

**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, August 10, 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
Don Gullion	Vice Chairman
Thomas Spiess	Supervisor
Joyce Conway	Supervisor
Ken Brown	Supervisor

Also present were:

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

The following is a summary of the discussions and actions taken at the August 10, 2022 meeting.

**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**

**Organizational Matters**

**A. Acceptance of Resignation of Andrew Charlson**

On MOTION by Mr. Cowling seconded by Mr. Brown with all in favor Andrew Charlson's resignation was accepted.
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**B. Consideration of Appointing a New Supervisor**

Mr. Cowling made the following motion to appoint Thomas Spiess to Seat 5.

August 10, 2022

Cordova Palms CDD

On MOTION by Mr. Cowling seconded by Mr. Brown with all in favor appointing Thomas Spiess to Seat 5 was approved.

**C. Oath of Office for New Supervisor**

Mr. Laughlin, being a notary public of the State of Florida, administered an oath of office to Mr. Spiess.

Mr. Haber gave Mr. Spiess a brief overview of the Sunshine Law and public records laws.

**D. Consideration of Resolution 2022-15, Designating Officers**

Mr. Laughlin provided the current slate of officers, which is Mr. Cowling as Chairman, Mr. Gullion as Vice Chairman, Ms. Conway and Mr. Brown as Assistant Secretaries, Darrin Mossing of GMS as Treasurer, Mr. Laughlin as Secretary and Assistant Treasurer, and Jim Oliver and Marilee Giles of GMS as Assistant Secretaries. He suggested adding Mr. Spiess as Assistant Secretary.

On MOTION by Mr. Cowling seconded by Mr. Brown with all in favor Resolution 2022-15, designating officers as listed above was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the July 13, 2022 Meeting**

There were no comments on the minutes.

On MOTION by Mr. Cowling seconded by Ms. Conway with all in favor the minutes of the July 13, 2022 meeting were approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-16, Ratifying Actions Relating to the Issuance of the Series 2022 Bonds**

Mr. Haber informed the Board the Series 2022 bonds have closed, so the purpose of this resolution is to ratify the various actions taken by the Chair and staff in order to close on the bonds.

On MOTION by Mr. Cowling seconded by Ms. Conway with all in favor Resolution 2022-16, ratifying actions related to the issuance of the Series 2022 bonds was approved.

August 10, 2022

Cordova Palms CDD

**SIXTH ORDER OF BUSINESS**

**Public Hearings for the Purpose of Adopting the Fiscal Year 2023 Budget**

Mr. Haber noted that staff has had conversations with both majority property owners related to the assessments that will be levied to secure the general fund portion of the budget. The options are to levy full assessments on platted lots, or levy less than the full amount with the developer funding a portion of the assessments. He asked the Board to consider continuing the public hearings to provide more time to make a determination on how to levy the assessments on the American Homes for Rent parcel. The next meeting is scheduled for September 14, 2022 and the deadline to provide the assessment roll to the County is September 15<sup>th</sup>, so he suggested moving the meeting date up.

Mr. Brown stated that American Homes for Rent would like to have the funding agreement approved, which means they will need to see the breakdown of what payments are due for platted and unplatted lots prior to deciding.

The Board settled on September 8, 2022 at 9:30 for the next meeting date.

On MOTION by Mr. Cowling seconded by Mr. Brown with all in favor the public hearing to consider adoption of the Fiscal Year 2023 budget was opened.

There were no members of the public present.

On MOTION by Mr. Cowling seconded by Mr. Brown with all in favor the public hearing to consider adoption of the Fiscal Year 2023 budget was continued to September 8, 2022 at 9:30 a.m.

On MOTION by Mr. Cowling seconded by Mr. Brown with all in favor the public hearing to consider imposition of operations and maintenance special assessments was opened.

There were no members of the public present.

On MOTION by Mr. Cowling seconded by Ms. Conway with all in favor the public hearing to consider imposition of operations and maintenance special assessments was continued to September 8, 2022 at 9:30 a.m.

August 10, 2022

Cordova Palms CDD

**A. Consideration of Resolution 2022-17, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2023**

This item was tabled.

**B. Consideration of Resolution 2022-18, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2023**

This item was tabled.

**C. Consideration of Fiscal Year 2023 Budget Funding Agreement**

This item was tabled.

**SEVENTH ORDER OF BUSINESS                      Staff Reports**

**A. District Counsel**

There being nothing to report, the next item followed.

**B. District Engineer – Requisition Summary**

Mr. Laughlin provided the Board with a brief overview of the requisition summary, which includes requisition number 6 for the Series 2022-1 Bonds and requisition numbers 6 and 7 for the Series 2022-2 Bonds, together totaling \$777,370.41

On MOTION by Mr. Cowling seconded by Mr. Brown with all in favor the requisition summary was approved.

**C. District Manager – Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2023**

Mr. Laughlin presented a proposed meeting schedule consisting of one meeting each month on the second Wednesday at 10:00 a.m. at the offices of GMS.

On MOTION by Mr. Cowling seconded by Mr. Brown with all in favor the Fiscal Year 2023 meeting schedule was approved as presented.

**EIGHTH ORDER OF BUSINESS                      Financial Reports**

**A. Financial Statements as of June 30, 2022**

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

**B. Consideration of Funding Request No. 15**

Mr. Laughlin noted funding request number fifteen totals \$6,074.97.

August 10, 2022

Cordova Palms CDD

On MOTION by Mr. Cowling seconded by Mr. Brown with all in favor Funding Request No. 15 was approved.

**NINTH ORDER OF BUSINESS**

**Supervisor Requests and Audience Comments**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – September 8, 2022 at 9:30 a.m. at the offices of Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092**

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

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

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*Daniel Laughlin*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Louis Cowling*  
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Chairman/Vice Chairman