

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, March 20, 2024 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:

Chad Sigmon	Chairman
Don Gullion	Vice Chairman
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
Sarah Sweeting	GMS

The following is a summary of the discussions and actions taken at the March 20, 2024 meeting.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Laughlin called the meeting to order at 1:00 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 December 13, 2023, Meeting**

There were no comments on the minutes.

On MOTION by Mr. Sigmon seconded by Mr. Shonkwiler with all in favor the minutes of the December 13, 2023 meeting were approved.
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**FOURTH ORDER OF BUSINESS**

**Consideration of Appointing an Audit Committee**

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Cordova Palms CDD

Mr. Laughlin recommended appointing the Board of Supervisors as the Audit Committee.

On MOTION by Mr. Shonkwiler seconded by Mr. Sigmon with all in favor appointing the Board of Supervisors as the Audit Committee was approved.

#### **FIFTH ORDER OF BUSINESS**

#### **Consideration of Gym Equipment Lease**

Mr. Laughlin stated that the total equipment cost is \$46,000 and the term of the lease would be 60 months at \$1,016 per month.

Mr. Sigmon stated that he believes the District would have the option of purchasing the equipment at the end of the lease for \$101.

Mr. Shonkwiler asked what the warranty period is for the equipment.

Mr. Sigmon stated that while the equipment is under lease, the provider will maintain the equipment, but he can look into what the warranty would be beyond that.

Mr. Laughlin stated that typically Districts will pay for a quarterly maintenance program for the equipment.

On MOTION by Mr. Shonkwiler seconded by Mr. Gullion with all in favor the gym equipment lease was approved.

#### **SIXTH ORDER OF BUSINESS**

#### **Staff Reports**

##### **A. District Counsel – Update on Required Ethics Training**

Mr. Haber informed the Board that all CDD board members are now required to complete at least four hours of ethics training per year. The training will be reported on the annual Form 1, which he noted will now be filed electronically with the Commission on Ethics. He also stated that he would review the fitness equipment lease.

##### **B. District Engineer – Approval of Requisition Summary**

Mr. Wild presented the requisition summary including numbers 59 through 68 totaling \$1,064,009.55.

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

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**C. District Manager**

Mr. Laughlin stated that fiscal year 2025 budget discussions will begin with the next meeting as the budget must be approved by June 15<sup>th</sup>.

Mr. Sigmon stated that the amenities are under construction currently and there have been some complaints from residents regarding trash, so he thinks it makes sense to bring on part-time maintenance staff.

Mr. Laughlin stated that currently the District is operating \$20,000 under budget. He will solicit proposals for maintenance services.

**SEVENTH ORDER OF BUSINESS                      Financial Reports**

**A. Financial Statements as of January 31, 2024**

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

**B. Check Registers**

Copies of the check registers totaling \$1,852,697.52 for November through January and \$699,847.38 for February were included in the agenda package for the Board’s review.

On MOTION by Mr. Shonkwiler seconded by Mr. Sigmon with all in favor the check registers were approved.

**C. Ratification of Construction Funding Request Nos. 7, 8, and 9**

Copies of construction funding request number seven totaling \$327,132.82, number eight totaling \$8,000 and number nine totaling \$398,184.27 were included in the agenda package.

On MOTION by Mr. Shonkwiler seconded by Mr. Sigmon with all in favor construction funding request numbers 7, 8 and 9 were ratified.

**D. Consideration of Construction Funding Request No. 10**

A copy of construction funding request number ten totaling \$4,071.75 was included in the agenda package for the Board’s review.

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On MOTION by Mr. Shonkwiler seconded by Mr. Sigmon with all in favor construction funding request number 10 was approved.

**EIGHTH ORDER OF BUSINESS**

**Supervisor Requests and Audience Comments**

There being none, the next item followed.

**NINTH ORDER OF BUSINESS**

**Next Scheduled Meeting – April 10, 2024 at 1:00 p.m. at the offices of Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092**

**TENTH ORDER OF BUSINESS**

**Adjournment**

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

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*Daniel Laughlin*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Chad Sigmon*  
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Chairman/Vice Chairman