

CORDOVA PALMS
Community Development District

NOVEMBER 8, 2023

AGENDA

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

November 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, November 8, 2023 at 1:00 p.m. at the offices of Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092.**

Following is the revised agenda for the meeting:

- I. Call to Order
- II. Public Comment
- III. Approval of Minutes of the October 11, 2023 Meeting
- IV. Ratification of the Engagement Letter from Grau & Associates for Fiscal Year 2023
- V. Staff Reports
 - A. District Counsel
 - B. District Engineer
 1. Approval of Requisition Summary
 2. Ratification of A.J. Johns Change Order No. 4
 3. Ratification of ETM Work Authorization No. 12 for Amenity CEI Services
 - C. District Manager
- VI. Financial Reports
 - A. Financial Statements as of September 30, 2023
 - B. Check Register
 - C. Consideration of Construction Funding Request #5

VII. Supervisor Requests and Audience Comments

VIII. Next Scheduled Meeting – December 13, 2023 at 1:00 p.m. at the offices of Governmental Management Services, LLC, 475 W. Town Place, Suite 114, St. Augustine, Florida 32092

IX. 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, October 11, 2023 at 1:00 p.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 <i>by phone</i>	District Counsel
Scott Wild <i>by phone</i>	District Engineer
Chad Sigmon	Dream Finders Homes

The following is a summary of the discussions and actions taken at the October 11, 2023 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Laughlin called the meeting to order at 1:24 p.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 August 9, 2023 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 August 9, 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.

B. District Engineer

1. Approval of Requisition Summary

Mr. Wild presented the requisition summary including numbers 40 through 50 totaling \$1,140,634.05.

On MOTION by Mr. Cowling seconded by Mr. Gullion with all in favor requisition numbers 40 through 50 were ratified.

2. Ratification of Work Authorization No. 11 for FY24 General Consulting Engineering Services

Mr. Wild presented the work authorization from England Thims & Miller for an estimated fee of \$11,600 for general consulting engineering services for Fiscal Year 2024.

On MOTION by Mr. Cowling seconded by Mr. Gullion with all in favor England Thims & Miller Work Authorization No. 11 was ratified.

3. Ratification of A.J. John Change Order No. 3

Mr. Wild informed the Board that the change order is deducting \$289,681.43 for the deletion of the second lift of asphalt, the sleeves, and the FPL infrastructure.

On MOTION by Mr. Cowling seconded by Mr. Spiess with all in favor A.J. Johns Change Order No. 3 was ratified.

C. District Manager

There being nothing to report, the next item followed.

FIFTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of August 31, 2023

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

B. Check Registers

1. July

A copy of the check register for July expenses totaling \$13,619.07 was included in the agenda package for the Board’s review.

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

2. August

A copy of the check register for August expenses totaling \$24,651.57 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 for August was approved.

C. Ratification of Construction Funding Request #3

A copy of construction funding request number three totaling \$328,408.02 was included in the agenda package.

On MOTION by Mr. Cowling seconded by Mr. Gullion with all in favor construction funding request #3 was ratified.

D. Consideration of Construction Funding Request #4

A copy of construction funding request number four totaling \$812,226.04 was included in the agenda package.

On MOTION by Mr. Cowling seconded by Mr. Gullion with all in favor construction funding request #4 was approved.

SIXTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

Mr. Cowling asked if the stormwater ponds must be transferred into O&M before maintenance on those can begin.

Mr. Wild responded that they don’t have to be, but it should be done sooner rather than later. He added that he believes a request to transfer them has already been submitted, but he will check.

Mr. Haber stated that if the transfer has only been done via dedication of the plat, it will still need to be formally conveyed via deed. He asked that a list of properties be sent to him and he will prepare a deed.

Mr. Laughlin added that the pond maintenance proposals can be added to a future agenda.

Mr. Cowling informed the Board that he still working on trying to get an interlocal agreement in place for the entrance road.

SEVENTH ORDER OF BUSINESS

Next Scheduled Meeting – November 8, 2023 at 1:00 p.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. Spiess seconded by Mr. Gullion with all in favor the meeting was adjourned

Secretary/Assistant Secretary

Chairman/Vice Chairman

FOURTH ORDER OF BUSINESS



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

951 Yamato Road • Suite 280
Boca Raton, Florida 33431
(561) 994-9299 • (800) 299-4728
Fax (561) 994-5823
www.graucpa.com

October 16, 2023

Board of Supervisors
Cordova Palms Community Development District
475 West Town Place, Suite 114
St. Augustine, FL 32092

We are pleased to confirm our understanding of the services we are to provide Cordova Palms Community Development District, St. Johns County, Florida ("the District") for the fiscal year ended September 30, 2023. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Cordova Palms Community Development District as of and for the fiscal year ended September 30, 2023. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes. This letter serves to renew our agreement and establish the terms and fee for the 2023 audit.

Accounting principles generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary comparison schedule

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information:

- 1) Compliance with FL Statute 218.39 (3) (c)

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Examination Objective

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

Other Services

We will assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for designing, implementing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relating to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.

Furthermore, Grau & Associates agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, Florida Statutes. Auditor acknowledges that the designated public records custodian for the District is the District Manager ("Public Records Custodian"). Among other requirements and to the extent applicable by law, Grau & Associates shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if Auditor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Grau & Associate's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by Grau & Associates, Grau & Associates shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF GRAU & ASSOCIATES HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE PUBLIC RECORDS CUSTODIAN AT: GMS-NF LLC - 475 WEST TOWN PLACE, SUITE 114, ST. AUGUSTINE, FL 32092 - TELEPHONE: 904-940-5850

Our fee for these services will not exceed \$7,400 for the September 30, 2023 audit, unless there is a change in activity by the District which results in additional audit work or if Bonds are issued. This agreement is automatically renewed each year thereafter subject to the mutual agreement by both parties to all terms and fees. The fee for each annual renewal will be agreed upon separately.

We will complete the audit within prescribed statutory deadlines, which requires the District to submit its annual audit to the Auditor General no later than nine (9) months after the end of the audited fiscal year, with the understanding that your employees will provide information needed to perform the audit on a timely basis.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate.

The District has the option to terminate this agreement with or without cause by providing thirty (30) days written notice of termination to Grau & Associates. Upon any termination of this agreement, Grau & Associates shall be entitled to payment of all work and/or services rendered up until the effective termination of this agreement, subject to whatever claims or off-sets the District may have against Grau & Associates.

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2023 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Cordova Palms Community Development District and believe this letter accurately summarizes the terms of our engagement and, with any addendum, if applicable, is the complete and exclusive statement of the agreement between Grau & Associates and the District with respect to the terms of the engagement between the parties. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Grau & Associates



Antonio J. Grau

RESPONSE:

This letter correctly sets forth the understanding of Cordova Palms Community Development District.

By: 

Title: Secretary

Date: 10/16/23



FICPA Peer Review Program
Administered in Florida
by The Florida Institute of CPAs



Peer Review
Program

AICPA Peer Review Program
Administered in Florida
by the Florida Institute of CPAs

March 17, 2023

Antonio Grau
Grau & Associates
951 Yamato Rd Ste 280
Boca Raton, FL 33431-1809

Dear Antonio Grau:

It is my pleasure to notify you that on March 16, 2023, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2025. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

FICPA Peer Review Committee

Peer Review Team
FICPA Peer Review Committee

850.224.2727, x5957

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 594791

FIFTH ORDER OF BUSINESS

B.

1.

CORDOVA PALMS CDD

REQUISITION SUMMARY

Cordova CDD 2022-2 Bonds-Acquisition and Construction Account 126173

**Wednesday, November 8, 2023
TO BE RATIFIED/APPROVED**

<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 RATIFICATION				
10/16/2023	51	ETM	Phase 4 Recreation Pond(WA#10) Invoice 210337 (September 2023)	\$ 6,610.52
10/16/2023	52	ETM	Cordova Palms Phase 2 CEI Services (WA#2) Invoice 210389 (September 2023)	\$ 11,783.75
10/16/2023	53	ETM	Cordova Palms Phase 3 CEI Services (WA#7) Invoice 210374 (September 2023)	\$ 5,948.15
10/27/2023	54	AJ Johns, Inc.	Cordova Palms Phase 3 - Contractor Application for Payment No. 23001-09 (Oct 2023)	\$ 518,806.47
Cordova CDD 2022-2 Bonds-Acquisition and Construction Account FOR RATIFICATION				\$ 543,148.89

<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				
Cordova CDD 2022-2 Bonds-Acquisition and Construction Account FOR APPROVAL				\$ -

TOTAL REQUISITIONS TO BE APPROVED AT NOVEMBER 8, 2023 CDD MEETING \$ 543,148.89

2.

CHANGE ORDER

No. 4

DATE OF ISSUANCE: October 17, 2023

EFFECTIVE DATE: October 17, 2023

OWNER: Cordova Palms Community Development District

CONTRACTOR: A.J. Johns, Inc.

Contract: Cordova Palms Phase 3

Project: Cordova Palms Phase 3

OWNER's Contract No. N.A.

ENGINEER's Contract No. 22-433

ENGINEER: England – Thims and Miller, Inc.

You are directed to make the following changes in the Contract Documents:

Description: Addition of 8" Gate Valve

Reason for Change: Subphasing of plans

Attachments: (List documents supporting change) A.J. Johns correspondence dated October 17, 2023

By execution of this change order document, the Contractor acknowledges that all issues related to Contract Time and Compensation for the work associated with these changes are resolved.

CHANGE IN CONTRACT PRICE:
Original Contract Price <u>\$ 4,865,968.05</u>
Net Increase/Decrease from previous Change Orders No. <u>0</u> to No. <u>3</u> <u>\$ (267,504.97)</u>
Contract Price prior to this Change Order: <u>\$ 4,598,463.08</u>
Net Increase/Decrease of this Change Order: <u>\$ 4,309.32</u>
Contract Price with all approved Change Orders: <u>\$ 4,602,772.40</u>

CHANGE IN CONTRACT TIMES:
Original Contract Times: Substantial Completion: <u>350 days</u> Ready for final payment: <u>394 days</u> (days)
Net change from previous Change Orders No. <u>-0-</u> to No. <u>-3-</u> Substantial Completion: <u>0</u> Ready for final payment: <u>0</u> (days)
Contract Times prior to this Change Order: Substantial Completion: <u>350 days</u> Ready for final payment: <u>394 days</u> (days)
Net Increase this Change Order: Substantial Completion: <u>0</u> Ready for final payment: <u>0</u> (days)
Contract Times with all approved Change Orders: Substantial Completion: <u>350 days</u> Ready for final payment: <u>394 days</u> (days)

RECOMMENDED:
By: [Signature]
ENGINEER (Authorized Signature)

APPROVED:
By: [Signature]
OWNER (Authorized Signature)

ACCEPTED:
By: Donald E. Henninger
CONTRACTOR (Authorized Signature)

Date: 10/18/2023
EJCDC 1910-8-B (1996 Edition)

Date: 10/10/2023

Date: 10-18-2023

Add 8" Gate Valve



A.J. Johns, Inc

3225 Anniston Road
Jacksonville, FL 32246

Contact: Don Henninger
Phone: (904) 641-2055
Email: donh@ajjohns.com

To: Cordova Palms CDD GMS, LLC Job Name: Cordova Palms Phase 3
475 West Town Center Place, Suite 114 Date: 10-17-2023
St. Augustine, FL 32092

23001COR05

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1000	Add 8" Gate Valve				
1010	Add 8" Gate Valve	1.00	EA	4,309.32	4,309.32
1990	Add 8" Gate Valve Subtotal				4,309.32

3.

**CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT
WORK AUTHORIZATION NO. 12
AMENITY CEI SERVICES**

Scope of Work

England, Thims & Miller, Inc. (ETM) shall provide general consulting engineering services for the Cordova Palms Community Development District as directed by the Board of Supervisors or their designee. General consulting services shall include, but not be limited to:

TASK I – LIMITED CONSTRUCTION ADMINISTRATION SERVICES

ETM proposes to perform limited construction administration for the amenity throughout the construction and closeout phase of the project. This task includes the following services:

- | | |
|---|---------------------------------------|
| 1. Shop Drawing Review | 5. Certification to St. Johns County |
| 2. As-Built Review | 6. Review of Contractors Pay Requests |
| 3. Regulatory Agency Required Inspections | 7. Assistance with St. Johns County |
| 4. Certification to SJRWMD | 8. Certification to COSA |

FEE.....HOURLY
(HOURLY BUDGET ESTIMATE = \$2,529.00/MONTH)
(NOT TO EXCEED \$37,935.00 OVER A 15-MONTH PERIOD WITHOUT FURTHER AUTHORIZATION)

<u>BASIS OF ESTIMATE</u>			
Principal-Exec. Vice President	2.0 hours/month @ \$335/hour	=	\$ 670.00
Project Manager	2.0 hours/month @ \$200/hour	=	\$ 400.00
Engineer	5.0 hours/month @ \$175.00/hour	=	\$ 875.00
Senior Inspector	3.0 hour/month @ \$163.00/hour	=	\$ 489.00
Administrative Support	1.0 hours/month @ \$95.00/hour	=	\$ 95.00
	TOTAL		\$2,529.00

TASK II – PROGRESS MEETINGS

ETM will coordinate and conduct progress meetings with the contractor throughout the construction and closeout of the project.

FEE.....HOURLY
(HOURLY BUDGET ESTIMATE = \$1,168.00/MONTH)
(NOT TO EXCEED \$17,520.00 OVER A 15-MONTH PERIOD WITHOUT FURTHER AUTHORIZATION)

<u>BASIS OF ESTIMATE</u>			
Principal-Exec. Vice President	1.0 hour/month @ \$335/hour	=	\$ 335.00
Project Manager	2.0 hour/month @ \$200/hour	=	\$ 400.00
Engineer	1.0 hour/month @ \$175.00/hour	=	\$ 175.00
Senior Inspector	1.0 hour/month @ \$163.00/hour	=	\$ 163.00
Administrative Support	1.0 hour/month @ \$95.00/hour	=	\$ 95.00
	TOTAL		\$ 1,168.00

TASK III - OWNER REQUESTED PLAN REVISIONS

ETM will design any requested plan revisions and process them for approval by St. Johns County and COSA. Because of the uncertainty of the amount of revisions, we propose to perform this task hourly, with an estimated budget amount.

FEE.....HOURLY
(NOT TO EXCEED \$5,000.00 WITHOUT FURTHER AUTHORIZATION)

TASK IV - REIMBURSABLE EXPENSES

Costs such as final printing, telephone, delivery service, mileage, and travel shall be invoiced at direct cost.

Budget Estimate \$ 500.00

FEE SUMMARY

		FEE AMOUNT
TASK I	LIMITED CONSTRUCTION ADMINISTRATION SERVICES	\$ 37,935.00
TASK II	PROGRESS MEETINGS	\$ 17,520.00
TASK III	OWNER REQUESTED PLAN REVISIONS	\$ 5,000.00
TASK IV	REIMBURSABLE EXPENSES	\$ 500.00
TOTAL FEE SUMMARY		\$60,955.00

**ENGLAND-THIMS & MILLER, INC.
HOURLY FEE SCHEDULE – 2023***

<u>POSITION</u>	<u>HOURLY RATE</u>
CEO/CSO.....	\$400.00 /Hr.
President.....	\$350.00 /Hr.
Executive Vice President.....	\$335.00 /Hr.
Vice President	\$260.00 /Hr.
Senior Engineer/ Senior Project Manager.....	\$215.00 /Hr.
Project Manager.....	\$200.00 /Hr.
Director.....	\$185.00 /Hr.
Engineer.....	\$175.00 /Hr.
Assistant Project Manager	\$155.00 /Hr.
Senior Planner /Planning Manager.....	\$200.00 /Hr.
Senior Environmental Scientist.....	\$215.00 /Hr.
Planner.....	\$163.00 /Hr.
CEI Senior Project Engineer.....	\$230.00 /Hr.
CEI Project Manager/Project Administrator.....	\$184.00 /Hr.
CEI Senior Inspector.....	\$163.00 /Hr.
CEI Inspector	\$132.00 /Hr.
Senior Landscape Architect.....	\$184.00 /Hr.
Landscape Architect.....	\$165.00 /Hr.
Senior Technician/Senior Specialist.....	\$163.00 /Hr.
GIS Program Manager.....	\$180.00 /Hr.
GIS Analyst	\$140.00 /Hr.
GIS Consultant.....	\$150.00 /Hr.
Senior Engineering Designer / Senior LA Designer.....	\$160.00 /Hr.
Engineering Intern	\$140.00 /Hr.
Engineering/Landscape Designer.....	\$140.00 /Hr.
CADD/GIS Technician.....	\$132.00 /Hr.
Project Coordinator / CSS.....	\$100.00 /Hr.
Administrative Support.....	\$95.00 /Hr.

*ETM’s standard hourly billing rates are reevaluated annually prior to the beginning of the calendar year.

Cost such as subconsultants, printing, telephone, delivery service, mileage and travel shall be invoiced at direct costs plus 15%.

Approval
Submitted by: Scott A. Wild
England, Thims & Miller, Inc.

Date: 11/7, 2023

Approved by: Louis P. Conley
Cordova Palms Community Development District

Date: 11/7, 2023

SIXTH ORDER OF BUSINESS

A.

Cordova Palms

Community Development District

Unaudited Financial Reporting
September 30, 2023



Cordova Palms
Community Development District
Combined Balance Sheet
September 30, 2023

Governmental Fund Types

	<u>General Fund</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Totals (Memorandum Only)</u>
<u>ASSETS:</u>				
Cash	\$209,744	---	---	\$209,744
Prepaid Expenses	\$13,820	---	---	\$13,820
Utility Deposits	\$50	---	---	\$50
<i>Series 2021</i>				
Reserve	---	\$219,350	---	\$219,350
Revenue	---	\$151,567	---	\$151,567
Sinking	---	\$479	---	\$479
Interest	---	\$396	---	\$396
Cap Interest	---	\$1,327	---	\$1,327
Prepayment	---	\$725,334	---	\$725,334
Acquisition & Construction	---	---	\$1,107	\$1,107
<i>Series 2022-1</i>				
Reserve	---	\$82,384	---	\$82,384
Revenue	---	\$657	---	\$657
Interest	---	\$192	---	\$192
Cap Interest	---	\$73,676	---	\$73,676
Prepayment	---	\$208,040	---	\$208,040
Acquisition & Construction	---	---	\$28	\$28
<i>Series 2022-2</i>				
Reserve	---	\$245,399	---	\$245,399
Revenue	---	\$956	---	\$956
Interest	---	\$565	---	\$565
Cap Interest	---	\$216,316	---	\$216,316
Acquisition & Construction	---	---	\$846	\$846
TOTAL ASSETS	<u>\$223,614</u>	<u>\$1,926,639</u>	<u>\$1,982</u>	<u>\$2,152,234</u>
<u>LIABILITIES:</u>				
FUND BALANCES:				
Unrestricted	\$223,614	\$1,926,639	\$1,982	\$2,152,234
TOTAL LIABILITIES & FUND EQUITY	<u>\$223,614</u>	<u>\$1,926,639</u>	<u>\$1,982</u>	<u>\$2,152,234</u>

Cordova Palms
Community Development District

GENERAL FUND

Statement of Revenues & Expenditures
For The Period Ending
September 30, 2023

Description	ADOPTED BUDGET	PRORATED BUDGET 9/30/23	ACTUAL 9/30/23	VARIANCE
REVENUES:				
Assessments - Direct Bill	\$333,018	\$333,018	\$333,018	\$0
TOTAL REVENUES	\$333,018	\$333,018	\$333,018	\$0
EXPENDITURES:				
<u>Administrative</u>				
Supervisors Fees	\$12,000	\$12,000	\$0	\$12,000
FICA Expense	\$918	\$918	\$0	\$918
Engineering	\$11,600	\$11,600	\$7,875	\$3,725
Arbitrage	\$1,200	\$1,200	\$0	\$1,200
Attorney	\$25,000	\$25,000	\$9,969	\$15,031
Annual Audit	\$3,400	\$3,400	\$7,300	(\$3,900)
Assessment Administration	\$5,000	\$5,000	\$5,000	\$0
Trustee Fees	\$5,000	\$5,000	\$7,175	(\$2,175)
Dissemination	\$5,000	\$5,000	\$7,500	(\$2,500)
Management Fees	\$47,250	\$47,250	\$47,250	\$0
Website Maintenance	\$1,500	\$1,500	\$1,500	\$0
Information Technology	\$2,250	\$2,250	\$2,250	\$0
Telephone	\$500	\$500	\$93	\$407
Postage	\$1,500	\$1,500	\$293	\$1,207
Insurance	\$5,625	\$5,625	\$5,405	\$220
Printing & Binding	\$2,000	\$2,000	\$212	\$1,788
Legal Advertising	\$2,000	\$2,000	\$1,005	\$995
Other Current Charges	\$600	\$600	\$106	\$494
Office Supplies	\$500	\$500	\$15	\$485
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
Total Administrative	\$133,018	\$133,018	\$103,124	\$29,894
<u>Grounds Maintenance</u>				
Landscape - Maintenance	\$80,000	\$80,000	\$21,544	\$58,456
Landscape - Contingency	\$5,000	\$5,000	\$1,200	\$3,800
Landscape - Pond Banks	\$40,000	\$40,000	\$0	\$40,000
Lake Maintenance	\$10,000	\$10,000	\$0	\$10,000
Electric	\$3,000	\$3,000	\$1,072	\$1,928
Water/Sewer/Irrigation	\$30,000	\$30,000	\$0	\$30,000
Repairs & Maintenance	\$10,000	\$10,000	\$0	\$10,000
Irrigation Repairs	\$10,000	\$10,000	\$0	\$10,000
Pest Control	\$2,000	\$2,000	\$0	\$2,000
Other Repairs and Maintenance	\$10,000	\$10,000	\$0	\$10,000
Total Grounds Maintenance	\$200,000	\$200,000	\$23,816	\$176,184
TOTAL EXPENDITURES	\$333,018	\$333,018	\$126,940	\$206,078
EXCESS REVENUES (EXPENDITURES)	(\$0)		\$206,078	
FUND BALANCE - Beginning	\$0		\$17,536	
FUND BALANCE - Ending	\$0		\$223,614	

Cordova Palms
Community Development District
General Fund

Month By Month Income Statement

	October	November	December	January	February	March	April	May	June	July	August	September	Total
REVENUES													
Assessments - Direct Bill	\$0	\$0	\$132,435	\$66,218	\$0	\$0	\$134,366	\$0	\$0	\$0	\$0	\$0	\$333,018
TOTAL REVENUES	\$0	\$0	\$132,435	\$66,218	\$0	\$0	\$134,366	\$0	\$0	\$0	\$0	\$0	\$333,018
EXPENDITURES													
Administrative													
Supervisors Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FICA Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineering	\$884	\$1,118	\$325	\$1,057	\$967	\$0	\$2,222	\$95	\$580	\$260	\$368	\$0	\$7,875
Arbitrage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Attorney	\$1,814	\$630	\$525	\$757	\$950	\$1,351	\$636	\$729	\$2,158	\$420	\$0	\$0	\$9,969
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,500	\$1,000	\$2,800	\$0	\$0	\$7,300
Assessment Administration	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Trustee Fees	\$0	\$0	\$5,675	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500	\$0	\$0	\$7,175
Dissemination	\$625	\$625	\$625	\$625	\$625	\$625	\$625	\$625	\$625	\$625	\$625	\$625	\$7,500
Management Fees	\$3,938	\$3,938	\$3,938	\$3,938	\$3,938	\$3,938	\$3,938	\$3,938	\$3,938	\$3,938	\$3,938	\$3,938	\$47,250
Website Maintenance	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$1,500
Information Technology	\$188	\$188	\$188	\$188	\$188	\$188	\$188	\$188	\$188	\$188	\$188	\$188	\$2,250
Telephone	\$15	\$10	\$3	\$4	\$0	\$7	\$17	\$0	\$6	\$12	\$4	\$16	\$93
Postage	\$0	\$30	\$4	\$18	\$22	\$35	\$1	\$55	\$15	\$3	\$2	\$107	\$293
Insurance	\$5,375	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30	\$5,405
Printing & Binding	\$27	\$57	\$4	\$0	\$22	\$45	\$2	\$21	\$4	\$0	\$29	\$0	\$212
Legal Advertising	\$99	\$83	\$83	\$83	\$92	\$0	\$91	\$92	\$86	\$295	\$0	\$0	\$1,005
Other Current Charges	\$32	\$37	\$37	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$106
Office Supplies	\$3	\$5	\$0	\$0	\$0	\$0	\$0	\$7	\$0	\$0	\$0	\$0	\$15
Dues, Licenses & Subscriptions	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Total Administrative	\$18,298	\$6,844	\$11,531	\$6,795	\$6,928	\$6,314	\$7,844	\$9,375	\$8,724	\$10,165	\$5,278	\$5,027	\$103,124
Grounds Maintenance													
Landscape - Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,181	\$7,181	\$7,182	\$21,544
Landscape - Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,200	\$0	\$0	\$1,200
Landscape - Pond Banks	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lake Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Electric	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21	\$30	\$385	\$636	\$1,072
Water/Sewer/Irrigation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Repairs & Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Irrigation Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pest Control	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Repairs and Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Ground Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21	\$8,411	\$7,566	\$7,818	\$23,816
TOTAL EXPENDITURES	\$18,298	\$6,844	\$11,531	\$6,795	\$6,928	\$6,314	\$7,844	\$9,375	\$8,745	\$18,576	\$12,844	\$12,845	\$126,940
EXCESS REVENUES (EXPENDITURES)	(\$18,298)	(\$6,844)	\$120,904	\$59,423	(\$6,928)	(\$6,314)	\$126,521	(\$9,375)	(\$8,745)	(\$18,576)	(\$12,844)	(\$12,845)	\$206,078

Cordova Palms
Community Development District
2021 Debt Service Fund
Statement of Revenues & Expenditures
For The Period Ending
September 30, 2023

Description	ADOPTED BUDGET	PRORATED BUDGET 9/30/23	ACTUAL 9/30/23	VARIANCE
Revenues				
Assessments - Direct Bill	\$438,700	\$438,700	\$438,700	\$0
Assessments- Prepayments	\$0	\$0	\$723,946	\$723,946
Interest Income	\$500	\$500	\$16,521	\$16,021
Total Revenues	\$439,200	\$439,200	\$1,179,167	\$739,967

Expenditures				
<u>Series 2021</u>				
Interest Expense - 11/1	\$136,080	\$136,080	\$136,080	\$0
Principal Expense - 5/1	\$165,000	\$165,000	\$165,000	\$0
Interest Expense - 5/1	\$136,080	\$136,080	\$136,080	\$0
Total Expenditures	\$437,160	\$437,160	\$437,160	\$0

Excess Revenues (Expenditures)	\$2,040	\$742,007
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Fund Balance - Beginning	\$136,374	\$356,448
---------------------------------	------------------	------------------

Fund Balance - Ending	\$138,414	\$1,098,455
------------------------------	------------------	--------------------

Reserve	\$219,350
Revenue	\$151,567
Sinking	\$479
Interest	\$396
Cap Interest	\$1,327
	<u>\$1,098,455</u>

Cordova Palms
Community Development District
2022-1 Debt Service Fund (Phases 1 and 2)
Statement of Revenues & Expenditures
For The Period Ending
September 30, 2023

Description	ADOPTED BUDGET	PRORATED BUDGET 9/30/23	ACTUAL 9/30/23	VARIANCE
Revenues				
Special Assessments*	\$0	\$0	\$0	\$0
Assessments- Prepayments	\$0	\$0	\$208,040	\$208,040
Interest Income	\$200	\$200	\$8,215	\$8,015
Total Revenues	\$200	\$200	\$216,254	\$216,054
Expenditures				
<u>Series 2022-1</u>				
Interest Expense - 11/1	\$38,806	\$38,806	\$38,806	\$0
Interest Expense - 5/1	\$65,898	\$65,898	\$65,898	\$0
Total Expenditures	\$104,704	\$104,704	\$104,704	\$0
Excess Revenues (Expenditures)	(\$104,504)		\$111,551	
Fund Balance - Beginning	\$170,601		\$253,397	
Fund Balance - Ending	\$66,097		\$364,948	

*SERIES 2022 BONDS ARE UNDER CAPITALIZED INTEREST UNTIL 11/1/2023, ASSESSMENTS START FY24

Reserve	\$82,384
Prepayment	\$208,040
Interest	\$192
Cap Interest	\$73,676
	<u><u>\$364,948</u></u>

Cordova Palms
Community Development District
2022-2 Debt Service Fund (Phases 3 and 4)
Statement of Revenues & Expenditures
For The Period Ending
September 30, 2023

Description	ADOPTED BUDGET	PRORATED BUDGET 9/30/23	ACTUAL 9/30/23	VARIANCE
Revenues				
Special Assessments*	\$0	\$0	\$0	\$0
Interest Income	\$200	\$200	\$22,378	\$22,178
Total Revenues	\$200	\$200	\$22,378	\$22,178
Expenditures				
<u>Series 2022-2</u>				
Interest Expense - 11/1	\$114,386	\$114,386	\$114,386	\$0
Interest Expense - 5/1	\$194,240	\$194,240	\$194,240	\$0
Total Expenditures	\$308,626	\$308,626	\$308,626	\$0
Excess Revenues (Expenditures)	(\$308,426)		(\$286,248)	
Fund Balance - Beginning	\$502,866		\$749,484	
Fund Balance - Ending	\$194,440		\$463,236	

*SERIES 2022 BONDS ARE UNDER CAPITALIZED INTEREST UNTIL 11/1/2023, ASSESSMENTS START FY24

Reserve	\$245,399
Interest	\$565
Cap Interest	\$216,316
	<u>\$463,236</u>

Cordova Palms
Community Development District
Capital Projects Fund
Statement of Revenues & Expenditures
For The Period Ending
September 30, 2023

	Series 2021	Series 2022-1	Series 2022-2
Revenues:			
Interest	\$42	\$27,482	\$77,432
Developer Contributions	\$0	\$416,162	\$926,131
Total Revenues	\$42	\$443,644	\$1,003,563
Expenditures			
Capital Outlay	\$0	\$1,453,484	\$4,917,737
Total Expenditures	\$0	\$1,453,484	\$4,917,737
Excess Revenues (Expenditures)	\$42	(\$1,009,840)	(\$3,914,174)
Fund Balance - Beginning	\$1,066	\$1,009,868	\$3,915,020
Fund Balance - Ending	\$1,107	\$28	\$846

**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
Less: May 1, 2023 (Mandatory)	(\$165,000)
Current Bonds Outstanding	\$7,815,000

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	(0.00)	438,700.00	-	-	264,870.00	703,570.00
AMH DEV	0.00	-	-	-	68,148.00	68,148.00
TOTAL DIRECT RECEIVED	0.00	438,700.00	-	-	333,018.00	771,718.00
TAX ROLL DUE / RECEIVED	-	-	-	-	-	-
TOTAL DUE / RECEIVED	0.00	438,700.00	-	-	333,018.00	771,718.00

(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
9/1/2023 - 9/30/2023

Fund	Date	Check No.	Amount
General Fund			
Accounts Payable	9/1/23	113-114	\$ 29,812.68
	9/5/23	115-118	\$ 1,342,292.76
	9/27/23	119-122	\$ 15,670.93
Total			\$ 1,387,776.37

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
9/01/23	00016	9/01/23	8573207	202309	320-57200-44200			SEP LANDSCAPE MAINTENANCE	*	7,181.90		
								BRIGHTVIEW LANDSCAPE SERVICES INC			7,181.90	000113
9/01/23	00017	8/27/23	08272023	202308	300-20700-10000			CREDIT FR #10	*	2.00		
		8/27/23	08272023	202308	300-20700-10000			FY2023 PORTION FR #16	*	5,375.00		
		8/27/23	08272023	202308	300-20700-10000			FY2023 PORTION FR #17	*	5,000.00		
		8/27/23	08272023	202308	300-20700-10000			FY2023 PORTION FR #18	*	4,919.61		
		8/27/23	08272023	202308	300-20700-10000			FULL AMOUNT FR #19	*	7,334.17		
								DREAM FINDERS HOMES LLC			22,630.78	000114
9/05/23	00019	7/13/23	CFR 1 RE	202308	300-13100-10100			REQ 33 INV # 23001-05	*	485,775.59		
								A.J. JOHNS, INC.			485,775.59	000115
9/05/23	00018	7/13/23	CFR 1 RE	202308	300-13100-10100			REQ 30 INV 021-39E-19 RET	*	204,317.30		
								VALLENCOURT CONSTRUCTION CO. INC.			204,317.30	000116
9/05/23	00018	7/13/23	CFR 1 RE	202308	300-13100-10100			REQ 32 APPL PMNT 13	*	236,037.96		
								VALLENCOURT CONSTRUCTION CO. INC.			236,037.96	000117
9/05/23	00018	7/13/23	CFR 1 RE	202308	300-13100-10100			REQ 62 INV2021-39W-19 RET	*	416,161.91		
								VALLENCOURT CONSTRUCTION CO. INC.			416,161.91	000118
9/27/23	00004	9/20/23	19917	202309	300-15500-10000			FY24 INSURANCE RENEWAL	*	8,320.00		
								EGIS INSURANCE ADVISORS, LLC			8,320.00	000119
9/27/23	00007	4/06/23	0207588	202304	310-51300-31100			APR ENGINEERING SERVICES	*	1,536.02		
		8/31/23	209885	202308	310-51300-31100			AUG ENGINEERING SERVICES	*	367.50		
								ENGLAND, THIMS & MILLER, INC.			1,903.52	000120
9/27/23	00001	9/01/23	34	202309	310-51300-34000			SEP MANAGEMENT FEES	*	3,937.50		
		9/01/23	34	202309	310-51300-35200			SEP WEBSITE ADMIN	*	125.00		

CORD CORDOVA PALMS OKUZMUK

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
9/01/23	34		202309	310-51300-35100						*	187.50		
			SEP INFO TECH										
9/01/23	34		202309	310-51300-31300						*	625.00		
			SEP DISSEM AGENT SRVCS										
9/01/23	34		202309	310-51300-51000						*	.21		
			OFFICE SUPPLIES										
9/01/23	34		202309	310-51300-42000						*	106.69		
			POSTAGE										
9/01/23	34		202309	310-51300-42500						*	29.70		
			COPIES										
9/01/23	34		202309	310-51300-41000						*	15.81		
			TELEPHONE										
GOVERNMENTAL MANAGEMENT SERVICES												5,027.41	000121
9/27/23	00009	8/31/23	3268753	202307	310-51300-31500					*	420.00		
			JUL GENERAL COUNSEL										
KUTAK ROCK LLP												420.00	000122
TOTAL FOR BANK A											1,387,776.37		
TOTAL FOR REGISTER											1,387,776.37		

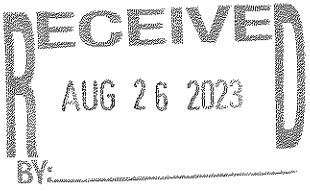
CORD CORDOVA PALMS OKUZMUK

INVOICE



Cordova Palms Community Development Dist
475 W Town Pl Ste 114
St Augustine FL 32092

Customer #: 25348126
Invoice #: 8573207
Invoice Date: 9/1/2023
Cust PO #:

Job Number	Description	Amount
460800021	Cordova Palms Exterior Maintenance For September	7,181.19
		
Total invoice amount		7,181.19
Tax amount		
Balance due		7,181.19

Terms: Net 15 Days

If you have any questions regarding this invoice, please call -

Please detach stub and remit with your payment

Did you know that BrightView now offers auto ACH as a payment method? Discover the convenience and safety of automatic ACH bill payment for your recurring billing. Please contact autopay@brightview.com or your branch point of contact for more information on how to sign up on Auto Pay.

Payment Stub

Customer Account#: 25348126
Invoice #: 8573207
Invoice Date: 9/1/2023

Amount Due: \$7,181.19

Thank you for allowing us to serve you

Please reference the invoice # on your check and make payable to:

BrightView Landscape Services, Inc.
P.O. Box 740655
Atlanta, GA 30374-0655

Cordova Palms Community Development
Dist
475 W Town Pl Ste 114
St Augustine FL 32092

Cordova Palms

Community Development District

Construction Funding Request #1 (revised)

July 13, 2023

Req.#	PAYEE	Bonds SE 2022-1	Bonds SE 2022-2
30	Vallencourt Construction Co, Inc. (partial payment)		\$204,317.30
32	Vallencourt Construction Co, Inc.		\$236,037.96
33	AJ Johns, Inc.		\$485,775.59
62	Vallencourt Construction Co, Inc. (partial payment)	\$416,161.91	
		\$416,161.91	\$926,130.85
			<u>\$1,342,292.76</u>

Please make check payable to:
Cordova Palms CDD
475 W Town Place Suite 114
Saint Augustine, FL 32092

DocuSigned by:
Louis Cowling
Signature: _____
102073066898412
Chairman/Vice Chairman

DocuSigned by:
Daniel Laughlin
Signature: _____
102073066898412
Secretary/Asst. Secretary



INVOICE

Customer	Cordova Palms Community Development District
Acct #	1090
Date	09/20/2023
Customer Service	Kristina Rudez
Page	1 of 1

Cordova Palms Community Development District
 c/o Government Management Services NF
 475 West Town Place, Suite 114
 St. Augustine, FL 32092

Payment Information	
Invoice Summary	\$ 8,320.00
Payment Amount	
Payment for:	Invoice#19917
100123796	

Thank You

Please detach and return with payment



Customer: Cordova Palms Community Development District

Invoice	Effective	Transaction	Description	Amount
19917	10/01/2023	Renew policy	Policy #100123796 10/01/2023-10/01/2024 Florida Insurance Alliance Package - Renew policy Due Date: 9/20/2023	8,320.00

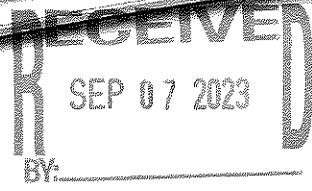
RECEIVED
 SEP 26 2023
 BY: _____

Total
\$ 8,320.00

Thank You

FOR PAYMENTS SENT OVERNIGHT:
 Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349

Remit Payment To: Egis Insurance Advisors P.O. Box 748555 Atlanta, GA 30374-8555	(321)233-9939	Date
	sclimer@egisadvsors.com	09/20/2023



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

April 06, 2023
 Project No: 22395.00000
 Invoice No: 0207588

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

Professional Services rendered through April 1, 2023

Task 01 Professional Services
Professional Personnel

		Hours	Rate	Amount
Principal - Vice President				
Spofford, Raymond	4/1/2023	.50	257.00	128.50
Wild, Scott	3/4/2023	2.50	257.00	642.50
Wild, Scott	3/11/2023	.50	257.00	128.50
CADD/GIS Technician				
Jeter, Matthew	3/4/2023	4.00	125.00	500.00
Administrative Support				
Blair, Shelley	3/11/2023	.25	90.00	22.50
Blair, Shelley	3/18/2023	.50	90.00	45.00
Blair, Shelley	4/1/2023	.75	90.00	67.50
Totals		9.00		1,534.50
Total Labor				1,534.50

	Current	Prior	To-Date
Total Billings	1,534.50	4,237.50	5,772.00
Contract Limit			12,000.00
Remaining			6,228.00
Total this Task			\$1,534.50

Task XP Expenses
Expenses

Reproductions		1.32
Total Expenses	1.15 times	1.32
Total this Task		\$1.52

Invoice Total this Period \$1,536.02



ENGLAND-THIMS & MILLER

14775 Old St. Augustine Road, Jacksonville, FL 32258

etm-inc.com | 904.642.8990

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

August 31, 2023

Invoice No: 209885

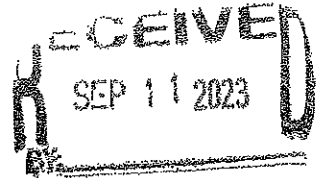
Total This Invoice \$367.50

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

Professional Services rendered through August 26, 2023

Phase 01 Professional Services
Labor

		Hours	Rate	Amount
Vice President				
Wild, Scott	8/5/2023	.50	260.00	130.00
Administrative Support				
Blair, Shelley	8/5/2023	.50	95.00	47.50
Blair, Shelley	8/19/2023	1.25	95.00	118.75
Blair, Shelley	8/26/2023	.75	95.00	71.25
Totals		3.00		367.50
Total Labor				367.50



Billing Limits	Current	Prior	To-Date
Total Billings	367.50	7,393.25	7,760.75
Limit			12,000.00
Remaining			4,239.25

Total this Phase \$367.50

Phase XP Expenses

Total this Phase 0.00

Total This Invoice \$367.50

Outstanding Invoices

Number	Date	Balance
207588	4/6/2023	1,536.02
Total		1,536.02

Total Now Due \$1,903.52

Governmental Management Services, LLC
 1001 Bradford Way
 Kingston, TN 37763

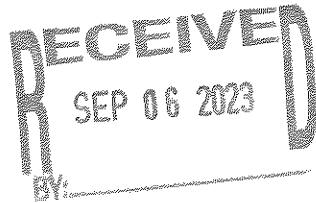
Invoice

Invoice #: 34
Invoice Date: 9/1/23
Due Date: 9/1/23
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 - September 2023		3,937.50	3,937.50
Website Administration - September 2023		125.00	125.00
Information Technology - September 2023		187.50	187.50
Dissemination Agent Services - September 2023		625.00	625.00
Office Supplies		0.21	0.21
Postage		106.69	106.69
Copies		29.70	29.70
Telephone		15.81	15.81



Total \$5,027.41

Payments/Credits \$0.00

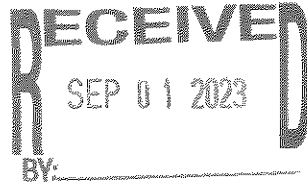
Balance Due \$5,027.41

KUTAK ROCK LLP
TALLAHASSEE, FLORIDA
Telephone 404-222-4600
Facsimile 404-222-4654

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

Federal ID 47-0597598

August 31, 2023



Reference: Invoice No. 3268753
Client Matter No. 4823-1
Notification Email: eftgroup@kutakrock.com

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

Invoice No. 3268753
4823-1

Re: General Counsel

For Professional Legal Services Rendered

07/12/23	W. Haber	0.80	280.00	Prepare for and participate in Board meeting
07/27/23	W. Haber	0.40	140.00	Review audit update request and July minutes

TOTAL HOURS 1.20

TOTAL FOR SERVICES RENDERED \$420.00

TOTAL CURRENT AMOUNT DUE \$420.00

C.

Cordova Palms

Community Development District

Construction Funding Request #5

November 1, 2023

<u>Req.#</u>	<u>PAYEE</u>	<u>Bonds SE 2022-2</u>
51	England-Thims, & Miller, Inc. Invoice #210337 for 9/30/2023	\$6,610.52
52	England-Thims, & Miller, Inc. Phase 2 CEI Invoice #210389 from 9/30/2023	\$11,783.75
53	England-Thims, & Miller, Inc. Phase 3 CEI Invoice #210374 from 9/30/2023	\$5,948.15
54	AJ Johns, Inc. Phase 3 - Application for Payment 23001-09 (October 2023)	\$518,806.47
55	Vallencourt Construction Co, Inc - Phase 2 - Application for Payment 16 (October 2023)	\$345,735.41
	TOTAL	<u>\$888,884.30</u>

Please make check payable to:

Cordova Palms CDD

475 W Town Place Suite 114

Saint Augustine, FL 32092

Signature: _____
Chairman/Vice Chairman

Signature: _____
Secretary/Asst. Secretary