

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, April 12, 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 |
| 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 April 12, 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 February 8, 2023 Meeting**

There were no comments on the minutes.

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| On MOTION by Mr. Spiess seconded by Mr. Cowling with all in favor the minutes of the February 8, 2023 meeting were approved. |
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**FOURTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

There being nothing to report, the next item followed.

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Cordova Palms CDD

**B. District Engineer**

**1. Approval of Requisition Summary**

Mr. Wild provided the Board with a brief overview of the requisition summary, which includes requisition numbers 36-47 for the Series 2022-1 Bonds and requisition numbers 24 and 25 for the Series 2022-2 Bonds, together totaling \$2,207,046.32.

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

**2. Consideration of Work Authorization No. 9 for Increase in Hourly Rates**

Mr. Wild informed the Board ETM's rates increased in January and noted the estimated total budget is \$12,000, which is consistent with the District's budgeted amount.

On MOTION by Mr. Cowling seconded by Mr. Spiess with all in favor ETM's work authorization number 9 was approved.

**3. Consideration of Amendment No. 2 to Work Authorization No. 1 for Plan Modifications**

Mr. Wild informed the Board the amendment to work authorization number 1 is for amenity and mail kiosk modifications due to changes in the amenity plans and mail kiosk plans.

On MOTION by Mr. Cowling seconded by Mr. Gullion with all in favor ETM's amendment number 2 to work authorization number 1 was approved.

**4. Consideration of Work Authorization 10 for Phase 4 Recreation Pond**

Mr. Wild informed the Board work authorization 10 is for the design and permitting of a recreation pond in Phase 4.

On MOTION by Mr. Cowling seconded by Mr. Spiess with all in favor ETM's work authorization number 10 was approved.

**C. District Manager**

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Mr. Laughlin informed the Board the Fiscal Year 2024 budget will need to be approved by June 15, 2023 at the latest. It was noted there will be changes to the landscape maintenance line as proposals are expected to be considered at the next meeting.

**FIFTH ORDER OF BUSINESS**

**Financial Reports**

**A. Financial Statements as of February 28, 2023**

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

**B. Check Registers**

**1. January & February**

Mr. Laughlin noted the check register for January and February totals \$15,210.73.

On MOTION by Mr. Cowling seconded by Mr. Spiess with all in favor the check register for January and February was approved.

**2. March**

Mr. Laughlin noted the check register for March totals \$116,454.02, which includes a \$109,675 payment for the debt service assessments.

On MOTION by Mr. Gullion seconded by Mr. Spiess with all in favor the check register for March was approved.

**SIXTH ORDER OF BUSINESS**

**Supervisor Requests and Audience Comments**

There being none, the next item followed.

**SEVENTH ORDER OF BUSINESS**

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

**EIGHTH ORDER OF BUSINESS**

**Adjournment**

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

April 12, 2023

Cordova Palms CDD

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*Daniel Langelin*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Louis Cowling*  
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Chairman/Vice Chairman