

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, July 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
Joyce Conway	Supervisor
Thomas Spiess	Supervisor
James Shonkwiler	Supervisor

Also present were:

Daniel Laughlin	District Manager
Wes Haber <i>by phone</i>	District Counsel
Scott Wild <i>by phone</i>	District Engineer

The following is a summary of the discussions and actions taken at the July 12, 2023 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Laughlin called the meeting to order at 10:22 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 Ken Brown

On MOTION by Ms. Conway seconded by Mr. Spiess with all in favor Mr. Ken Brown's resignation was accepted.

B. Consideration of Appointing a New Supervisor to Fill the Vacancy

On MOTION by Ms. Conway seconded by Mr. Cowling with all in favor appointing Mr. James Shonkwiler to fill the vacancy was approved.

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C. Oath of Office for Newly Appointed Supervisor

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

D. Resolution 2023-05, Designating Officers

Mr. Laughlin noted the current slate of officers is Mr. Cowling as Chair, Mr. Gullion as Vice Chair, Mr. Laughlin as Secretary and Treasurer, Ms. Conway and Mr. Spiess as Assistant Secretaries, and from the offices of GMS, Ms. Marilee Giles, Mr. Jim Oliver, Mr. Howard McGaffney and Mr. Darrin Mossing as Assistant Secretaries and Assistant Treasurers.

On MOTION by Mr. Cowling seconded by Ms. Conway with all in favor Resolution 2023-05, designating officers as listed above with Mr. Shonkwiler added as an Assistant Secretary was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the June 14, 2023 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 June 14, 2023 meeting were approved.

FIFTH ORDER OF BUSINESS

Ratification of Agreement with BrightView for Landscape and Irrigation Maintenance Services

Mr. Laughlin noted the agreement has been fully executed.

On MOTION by Mr. Cowling seconded by Ms. Conway with all in favor the agreement with BrightView for landscape and irrigation maintenance services was approved.

SIXTH ORDER OF BUSINESS

Ratification of Engagement Letter with Grau & Associates for the Fiscal Year 2022 Audit

On MOTION by Mr. Cowling seconded by Ms. Conway with all in favor the engagement letter with Grau & Associates was ratified.

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SEVENTH ORDER OF BUSINESS

**Acceptance of the Draft Fiscal Year 2022
Audit Report**

Mr. Laughlin informed the Board there were no deficiencies in internal control identified by the auditor and it is a clean audit report.

On MOTION by Mr. Cowling seconded by Mr. Spiess with all in favor the Fiscal Year 2022 audit report was accepted.

EIGHTH ORDER OF BUSINESS

Discussion of the Fiscal Year 2024 Budget

Mr. Laughlin noted this item is just a placeholder. The budget is scheduled to be adopted at the August meeting.

NINTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

B. District Engineer – Approval of Requisition Summary

Mr. Wild provided the Board with a brief overview of the requisition summary, which includes requisition number 62 for the Series 2022-1 Bonds and requisition numbers 29-38 for the Series 2022-2 Bonds, together totaling \$1,532,820.67. He noted the construction accounts have been depleted so a portion of the requisitions on this summary as well as any future requisitions will need to be paid by developer funding request.

On MOTION by Mr. Cowling seconded by Ms. Conway with all in favor the requisition summary 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 May 31, 2023

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

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B. Check Register

A copy of the check register totaling \$7,404.03 was included in the agenda package for the Board’s review.

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

C. Construction Funding Request #1

A copy of construction funding request number one totaling \$856,517.17 was included in the agenda package.

The funding request will be revised to add an invoice from A.J. Johns in the amount of \$485,775.59.

On MOTION by Mr. Cowling seconded by Mr. Spiess with all in favor construction funding request #1 was approved as revised.

ELEVENTH ORDER OF BUSINESS Supervisor Requests and Audience Comments

Mr. Cowling stated that State Road 13 has changed to County Road 312 and asked if Mr. Wild could contact the County regarding their landscape maintenance schedule for the roadway and whether they’d be open to an interlocal agreement to possibly supplement their landscaping to keep the community’s entrance up to standards.

TWELFTH ORDER OF BUSINESS Next Scheduled Meeting – August 9, 2023 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 Mr. Spiess 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