

MINUTES OF MEETING
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors meeting of the Cypress Bluff Community Development District was held Tuesday, May 20, 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
Robert Feist	Supervisor

Also present were:

Matt Biagetti	District Manager
Katie Buchanan <i>by phone</i>	District Counsel
Darrin Mossing	GMS, LLC
Marcy Pollicino	General Manager
Dana Harden	Vesta Property Services

The following is a summary of the discussions and actions taken at the May 20, 2025 meeting.

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Public Comment

There were no comments at this time.

THIRD ORDER OF BUSINESS

Approval of Minutes of the April 22, 2025 Meeting

Mr. Biagetti presented the minutes of the April 22, 2025 meeting to the board. He asked for any questions, comments, or concerns. Hearing none, he asked for a motion to approve.

On MOTION by Mr. Muhl seconded by Mr. Hewins with all in favor the minutes of the April 22, 2025 Board of Supervisors meeting were approved as presented.

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FOURTH ORDER OF BUSINESS**Acceptance of the Fiscal Year 2024 Audit Report**

Mr. Biagetti presented the fiscal year 2024 audit report. The audit states the financial statements have been presented fairly with no findings of deficiencies and is in compliance. He noted this is a clean audit and asked for any questions.

Mr. Muhl asked what the district did not meet. Mr. Biagetti stated it did not meet the “Emergency Situations.” Mr. Mossing stated this would happen if they did not pay their bills because they did not have enough assessments, however the district did not have any financial emergencies and it is good they do not have this item marked.

On MOTION by Mr. Hewins seconded by Mr. Blomgren with all in favor, the Fiscal Year 2024 Audit Report, was approved.

FIFTH ORDER OF BUSINESS**Discussion of the Capital Reserve Study**

Mr. Biagetti provided an overview of the Capital Reserve study. He stated this is a general outline that lists the district’s assets and gives an overview of what will need to be repaired or replaced in the next 30 years.

Mr. Muhl asked if the numbers on the study made their way into the budget. Mr. Biagetti stated they had, and they have allocated \$100,000 into the Capital Reserves specifically for the Amenities along with an additional \$20,000.

Mr. Muhl asked if the required annual contributions of \$59.77 on page 1-1 can be updated to differentiate between the regular Residential Units versus the Active Adult Units.

Mr. Mossing suggested having the report updated every few years.

The Board requested to have the Capital Reserve Study updated in 3 years.

SIXTH ORDER OF BUSINESS**Consideration of Resolution 2025-04, Approving the Proposed Budget for Fiscal Year 2026 and Setting a Public Hearing Date**

Mr. Biagetti presented the resolution and the proposed budget to the board. He noted once the budget is approved, the board can decrease the assessments, however the budget cannot be increased. The first increase on the budget is for the Facility Attendant line item for about \$20,000. In 2025, there was no budget for security, and they added one for 2026. He added repairs has been increased due to the numbers they have seen.

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Mr. Muhl asked if the budget shows the plans for the Capital Reserves. Mr. Biagetti stated it does, and they are adding \$120,000 to the reserve this year.

Mr. Blomgren asked how the overages get applied at the end of the year. Mr. Biagetti stated it will stay in the account.

Mr. Feist asked what "Lake Maintenance" was. Mr. Biagetti stated it is for the pond maintenance.

Mr. Biagetti stated they are suggesting July 22, 2025 for the public hearing date for the adoption of the budget. He noted the hearing must be at least 60 days after approval.

On MOTION by Mr. Muhl seconded by Mr. Feist with all in favor, Resolution 2025-04, Approving the Proposed Budget for Fiscal Year 2026 and Setting a Public Hearing Date for July 22, 2025, was approved as presented.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Buchanan stated there will be a legislative session summary coming soon. She noted nothing has been finalized yet.

B. District Engineer

There being nothing to report, the next item followed.

C. District Manager- Report on the Number of Registered Voters (2,845)

Mr. Biagetti stated there are currently 2,845 registered voters in the district. He 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.

D. General Manager- Report

Ms. Pollicino provided an overview of the report. She stated on May 10th, a teen resident held a party with an estimated 50 people at Recharge between 10 p.m. and 2 a.m. She noted trash was left in the loft, drivers were out of control and there was vomit on the walls and toilet in the bathroom. There were two toilet paper holders that were taken off the stalls and needed to be replaced. The costs will be \$60 for the three hours it took to clean, \$125 for the

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toilet paper holders and \$1,500 to pressure wash the parking lot. She noted the facility is now clean, the toilet paper holders have been replaced, and the teen's amenity privileges have been revoked.

Mr. Muhl asked what the facility's hours are. Ms. Pollicino stated the gym is open from 4 a.m. to midnight. He stated the board needs to talk about changing the hours.

Mr. Hewins stated he does not think changing the hours will prevent things like this happening.

Ms. Pollicino stated she has reached out to the security team to see about changing their cameras. She is looking to receive costs for a new and updated monitoring system and adding a license plate reader to the system.

Ms. Buchanan stated security is exempt from public records, meaning they must hold a closed session when speaking about matters of security. They must add a closed session to the agenda of a meeting.

Ms. Pollicino noted Vesta has been providing Amenity Attendants to watch the areas on busy days.

Ms. Harden stated Vesta has a 24-hour number in the case of emergencies.

Ms. Pollicino continued the overview of her report. She stated the pool shower had a steady leak and was under warranty. However, the manufacturer discontinued the model and sent a different one at no additional cost. She added the playground signs have been updated to reflect the policies and the cost was \$799.29. Recharge received a full pressure was on April 29th and during the clean, water seeped into the second-floor fire panel and set off alarms. This resulted in a full replacement for \$6,587.91. VAK PAK conducted the quarterly maintenance pool inspection on May 2nd, and no issues were noted.

Ms. Pollicino presented the two possible 2026 budget items list on page 170 of the agenda package. The first is a fresh powder coat on the pool furniture tables and end tables for \$3,500 and the second is to change the pool gate to a push button exit for \$4,100. This would prevent residents from using the back gate instead of the front gate when entering the pool. She added she believed the rooftop patio stairs need to be sealed and painted. She asked if they would like to add these to the budget.

Mr. Muhl asked if these will fit into the budget. Mr. Biagetti stated we are almost maxed out for the repairs and maintenance.

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The board decided to add this into the budget next year.

Ms. Pollicino stated they are in the process of getting the fitness equipment subscription reinstated and it will be done by the next meeting. She added they are in the process to talk to other companies to decide if they want to keep subscription-based fitness equipment.

Ms. Pollicino proceeded with the landscape report. She noted there is an authorization for extra work for a pipe that needs to be fixed, due to not getting enough pressure. She SunSet has performed an inspection and determined it to be the district's irrigation lines. These lines will need to be replaced. She asked for approval to replace the line for \$4,995.

Mr. Biagetti noted they are high on their irrigation budget as well, however there is a landscape contingency. He added this will be necessary for the plant life and there is room in the budget.

On MOTION by Mr. Muhl seconded by Mr. Hewins with all in favor, replacing the District's irrigation lines with SunState for \$4,995, was approved.

Ms. Pollicino stated they have had on-going weeding and trimming at Recharge and along the eTown Parkway and all small weeds have been sprayed with herbicide. She noted the irrigation repairs have been completed. The staff detailed Recharge and completed raking the Playground mulch. She noted the Viburnums was treated with growth regulator and the turf weeds on the roundabout islands were treated with herbicide.

SEVENTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of April 30, 2025

Mr. Biagetti presented the financial statements as of April 30, 2025. Copies of which were provided in the agenda package. He noted they are trending positively to the budget.

B. Assessment Receipts Schedule

A copy of the assessment receipts schedule showing on-roll assessments are 99.2% collected was included in the agenda package.

C. Check Register

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A copy of the check register for April, totaling \$106,082.38 was included in the agenda package for the Board's review.

On MOTION by Mr. Hewins seconded by Mr. Blomgren 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

There were no comments at this time.


TENTH ORDER OF BUSINESS


Next Scheduled Meeting – June 24, 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