

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 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.

Present and constituting a quorum were:

Louis Cowling	Chairman
Don Gullion	Vice Chairman
James Shonkwiler	Supervisor

Also present were:

Daniel Laughlin	District Manager
Wes Haber <i>by phone</i>	District Counsel
Chad Sigmon	Dream Finders Homes

The following is a summary of the discussions and actions taken at the August 9, 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 July 24, 2023 Meeting

There were no comments on the minutes.

On MOTION by Mr. Cowling seconded by Mr. Shonkwiler with all in favor the minutes of the July 24, 2023 meeting were approved.

FOURTH ORDER OF BUSINESS

Public Hearing for the Purpose of Adopting the Fiscal Year 2024 Budget

July 12, 2023

Cordova Palms CDD

On MOTION by Mr. Cowling seconded by Mr. Gullion with all in favor the public hearing was opened.

There being no members of the public present, a motion to close the public hearing followed.

On MOTION by Mr. Cowling seconded by Mr. Gullion with all in favor the public hearing was closed.

A. Consideration of Resolution 2023-06, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2024

Mr. Laughlin noted there is no increase in assessments proposed for Fiscal Year 2024.

On MOTION by Mr. Cowling seconded by Mr. Shonkwiler with all in favor Resolution 2023-06, relating to annual appropriations and adopting the budget for Fiscal Year 2024 was approved.

B. Consideration of Resolution 2023-07, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2024

On MOTION by Mr. Cowling seconded by Mr. Shonkwiler with all in favor Resolution 2023-07, imposing special assessments and certifying an assessment roll for Fiscal Year 2024 was approved.

FIFTH 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. Laughlin presented requisition 39 payable to AJ Johns in the amount of \$483,741.68.

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

Mr. Cowling noted change order number two from AJ Johns totaling \$11,033.87 requires approval.

July 12, 2023

Cordova Palms CDD

On MOTION by Mr. Cowling seconded by Mr. Gullion with all in favor AJ Johns Change Order #2 was approved.

Mr. Cowling informed the Board that Dream Finders is working with St. Johns County on an agreement for mowing County Road 312 to provide preferred upkeep of the main entrance.

C. District Manager – Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2024

Mr. Laughlin presented a proposed meeting schedule for Fiscal Year 2024 including meetings on the second Wednesday of each month at 10:00 a.m.

Mr. Gullion stated that a later meeting time would be ideal as both he and Supervisor Spiess have a conflict at 10:00 a.m. on Wednesdays.

Mr. Cowling suggested meeting at 1:00 p.m.

On MOTION by Mr. Cowling seconded by Mr. Gullion with all in favor the Fiscal Year 2024 meeting schedule was approved as revised.

SIXTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of June 30, 2023

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

B. Check Register

A copy of the check register totaling \$7,404.09 was included in the agenda package for the Board’s review.

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

C. Ratification of Construction Funding Request #1

July 12, 2023

Cordova Palms CDD

A copy of construction funding request number one totaling \$1,342,292.76 was included in the agenda package.

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

D. Construction Funding Request #2

A copy of construction funding request number two totaling \$500,796.20 was included in the agenda package.

On MOTION by Mr. Cowling seconded by Mr. Gullion with all in favor construction funding request #2 was approved.

SEVENTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Next Scheduled Meeting – September 13, 2023 at 10:00 a.m. at the offices of Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092

NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Cowling seconded by Mr. Gullion 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