

CORDOVA PALMS
Community Development District

FEBRUARY 8, 2023

AGENDA

**Cordova Palms
Community Development District**
475 West Town Place, Suite 114
St. Augustine, Florida 32092
www.CordovaPalmsCDD.com

February 1, 2023

Board of Supervisors
Cordova Palms Community Development District
Call in #: 1-877-304-9269 Code: 410226

Dear Board Members:

The Cordova Palms Community Development District Meeting is scheduled to be held **Wednesday, February 8, 2023 at 10:00 a.m. at the offices of Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092.**

Following is the agenda for the meeting:

- I. Call to Order
- II. Public Comment
- III. Approval of Minutes of the January 11, 2022 Meeting
- IV. Consideration of Updating the District's Record Retention Policy
- V. Consideration of Resolution 2023-02, Authorizing Investment of Funds in the Local Government Surplus Funds Trust Fund
- VI. Staff Reports
 - A. District Counsel
 - B. District Engineer – Approval of Requisition Summary
 - C. District Manager
- VII. Financial Reports
 - A. Financial Statements as of December 31, 2022
 - B. Check Register
- VIII. Supervisor Requests and Audience Comments

IX. Next Scheduled Meeting – March 8, 2023 at 10:00 a.m. at the offices of Governmental Management Services, LLC, 475 W. Town Place, Suite 114, St. Augustine, Florida 32092

X. Adjournment

MINUTES

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, January 11, 2023 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
Ken Brown	Supervisor
Thomas Spiess	Supervisor

Also present were:

Daniel Laughlin	District Manager
Wes Haber	District Counsel (by phone)
Scott Wild	District Engineer (by phone)

The following is a summary of the discussions and actions taken at the January 11, 2023 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

Approval of Minutes of the November 9, 2022 Meeting

There were no comments on the minutes.

On MOTION by Mr. Cowling seconded by Mr. Spiess with all in favor the minutes of the November 9, 2022 meeting were approved.
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FOURTH ORDER OF BUSINESS

Ratification of FP&L LED Lighting Agreements

Mr. Cowling noted there are two agreements to be ratified, one for the Parkway lights and one for the lights in the residential section.

On MOTION by Mr. Cowling seconded by Mr. Brown with all in favor the LED lighting agreements with FP&L were ratified.

FIFTH ORDER OF BUSINESS

Consideration of Construction Agreement with A.J. Johns for Phase 3

Mr. Wild informed the Board the form of agreement is substantially the same as what was put out in the RFP, with the exception of some comments that District Counsel assisted with.

On MOTION by Mr. Cowling seconded by Mr. Brown with all in favor the construction agreement with A.J. Johns for Phase 3 was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

Mr. Cowling noted that he'd like to seek proposals for landscape maintenance services.

B. District Engineer - Approval of Requisition Summary

Mr. Wild provided the Board with a brief overview of the requisition summary, which includes requisition numbers 25-29 for the Series 2022-1 Bonds and requisition numbers 16-20 for the Series 2022-2 Bonds, together totaling \$913,855.49.

On MOTION by Mr. Cowling seconded by Mr. Spiess with all in favor requisition numbers 25-28 (Series 2022-1) and 16-19 (Series 2022-2) were ratified.

On MOTION by Mr. Cowling seconded by Mr. Gullion with all in favor requisition numbers 29 (Series 2022-1) and 20 (Series 2022-2) were approved.

C. District Manager

There being nothing to report, the next item followed.

FOURTH ORDER OF BUSINESS

MEMORANDUM

TO: CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS

FROM: WESLEY S. HABER

DATE: JANUARY 26, 2023

RE: PUBLIC RECORDS RETENTION

The purpose of this memorandum and attached resolutions are to update and/or establish the District's Records Retention Policy, including to reflect management of transitory messages and establishment that the electronic record is considered the official record.

The District essentially has two options to ensure compliance with applicable Records Retention laws.

First, the District can adopt the Florida Records Retention Schedules modified to ensure the District is also retaining the records required by federal law and the trust indenture. This option allows for the timely destruction of records while ensuring that the District's policy is in compliance with state and federal laws. Kutak Rock has prepared a resolution that implements this option, and it is attached hereto as **Option 1**.

Second, a District can adopt the Florida Records Retention Schedules as written and adopt a policy that states that the District will not be destroying any records at this point in time, with the exception of Transitory Messages. Kutak Rock has prepared a resolution that implements this option, and it is attached hereto as **Option 2**.

It is important to note that the District could change its Records Retention policy at a later date so long as the District's amendment was consistent with the notice and hearing provisions found in Chapter 190.

OPTION 1

RESOLUTION 2023-[]

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Cordova Palms Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the “Policy”) for immediate use and application; and

WHEREAS, the District desires to provide for future amendment of the Records Retention Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District’s records custodian, shall each have the

individual power to remove the Records Management Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

SECTION 2. The duties of the Records Management Liaison Officer shall include the following:

- A.** Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B.** Coordinate the District's records inventory;
- C.** Maintain records retention and disposition forms;
- D.** Coordinate District records management training;
- E.** Develop records management procedures consistent with the attached Records Retention Policy, as amended;
- F.** Participate in the development of the District's development of electronic record keeping systems;
- G.** Submit annual compliance statements;
- H.** Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I.** Such other duties as may be assigned by the Board or the District's records custodian in the future.

SECTION 3. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District will retain certain records longer than required by the General Records Schedules established by the Division as set forth in **Exhibit A**. To the extent the above statute, rules or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment shall not reduce the retention times set forth in **Exhibit A**. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

SECTION 4. In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

SECTION 5. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. This resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this ____ day of _____ 2023.

ATTEST:

**CORDOVA PALMS COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: District Amendments to General Records Schedules Established by the Division

Exhibit A

District Amendments to General Records Schedules established by the Division

ADVERTISEMENTS: LEGAL (Item #25)

The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to proceedings under uniform method of collection of debt assessments permanently. The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to the levy of assessments securing bonds for five (5) fiscal years provided applicable audits have been released, or until three (3) calendar years after related bonds are redeemed, whichever is later.

AUDITS: INDEPENDENT (Item #56)

The District shall retain the record copy of independent audits for ten (10) fiscal years or until three (3) calendar years after all related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: DETAIL (Item #340)

The District shall retain the record copy of disbursement records relating to the use of bonds for five (5) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: SUMMARY (Item #341)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (Item #107)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

INCIDENT REPORT FILES (Item #241)

The District shall retain incident reports for five (5) anniversary years from the date of the incident.

MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS (Item #4)

The District shall retain audio recordings of board of supervisor meetings for five (5) calendar years after adoption of the official minutes.

PROJECT FILES: CAPITAL IMPROVEMENT (Item #136)

The District shall retain the record copy of project files for projects funded with bonds for ten (10) fiscal years after completion of the project provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION (Item #364)

The District shall retain the record copy of project files for condemnation/demolition projects funded with bonds for five (5) anniversary years after final action or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

REAL PROPERTY RECORDS: PROPERTY ACQUIRED (Item #172)

The District shall retain the record copy of documents related to property acquisitions funded with bonds for three (3) fiscal years after final disposition of the property provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

OPTION 2

RESOLUTION 2023-[]

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Cordova Palms Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the “Policy”) for immediate use and application; and

WHEREAS, the District desires to provide for future amendment of the Records Retention Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District’s records custodian, shall each have the

individual power to remove the Records Management Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

SECTION 2. The duties of the Records Management Liaison Officer shall include, but not be limited to, the following:

- A. Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B. Coordinate the District's records inventory;
- C. Maintain records retention and disposition forms;
- D. Coordinate District records management training;
- E. Develop records management procedures consistent with the attached Records Retention Policy, as amended;
- F. Participate in the District's development of electronic record keeping systems.
- G. Submit annual compliance statements;
- H. Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I. Such other duties as may be assigned by the Board or the District's records custodian in the future.

SECTION 3. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District hereby extends the minimum retention guidelines contained in the General Records Schedules so that the District will retain all public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same. Notwithstanding the foregoing, the District shall only retain Transitory Messages until the Transitory Message is obsolete, superseded or administrative value is lost in accordance with *the General Records Schedule for State and Local Government Agencies, Item #146*, as incorporated by reference in Rule 1B-24.003(1)(a), Florida Administrative Code. To the extent the above statute, rules, or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic change does not permit the disposition of District records without further action of the Board. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

SECTION 4. In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

SECTION 5. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. This resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this ____ day of _____ 2023.

ATTEST:

**CORDOVA PALMS COMMUNITY DEVELOPMENT
DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Composite Exhibit A: General Records Schedules, GS1-SL and GS3

Composite Exhibit A

General Records Schedules Established by the Division (GS1-SL and GS3)

[attach, if Option 2 adopted]

FIFTH ORDER OF BUSINESS

RESOLUTION 2023-02

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
THE CORDOVA PALMS COMMUNITY DEVELOPMENT
DISTRICT AUTHORIZING INVESTMENT OF FUNDS IN
THE LOCAL GOVERNMENT SURPLUS FUNDS TRUST
FUND**

WHEREAS, the Cordova Palms Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, the District from time to time has funds on hand in excess of current needs; and

WHEREAS, it is in the best interest of the District and its inhabitants that funds be invested to return the highest yield consistent with proper safeguards;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD
OF SUPERVISORS OF THE CORDOVA PALMS
COMMUNITY DEVELOPMENT DISTRICT:**

SECTION 1. That the District Manager or his/her designee, be, and he/she is hereby authorized to transmit such funds to the State Board of Administration to be invested according to applicable laws of the State of Florida consistent with the needs of Cordova Palms Community Development District. Such authorization includes authority to withdraw funds from the State Board of Administration by giving timely notice and appropriate confirmation.

SECTION 2. That this Authorization shall be continuing in nature until revoked by Cordova Palms Community Development District.

PASSED AND ADOPTED this 8th day of February, 2023.

ATTEST:

**CORDOVA PALMS COMMUNITY
DEVELOPMENT DISTRICT**

Daniel Laughlin
District Manager

Chairperson

SIXTH ORDER OF BUSINESS

B.

CORDOVA PALMS CDD

REQUISITION SUMMARY

**Cordova CDD 2022-1 Bonds-Acquisition and Construction Account 118690
Cordova CDD 2022-2 Bonds-Acquisition and Construction Account 118690**

Wednesday, February 8, 2023

<u>Date of Requisition</u>	<u>Req #</u>	<u>Payee</u>	<u>Reference</u>	<u>INVOICE AMOUNT</u>
Cordova CDD 2022-1 Bonds-Acquisition and Construction Account 118690 TO BE RATIFIED				
2/8/2023	30	ETM	Cordova Palms Phase 4 - US1 Water Main Corssing (WA#8) Invoice 206284 (Dec 2022)	\$ 11,550.00
2/8/2023	31	ETM	Cordova Palms Phase 3 CEI Services (WA#7) Invoice 206283 (Dec 2022)	\$ 1,957.50
2/8/2023	32	ETM	Cordova Palms Phase 2 CEI Services (WA#2) Invoice 206248 (Dec 2022)	\$ 8,317.25
2/8/2023	33	ETM	Amenity Center and Dog Park (WA#1) Invoice 206241 (Dec 2022)	\$ 2,568.00
				\$ 24,392.75
Cordova CDD 2022-1 Bonds-Acquisition and Construction Account TO BE RATIFIED				
<u>Date of Requisition</u>	<u>Req #</u>	<u>Payee</u>	<u>Reference</u>	<u>INVOICE AMOUNT</u>
Cordova CDD 2022-1 Bonds-Acquisition and Construction Account 118690 FOR APPROVAL				
2/8/2023	34	Kutak Rock, LLP	Professional services related to project construction - Invoice 3170815-4823-3 (Dec 2022)	\$ 875.00
2/8/2023	35	A.J. Johns, Inc.	Cordova Palms Phase 3 - Application for Payment No. 1 (Jan 2023)	\$ 44,498.76
				\$ 45,373.76
<u>Date of Requisition</u>	<u>Req #</u>	<u>Payee</u>	<u>Reference</u>	<u>INVOICE AMOUNT</u>
Cordova CDD 2022-2 Bonds-Acquisition and Construction Account 118690 TO BE RATIFIED				
2/8/2023	21	Vallencourt	Cordova Palms Phase 1 - Eastern Lots – Contractor Payment Application 8569-17 (December 2022)	\$ 63,257.60
2/8/2023	22	Vallencourt	Cordova Palms Phase 1 - Western Lots and Connector – Contractor Payment Application 8568-17 (December 2022)	\$ 83,504.44
				\$ 146,762.04
<u>Date of Requisition</u>	<u>Req #</u>	<u>Payee</u>	<u>Reference</u>	<u>INVOICE AMOUNT</u>
Cordova CDD 2022-2 Bonds-Acquisition and Construction Account 118690 FOR APPROVAL				
2/8/2023	23	Vallencourt	Cordova Palms Phase 2 - Application for Payment 8 (January 2023)	\$ 418,997.56
				\$ 418,997.56

TOTAL REQUISITIONS TO BE APPROVED February 8, 2023 \$ 635,526.11

SEVENTH ORDER OF BUSINESS

A.

Cordova Palms

Community Development District

Unaudited Financial Reporting
December 31, 2022



Cordova Palms
Community Development District
Combined Balance Sheet
December 31, 2022

Governmental Fund Types

	<u>General Fund</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Totals (Memorandum Only)</u>
<u>ASSETS:</u>				
Cash	\$124,309	---	---	\$124,309
Due from Developer	\$14,873	---	---	\$14,873
Due from Capital	\$13,662	---	---	\$13,662
Prepaid Expenses	\$1,000	---	---	\$1,000
<i>Series 2021</i>				
Reserve	---	\$219,350	---	\$219,350
Revenue	---	\$220,758	---	\$220,758
Interest	---	\$256	---	\$256
Cap Interest	---	\$1,285	---	\$1,285
Acquisition & Construction	---	---	\$1,072	\$1,072
<i>Series 2022-1</i>				
Reserve	---	\$82,384	---	\$82,384
Interest	---	\$71	---	\$71
Cap Interest	---	\$133,699	---	\$133,699
Acquisition & Construction	---	---	\$1,187,976	\$1,187,976
<i>Series 2022-2</i>				
Reserve	---	\$245,399	---	\$245,399
Interest	---	\$216	---	\$216
Cap Interest	---	\$394,104	---	\$394,104
Acquisition & Construction	---	---	\$3,548,761	\$3,548,761
TOTAL ASSETS	<u>\$153,844</u>	<u>\$1,297,522</u>	<u>\$4,737,810</u>	<u>\$6,189,176</u>
<u>LIABILITIES:</u>				
Accounts Payable	\$3,729	---	---	\$3,729
Due to Developer	\$36,292	---	---	\$36,292
Due to General Fund	---	---	\$13,662	\$13,662
Retainage	---	---	\$811,112	\$811,112
Contracts Payable	---	---	\$243,161	\$243,161
FUND BALANCES:				
Unrestricted	\$113,823	\$1,297,522	\$3,669,875	\$5,081,220
TOTAL LIABILITIES & FUND EQUITY	<u>\$153,844</u>	<u>\$1,297,522</u>	<u>\$4,737,810</u>	<u>\$6,189,176</u>

Cordova Palms
Community Development District

GENERAL FUND

Statement of Revenues & Expenditures
For The Period Ending
December 31, 2022

Description	ADOPTED BUDGET	PRORATED BUDGET 12/31/22	ACTUAL 12/31/22	VARIANCE
REVENUES:				
Assessments - Direct Bill	\$333,018	\$132,435	\$132,435	\$0
TOTAL REVENUES	\$333,018	\$132,435	\$132,435	\$0
EXPENDITURES:				
<u>Administrative</u>				
Supervisors Fees	\$12,000	\$3,000	\$0	\$3,000
FICA Expense	\$918	\$230	\$0	\$230
Engineering	\$11,600	\$2,900	\$2,326	\$574
Arbitrage	\$1,200	\$300	\$0	\$300
Attorney	\$25,000	\$6,250	\$2,444	\$3,806
Annual Audit	\$3,400	\$850	\$0	\$850
Assessment Administration	\$5,000	\$5,000	\$5,000	\$0
Trustee Fees	\$5,000	\$5,000	\$5,675	(\$675)
Dissemination	\$5,000	\$1,250	\$1,875	(\$625)
Management Fees	\$47,250	\$11,813	\$11,813	\$0
Website Maintenance	\$1,500	\$375	\$375	\$0
Information Technology	\$2,250	\$563	\$563	\$0
Telephone	\$500	\$125	\$28	\$97
Postage	\$1,500	\$375	\$34	\$341
Insurance	\$5,625	\$5,625	\$5,375	\$250
Printing & Binding	\$2,000	\$500	\$88	\$412
Legal Advertising	\$2,000	\$500	\$265	\$235
Other Current Charges	\$600	\$150	\$106	\$44
Office Supplies	\$500	\$125	\$7	\$118
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Total Administrative	\$133,018	\$45,105	\$36,149	\$8,956
<u>Grounds Maintenance</u>				
Landscape - Maintenance	\$80,000	\$20,000	\$0	\$20,000
Landscape - Contingency	\$5,000	\$1,250	\$0	\$1,250
Landscape - Pond Banks	\$40,000	\$10,000	\$0	\$10,000
Lake Maintenance	\$10,000	\$2,500	\$0	\$2,500
Electric	\$3,000	\$750	\$0	\$750
Water/Sewer/Irrigation	\$30,000	\$7,500	\$0	\$7,500
Repairs & Maintenance	\$10,000	\$2,500	\$0	\$2,500
Irrigation Repairs	\$10,000	\$2,500	\$0	\$2,500
Pest Control	\$2,000	\$500	\$0	\$500
Other Repairs and Maintenance	\$10,000	\$2,500	\$0	\$2,500
Total Grounds Maintenance	\$200,000	\$50,000	\$0	\$50,000
TOTAL EXPENDITURES	\$333,018	\$95,105	\$36,149	\$58,956
EXCESS REVENUES (EXPENDITURES)	(\$0)		\$96,286	
FUND BALANCE - Beginning	\$0		\$17,536	
FUND BALANCE - Ending	\$0		\$113,823	

Cordova Palms
Community Development District
2021 Debt Service Fund
Statement of Revenues & Expenditures
For The Period Ending
December 31, 2022

Description	ADOPTED BUDGET	PRORATED BUDGET 12/31/22	ACTUAL 12/31/22	VARIANCE
Revenues				
Assessments - Direct Bill	\$438,700	\$219,350	\$219,350	\$0
Interest Income	\$500	\$500	\$1,932	\$1,432
Total Revenues	\$439,200	\$219,850	\$221,282	\$1,432
Expenditures				
<u>Series 2021</u>				
Interest Expense - 11/1	\$136,080	\$136,080	\$136,080	\$0
Principal Expense - 5/1	\$165,000	\$0	\$0	\$0
Interest Expense - 5/1	\$136,080	\$0	\$0	\$0
Total Expenditures	\$437,160	\$136,080	\$136,080	\$0
Excess Revenues (Expenditures)	\$2,040		\$85,202	
Fund Balance - Beginning	\$136,374		\$356,448	
Fund Balance - Ending	\$138,414		\$441,650	

Cordova Palms
Community Development District
2022-1 Debt Service Fund (Phases 1 and 2)
Statement of Revenues & Expenditures
For The Period Ending
December 31, 2022

Description	ADOPTED BUDGET	PRORATED BUDGET 12/31/22	ACTUAL 12/31/22	VARIANCE
Revenues				
Special Assessments*	\$0	\$0	\$0	\$0
Interest Income	\$200	\$200	\$1,562	\$1,362
Total Revenues	\$200	\$200	\$1,562	\$1,362
Expenditures				
<u>Series 2022-1</u>				
Interest Expense - 11/1	\$38,806	\$38,806	\$38,806	\$0
Interest Expence - 5/1	\$65,898	\$0	\$0	\$0
Total Expenditures	\$104,704	\$38,806	\$38,806	\$0
Excess Revenues (Expenditures)	(\$104,504)		(\$37,244)	
Fund Balance - Beginning	\$170,601		\$253,397	
Fund Balance - Ending	\$66,097		\$216,154	

Cordova Palms
Community Development District
2022-2 Debt Service Fund (Phases 3 and 4)
Statement of Revenues & Expenditures
For The Period Ending
December 31, 2022

Description	ADOPTED BUDGET	PRORATED BUDGET 12/31/22	ACTUAL 12/31/22	VARIANCE
Revenues				
Special Assessments*	\$0	\$0	\$0	\$0
Interest Income	\$200	\$200	\$4,620	\$4,420
Total Revenues	\$200	\$200	\$4,620	\$4,420
Expenditures				
<u>Series 2022-2</u>				
Interest Expense - 11/1	\$114,386	\$114,386	\$114,386	\$0
Interest Expence - 5/1	\$194,240	\$0	\$0	\$0
Total Expenditures	\$308,626	\$114,386	\$114,386	\$0
Excess Revenues (Expenditures)	(\$308,426)		(\$109,765)	
Fund Balance - Beginning	\$502,866		\$749,484	
Fund Balance - Ending	\$194,440		\$639,719	

Cordova Palms
Community Development District
Capital Projects Fund
Statement of Revenues & Expenditures
For The Period Ending
December 31, 2022

	Series 2021	Series 2022-1	Series 2022-2
Revenues:			
Interest	\$7	\$9,591	\$28,682
Total Revenues	\$7	\$9,591	\$28,682
Expenditures			
Capital Outlay	\$0	\$373,419	\$907,279
Total Expenditures	\$0	\$373,419	\$907,279
Excess Revenues (Expenditures)	\$7	(\$363,828)	(\$878,596)
Fund Balance - Beginning	(\$12,596)	\$1,009,868	\$3,915,020
Fund Balance - Ending	(\$12,589)	\$646,040	\$3,036,424

**Cordova Palms
Community Development District
Long Term Debt Report**

Series 2021 Special Assessment Bonds	
Interest Rate:	2.4% - 4.0%
Maturity Date:	5/1/2052
Reserve Fund Definition:	50% MADS
Reserve Fund Requirement:	\$219,350
Reserve Fund Balance:	\$219,350
Bonds outstanding - 2/17/2021	\$7,980,000
Current Bonds Outstanding	\$7,980,000

Series 2022-1 Special Assessment Bonds	
Interest Rate:	4.8% - 5.8%
Maturity Date:	5/1/2053
Reserve Fund Definition:	50% MADS
Reserve Fund Requirement:	\$82,384
Reserve Fund Balance:	\$82,384
Bonds outstanding - 7/15/2022	\$2,325,000
Current Bonds Outstanding	\$2,325,000

Series 2022-2 Special Assessment Bonds	
Interest Rate:	4.5% - 5.6%
Maturity Date:	5/1/2053
Reserve Fund Definition:	50% MADS
Reserve Fund Requirement:	\$245,399
Reserve Fund Balance:	\$245,399
Bonds outstanding - 7/15/2022	\$7,155,000
Current Bonds Outstanding	\$7,155,000

CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT
Fiscal Year 2023 Assessments Receipts Summary

ASSESSED	# O&M UNITS ASSESSED	SERIES 2021 DEBT ASSESSED	SERIES 2022-1 DEBT ASSESSED	SERIES 2022-2 DEBT ASSESSED	FY23 O&M ASSESSED	TOTAL ASSESSED
DREAM FINDERS	583	438,700.00	-	-	264,870.00	703,570.00
AMH DEV	139	-	-	-	68,148.00	68,148.00
TOTAL DIRECT INVOICES (1) (2)	722	438,700.00	-	-	333,018.00	771,718.00
ASSESSED REVENUE TAX ROLL						-
TOTAL ASSESSED	722	438,700.00	-	-	333,018.00	771,718.00

DUE / RECEIVED	BALANCE DUE	SERIES 2021 DEBT RECEIVED	SERIES 2022-1 DEBT RECEIVED	SERIES 2022-2 DEBT RECEIVED	O&M RECEIVED	TOTAL RECEIVED
DREAM FINDERS	351,785.00	219,350.00	-	-	132,435.00	351,785.00
AMH DEV	68,148.00	-	-	-	-	-
TOTAL DIRECT RECEIVED	419,933.00	219,350.00	-	-	132,435.00	351,785.00
TAX ROLL DUE / RECEIVED	-	-	-	-	-	-
TOTAL DUE / RECEIVED	419,933.00	219,350.00	-	-	132,435.00	351,785.00

(1) D/S Direct Assessments are due: 35% due 12/1/22, 4/1/23 and 30% due 9/1/232

(3) Series 2022 Bonds are under capitalized interest until 11/1/2023

B.

Cordova Palms

Community Development District

Check Run Summary
12/1/2022-12/31/2022

Fund	Date	Check No.	Amount
General Fund			
Accounts Payable	12/15/22	71-76	\$ 232,806.20
Total			\$ 232,806.20

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
12/15/22	00007	11/30/22 205842	202211 310-51300-31100	NOV ENGINEERING SERVICES	*	1,118.00	
				ENGLAND, THIMS & MILLER, INC.			1,118.00 000071
12/15/22	00001	12/01/22 23	202212 310-51300-34000	DEC MANAGEMENT FEES	*	3,937.50	
		12/01/22 23	202212 310-51300-35200	DEC WEBSITE ADMIN	*	125.00	
		12/01/22 23	202212 310-51300-35100	DEC INFORM TECHNOLOGY	*	187.50	
		12/01/22 23	202212 310-51300-31300	DEC DISSEMINATION SERVICE	*	625.00	
		12/01/22 23	202212 310-51300-51000	OFFICE SUPLIES	*	.21	
		12/01/22 23	202212 310-51300-42000	POSTAGE	*	3.99	
		12/01/22 23	202212 310-51300-42500	COPIES	*	3.75	
		12/01/22 23	202212 310-51300-41000	TELEPHONE	*	3.29	
				GOVERNMENTAL MANAGEMENT SERVICES			4,886.24 000072
12/15/22	00009	11/30/22 3141746	202210 310-51300-31500	OCT GENERAL COUNSEL	*	694.00	
				KUTAK ROCK LLP			694.00 000073
12/15/22	00011	11/02/22 5095469	202211 310-51300-48000	NOTICE OF MEETING 7937550	*	82.96	
				CA FLORIDA HOLDINGS, LLC			82.96 000074
12/15/22	00013	12/01/22 252-2514	202212 310-51300-32300	FY23 TRUSTEE FEE SE2021	*	5,000.00	
		12/01/22 252-2514	202212 300-15500-10000	FY24 TRUSTEE FEE SE2021	*	1,000.00	
		12/01/22 252-2514	202212 310-51300-32300	DISBURSEMENTS FEE SE2021	*	675.00	
				THE BANK OF NEW YORK MELLON			6,675.00 000075
12/15/22	00014	12/15/22 12152022	202212 300-20700-10100	FY23 DEBT ASSMNT SE 2021	*	219,350.00	
				THE BANK OF NEW YORK MELLON			219,350.00 000076
				TOTAL FOR BANK A		232,806.20	
				TOTAL FOR REGISTER		232,806.20	

CORD CORDOVA PALMS OKUZMUK



Cordova Palms Community Development District
 c/o GMS, LLC
 Town Center 1 at World Golf Village
 475 West Town Place, Suite 114
 St. Augustine, FL 32092

November 30, 2022
 Project No: 22395.00000
 Invoice No: 0205842

Project 22395.00000 Cordova Palms CDD - 2022/2023 General Consulting Engineering Services (WA#6)

Professional Services rendered through November 26, 2022

Task 01 Professional Services 7 1.310 573 311
Professional Personnel

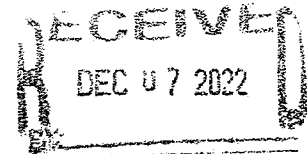
		Hours	Rate	Amount
Principal - Vice President				
Wild, Scott	11/5/2022	1.00	257.00	257.00
Wild, Scott	11/12/2022	3.00	257.00	771.00
Administrative Support				
Blair, Shelley	11/12/2022	1.00	90.00	90.00
Totals		5.00		1,118.00
Total Labor				1,118.00

	Current	Prior	To-Date
Total Billings	1,118.00	771.00	1,889.00
Contract Limit			12,000.00
Remaining			10,111.00

Total this Task \$1,118.00

Task	XP	Expenses	Total this Task
			0.00

Invoice Total this Period \$1,118.00



England-Thims & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS
 14775 Old St. Augustine Road • Jacksonville, Florida 32258 • Tel 904-542-8090 • Fax 904-446-9455
 CA 00002584 LC-0000316

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 23
Invoice Date: 12/1/22
Due Date: 12/1/22
Case:
P.O. Number:

Bill To:

Cordova Palms CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Management Fees - December 2022	1,310.513.340	3,937.50	3,937.50
Website Administration - December 2022	350	125.00	125.00
Information Technology - December 2022	357	187.50	187.50
Dissemination Agent Services - December 2022	313	625.00	625.00
Office Supplies	510	0.21	0.21
Postage	420	3.99	3.99
Copies	425	3.75	3.75
Telephone	410	3.29	3.29
Total			\$4,886.24
Payments/Credits			\$0.00
Balance Due			\$4,886.24

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

November 30, 2022

Check Remit To:
Kutak Rock LLP
PO Box 30057
Omaha, NE 68103-1157

Wire Transfer Remit To:
ABA #104000016
First National Bank of Omaha
Kutak Rock LLP
A/C # 24690470
Reference: Invoice No. 3141746
Client Matter No. 4823-1

RECEIVED
By Oksana Kuzmuk at 1:03 pm, Nov 30, 2022

Mr. Jim Perry
Cordova Palms CDD
Governmental Management Services - North Florida
Suite 114
475 West Town Place
St. Augustine, FL 32092

Invoice No. 3141746
4823-1

Re: General Counsel

9 1,310,573.315

For Professional Legal Services Rendered

10/06/22	W. Haber	0.20	70.00	Confer with Wild regarding addendum item for construction agreement
10/11/22	W. Haber	0.30	105.00	Prepare for Board meeting
10/12/22	W. Haber	0.60	210.00	Prepare for and participate in Board meeting
10/17/22	W. Haber	0.60	210.00	Review and revise funding agreement
10/18/22	W. Haber	0.20	70.00	Review and revise funding agreement; confer with Sigmon regarding same
10/25/22	K. Jusevitch	0.20	29.00	Review annual invoice from DEO
TOTAL HOURS		2.10		

KUTAK ROCK LLP

Cordova Palms CDD

November 30, 2022

Client Matter No. 4823-1

Invoice No. 3141746

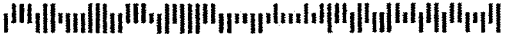
Page 2

TOTAL FOR SERVICES RENDERED \$694.00

TOTAL CURRENT AMOUNT DUE \$694.00

LOCALIQ

FLORIDA

ACCOUNT NAME Cordova Palms Cdd		ACCOUNT # 762049	PAGE # 1 of 1
INVOICE # 0005095469	BILLING PERIOD Nov 1- Nov 30, 2022	PAYMENT DUE DATE December 20, 2022	
PREPAY (Memo Info) \$0.00	UNAPPLIED (Included in amt due) \$0.00	TOTAL AMOUNT DUE \$82.96	
BILLING ACCOUNT NAME AND ADDRESS Cordova Palms Cdd 475 W. Town Pl. Ste. 114 Saint Augustine, FL 32092-3649 		BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@ccc.gannett.com	FEDERAL ID 47-2390983
<p>Legal Entity: Gannett Media Corp. Terms and Conditions: Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited. All funds payable in US dollars.</p>			

00007620490000000000000050954690000829667174

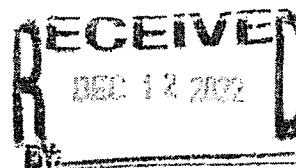
Starting in October ad placements will be assessed a monthly creative processing fee to cover fees associated with award winning ad design, toning, imaging, and sizing. Previous Account Number: MOR_56621

Date	Description	Amount
11/1/22	Balance Forward	\$99.28
11/29/22	PAYMENT - THANK YOU	-\$99.28

Package Advertising:

Start-End Date	Order Number	Description	PO Number	Package Cost
11/2/22	7937550	Cordova Palms November Meeting		\$82.96

11 A
1,310.573.480



PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

LOCALIQ

FLORIDA

ACCOUNT NAME Cordova Palms Cdd	PAYMENT DUE DATE December 20, 2022	AMOUNT PAID
ACCOUNT NUMBER 762049	INVOICE NUMBER 0005095469	

CURRENT DUE	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120+ DAYS PAST DUE	UNAPPLIED PAYMENTS	TOTAL AMOUNT DUE
\$82.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$82.96

REMITTANCE ADDRESS (Include Account# & Invoice# on check)

CA Florida Holdings, LLC
PO Box 631244
Cincinnati, OH 45263-1244

TO PAY WITH CREDIT CARD PLEASE FILL OUT BELOW:

VISA MASTERCARD DISCOVER AMEX

Card Number _____

Exp Date ____ / ____ / ____ CVV Code _____

Signature _____ Date _____

00007620490000000000000050954690000829667174

LOCALiQ

FLORIDA

PO Box 631244 Cincinnati, OH 45263-1244

PROOF OF PUBLICATION

Cordova Palms Cdd
475 W Town PL # 114
Saint Augustine FL 32092-3649

STATE OF FLORIDA, COUNTY OF ST JOHNS

The St Augustine Record, a daily newspaper published in St Johns County, Florida; and of general circulation in St Johns County; and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issues dated or by publication on the newspaper's website, if authorized, on:

11/02/2022

and that the fees charged are legal.
Sworn to and subscribed before on 11/02/2022

Legal Clerk


Mariah Verhagen
Notary, State of WI, County of Brown

8.25.26

My commission expires

Publication Cost: \$82.96
Order No: 7937550 # of Copies:
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PO #:

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

NOTICE OF MEETING OF THE BOARD OF SUPERVISORS OF THE CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT The Board of Supervisors ("Board") of the Cordova Palms Community Development District will hold a regular meeting on Wednesday, November 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. The purpose of the meeting is to review monthly financial reports, staff reports, and to conduct any other business that may come before the Board. A copy of the agenda may be obtained from Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, Ph: (904) 940-5850, and email dlaughlin@gmsnf.com ("District Manager's Office"), and is also available on the District's website, www.CordovaPalmsCDD.com. The meeting is open to the public and will be conducted in accordance with the provisions of Florida law. The meeting may be continued to a date, time, and place to be specified on the record at meeting. There may be occasions when Board Supervisors or District Staff will participate by speaker telephone. Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office. A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.
Daniel Laughlin
District Manager

MARIAH VERHAGEN
Notary Public
State of Wisconsin



BNY MELLON

The Bank of New York Mellon
Trust Company, N.A.

INVOICE

Caroline Cowart
BNY Mellon 324-0000

000001

Invoice Number: 252-2514565
Account Number: CT2118798
Invoice Date: 01-Dec-22
Cycle Date: 01-Dec-22
Administrator: Caroline Cowart
Phone Number: 904-645-1919
Currency: USD

Cordova Palms Community Development District Master Trust and Series 2021

	Quantity	Rate	Proration	Subtotal	Total
Flat					
Construction Fund Fee					2,000.00
For the period: December 01, 2022 to November 30, 2023					
Trustee Fee					4,000.00
For the period: December 01, 2022 to November 30, 2023					
Variables					
Disbursements Fee					675.00
For the period: December 17, 2021 to November 30, 2022					
Fee	27.00	@ 25.00		675.00	

Invoice Total: 6,675.00
Satisfied To Date: 0.00
Balance Due: 6,675.00

Terms: Payable upon receipt. Please reference the invoice and account number with your remittance. Our Tax ID Number is 95-3571558. Please fax Taxpayer Certification requests to (732) 667-9576. The Bank of New York Mellon Trust Company, N.A is located at 400 South Hope Street - Suite 400, Los Angeles, CA 90071

Check Payment Instructions:
The Bank of New York Mellon
Corporate Trust Department
P.O. Box 392013
Pittsburgh, PA 15251-9013
Please enclose billing stub.

Wire and ACH Payment Instructions:
The Bank of New York Mellon
ABA Number: 021000018
Account Number: 8901245259
Account Name: BNY Mellon - Fee Billing Wire Fees
Please reference Invoice Number: 252-2514565

13

FY23 10 months 1,310,573.323 \$5,000
FY24 2 month prepaid 1,300,155.1000 \$1,000

Billing Stub

Cordova Palms Community Development District Master Trust and Series
2021

Invoice Number: 252-2514565
Account Number: CT2118798
Invoice Date: 01-Dec-22
Cycle Date: 01-Dec-22
Administrator: Caroline Cowart
Phone Number: 904-645-1919
Amount: 6,675.00 USD

0000006804902520251456500000000000006675007

Cordova Palms
COMMUNITY DEVELOPMENT DISTRICT

General Fund

Check Request

Date	Amount	Authorized By
December 15, 2022	\$219,350.00	Oksana Kuzmuk

Payable to:

The Bank of New York Mellon #14

Date Check Needed:

Budget Category:

ASAP	001.300.20700.10100
------	---------------------

Intended Use of Funds Requested:

FY23 Debt Assessment SE 2022
<i>(Attach supporting documentation for request.)</i>