

MINUTES OF MEETING
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors meeting of the Cypress Bluff Community Development District was held Tuesday, April 22, 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
Will Cellar	Supervisor
Robert Feist	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan <i>by phone</i>	District Counsel
Marcy Pollicino	General Manager

The following is a summary of the discussions and actions taken at the April 22, 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

Steve Callahan commented on the sales agents needing to be educated on the CDD aspect as they made multiple statements that were wrong.

THIRD ORDER OF BUSINESS

Approval of Minutes of the February 25, 2025 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 February 25, 2025 Board of Supervisors meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Discussion of the Fiscal Year 2026 Budget Process

April 22, 2025

Cypress Bluff CDD

Mr. Oliver stated that the budget is scheduled to be approved at the May 20th meeting and adopted at the July 22nd meeting. Chapter 190 of Florida Statutes requires that the budget be approved by June 15th and adopted no sooner than 60 days after approval. Duval County requires the assessment roll be submitted by July 31st. The capital reserve report will be available by the May meeting, so staff will take Community Advisor's recommendation into consideration as they draft the budget. If assessments are to be increased, mailed notices will be sent to every resident.

Mr. Cellar joined the meeting at this time.

FIFTH ORDER OF BUSINESS

Review of Fitness Equipment Lease Agreement

Mr. Oliver informed the Board that the lease for the fitness equipment has ended and a final payment of \$101 to terminate the lease and take ownership over the equipment has been made.

Mr. Muhl asked if any of the equipment is in need of repair.

Ms. Pollicino responded that there are three bikes that need a new motor. The part will cost \$15, however the Board needs to determine if they want to renew the subscription for all four bikes, which totals \$2,796. She typically does not see more than two people on the bikes at one time. She noted she has had requests for a recumbent bike and a rowing machine.

The Board discussed the possibility of purchasing or leasing new equipment during the next budget year and made the following motion to approve renewing subscriptions for two of the four bikes.

On MOTION by Mr. Muhl seconded by Mr. Feist with all in favor repairs for the bikes and subscriptions for two of the bikes were approved.

The following item was taken out of order from the agenda.

SIXTH ORDER OF BUSINESS

Staff Reports

D. General Manager

1. Report

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Cypress Bluff CDD

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. Consideration of Renewing Echelon Subscription

This item was discussed under the fifth order of business.

3. Consideration of Quote to Update the Playground Sign

Ms. Pollicino presented a quote from Fast Signs to get the sign consistent with the policies, which are that children under the age of 8 must be accompanied by an adult, and children 13 years and older are not permitted on the equipment. The quote to update the sign totals \$896.84.

On MOTION by Mr. Muhl seconded by Mr. Cellar with all in favor the quote from Fast Sign was approved.

4. Consideration of Proposal to Enhance Median Landscaping between Del Webb and Marconi

Ms. Pollicino presented a proposal from Sunstate to fill in the sparse foliage in the median between Del Webb and Marconi with jasmine for a total of \$1,230.

On MOTION by Mr. Muhl seconded by Mr. Hewins with all in favor the proposal from SunState to enhance the median between Del Webb and Marconi was approved.

5. Consideration of Proposal to Repaint Rooftop Patio Stairs and Drip Edge

Ms. Pollicino informed the Board that the drip edge will need to be sanded and painted, and the patio stairs need to be repaired as rust is seeping through. Investment Painting provided proposals totaling \$11,160 for each portion of the job. It was noted this project should be budgeted for every two years due to the elements.

The Board discussed breaking the project up and repairing the stairs in the fall during the next budget year.

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On MOTION by Mr. Muhl seconded by Mr. Hewins with all in favor the proposal from Investment Painting for the drip edge and the louvers was approved for a total of \$2,765.

Mr. Feist asked Mr. Oliver to add stair expense to the budget.

A. District Counsel

Ms. Buchanan provided an update on the legislative session, noting her firm will provide a wrap-up of where any bills applicable to the District end up.

B. District Engineer

There being nothing to report, the next item followed.

C. District Manager

Mr. Oliver reminded the Board members that they will need to file the financial disclosure Form 1 by July 1st with the Commission on Ethics, and they will also need to complete four hours of ethics training by December 31st.

SEVENTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of March 31, 2025

Mr. Oliver stated that it will be a tight budget year, but a moderate surplus can be expected.

B. Assessment Receipts Schedule

A copy of the assessment receipts schedule showing on-roll assessments are 98% collected was included in the agenda package.

C. Check Register

Copies of the check registers for February and March totaling \$68,760.20 and \$124,350.45 were 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 registers were approved.

EIGHTH ORDER OF BUSINESS

Other Business

April 22, 2025

Cypress Bluff CDD

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

A resident asked about the possibility of adding pickleball courts.

Mr. Oliver responded that there is no available land to build pickleball courts, so a current amenity would have to be removed to accomplish that.

Mr. Muhl added that the land surrounding the amenity center is mostly wetlands.

A resident asked about how the new development will affect traffic and the possibility that the road will be expanded from two lanes to four.

Mr. Oliver responded that he is not aware of the transportation plan at this point.


TENTH ORDER OF BUSINESS


Next Scheduled Meeting – May 20, 2025 at 1:00 p.m. at the Southeast Regional Library

ELEVENTH ORDER OF BUSINESS

Adjournment

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

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 Secretary/Assistant Secretary

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 Chairman/Vice Chairman