

MINUTES OF MEETING  
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors meeting of the Cypress Bluff Community Development District was held Tuesday, November 18, 2025 at 12:30 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 <i>by phone</i>	Vice Chairman
Will Cellar	Supervisor
Kirk Blomgren	Supervisor
Robert Feist	Supervisor

Also present were:

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

The following is a summary of the discussions and actions taken at the November 18, 2025 meeting.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Biagetti called the meeting to order at 12:30 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 October 28, 2025 Meeting**

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

On MOTION by Mr. Cellar seconded by Mr. Muhl with all in favor the minutes of the October 28, 2025 Board of Supervisors meeting were approved as presented.
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November 18, 2025

Cypress Bluff CDD

**FOURTH ORDER OF BUSINESS****Consideration of Resolution 2026-01,  
Amending the Fiscal Year 2025 Budget**

Mr. Biagetti noted the purpose of this resolution is to level out any line items that were higher or lower than budgeted for auditing purposes. The interest income was higher than anticipated and the landscape contingency, irrigation, and repair and replacement line items were higher than anticipated. Overall, there was a \$70,000 surplus at year end.

On MOTION by Mr. Muhl seconded by Mr. Blomgren with all in favor Resolution 2026-01, amending the fiscal year 2025 budget was approved.

**FIFTH ORDER OF BUSINESS****Discussion of Glenmont Irrigation**

Mr. Biagetti reminded the Board that they had previously asked staff to investigate what the cost share would need to be with the Edison HOA for use of the District's irrigation line versus what it would cost the HOA to install their own meter. It was found that Glenmont is 15% of the total linear footage of the irrigation supply line, so a 15% cost share would be appropriate. Based off the latest month's service, the HOA's cost share would be \$454.

On MOTION by Mr. Cellar seconded by Mr. Blomgren with three in favor and Mr. Muhl and Mr. Feist abstained, authorizing staff to draft an agreement with the Edison HOA for a 15% cost share of the irrigation costs was approved.

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

There being nothing to report, the next item followed.

**B. District Engineer – Consideration of Proposal for Preparation of Inspection Report**

Mr. Biagetti reminded the Board they asked District staff to investigate what it would cost to have the District Engineer perform an inspection that would satisfy the goals and objectives previously set by the Board. ETM has provided a proposal in the amount of \$5,500 to perform an onsite inspection of the infrastructure.

November 18, 2025

Cypress Bluff CDD

Mr. Feist asked when the public facilities report required to be completed every seven years was last completed and when the next report will be due. Mr. Biagetti will confirm and report back.

This item was tabled.

**C. District Manager – Consideration of Revised Goals & Objectives for Fiscal Year 2026**

Mr. Biagetti stated that goal 2.2 on the fiscal year 2026 goals and objectives is to have an inspection of the infrastructure completed by the District Engineer. The recommendation is to revise the goals and objectives to remove goal 2.2 if the Board does not see the need to have such an inspection completed.

This item was tabled to confirm when the public facilities report was last completed.

**D. General Manager**

**1. Report**

Ms. Pollicino provided an overview of her report.

**2. Sunstate Proposal for Del Webb Sod Replacement**

Ms. Pollicino reminded the Board that it came into question who maintains the landscaping in front of the Del Webb entrance. While it is owned by the CDD, the HOA has discussed the matter and decided the HOA would like to maintain the area, however, the Del Webb landscaping team has indicated the sod is rampant with weeds and may need to be replaced. The HOA board has asked if the CDD will replace the sod if it is needed within the first six months of the new year after weed mitigation is attempted. Ms. Pollicino presented a proposal for \$8,125 for sod replacement.

The Board directed Ms. Pollicino to get a proposal for seeding the area as an alternative solution. The Board also asked that Ms. Buchanan work on a license agreement with the Del Webb HOA for future maintenance of the area owned by the CDD.

This item was tabled.

Next, Ms. Pollicino stated that Clearwater has indicated they can treat the drainage ditch near the dog park to prevent future growth rather than having to bush hog the ditch every five years or so. She does not yet have a quote for the treatment.

November 18, 2025

Cypress Bluff CDD

The Board's consensus was to not treat the area.

## **SEVENTH ORDER OF BUSINESS**

### **Financial Reports**

#### **A. Financial Statements as of October 31, 2025**

Mr. Biagetti presented the financial statements as of October 31, 2025.

#### **B. Assessment Receipts Schedule**

A copy of the assessment receipts schedule showing on-roll assessments are 1.3% collected was included in the agenda package.

#### **C. Check Register**

A copy of the check register totaling \$179,336.54, was included in the agenda package for the Board's review.

On MOTION by Mr. Hewins seconded by Mr. Muhl 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**

Ervin Pierce stated that since 2021, Toll Brothers and the Newton HOA have been maintaining a strip of land in front of the Newton community to a shared path to the front ponds. It is CDD property. Toll Brothers is no longer involved, so the Newton HOA is looking at their options. The resident proposed that the CDD begin maintaining that property so the townhouse community does not have to absorb that cost.

## **TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – December 16, 2025 at 12:30 p.m. at the Pablo Creek Regional Library, 13295 Beach Boulevard, Jacksonville, Florida**

## **ELEVENTH ORDER OF BUSINESS**

### **Adjournment**

November 18, 2025

Cypress Bluff CDD

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

Signed by:

*Matt Bragette*

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Secretary/Assistant Secretary

DocuSigned by:

*Joe Muhl*

A8E24DD7AED143D...

Chairman/Vice Chairman

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Edward Joseph Muhl, Jr.		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Cypress Bluff Community Development District	
MAILING ADDRESS 9819 Filament Blvd.		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Jacksonville	COUNTY Duval	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED November 18, 2025		NAME OF POLITICAL SUBDIVISION:	
		MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE	

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, E. Joseph Muhl, Jr., hereby disclose that on November 18, 20 25 :

(a) A measure came or will come before my agency which (check one or more)

- ☒ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- ☐ inured to the special gain or loss of my relative, \_\_\_\_\_ ;
- ☐ inured to the special gain or loss of \_\_\_\_\_ , by whom I am retained; or
- ☐ inured to the special gain or loss of \_\_\_\_\_ , which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

The Board voted to decide how much to charge the Edison Homeowners Association for the use of reclaimed water pumped and used by the association each month. The pump and reclaimed water is owned by the CDD. If the Association does not agree with the charges assessed, they will be required to pay to have a stand-alone water meter installed.

I am a homeowner in the Edison community and therefore a member of the Edison Homeowner Association. The monthly charge paid to the CDD and/or the capital and ongoing cost of the stand-alone meter have a financial impact on all members of the Edison Homeowners Association.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

November 24, 2025

Date Filed

Signature



NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>FEIST, Robert Churchill</i>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>Cypress Bluff CDD</i>	
MAILING ADDRESS <i>9915 FLORIAN BLVD</i>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY <i>Jacksonville</i>	COUNTY <i>Duval</i>	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED <i>11/18/2025</i>		NAME OF POLITICAL SUBDIVISION:	
		MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE	

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

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For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

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## APPOINTED OFFICERS (continued)

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## DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Robert Churchill Feist, hereby disclose that on 11/18, 20 25:

(a) A measure came or will come before my agency which (check one or more)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, \_\_\_\_\_;
- ☐ inured to the special gain or loss of my relative, \_\_\_\_\_;
- ☐ inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
- ☐ inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

I am a member of the Edison Bay subdivision.  
I did not want to vote as a member of  
the CCD & Edison HOA

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

12/16/2025

Date Filed

[Signature]

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.