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MINUTES OF MEETING
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors meeting of the Cypress Bluff Community Development District was held Tuesday, August 26, 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
Robert Feist	Supervisor
Kirk Blomgren	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan *by phone*	District Counsel
Matt Biagetti	Governmental Management Services
Marcy Pollicino	General Manager
Dana Harden	Vesta Property Services

The following is a summary of the discussions and actions taken at the August 26, 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 were no comments at this time.

THIRD ORDER OF BUSINESS **Approval of Minutes of the July 22, 2025 Meeting**

Mr. Oliver asked for any questions, comments, or concerns regarding the minutes. Hearing none, he asked for a motion to approve.

> On MOTION by Mr. Muhl seconded by Mr. Blomgren with all in favor the minutes of the June 24, 2025 Board of Supervisors meeting were approved as presented.

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FOURTH ORDER OF BUSINESS **Acceptance of the Engagement Letter from Grau & Associates for the Fiscal Year 2025 Audit**

Mr. Oliver presented the engagement letter from Grau & Associates, noting the fee is $6,800.

On MOTION by Mr. Muhl seconded by Mr. Hewins with all in favor, the engagement letter with Grau & Associates for the fiscal year 2025 audit was accepted.

FIFTH 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 – Discussion of Goals & Objectives for Fiscal Year 2026

Mr. Oliver reminded the Board that Florida Legislature passed a bill in 2024 to require special districts to have some kind of metrics to measure their performance. The enclosed goals and objectives match requirements of the Florida Statutes to ensure compliance.

On MOTION by Mr. Hewins seconded by Mr. Blomgren with all in favor, the goals and objectives for fiscal year 2026 were approved as presented.

D. General Manager

1. Report

Ms. Pollicino provided an overview of her report.

2. Proposal to Replace Medjool Palm Tree on Nobel Circle

Ms. Pollicino presented a proposal from Sun State Nursery & Landscaping totaling $12,170 to replace a Medjool Palm tree on Nobel Circle that was struck by lightning. The irrigation decoders in the area were also damaged, however Ms. Pollicino approved the irrigation repairs outside of a meeting for a total of $1,420.

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Mr. Hewins asked about a tree in the same area that was damaged in a vehicle accident. Mr. Oliver responded that staff has been conferring with the District's insurance company regarding the matter and they are pursuing reimbursement from the driver's insurance company.

The Board's consensus was to replace just one of the trees for now.

On MOTION by Mr. Feist seconded by Mr. Muhl with all in favor, replacing the Medjool Palm damaged by lightning was approved.

3. Proposals for Playground Shade Structure

Ms. Pollicino presented a proposal from Shade America totaling $10,430 to add a shade structure over the toddler swing and playground as requested by residents.

On MOTION by Mr. Muhl seconded by Mr. Blomgren with all in favor, purchasing a canopy shade from Shade America totaling $10,430 was approved.

4. Quote to Replace Trees Along eTown Parkway

Ms. Pollicino presented a proposal from Sun State Nursery & Landscaping to replace two Live Oak trees damaged in a vehicle accident for a total of $7,700. The District's insurance company is pursuing reimbursement from the driver's insurance company.

The Board's consensus was to table this proposal until a decision is made regarding the insurance claim.

Next, Ms. Pollicino informed the Board that the Edison HOA board has asked who is responsible for the irrigation and mowing of Glenmont. She noted Sun State is only responsible for mowing the Bahia grass. The Edison HOA is responsible for mowing the St. Augustine grass, as well as maintenance of the buffer. It was discovered the CDD water mainline was never removed from the portion the Edison HOA is responsible for. She asked if the Board would like to consider drawing up a cost share agreement with the HOA for the irrigation rather than removing the mainline.

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Mr. Muhl asked Mr. Oliver to investigate what the water costs would be to discuss the matter further with the HOA. Mr. Feist asked that staff also investigate what a meter would cost so both options can be considered.

Next, Ms. Pollicino reminded the Board that they previously approved having the drip edge painted and that job has not been done yet due to rain. The Board also approved having the rooftop patio stairs painted and the concrete sealed in fiscal year 2026. She asked if the budget allows for doing both projects together during fiscal year 2026 for a total of $11,250

5. Quote to Replace eTown North Entrance Landscaping with Sod

Ms. Pollicino presented a quote from Sun State totaling $650 to relocate roses and install St. Augustine sod, which would be cheaper and easier to maintain long-term.

Mr. Feist asked about adding Muhly grass instead of sod. Ms. Pollicino will request a quote for the Muhly Grass.

This item was tabled.

SIXTH ORDER OF BUSINESS Financial Reports

A. Financial Statements as of July 31, 2025

Mr. Oliver presented the financial statements as of June 30, 2025.

B. Assessment Receipts Schedule

A copy of the assessment receipts schedule showing on-roll assessments are 100% collected was included in the agenda package.

C. Check Register

A copy of the check register totaling $126,753.19, 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

Mr. Oliver asked the Board if they would consider moving the meeting time to 12:30 p.m. There were no objections.

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On MOTION by Mr. Muhl seconded by Mr. Hewins with all in favor, adjusting the meeting time to 12:30 p.m. for all future meetings was approved.

EIGHTH ORDER OF BUSINESS **Supervisor's Requests and Audience Comments**

A resident asked if the shade requested for the playground is more for the parents, or because the playground equipment is getting too hot to use as there are other materials that can be used for the playground equipment that would not get as hot.

Ms. Pollicino responded that she asked about that, but the commercial grade swings are metal.

Next, the resident stated that her opinion on the cost sharing issue with the Edison HOA is just to remove the mainline as there could be contention between both entities for years to come every time the water price goes up.

A resident asked about the sizes of the Live Oak and Medjool Palms being replaced.

Ms. Pollicino responded that her understanding is none of the trees will be the exact same size as the trees still in place as they will not be full grown.

NINTH ORDER OF BUSINESS **Next Scheduled Meeting – September 23, 2025 at 12:30 p.m. at the Southeast Regional Library**

TENTH ORDER OF BUSINESS **Adjournment**

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

DocuSigned by:
Jim Oliver
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Secretary/Assistant Secretary

DocuSigned by:
Joe Muhl
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Chairman/Vice Chairman