seconded by Mr. Cellar with all in favor the minutes of the January 28, 2025 Board of Supervisors meeting were approved as presented.

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FOURTH ORDER OF BUSINESS**Consideration of Proposals for a Capital Reserve Study**

- A. Custom Reserves**
- B. Dreux Isaac**
- C. Reserve Advisors**
- D. Community Advisors**

Mr. Oliver informed the Board that typically as the developer steps away from the District, a capital reserve study is commissioned to plan for future repairs and replacements of capital assets. The proposers put a value on the capital assets and estimates the life expectancy. That will be used to recommend the amount of money that should be put aside each year to build a savings fund over the next 30 years or so. This report is typically updated every four or five years to keep up with inflation. The fees for the proposals range from \$2,900 to \$8,400. Mr. Oliver noted GMS has worked with all of the proposers and they all do a good job.

On MOTION by Mr. Hewins seconded by Mr. Blomgren with all in favor the proposal from Community Advisors was approved.

FIFTH ORDER OF BUSINESS**Staff Reports****A. District Counsel**

There being nothing to report, the next item followed.

B. District Engineer

There being nothing further to report, the next item followed.

C. District Manager

Mr. Oliver reported that GMS is working on the budget now and plans to get some guidance from the board on the budget at the next meeting. The budget will be on the agenda for approval in May, and then adoption in July.

D. General Manager**1. 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.

2. Proposals for Repairing Pool Expansion Joints

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Ms. Pollicino reminded the Board that she presented proposals to repair the pool expansion joints at the last meeting and she was asked to investigate how much it would cost to drain and refill the pool as needed for the long-term repair option. JEA quoted \$3,600 to refill the pool. In speaking with her associates, she found there is a product called Pool Putty that sells for about \$20 per tube that hardens under water and can be used over the areas that sealant has peeled away on the expansion joints. A Vesta staff member has stated that he can apply the putty. This can help bridge the gap until a full repair is needed as the problem is strictly cosmetic at this time.

The Board directed Ms. Pollicino to proceed with the Pool Putty application and will add the full repair to the 2026 budget.

Next, Ms. Pollicino asked if the Board would like to hire security for certain holidays. For eight hours' worth of security, an off-duty Sheriff's officer would cost \$721.28. She contacted seven different security firms for the same service; three are not interested and the other four have not yet responded.

Mr. Oliver noted that the security and gate maintenance line item is currently under budget. A motion for approval was not needed given the small amount.

3. Proposals for Pressure Washing

Ms. Pollicino presented two proposals for pressure washing the Recharge facility totaling \$7,237.91 from Hydro Kleen and \$6,819.65 from Investment Painting. Ms. Pollicino noted she has used Hydro Kleen in the past and they have done a phenomenal job.

Mr. Hewins recommended maintaining the current vendor.

4. Quote for Echelon Subscription Renewal

Ms. Pollicino informed the Board that the Echelon annual subscription needs to be renewed for both the mirrors and the bikes. The cost to renew the subscription is \$4,200. Ms. Pollicino noted the equipment is still being leased. In May, the equipment will be available to be bought for \$101 per piece.

Mr. Hewins asked if there is an estimate on daily use for the equipment.

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Ms. Pollicino responded that she does not see the mirrors being used very often. The bikes she's seen used two at a time. She recommended swapping two out for a rower and recumbent bike.

Mr. Muhl asked if there is a copy of the lease agreement.

Mr. Oliver responded that he would locate it, review it and circle back with staff.

Mr. Muhl questioned whether it was worth it to pay for a year-long subscription if the residents have expressed interest in other equipment and the lease is up in three months.

Ms. Pollicino informed the Board that the bikes are in need of repair, which is how it was found the subscription needed to be renewed. She estimates the labor to make the repairs will cost around \$400.

Mr. Muhl asked Mr. Oliver to review the lease agreement and report back to the Board before they commit to renewing a year-long subscription.

Ms. Pollicino stated that it is her understanding that Advantage Fitness requires the subscription be maintained while the equipment is in use, so she will look into whether there is a month-to-month option for the subscription.

Mr. Hewins also suggested Ms. Pollicino investigate how many classes have been taken in the last year.

5. Proposals for Stucco Repairs

Ms. Pollicino informed the Board that the platform beneath the patio area has settled, and cracks need to be patched. She presented two proposals totaling \$7,165 from Investment Painting and \$6,590 from All Weather Contractors to make these repairs. Ms. Pollicino's recommendation was All Weather Contractors.

On MOTION by Mr. Muhl seconded by Mr. Hewins with all in favor the proposal from All Weather Contractors for stucco repairs totaling \$6,590 was approved.
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A resident asked if his own subscription is needed to use the Echelon equipment.

Ms. Pollicino responded that residents could log in with their own accounts, or can continue as a guest without logging in.

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The resident recommended making that clear to the residents because he was under the assumption that he needed his own subscription.

SIXTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of January 31, 2025

Mr. Oliver recommended commissioning a capital reserve study to obtain guidance on the amount of funds needed to replace the District's capital assets.

B. Assessment Receipts Schedule

A copy of the assessment receipts schedule showing on-roll assessments are 96% collected was included in the agenda package.

C. Check Register

A copy of the check register totaling \$1,738,568.46 was included in the agenda package for the Board's review.

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

SEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

A resident stated that in Edison East, a section of Filament Boulevard does not seem to have gotten the last layer of asphalt. He questioned if that is on a paving schedule.

Mr. Muhl responded that his understanding is because that road is behind a gate, the homeowner's association would be responsible for the roads in that neighborhood. For roads outside of a gate, the City of Jacksonville is responsible for roadway maintenance.

A resident asked if pickleball courts will be considered going forward.

Mr. Oliver responded that there isn't enough land available for pickleball courts.

The resident then asked if the sales center is still owned by the developer.

Mr. Muhl responded that it is.

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A resident stated that it's his understanding that the parcel of land the amenity center sits on is closer to 35 acres and asked if there is a plan to develop the parcel further for sports amenities.

Mr. Muhl responded that there are wetlands within the parcel that make the land unusable due to the land being protected.

A resident stated that it seems like there's a plan to eventually connect roads to other communities. He asked if that will be coordinated between the CDDs.

Mr. Oliver stated that the roads have been conveyed to the City of Jacksonville, so it would be up to them to coordinate it.

A resident asked if the DOT plans to build sound walls.


Mr. Oliver responded that he does not know. The CDDs have not been involved in that process with other communities.

NINTH ORDER OF BUSINESS

**Next Scheduled Meeting – March 25, 2025
at 1:00 p.m. at the Southeast Regional
Library**

TENTH ORDER OF BUSINESS**Adjournment**

On MOTION by Mr. Blomgren seconded by Mr. Cellar with all in favor the meeting was adjourned.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman