

MINUTES OF MEETING  
CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Cordova Palms Community Development District was held on Wednesday, February 9, 2022 at 10:00 a.m. at the offices of Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092.

Present and constituting a quorum were:

Louis Cowling	Chairman
Andrew Charlson	Supervisor
Ken Brown	Supervisor
Joyce Conway	Supervisor

Also present were:

Daniel Laughlin	District Manager
Wes Haber	District Counsel (by phone)
Scott Wild	District Engineer
Chad Sigmon	Dream Finders Homes

The following is a summary of the discussions and actions taken at the February 9, 2022 meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

**FIRST ORDER OF BUSINESS**                      **Roll Call**

Mr. Laughlin called the meeting to order at 10:00 a.m.

**SECOND ORDER OF BUSINESS**                      **Public Comment**

There being no members of the public present, the next item followed.

**THIRD ORDER OF BUSINESS**                      **Approval of Minutes**

**A. December 8, 2021 Board of Supervisors Meeting**

There were no comments on the minutes.

On MOTION by Mr. Cowling seconded by Mr. Brown with all in favor the December 8, 2021 Board of Supervisors meeting minutes were approved.
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**B. December 15, 2021 Continued Meeting**

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Cordova Palms CDD

There were no comments on the minutes.

On MOTION by Mr. Cowling seconded by Mr. Brown with all in favor the December 15, 2021 continued meeting minutes were approved.

**FOURTH ORDER OF BUSINESS**

**Ratification of England Thims & Miller Work Authorization for Consulting Services Related to the Amenity Center and Dog Park Projects**

Mr. Wild noted this work authorization is for the design and permitting of the amenity center. The total fee is \$84,625.

On MOTION by Mr. Cowling seconded by Mr. Brown with all in favor the work authorization for England Thims & Miller consulting services related to the amenity center and dog park was ratified.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-04, Ratifying Actions Related to the Issuance of the Series 2021 Bonds**

Mr. Haber reminded the Board that a resolution was previously adopted that delegated authority to the Chair, other officers and staff to prepare, revise and sign the required documents in order to issue the bonds. This resolution ratifies those actions now that the bonds have been issued.

On MOTION by Mr. Cowling seconded by Mr. Brown with all in favor Resolution 2022-04, ratifying actions related to the issuance of the Series 2021 bonds was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Bids for Phase 2 Construction Services**

Mr. Wild informed the board that two complete bids were received from AJ Johns and Vallencourt, and a partial bid was received from Smith Trucking. Copies of the bids were included in the agenda package for the board’s review. Mr. Wild recommended ranking Smith Trucking #1, Vallencourt #2, and AJ Johns #3 for the Part 2 Earthwork.

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On MOTION by Mr. Cowling seconded by Mr. Brown with all in favor adopting the engineer’s scoring for the Part 2 Earthwork portion was approved with staff authorized to send notice of intent to award letters and enter into a contract with Smith Trucking.

Mr. Wild presented his score sheet for Part 1 Earthwork and noted only AJ Johns and Vallencourt were considered for this portion. He recommended ranking Vallencourt #1 and AJ Johns #2.

On MOTION by Mr. Cowling seconded by Mr. Brown with all in favor adopting the engineer’s scoring for the Part 1 Earthwork portion was approved with staff authorized to send notice of intent to award letters and enter into a contract with Vallencourt.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-05, Recognizing a Contribution to Offset Assessments**

Mr. Haber reminded the Board that the assessment methodology that was approved for the Series 2021 bond issuance contemplated that there would be a contribution in lieu of assessments for the portion of the District that did not have debt assessments levied against it. This resolution is the first step in recognizing that contribution. The portion of the contribution that has been partially satisfied is \$1,794,961.30. The remaining contribution obligation is \$574,600. He also noted the remaining portion of a Department of Transportation agreement exceeds \$574,600, so when the project is complete the Board will recognize the remainder of that project to offset the remainder of the contribution amount.

On MOTION by Mr. Cowling seconded by Mr. Brown with all in favor Resolution 2022-05, recognizing a contribution to offset assessments was approved.

**EIGHTH ORDER OF BUSINESS**

**Ratification of Assignment of Vallencourt Agreements for Eastern Lots, Collector Road and Western Lots**

Mr. Haber informed the Board that because the District did not yet have bond monies, the developer entered into agreements for the eastern lots, Collector road and western lots. The agreements have been assigned to the CDD. The developer will be reimbursed for the amounts they paid under the agreements via requisition.

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On MOTION by Mr. Cowling seconded by Mr. Brown with all in favor assignment of the Vallencourt agreements for the eastern lots, Collector Road and western lots was ratified.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

There being nothing to report, the next item followed.

**B. District Engineer**

**1. Ratification of Requisition Nos. 1-8**

Mr. Wild gave a brief overview of requisition numbers one through eight, copies of which were included in the agenda package.

On MOTION by Mr. Cowling seconded by Ms. Conway with all in favor requisition numbers one through eight were ratified.

**2. Consideration of Requisition No. 9**

Mr. Wild gave a brief overview of requisition number nine, a copy of which was included in the agenda package.

On MOTION by Mr. Cowling seconded by Mr. Brown with all in favor requisition number nine was approved.

**C. District Manager**

There being nothing to report, the next item followed.

**TENTH ORDER OF BUSINESS**

**Financial Reports**

**A. Financial Statements as of December 31, 2021**

Copies of the financial statements were included in the agenda package for the board's review.

**B. Consideration of Funding Request Nos. 8 and 9**

Mr. Laughlin noted funding request number eight totals \$6,102.16 and funding request number nine totals \$4,834.80.

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On MOTION by Mr. Cowling seconded by Mr. Brown with all in favor Funding Request Nos. 8 and 9 were approved.

**ELEVENTH ORDER OF BUSINESS      Supervisors' Requests and Audience Comments**

There being none, the next item followed.

**TWELFTH ORDER OF BUSINESS      Next Scheduled Meeting – March 9, 2022 at 10:00 a.m. at the offices of Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092**

**THIRTEENTH ORDER OF BUSINESS      Adjournment**

On MOTION by Ms. Conway seconded by Mr. Cowling with all in favor the meeting was adjourned

DocuSigned by:  
*Daniel Laughlin*  
B48EC211DC1144D  
Secretary/Assistant Secretary

DocuSigned by:  
*Louis Cowling*  
1C2C73D66B98412  
Chairman/Vice Chairman