

MINUTES OF MEETING
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors meeting of the Cypress Bluff Community Development District was held Tuesday, December 16, 2025 at 12:30 p.m. at the Pablo Creek Regional Library, 13295 Beach Boulevard, Jacksonville, Florida 32256.

Present and constituting a quorum were:

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

Also present were:

Matt Biagetti	District Manager
Katie Buchanan <i>by phone</i>	District Counsel
Brad Weeber	District Engineer
Ryan Canady	England Thims & Miller
Marcy Pollicino	General Manager
Dana Harden	Vesta Property Services

The following is a summary of the discussions and actions taken at the December 16, 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.

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

SIXTH ORDER OF BUSINESS

Staff Reports

B. District Engineer – Consideration of Proposal for Inspection Report

Mr. Weeber announced that Ryan Cannady would be taking over as the District's engineer.

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Next, Mr. Biagetti stated that it was asked at the last meeting when the last public facilities report was done. It was determined the last report was completed in 2022, so the next public facilities report is not due until 2029, however he noted the public facilities report would be different than an annual inspection. The proposal for the annual inspection totals \$5,500.

The Board’s consensus was that the inspection is not necessary at this time.

THIRD ORDER OF BUSINESS

Approval of Minutes of the November 18, 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. Hewins seconded by Mr. Cellar with all in favor the minutes of the November 18, 2025 Board of Supervisors meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Ratification of Fitness Equipment Lease Agreement

Mr. Biagetti informed the Board that the lease agreement was signed between meetings and the fitness equipment has been delivered.

On MOTION by Mr. Muhl seconded by Mr. Hewins with all in favor the fitness equipment lease agreement was ratified.

FIFTH ORDER OF BUSINESS

Consideration of Agreement with Edison HOA for Irrigation Cost Share

Mr. Biagetti stated that the agreement drafted contains a 15% share of irrigation costs to allow the Edison HOA to continue using the District’s irrigation.

On MOTION by Mr. Cellar seconded by Mr. Hewins with all in favor, the irrigation cost share agreement with the Edison HOA was approved with the Chair authorized to make modifications.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

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Ms. Buchanan stated that some clean up likely needs to be done to ensure that the various homeowner's associations each have written authority to maintain the District's property located at the various entrances as traditionally the HOAs maintain areas associated with their particular neighborhood. She asked for feedback from the Board on if the CDD would prefer to maintain the areas themselves, or delegate authority to the various HOAs.

The Board directed staff to get maintenance estimates for each area and to provide a map of all areas that are in question for further discussion at a future meeting.

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

With the Board's decision to not have an annual inspection performed by the District Engineer, Mr. Biagetti recommended revising the 2026 goals and objectives to remove goal 2.2 to have an inspection of the infrastructure completed.

On MOTION by Mr. Muhl seconded by Mr. Cellar with all in favor the revised goals and objectives for fiscal year 2026 were approved.

Next, Mr. Biagetti reminded the board members to complete four hours of ethics training prior to December 31st.

D. General Manager

1. Report

Ms. Pollicino provided an overview of her report.

2. Del Webb Sod Request

This item was tabled until the Board could consider whether the HOA or CDD should maintain all of the areas in front of the various neighborhoods.

SEVENTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of November 30, 2025

Mr. Biagetti presented the financial statements as of November 30, 2025.

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B. Assessment Receipts Schedule

A copy of the assessment receipts schedule showing on-roll assessments are 82% collected was included in the agenda package.

C. Check Register

A copy of the check register totaling \$47,315.62, 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

A resident asked for clarification on the purpose of the irrigation cost share agreement with the Edison HOA.

Mr. Biagetti responded that the suggestion was for the District to continue to supply the irrigation water needed for the Edison entrance, which also involves sharing the electrical cost for the pump system needed to pump the water. The CDD will create an invoice on a monthly basis to bill the HOA for their portion of the water and electric costs.

TENTH ORDER OF BUSINESS

**Next Scheduled Meeting – January 27, 2026
at 12:30 p.m. at the Pablo Creek Regional
Library, 13295 Beach Boulevard,
Jacksonville, Florida**

ELEVENTH ORDER OF BUSINESS

Adjournment

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

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Cypress Bluff CDD

Signed by:

Matt Bengette

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Secretary/Assistant Secretary

DocuSigned by:

Joe Muhl

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Chairman/Vice Chairman