

CORDOVA PALMS
Community Development District

JULY 10, 2024

AGENDA

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

July 3, 2024

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, July 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.**

Following is the agenda for the meeting:

Audit Committee Meeting

- I. Call to Order
- II. Review and Ranking of Audit Proposals
- III. Other Business
- IV. Adjournment

Board of Supervisors Meeting

- I. Call to Order
- II. Public Comment
- III. Organizational Matters
 - A. Acceptance of Resignations of Joyce Conway and Thomas Spiess
 - B. Consideration of Appointing New Supervisors to Fill the Vacancies (Seats 4 and 5 – Terms 11/2024)
 - C. Oath of Office for New Supervisors
 - D. Consideration of Resolution 2024-03, Designating Officers
- IV. Minutes

- A. Approval of Minutes of the May 8, 2024 Meeting
- B. Acceptance of Minutes of the May 8, 2024 Audit Committee Meeting
- V. Acceptance of the Audit Committee's Recommendation
- VI. Ratification of First Amendment to the Agreement with Florida Waterways to Add Ponds 6 and 7
- VII. Consideration of Resolution 2024-04, Approving the Proposed Budget for Fiscal Year 2025 and Setting a Public Hearing Date for Adoption
- VIII. Consideration of Resolution 2024-05, Designating a Date, Time and Location for a Landowner's Election
- IX. Staff Reports
 - A. District Counsel
 - B. District Engineer – Approval of Requisition Summary
 - C. District Manager – Discussion of Goals and Objectives
- X. Financial Reports
 - A. Financial Statements as of April 30, 2024
 - B. Check Register
 - C. Consideration of Construction Funding Request No. 13
- XI. Supervisor Requests and Audience Comments
- XII. Next Scheduled Meeting – August 14, 2024 at 1:00 p.m. at the offices of Governmental Management Services, LLC, 475 W. Town Place, Suite 114, St. Augustine, Florida 32092
- XIII. Adjournment

SECOND ORDER OF BUSINESS

Cordova Palms Community Development District
Auditor Selection Evaluation Criteria

	Ability of Personnel	Proposer's Experience	Understanding of Scope of Work	Ability to Furnish the Required Services	Price	
	(e.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing workload; proposed staffing levels, etc.)	(e.g., past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character; integrity; reputation of respondent, etc.)	Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.	Extent to which the proposal demonstrates the adequacy of proposer's financial resources and stability as a business entity necessary to complete the services required (e.g., the existence of any natural disaster plan for business operations).	Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to services.	Point Total
Proposer	20	20	20	20	20	100
Berger, Toombs, Elam, Gaines & Frank						
Grau & Associates						

**CORDOVA PALMS
COMMUNITY DEVELOPMENT DISTRICT
PROPOSAL FOR AUDIT SERVICES**

PROPOSED BY:

Berger, Toombs, Elam, Gaines & Frank
CERTIFIED PUBLIC ACCOUNTANTS, PL

600 Citrus Avenue, Suite 200
Fort Pierce, Florida 34950

(772) 461-6120

CONTACT PERSON:

J. W. Gaines, CPA, Director

DATE OF PROPOSAL:

June 3, 2024

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Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278

June 3, 2024

Cordova Palms Community Development District
Governmental Management Services
475 West Town Place, Suite 114
St. Augustine, FL 32092

Dear District Manager:

Thank you very much for the opportunity to present our professional credentials to provide audit services for Cordova Palms Community Development District.

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has assembled a team of governmental and nonprofit specialists second to none to serve our clients. Our firm has the necessary qualifications and experience to serve as the independent auditors for Cordova Palms Community Development District. We will provide you with top quality, responsive service.

Experience

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is a recognized leader in providing services to governmental and nonprofit agencies throughout Florida. We have been the independent auditors for a number of local governmental agencies and through our experience in performing their audits, we have been able to increase our audit efficiency and; therefore, reduce costs. We have continually passed this cost savings on to our clients and will continue to do so in the future. As a result of our experience and expertise, we have developed an effective and efficient audit approach designed to meet or exceed the performance specifications in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and the standards for financial and compliance audits. We will conduct the audit in accordance with auditing standards generally accepted in the United States of America; "Government Auditing Standards" issued by the Comptroller General of the United States; the provisions of the Single Audit Act, Subpart F of Title 2 US Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, with minimal disruption to your operations. Our firm has frequent technical updates to keep our personnel informed and up-to-date on all changes that are occurring within the industry.

Fort Pierce / Stuart

Member AICPA

- 1 -
Member AICPA Division for CPA Firms
Private Companies practice Section

Member FICPA

Cordova Palms Community Development District
June 3, 2024

Our firm is a member of the Government Audit Quality Center, an organization dedicated to improving government audit quality. We also utilize the audit program software of a nationally recognized CPA firm to assure us that we are up to date with all auditing standards and to assist us maintain maximum audit efficiencies.

To facilitate your evaluation of our qualifications and experience, we have arranged this proposal to include a resume of our firm, including our available staff, our extensive prior governmental and nonprofit auditing experience and clients to be contacted.

You need a firm that will provide an efficient, cost-effective, high-quality audit within critical time constraints. You need a firm with the prerequisite governmental and nonprofit experience to perform your audit according to stringent legal and regulatory requirements, a firm that understands the complex nature of community development districts and their unique compliance requirements. You need a firm with recognized governmental and nonprofit specialists within the finance and governmental communities. And, certainly, you need a firm that will provide you with valuable feedback to enhance your current and future operations. Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is that firm. J. W. Gaines is the person authorized to make representations for the firm.

Thank you again for the opportunity to submit this proposal to Cordova Palms Community Development District.

Very truly yours,

*Berger Toombs Elam
Gaines + Frank*

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

PROFILE OF THE PROPOSER

Description and History of Audit Firm

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is a Treasure Coast public accounting firm, which qualifies as a small business firm, as established by the Small Business Administration (13 CFR 121.38), with offices in Fort Pierce and Stuart. We are a member of the Florida Institute of Certified Public Accountants and the American Institute of Certified Public Accountants. The firm was formed from the merger of Edwards, Berger, Harris & Company (originated in 1972) and McAlpin, Curtis & Associates (originated in 1949). J. W. Gaines and Associates (originated in 1979) merged with the firm in 2004. Our tremendous growth rate experienced over the last 69 years is directly attributable to the firm's unrelenting dedication to providing the highest quality, responsive professional services attainable to its clients.

We are a member of the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountants (AICPA) to assure we meet the highest standards. Membership in this practice section requires that our firm meet more stringent standards than standard AICPA membership. These rigorous requirements include the requirement of a triennial peer review of our firm's auditing and accounting practice and annual Continuing Professional Education (CPE) for all accounting staff (whether CPA or non-CPA). For standard AICPA membership, only a quality review is required and only CPAs must meet CPE requirements.

We are also a member of the Government Audit Quality Center ("the Center") of the American Institute of Certified Public Accountants to assure the quality of our government audits. Membership in the Center, which is voluntary, requires our firm to comply with additional standards to promote the quality of government audits.

We have been extensively involved in serving local government entities with professional accounting, auditing and consulting services throughout the entire 69 year history of our firm. Our substantial experience over the years makes us uniquely qualified to provide accounting, auditing, and consulting services to these clients. We are a recognized leader in providing services to governmental and nonprofit agencies on the Treasure Coast and in Central and South Florida, with extensive experience in auditing community development districts and water control districts. We were the independent auditors of the City of Fort Pierce for over 37 years and currently, we are the independent auditors for St. Lucie County since 2002, and for 34 of the 38 years that the county has been audited by CPA firms. Additionally, we have performed audits of the City of Stuart, the City of Vero Beach, Indian River County and Martin County. We also presently audit over 75 Community Development Districts throughout Florida.

Our firm was founded on the belief that we are better able to respond to our clients needs through education, experience, independence, quality control, and personal service. Our firm's commitment to quality is reflected in our endeavor of professional excellence via continuing education, the use of the latest computer technology, professional membership in PCPS and peer review.

We believe our approach to audit engagements, intelligence and innovation teamed with sound professional judgment enables us to explore new concepts while remaining sensitive to the fundamental need for practical solutions. We take pride in giving you the assurance that the personal assistance you receive comes from years of advanced training, technical experience and financial acumen.

Professional Staff Resources

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has a total of 27 professional and administrative staff (including 12 professional staff with extensive experience servicing government entities). The work will be performed out of our Fort Pierce office with a proposed staff of one senior accountant and one or two staff accountants supervised by an audit manager and audit partner. With the exception of the directors of the firm's offices, the professional staff is not specifically assigned to any of our individual offices. The professional and administrative staff resources available to you through Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL are as follows:

	<u>Total</u>
Partners/Directors (CPA's)	6
Managers (2 CPA's)	2
Senior/Supervisor Accountants (3 CPA's)	3
Staff Accountants (2 CPA)	11
Computer Specialist	1
Paraprofessional	7
Administrative	<u>5</u>
Total – all personnel	35

Following is a brief description of each employee classification:

Staff Accountant – Staff accountants work directly under the constant supervision of the auditor-in-charge and, are responsible for the various testing of documents, account analysis and any other duties as his/her supervisor believes appropriate. Minimum qualification for a staff accountant is graduation from an accredited university or college with a degree in accounting or equivalent.

Senior Accountant – A senior accountant must possess all the qualifications of the staff accountant, in addition to being able to draft the necessary reports and financial statements, and supervise other staff accountants when necessary.

Managers – A manager must possess the qualifications of the senior accountant, plus be able to work without extensive supervision from the auditor-in-charge. The manager should be able to draft audit reports from start to finish and to supervise the audit team, if necessary.

Principal – A principal is a partner/director in training. He has been a manager for several years and possesses the technical skills to act as the auditor-in-charge. A principal has no financial interest in the firm.

Partner/Director – The director has extensive governmental auditing experience and acts as the auditor-in-charge. Directors have a financial interest in the firm.

Professional Staff Resources (Continued)

Independence – Independence of the public accounting firm, with respect to the audit client, is the foundation from which the public gains its trust in the opinion issued by the public accounting firm at the end of the audit process. This independence must be in appearance as well as in fact. The public must perceive that the accounting firm is independent of the audit entity to ensure that nothing would compromise the opinion issued by the public accounting firm. **Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is independent of Cordova Palms Community Development District, including its elected officials and related parties, at the date of this proposal, as defined by the following rules, regulations, and standards:

AuSection 220 – Statements on Auditing Standards issued by the American Institute of Certified Public Accountants;

ET Sections 101 and 102 – Code of Professional Conduct of the American Institute of Certified Public Accountants;

Chapter 21A-1, Florida Administrative Code;

Section 473.315, Florida Statutes; and,

Government Auditing Standards, issued by the Comptroller General of the United States.

On an annual basis, all members of the firm are required to confirm, in writing, that they have no personal or financial relationships or holding that would impair their independence with regard to the firm's clients.

Independence is a hallmark of our profession. We encourage our staff to use professional judgment in situations where our independence could be impaired or the perception of a conflict of interest might exist. In the governmental sector, public perception is as important as professional standards. Therefore, the utmost care must be exercised by independent auditors in the performance of their duties.

Ability to Furnish the Required Services

As previously noted in the Profile of the Proposer section of this document, our firm has been in existence for over 74 years. We have provided audit services to some clients for over 30 years continually. Our firm is insured against physical loss through commercial insurance and we also carry liability insurance. The majority of our audit documentation is stored electronically, both on our office network and on each employee laptop or computer assigned to each specific job. Our office computer network is backed up on tape, so in the event of a total equipment loss, we can restore all data as soon as replacement equipment is acquired. In addition, our field laptop computers carry the same data and can be used in the event of emergency with virtually no delay in completing the required services.

ADDITIONAL SERVICES PROVIDED

Arbitrage Rebate Services

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL also provides arbitrage rebate compliance and related services to governmental issuers. The Tax Reform Act of 1986 requires issuers of most tax-exempt obligations to pay (i.e., “rebate”) to the United States government any arbitrage profits. Arbitrage profits are earnings on the investment of bond proceeds and certain other monies in excess of what would have been earned had such monies been invested at a yield equal to the yield on the bonds.

Federal tax law requires that interim rebate calculations and payments are due at the end of every fifth bond year. Final payment is required upon redemption of the bonds. More frequent calculations may be deemed advisable by an issuer’s auditor, trustee or bond counsel or to assure that accurate and current records are available. These more frequent requirements are usually contained in the Arbitrage or Rebate Certificate with respect to the bonds.

Our firm performs a comprehensive rebate analysis and includes the following:

- Verifying that the issue is subject to rebate;
- Calculating the bond yield;
- Identifying, and separately accounting for, all “Gross Proceeds” (as that term is defined in the Code) of the bond issue, including those requiring analysis due to “transferred proceeds” and/or “commingled funds” circumstances;
- Determining what general and/or elective options are available to Gross proceeds of the issue;
- Calculating the issue’s excess investment earning (rebate liability), if any;
- Delivering appropriate documentation to support all calculations;
- Providing an executive summary identifying the methodology employed, major assumptions, conclusions, and any other recommendations for changes in recordkeeping and investment policies;
- Assisting as necessary in the event of an Internal Revenue Service inquiry; and,
- Consulting with issue staff, as necessary, regarding arbitrage related matters.

GOVERNMENTAL AUDITING EXPERIENCE

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has been practicing public accounting in Florida for 69 years. Our success over the years has been the result of a strong commitment to providing personalized quality service to our clients.

The current members of our firm have performed audits of over 1,100 community development districts, and over 2,100 audits of municipalities, counties and other governmental entities such as the City of Fort Pierce and St. Lucie County.

Our firm provides a variety of accounting, auditing, tax litigation support, and consulting services. Some of the professional accounting, auditing and management consulting services that are provided by our firm are listed below:

- Performance of annual financial and compliance audits, including Single Audits of state and federal financial assistance programs, under the provisions of the Single Audit Act, Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), with minimal disruptions to your operations;
- Performance of special compliance audits to ascertain compliance with the applicable local, state and federal laws and regulations;
- Issuance of comfort letters and consent letters in conjunction with the issuance of tax-exempt debt obligations, including compiling financial data and interim period financial statement reviews;
- Calculation of estimated and actual federal arbitrage rebates;
- Assistance in compiling historical financial data for first-time and supplemental submissions for GFOA Certificate of Achievement for Excellence in Financial Reporting;
- Preparation of indirect cost allocation systems in accordance with Federal and State regulatory requirements;
- Providing human resource and employee benefit consulting;
- Performance of automation feasibility studies and disaster recovery plans;
- Performance feasibility studies concerning major fixed asset acquisitions and utility plant expansion plans (including electric, water, pollution control, and sanitation utilities); and
- Assistance in litigation, including testimony in civil and criminal court.
- Assist clients who utilize QuickBooks software with their software needs. Our Certified QuickBooks Advisor has undergone extensive training through QuickBooks and has passed several exams to attain this Certification.

Continuing Professional Education

All members of the governmental audit staff of our firm, and audit team members assigned to this engagement, are in compliance with the Continuing Professional Education (CPE) requirements set forth in Government Auditing Standards issued by the Comptroller General of the United States. In addition, our firm is in compliance with the applicable provisions of the Florida Statutes that require CPA's to have met certain CPE requirements prior to proposing on governmental audit engagements.

GOVERNMENTAL AUDITING EXPERIENCE (CONTINUED)

The audit team has extensive experience in performing governmental audits and is exposed to intensive and continuing concentration on these types of audits. Due to the total number of governmental audits our team performs, each member of our governmental staff must understand and be able to perform several types of governmental audits. It is our objective to provide each professional employee fifty hours or more of comprehensive continuing professional education each year. This is accomplished through attending seminars throughout Florida and is reinforced through in-house training.

Our firm has made a steadfast commitment to professional education. Our active attendance and participation in continuing professional education is a major part of our objective to obtain the most recent knowledge on issues which are of importance to our clients. We are growing on the reputation for work that our firm is providing today.

Quality Control Program

Quality control requires continuing commitment to professional excellence. **Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is formally dedicated to that commitment.

To ensure maintaining the standards of working excellence required by our firm, we joined the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountants (AICPA). To be a participating member firm of this practice section, a firm must obtain an independent Peer Review of its quality control policies and procedures to ascertain the firm's compliance with existing auditing standards on the applicable engagements.

The scope of the Peer Review is comprehensive in that it specifically reviews the following quality control policies and procedures of the participating firm:

- Professional, economic, and administrative independence;
- Assignment of professional personnel to engagements;
- Consultation on technical matters;
- Supervision of engagement personnel;
- Hiring and employment of personnel;
- Professional development;
- Advancement;
- Acceptance and continuation of clients; and,
- Inspection and review system.

We believe that our commitment to the program is rewarding not only to our firm, but primarily to our clients.

The external independent Peer Review of the elements of our quality control policies and procedures performed by an independent certified public accountant, approved by the PCPS of the AICPA, provides you with the assurance that we continue to conform to standards of the profession in the conduct of our accounting and auditing practice.

GOVERNMENTAL AUDITING EXPERIENCE (CONTINUED)

Our firm is also a member of Governmental Audit Quality Center (GAQC), a voluntary membership center for CPA firms that perform governmental audits. This center promotes the quality of governmental audits.

Our firm has completed successive Peer Reviews. These reviews included a representative sample of our firm's local governmental auditing engagements. As a result of these reviews, our firm obtained an unqualified opinion on our quality control program and work procedures. On page 31 is a copy of our most recent Peer Review report. It should be noted that we received a pass rating.

Our firm has never had any disciplinary actions by state regulatory bodies or professional organizations.

As our firm performs approximately one hundred audits each year that are reviewed by federal, state or local entities, we are constantly dealing with questions from these entities about our audits. We are pleased to say that any questions that have been raised were minor issues and were easily resolved without re-issuing any reports.

Certificate of Achievement for Excellence in Financial Reporting (CAFR)

We are proud and honored to have been involved with the City of Fort Pierce and the Fort Pierce Utilities Authority when they received their first Certificates of Achievement for Excellence in Financial Reporting for the fiscal years ended September 30, 1988 and 1994, respectively. We were also instrumental in the City of Stuart receiving the award, in our first year of performing their audit, for the year ended September 30, 1999.

We also assisted St. Lucie County, Florida for the year ended September 30, 2003, in preparing their first Comprehensive Annual Financial Report, and St. Lucie County has received their Certificate of Achievement for Excellence in Financial Reporting every year since.

As continued commitment to insuring that we are providing the highest level of experience, we have had at least one employee of our firm serve on the GFOA – Special Review Committee since the mid-1980s. This committee is made up of selective Certified Public Accountants throughout the United States who have demonstrated their high level of knowledge and expertise in governmental accounting. Each committee member attends a special review meeting at the Annual GFOA Conference. At this meeting, the committee reports on the Certificate of Achievement Program's most recent results, future goals, and common reporting deficiencies.

We feel that our previous experience in assisting the City of Fort Pierce, the Fort Pierce Utilities Authority and St. Lucie County obtain their first CAFRs, and the City of Stuart in continuing to receive a CAFR and our firm's continued involvement with the GFOA, and the CAFR review committee make us a valued asset for any client in the field of governmental financial reporting.

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

References

Terracina Community Development
District
Jeff Walker, Special District Services
(561) 630-4922

Gateway Community Development
District
Stephen Bloom, Severn Trent Management
(954) 753-5841

The Reserve Community Development District

Darrin Mossing, Governmental Management
Services LLC
(407) 841-5524

Clearwater Cay Community Development
District
Cal Teague, Premier District Management

(239) 690-7100 ext 101

In addition to the above, we have the following additional governmental audit experience:

Community Development Districts

Aberdeen Community Development
District

Beacon Lakes Community
Development District

Alta Lakes Community Development
District

Beaumont Community Development
District

Amelia Concourse Community
Development District

Bella Collina Community Development
District

Amelia Walk Community
Development District

Bonnet Creek Community
Development District

Aqua One Community Development
District

Buckeye Park Community
Development District

Arborwood Community Development
District

Candler Hills East Community
Development District

Arlington Ridge Community
Development District

Cedar Hammock Community
Development District

Bartram Springs Community
Development District

Central Lake Community
Development District

Baytree Community Development
District

Channing Park Community
Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Cheval West Community Development District	Evergreen Community Development District
Coconut Cay Community Development District	Forest Brooke Community Development District
Colonial Country Club Community Development District	Gateway Services Community Development District
Connerton West Community Development District	Gramercy Farms Community Development District
Copperstone Community Development District	Greenway Improvement District
Creekside @ Twin Creeks Community Development District	Greyhawk Landing Community Development District
Deer Run Community Development District	Griffin Lakes Community Development District
Dowden West Community Development District	Habitat Community Development District
DP1 Community Development District	Harbor Bay Community Development District
Eagle Point Community Development District	Harbourage at Braden River Community Development District
East Nassau Stewardship District	Harmony Community Development District
Eastlake Oaks Community Development District	Harmony West Community Development District
Easton Park Community Development District	Harrison Ranch Community Development District
Estancia @ Wiregrass Community Development District	Hawkstone Community Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Heritage Harbor Community Development District	Madeira Community Development District
Heritage Isles Community Development District	Marhsall Creek Community Development District
Heritage Lake Park Community Development District	Meadow Pointe IV Community Development District
Heritage Landing Community Development District	Meadow View at Twin Creek Community Development District
Heritage Palms Community Development District	Mediterra North Community Development District
Heron Isles Community Development District	Midtown Miami Community Development District
Heron Isles Community Development District	Mira Lago West Community Development District
Highland Meadows II Community Development District	Montecito Community Development District
Julington Creek Community Development District	Narcoossee Community Development District
Laguna Lakes Community Development District	Naturewalk Community Development District
Lake Bernadette Community Development District	New Port Tampa Bay Community Development District
Lakeside Plantation Community Development District	Overoaks Community Development District
Landings at Miami Community Development District	Panther Trace II Community Development District
Legends Bay Community Development District	Paseo Community Development District
Lexington Oaks Community Development District	Pine Ridge Plantation Community Development District
Live Oak No. 2 Community Development District	Piney Z Community Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Poinciana Community Development District	Sampson Creek Community Development District
Poinciana West Community Development District	San Simeon Community Development District
Port of the Islands Community Development District	Six Mile Creek Community Development District
Portofino Isles Community Development District	South Village Community Development District
Quarry Community Development District	Southern Hills Plantation I Community Development District
Renaissance Commons Community Development District	Southern Hills Plantation III Community Development District
Reserve Community Development District	South Fork Community Development District
Reserve #2 Community Development District	St. John's Forest Community Development District
River Glen Community Development District	Stoneybrook South Community Development District
River Hall Community Development District	Stoneybrook South at ChampionsGate Community Development District
River Place on the St. Lucie Community Development District	Stoneybrook West Community Development District
Rivers Edge Community Development District	Tern Bay Community Development District
Riverwood Community Development District	Terracina Community Development District
Riverwood Estates Community Development District	Tison's Landing Community Development District
Rolling Hills Community Development District	TPOST Community Development District
Rolling Oaks Community Development District	

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Triple Creek Community
Development District

Vizcaya in Kendall
Development District

TSR Community Development
District

Waterset North Community
Development District

Turnbull Creek Community
Development District

Westside Community Development
District

Twin Creeks North Community
Development District

WildBlue Community Development
District

Urban Orlando Community
Development District

Willow Creek Community
Development District

Verano #2 Community
Development District

Willow Hammock Community
Development District

Viera East Community
Development District

Winston Trails Community
Development District

VillaMar Community
Development District

Zephyr Ridge Community
Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Other Governmental Organizations

City of Westlake	Office of the Medical Examiner, District 19
Florida Inland Navigation District	Rupert J. Smith Law Library of St. Lucie County
Fort Pierce Farms Water Control District	St. Lucie Education Foundation
Indian River Regional Crime Laboratory, District 19, Florida	Seminole Improvement District
Viera Stewardship District	Troup Indiantown Water Control District

Current or Recent Single Audits.

St. Lucie County, Florida
Early Learning Coalition, Inc.
Gateway Services Community Development District.

Members of our audit team have acquired extensive experience from performing or participating in over 1,800 audits of governments, independent special taxing districts, school boards, and other agencies that receive public money and utilize fund accounting.

Much of our firm's auditing experience is with compliance auditing, which is required for publicly financed agencies. In this type of audit, we do a financial examination and also confirm compliance with various statutory and regulatory guidelines.

Following is a summary of our other experience, including Auditor General experience, as it pertains to other governmental and fund accounting audits.

Counties

(Includes elected constitutional officers, utilities and dependent taxing districts)

Indian River
Martin
Okeechobee
Palm Beach

Municipalities

City of Port St. Lucie
City of Vero Beach
Town of Orchid

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Special Districts

Bannon Lakes Community Development District
Boggy Creek Community Development District
Capron Trail Community Development District
Celebration Pointe Community Development District
Coquina Water Control District
Diamond Hill Community Development District
Dovera Community Development District
Durbin Crossing Community Development District
Golden Lakes Community Development District
Lakewood Ranch Community Development District
Martin Soil and Water Conservation District
Meadow Pointe III Community Development District
Myrtle Creek Community Development District
St. Lucie County – Fort Pierce Fire District
The Crossings at Fleming Island
St. Lucie West Services District
Indian River County Mosquito Control District
St. John's Water Control District
Westchase and Westchase East Community Development Districts
Pier Park Community Development District
Verandahs Community Development District
Magnolia Park Community Development District

Schools and Colleges

Federal Student Aid Programs – Indian River Community College
Indian River Community College
Okeechobee County District School Board
St. Lucie County District School Board

State and County Agencies

Central Florida Foreign-Trade Zone, Inc. (a nonprofit organization affiliated with the St. Lucie County Board of County Commissioners)
Florida School for Boys at Okeechobee
Indian River Community College Crime Laboratory
Indian River Correctional Institution

FEE SCHEDULE

We propose the fee for our audit services described below to be \$6,515 for the years ended September 30, 2024 and 2025, \$6,840 for the year ended September 30, 2026, and \$7,075 for the years ended September 30, 2027 and 2028. The fee is contingent upon the financial records and accounting systems of Cordova Palms Community Development District being “audit ready” and the financial activity for the District is not materially increased. If we discover that additional preparation work or subsidiary schedules are needed, we will consult with your authorized representative. We can assist with this additional work at our standard rates should you desire.

SCOPE OF WORK TO BE PERFORMED

If selected as the District's auditors, we will perform a financial and compliance audit in accordance with Section 11.45, Florida Statutes, in order to express an opinion on an annual basis on the financial statements of Cordova Palms Community Development District as of September 30, 2024, 2025, 2026, 2027, and 2028. The audits will be performed to the extent necessary to express an opinion on the fairness in all material respects with which the financial statements present the financial position, results of operations and changes in financial position in conformity with generally accepted accounting principles and to determine whether, for selected transactions, operations are properly conducted in accordance with legal and regulatory requirements. Reportable conditions that are also material weaknesses shall be identified as such in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters. Other (non-reportable) conditions discovered during the course of the audit will be reported in a separate letter to management, which will be referred to in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters.

Our audit will be performed in accordance with standards for financial and compliance audits contained in *Government Auditing Standards*, as well as in compliance with rules and regulations of audits of special districts as set forth by the State Auditor General in Chapter 10.550, Local Governmental Entity Audits, and other relevant federal, state and county orders, statutes, ordinances, charter, resolutions, bond covenants, Administrative Code and procedures, or rules and regulations which may pertain to the work required in the engagement.

The primary purpose of our audit will be to express an opinion on the financial statements discussed above. It should be noted that such audits are subject to the inherent risk that errors or irregularities may not be detected. However, if conditions are discovered which lead to the belief that material errors, defalcations or other irregularities may exist or if other circumstances are encountered that require extended services, we will promptly notify the appropriate individual.

Commitment to Quality Service

Personnel Qualifications and Experience

J. W. Gaines, CPA, CITP

Director – 44 years

Education

- ◆ Stetson University, B.B.A. – Accounting

Registrations

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy
- ◆ Certified Information Technology Professional (CITP) – American Institute of Certified Public Accountants

Professional Affiliations/Community Service

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Affiliate member Government Finance Officers Association
- ◆ Past President, Vice President-Campaign Chairman, Vice President and Board Member of United Way of St. Lucie County, 1989 - 1994
- ◆ Past President, President Elect, Secretary and Treasurer of the Treasure Coast Chapter of the Florida Institute of Certified Public Accountants, 1988 - 1991
- ◆ Past President of Ft. Pierce Kiwanis Club, 1994 - 95, Member/Board Member since 1982
- ◆ Past President, Vice President and Treasurer of St. Lucie County Chapter of the American Cancer Society, 1980 -1986
- ◆ Member of the St. Lucie County Chamber of Commerce, Member Board of Directors, Treasurer, September 2002 - 2006, Chairman Elect 2007, Chairman 2008, Past Chairman 2009
- ◆ Member Lawnwood Regional Medical Center Board of Trustees, 2000 – Present, Chairman 2013 - Present
- ◆ Member of St. Lucie County Citizens Budget Committee, 2001 – 2002
- ◆ Member of Ft. Pierce Citizens Budget Advisory Committee, 2010 – 2011
- ◆ Member of Ft. Pierce Civil Service Appeals Board, 2013 - Present

Professional Experience

- ◆ Miles Grant Development/Country Club – Stuart, Florida, July 1975 – October 1976
- ◆ State Auditor General's Office – Public Accounts Auditor – November 1976 through September 1979
- ◆ Director - Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants PL, responsible for numerous government and nonprofit audits.
- ◆ Over 40 years experience in all phases of public accounting and auditing experience, with a concentration in financial and compliance audits. Mr. Gaines has been involved in all phases of the audits listed on the preceding pages.

Commitment to Quality Service

Personnel Qualifications and Experience

J. W. Gaines, CPA, CITP (Continued)

Director

Continuing Professional Education

- ◆ Has participated in numerous continuing professional education courses provided by nationally recognized sponsors over the last two years to keep abreast of the latest developments in accounting and auditing such as:
 - Governmental Accounting Report and Audit Update
 - Analytical Procedures, FICPA
 - Annual Update for Accountants and Auditors
 - Single Audit Sampling and Other Considerations

Commitment to Quality Service

Personnel Qualifications and Experience

David S. McGuire, CPA, CITP

Director – 36 years experience

Education

- ◆ University of Central Florida, B.A. – Accounting
- ◆ Barry University – Master of Professional Accountancy

Registrations

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy
- ◆ Certified Information Technology Professional (CITP) – American Institute of Certified Public Accountants
- ◆ Certified Not-For-Profit Core Concepts 2018

Professional Affiliations/Community Service

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Associate Member, Florida Government Finance Office Associates
- ◆ Assistant Coach – St. Lucie County Youth Football Organization (1994 – 2005)
- ◆ Assistant Coach – Greater Port St. Lucie Football League, Inc. (2006 – 2010)
- ◆ Board Member – Greater Port St. Lucie Football League, Inc. (2011 – 2017)
- ◆ Treasurer, AIDS Research and Treatment Center of the Treasure Coast, Inc. (2000 – 2003)
- ◆ Board Member/Treasurer, North Treasure Coast Chapter, American Red Cross (2004 – 2010)
- ◆ Member/Board Member of Port St. Lucie Kiwanis (1994 – 2001)
- ◆ President (2014/15) of Sunrise Kiwanis of Fort Pierce (2004 – 2017)
- ◆ St. Lucie District School Board Superintendent Search Committee (2013 – present)
- ◆ Board Member – Phrozen Pharoes (2019-2021)

Professional Experience

- ◆ Twenty-eight years public accounting experience with an emphasis on nonprofit and governmental organizations.
- ◆ Audit Manager in-charge on a variety of audit and review engagements within several industries, including the following government and nonprofit organizations:
 - St. Lucie County, Florida
 - 19th Circuit Office of Medical Examiner
 - Troup Indiantown Water Control District
 - Exchange Club Center for the Prevention of Child Abuse, Inc.
 - Healthy Kids of St. Lucie County
 - Mustard Seed Ministries of Ft. Pierce, Inc.
 - Reaching Our Community Kids, Inc.
 - Reaching Our Community Kids - South
 - St. Lucie County Education Foundation, Inc.
 - Treasure Coast Food Bank, Inc.
 - North Springs Improvement District
- ◆ Four years of service in the United States Air Force in computer operations, with a top secret (SCI/SBI) security clearance.

Commitment to Quality Service

Personnel Qualifications and Experience

David S. McGuire, CPA, CITP (Continued)

Director

Continuing Professional Education

- ◆ Mr. McGuire has attended numerous continuing professional education courses and seminars taught by nationally recognized sponsors in the accounting auditing and single audit compliance areas. He has attended courses over the last two years in those areas as follows:

- Not-for-Profit Auditing Financial Results and Compliance Requirements

- Update: Government Accounting Reporting and Auditing

- Annual Update for Accountants and Auditors

Commitment to Quality Service

Personnel Qualifications and Experience

Matthew Gonano, CPA

Director – 13 years total experience

Education

- ◆ University of North Florida, B.B.A. – Accounting
- ◆ University of Alicante, Spain – International Business
- ◆ Florida Atlantic University – Masters of Accounting

Professional Affiliations/Community Service

- ◆ American Institute of Certified Public Accountants
- ◆ Florida Institute of Certified Public Accountants

Professional Experience

- ◆ Senior Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.
- ◆ Performed audits of nonprofit and governmental organizations in accordance with Governmental Accounting Auditing Standards (GAAS)
- ◆ Performed Single Audits of nonprofit organizations in accordance with OMB Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations.

Continuing Professional Education

- ◆ Mr. Gonano has participated in numerous continuing professional education courses.

Commitment to Quality Service

Personnel Qualifications and Experience

David F. Haughton, CPA

Accounting and Audit Manager – 33 years

Education

- ◆ Stetson University, B.B.A. – Accounting

Registrations

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy

Professional Affiliations/Community Service

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Former Member of Florida Institute of Certified Public Accountants Committee on State and Local Government
- ◆ Affiliate Member Government Finance Officers Association (GFOA) for over 10 years
- ◆ Affiliate Member Florida Government Finance Officers Association (FGFOA) for over 10 years
- ◆ Technical Review – 1997 FICPA Course on State and Local Governments in Florida
- ◆ Board of Directors – Kiwanis of Ft. Pierce, Treasurer – 1994-1999; Vice President – 1999-2001

Professional Experience

- ◆ Twenty-seven years public accounting experience with an emphasis on governmental and nonprofit organizations.
- ◆ State Auditor General's Office – West Palm Beach, Staff Auditor, June 1985 to September 1985
- ◆ Accounting and Audit Manager of Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants PL, responsible for audit and accounting services including governmental and not-for-profit audits.
- ◆ Over 20 years of public accounting and governmental experience, specializing in governmental and nonprofit organizations with concentration in special districts, including Community Development Districts which provide services including water and sewer utilities. Governmental and non-profit entities served include the following:

Counties:

St. Lucie County

Municipalities:

City of Fort Pierce

City of Stuart

Commitment to Quality Service

Personnel Qualifications and Experience

David F. Haughton, CPA (Continued)

Accounting and Audit Manager

Professional Experience (Continued)

Special Districts:

Bluewaters Community Development District
Country Club of Mount Dora Community Development District
Fiddler's Creek Community Development District #1 and #2
Indigo Community Development District
North Springs Improvement District
Renaissance Commons Community Development District
St. Lucie West Services District
Stoneybrook Community Development District
Summerville Community Development District
Terracina Community Development District
Thousand Oaks Community Development District
Tree Island Estates Community Development District
Valencia Acres Community Development District

Non-Profits:

The Dunbar Center, Inc.
Hibiscus Children's Foundation, Inc.
Hope Rural School, Inc.
Maritime and Yachting Museum of Florida, Inc.
Tykes and Teens, Inc.
United Way of Martin County, Inc.
Workforce Development Board of the Treasure Coast, Inc.

- ◆ While with the Auditor General's Office he was on the staff for the state audits of the Martin County School District and Okeechobee County School District.
- ◆ During 1997 he performed a technical review of the Florida Institute of Certified Public Accountants state CPE course on Audits of State and Local Governments in Florida. His comments were well received by the author and were utilized in future updates to the course.

Continuing Professional Education

- ◆ During the past several years, he has participated in numerous professional development training programs sponsored by the AICPA and FICPA, including state conferences on special districts and governmental auditing in Florida. He averages in excess of 100 hours bi-annually of advanced training which exceeds the 80 hours required in accordance with the continuing professional education requirements of the Florida State Board of accountancy and the AICPA Private Companies Practice Section. He has over 75 hours of governmental CPE credit within the past two years.

Commitment to Quality Service

Personnel Qualifications and Experience

Paul Daly

Staff Accountant – 11 years

Education

- ◆ Florida Atlantic University, B.S. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Working to attain the requirements to take the Certified Public Accounting (CPA) exam.

Commitment to Quality Service

Personnel Qualifications and Experience

Melissa Marlin, CPA

Senior Staff Accountant – 9 years

Education

- ◆ Indian River State College, A.A. – Accounting
- ◆ Florida Atlantic University, B.B.A. – Accounting

Professional Experience

- ◆ Staff accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Mrs. Marlin participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience

Bryan Snyder

Staff Accountant – 8 years

Education

- ◆ Florida Atlantic University, B.B.A. – Accounting

Professional Experience

- ◆ Accountant beginning his professional auditing career with Berger, Toombs, Elam, Gaines, & Frank.
- ◆ Mr. Snyder is gaining experience auditing governmental & nonprofit entities.

Continuing Professional Education

- ◆ Mr. Snyder participates in numerous continuing education courses and plans on working to acquire his CPA certificate.
- ◆ Mr. Snyder is currently studying to pass the CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience

Maritza Stonebraker, CPA
Senior Accountant – 7 years

Education

- ◆ Indian River State College, B.S. – Accounting

Professional Experience

- ◆ Staff Accountant beginning her professional auditing career with Berger, Toombs, Elam, Gaines, & Frank.

Continuing Professional Education

- ◆ Mrs. Stonebraker participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience

Jonathan Herman, CPA

Senior Staff Accountant – 9 years

Education

- ◆ University of Central Florida, B.S. – Accounting
- ◆ Florida Atlantic University, MACC

Professional Experience

- ◆ Accounting graduate with nine years experience with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Mr. Herman participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience

Sean Stanton, CPA

Staff Accountant – 5 years

Education

- ◆ University of South Florida, B.S. – Accounting
- ◆ Florida Atlantic University, M.B.A. – Accounting

Professional Experience

- ◆ Staff accountant with Berger, Toombs, Elam, Gaines, & Frank auditing governmental and non-profit entities.

Continuing Professional Education

- ◆ Mr. Stanton participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience
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Tifanee Terrell

Staff Accountant – 3 years

Education

- ◆ Florida Atlantic University, M.A.C.C. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Ms. Terrell participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Ms. Terrell is currently studying to pass the CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience

Dylan Dixon

Staff Accountant – 1 year

Education

- ◆ Indian River State College, B.S. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Mr. Dixon participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience

Brennen Moore

Staff Accountant

Education

- ◆ Indian River State College, B.S. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Mr. Moore participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience

Jordan Wood

Staff Accountant – 1 year

Education

- ◆ Indian River State College, A.A. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Ms. Wood is currently enrolled at Indian River State College to complete her bachelor's degree.
- ◆ Ms. Wood participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Ms. Wood is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience

Katie Gifford

Staff Accountant

Education

- ◆ Indian River State College, B.S. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Ms. Gifford participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience

Rayna Zicari

Staff Accountant

Education

- ◆ Stetson University, B.B.A. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Ms. Zicari participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Ms. Zicari is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.



6815 Dairy Road
Zephyrhills, FL 33542

813.788.2155
BodinePerry.com

Report on the Firm's System of Quality Control

To the Partners of November 30, 2022
Berger, Toombs, Elam, Gaines & Frank, CPAs, PL
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL (the firm), in effect for the year ended May 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control, and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, in effect for the year ended May 31, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Berger, Toombs, Elam, Gaines & Frank, CPAs, PLC, has received a peer review rating of *pass*.

Bodine Perry

Bodine Perry

(BERGER_REPORT22)



**CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

Annual Audit Services for Fiscal Year 2024
St. Johns County, Florida

INSTRUCTIONS TO PROPOSE

SECTION 1. DUE DATE. An electronic copy of the proposal must be received no later than Monday, June 3, 2024, at 12:00 p.m., at the email address of the District's Recording Secretary, Courtney Hogge, chogge@gmsnf.com.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules, and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit one electronic copy of the Proposal Documents, and other requested attachments at the time and place indicated herein, which shall include the subject line, "Auditing Services – Cordova Palms Community Development District".

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the "Proposal Documents").

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes for each person listed: list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal.

SECTION 13. PROTESTS. Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after the receipt of the proposed project plans and specifications or other contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid plans, specifications or contract documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

**CORDOVA PALMS CDD
AUDITOR SELECTION
EVALUATION CRITERIA**

1. Ability of Personnel. (20 Points)

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

2. Proposer's Experience. (20 Points)

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation, or respondent, etc.)

3. Understanding of Scope of Work. (20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. Ability to Furnish the Required Services. (20 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required. (E.g., the existence of any natural disaster plan for business operations)

5. Price. (20 Points)

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Proposal to Provide Financial Auditing Services:

CORDOVA PALMS

COMMUNITY DEVELOPMENT DISTRICT

Proposal Due: June 3, 2024
12:00PM

Submitted to:

Cordova Palms
Community Development District
c/o District Manager
475 West Town Place, Suite 114
St. Augustine, Florida 32092

Submitted by:

Antonio J. Grau, Partner
Grau & Associates
951 Yamato Road, Suite 280
Boca Raton, Florida 33431

Tel (561) 994-9299
(800) 229-4728

Fax (561) 994-5823

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www.graucpa.com



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Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

June 3, 2024

Cordova Palms Community Development District
c/o District Manager
475 West Town Place, Suite 114
St. Augustine, Florida 32092

Re: Request for Proposal for Professional Auditing Services for the fiscal year ended September 30, 2024, with an option for four (4) additional annual renewals.

Grau & Associates (Grau) welcomes the opportunity to respond to the Cordova Palms Community Development District's (the "District") Request for Proposal (RFP), and we look forward to working with you on your audit. We are an energetic and robust team of knowledgeable professionals and are a recognized leader of providing services to Community Development Districts. As one of Florida's few firms to primarily focus on government, we are especially equipped to provide you an effective and efficient audit.

Special district audits are at the core of our practice: **we have a total of 360 clients, 329 or 91% of which are special districts.** We know the specifics of the professional services and work products needed to meet your RFP requirements like no other firm. With this level of experience, we are able to increase efficiency, to provide immediate and continued savings, and to minimize disturbances to client operations.

Why Grau & Associates:

Knowledgeable Audit Team

Grau is proud that the personnel we assign to your audit are some of the most seasoned auditors in the field. Our staff performs governmental engagements year round. When not working on your audit, your team is refining their audit approach for next year's audit. Our engagement partners have decades of experience and take a hands-on approach to our assignments, which all ensures a smoother process for you.

Servicing your Individual Needs

Our clients enjoy personalized service designed to satisfy their unique needs and requirements. Throughout the process of our audit, you will find that we welcome working with you to resolve any issues as swiftly and easily as possible. In addition, due to Grau's very low turnover rate for our industry, you also won't have to worry about retraining your auditors from year to year.

Developing Relationships

We strive to foster mutually beneficial relationships with our clients. We stay in touch year round, updating, collaborating and assisting you in implementing new legislation, rules and standards that affect your organization. We are also available as a sounding board and assist with technical questions.

Maintaining an Impeccable Reputation

We have never been involved in any litigation, proceeding or received any disciplinary action. Additionally, we have never been charged with, or convicted of, a public entity crime of any sort. We are financially stable and have never been involved in any bankruptcy proceedings.

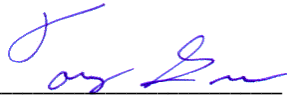
Complying With Standards

Our audit will follow the Auditing Standards of the AICPA, Generally Accepted Government Auditing Standards, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida, and any other applicable federal, state and local regulations. We will deliver our reports in accordance with your requirements.

This proposal is a firm and irrevocable offer for 90 days. We certify this proposal is made without previous understanding, agreement or connection either with any previous firms or corporations offering a proposal for the same items. We also certify our proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action, and was prepared in good faith. Only the person(s), company or parties interested in the project as principals are named in the proposal. Grau has no existing or potential conflicts, and anticipates no conflicts during the engagement. Our Federal I.D. number is 20-2067322.

We would be happy to answer any questions or to provide any additional information. We are genuinely excited about the prospect of serving you and establishing a long-term relationship. Please do not hesitate to call or email either of our Partners, Antonio J. Grau, CPA (tgrau@graucpa.com) or David Caplivski, CPA (dcaplivski@graucpa.com) at 561.994.9299. We thank you for considering our firm's qualifications and experience.

Very truly yours,
Grau & Associates



Antonio J. Grau

Firm Qualifications



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Grau's Focus and Experience

Our Team



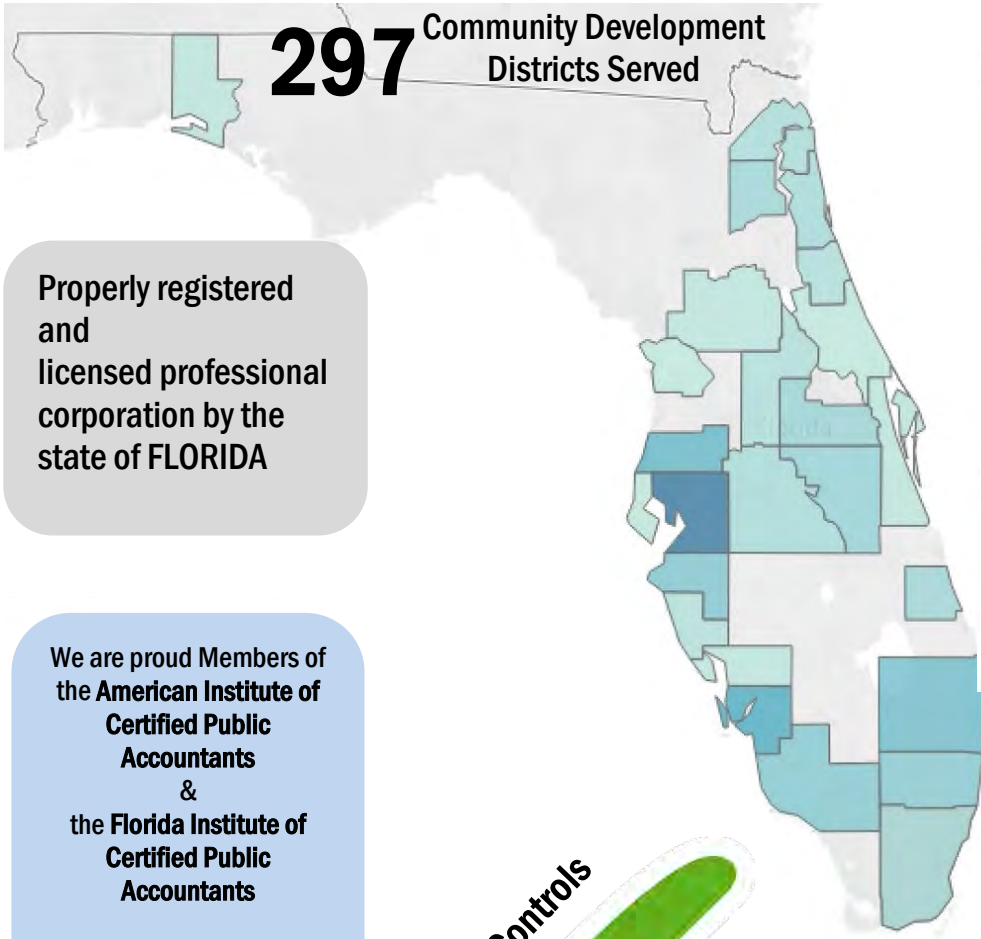
3 Partners
11 Professional Staff
2 Administrative Professionals



2005

Year founded

Services Provided



Properly registered and licensed professional corporation by the state of FLORIDA

We are proud Members of the American Institute of Certified Public Accountants & the Florida Institute of Certified Public Accountants



- ⇒ External quality review program: consistently receives a pass
- ⇒ Internal: ongoing monitoring to maintain quality



AICPA | FICPA | GFOA | FASD | FGFOA

See next page for report and certificate



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

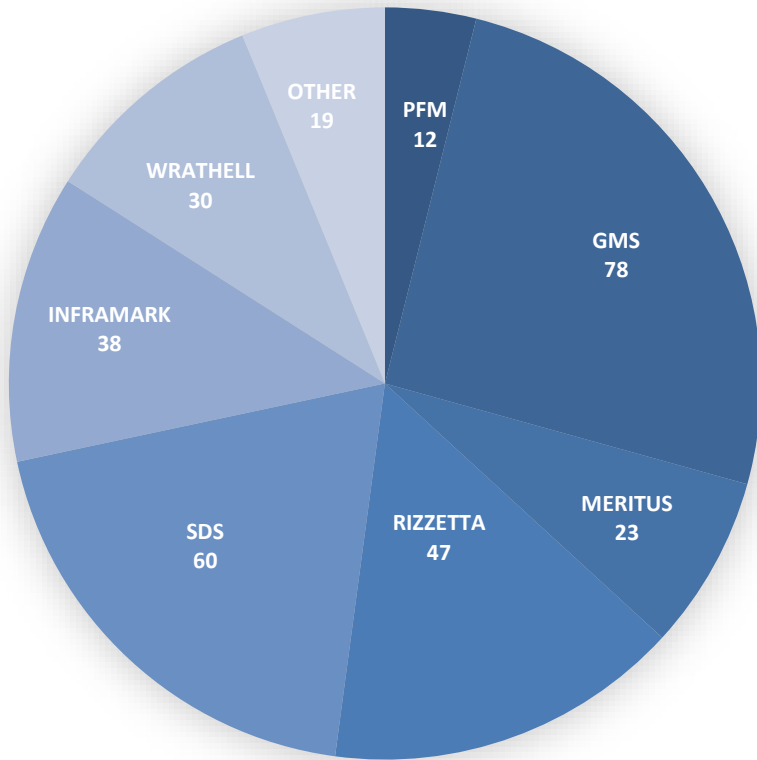
Review Number: 594791

Firm & Staff Experience



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

GRAU AND ASSOCIATES COMMUNITY DEVELOPMENT DISTRICT EXPERIENCE BY MANAGEMENT COMPANY



Profile Briefs:

Antonio J GRAU, CPA (Partner)

*Years Performing Audits: 35+
CPE (last 2 years): Government Accounting, Auditing: 32 hours; Accounting, Auditing and Other: 58 hours
Professional Memberships: AICPA, FICPA, FGFOA, GFOA*

David Caplivski, CPA (Partner)

*Years Performing Audits: 13+
CPE (last 2 years): Government Accounting, Auditing: 48 hours; Accounting, Auditing and Other: 33 hours
Professional Memberships: AICPA, FICPA, FGFOA, FASD*

“Here at Grau & Associates, staying up to date with the current technological landscape is one of our top priorities. Not only does it provide a more positive experience for our clients, but it also allows us to perform a more effective and efficient audit. With the every changing technology available and utilized by our clients, we are constantly innovating our audit process.”

- Tony Grau

“Quality audits and exceptional client service are at the heart of every decision we make. Our clients trust us to deliver a quality audit, adhering to high standards and assisting them with improvements for their organization.”

- David Caplivski



Antonio 'Tony' J. Grau, CPA Partner

Contact: tgrau@graucpa.com | (561) 939-6672

Experience

For over 30 years, Tony has been providing audit, accounting and consulting services to the firm's governmental, non-profit, employee benefit, overhead and arbitrage clients. He provides guidance to clients regarding complex accounting issues, internal controls and operations.

As a member of the Government Finance Officers Association Special Review Committee, Tony participated in the review process for awarding the GFOA Certificate of Achievement in Financial Reporting. Tony was also the review team leader for the Quality Review of the Office of Management Audits of School Board of Miami-Dade County. Tony received the AICPA advanced level certificate for governmental single audits.

Education

University of South Florida (1983)
Bachelor of Arts
Business Administration

Clients Served (partial list)

(>300) Various Special Districts, including:

Bayside Improvement Community Development District
Dunes Community Development District
Fishhawk Community Development District (I,II,IV)
Grand Bay at Doral Community Development District
Heritage Harbor North Community Development District

St. Lucie West Services District
Ave Maria Stewardship Community District
Rivers Edge II Community Development District
Bartram Park Community Development District
Bay Laurel Center Community Development District

Boca Raton Airport Authority
Greater Naples Fire Rescue District
Key Largo Wastewater Treatment District
Lake Worth Drainage District
South Indian River Water Control

Professional Associations/Memberships

American Institute of Certified Public Accountants Florida Government Finance Officers Association
Florida Institute of Certified Public Accountants Government Finance Officers Association Member
City of Boca Raton Financial Advisory Board Member

Professional Education (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	32
Accounting, Auditing and Other	58
Total Hours	<u>90</u> (includes of 4 hours of Ethics CPE)



David Caplivski, CPA/CITP, Partner
 Contact : dcaplivski@graucpa.com / 561-939-6676

Experience

Grau & Associates	Partner	2021-Present
Grau & Associates	Manager	2014-2020
Grau & Associates	Senior Auditor	2013-2014
Grau & Associates	Staff Auditor	2010-2013

Education

Florida Atlantic University (2009)
 Master of Accounting
 Nova Southeastern University (2002)
 Bachelor of Science
 Environmental Studies

Certifications and Certificates

Certified Public Accountant (2011)
 AICPA Certified Information Technology Professional (2018)
 AICPA Accreditation COSO Internal Control Certificate (2022)

Clients Served (partial list)

(>300) Various Special Districts	Hispanic Human Resource Council
Aid to Victims of Domestic Abuse	Loxahatchee Groves Water Control District
Boca Raton Airport Authority	Old Plantation Water Control District
Broward Education Foundation	Pinetree Water Control District
CareerSource Brevard	San Carlos Park Fire & Rescue Retirement Plan
CareerSource Central Florida 403 (b) Plan	South Indian River Water Control District
City of Lauderdale GERS	South Trail Fire Protection & Rescue District
City of Parkland Police Pension Fund	Town of Haverhill
City of Sunrise GERS	Town of Hypoluxo
Coquina Water Control District	Town of Hillsboro Beach
Central County Water Control District	Town of Lantana
City of Miami (program specific audits)	Town of Lauderdale By-The-Sea Volunteer Fire Pension
City of West Park	Town of Pembroke Park
Coquina Water Control District	Village of Wellington
East Central Regional Wastewater Treatment Fac.	Village of Golf
East Naples Fire Control & Rescue District	

Professional Education (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	48
Accounting, Auditing and Other	33
Total Hours	<u>81</u> (includes 4 hours of Ethics CPE)

Professional Associations

Member, American Institute of Certified Public Accountants
Member, Florida Institute of Certified Public Accountants
Member, Florida Government Finance Officers Association
Member, Florida Association of Special Districts

References



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

We have included three references of government engagements that require compliance with laws and regulations, follow fund accounting, and have financing requirements, which we believe are similar to the District.

Dunes Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 1998
Client Contact	Darrin Mossing, Finance Director 475 W. Town Place, Suite 114 St. Augustine, Florida 32092 904-940-5850

Two Creeks Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 2007
Client Contact	William Rizzetta, President 3434 Colwell Avenue, Suite 200 Tampa, Florida 33614 813-933-5571

Journey's End Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 2004
Client Contact	Todd Wodraska, Vice President 2501 A Burns Road Palm Beach Gardens, Florida 33410 561-630-4922

Specific Audit Approach



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

AUDIT APPROACH

Grau's Understanding of Work Product / Scope of Services:

We recognize the District is an important entity and we are confident our firm is eminently qualified to meet the challenges of this engagement and deliver quality audit services. ***You would be a valued client of our firm and we pledge to commit all firm resources to provide the level and quality of services (as described below) which not only meet the requirements set forth in the RFP but will exceed those expectations.*** Grau & Associates fully understands the scope of professional services and work products requested. Our audit will follow the Auditing Standards of the AICPA, *Generally Accepted Government Auditing Standards*, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida and any other applicable Federal, State or Local regulations. **We will deliver our reports in accordance with your requirements.**

Proposed segmentation of the engagement

Our approach to the audit engagement is a risk-based approach which integrates the best of traditional auditing techniques and a total systems concept to enable the team to conduct a more efficient and effective audit. The audit will be conducted in three phases, which are as follows:



Phase I - Preliminary Planning

A thorough understanding of your organization, service objectives and operating environment is essential for the development of an audit plan and for an efficient, cost-effective audit. During this phase, we will meet with appropriate personnel to obtain and document our understanding of your operations and service objectives and, at the same time, give you the opportunity to express your expectations with respect to the services that we will provide. Our work effort will be coordinated so that there will be minimal disruption to your staff.

During this phase we will perform the following activities:

- » Review the regulatory, statutory and compliance requirements. This will include a review of applicable federal and state statutes, resolutions, bond documents, contracts, and other agreements;
- » Read minutes of meetings;
- » Review major sources of information such as budgets, organization charts, procedures, manuals, financial systems, and management information systems;
- » Obtain an understanding of fraud detection and prevention systems;
- » Obtain and document an understanding of internal control, including knowledge about the design of relevant policies, procedures, and records, and whether they have been placed in operation;
- » Assess risk and determine what controls we are to rely upon and what tests we are going to perform and perform test of controls;
- » Develop audit programs to incorporate the consideration of financial statement assertions, specific audit objectives, and appropriate audit procedures to achieve the specified objectives;
- » Discuss and resolve any accounting, auditing and reporting matters which have been identified.

Phase II – Execution of Audit Plan

The audit team will complete a major portion of transaction testing and audit requirements during this phase. The procedures performed during this period will enable us to identify any matter that may impact the completion of our work or require the attention of management. Tasks to be performed in Phase II include, but are not limited to the following:

- » Apply analytical procedures to further assist in the determination of the nature, timing, and extent of auditing procedures used to obtain evidential matter for specific account balances or classes of transactions;
- » Perform tests of account balances and transactions through sampling, vouching, confirmation and other analytical procedures; and
- » Perform tests of compliance.

Phase III - Completion and Delivery

In this phase of the audit, we will complete the tasks related to year-end balances and financial reporting. All reports will be reviewed with management before issuance, and the partners will be available to meet and discuss our report and address any questions. Tasks to be performed in Phase III include, but are not limited to the following:

- » Perform final analytical procedures;
- » Review information and make inquiries for subsequent events; and
- » Meeting with Management to discuss preparation of draft financial statements and any potential findings or recommendations.

You should expect more from your accounting firm than a signature in your annual financial report. Our concept of truly responsive professional service emphasizes taking an active interest in the issues of concern to our clients and serving as an effective resource in dealing with those issues. In following this approach, we not only audit financial information with hindsight but also consider the foresight you apply in managing operations.

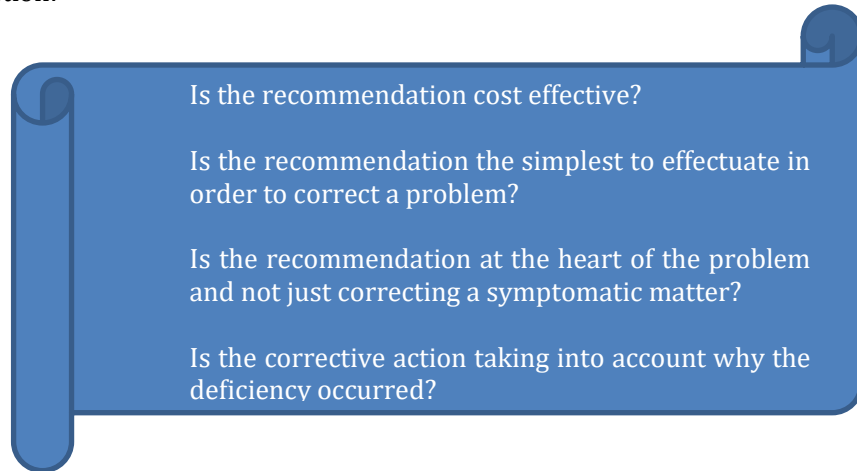
Application of this approach in developing our management letter is particularly important given the increasing financial pressures and public scrutiny facing today's public officials. We will prepare the management letter at the completion of our final procedures.

In preparing this management letter, we will initially review any draft comments or recommendations with management. In addition, we will take necessary steps to ensure that matters are communicated to those charged with governance.

In addition to communicating any recommendations, we will also communicate the following, if any:

- » Significant audit adjustments;
- » Significant deficiencies or material weaknesses;
- » Disagreements with management; and
- » Difficulties encountered in performing the audit.

Our findings will contain a statement of condition describing the situation and the area that needs strengthening, what should be corrected and why. Our suggestions will withstand the basic tests of corrective action:



To assure full agreement with facts and circumstances, we will fully discuss each item with Management prior to the final exit conference. This policy means there will be no “surprises” in the management letter and fosters a professional, cooperative atmosphere.

Communications

We emphasize a continuous, year-round dialogue between the District and our management team. We regularly communicate through personal telephone calls and electronic mail throughout the audit and on a regular basis.

Our clients have the ability to transmit information to us on our secure client portal with the ability to assign different staff with separate log on and viewing capability. This further facilitates efficiency as all assigned users receive electronic mail notification as soon as new information has been posted into the portal.

Cost of Services



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Our proposed all-inclusive fees for the financial audit for the fiscal years ended September 30, 2024-2028 are as follows:

<u>Year Ended September 30,</u>	<u>Fee</u>
2024	\$4,800
2025	\$4,900
2026	\$5,000
2027	\$5,100
2028	<u>\$5,200</u>
TOTAL (2024-2028)	<u>\$25,000</u>

The above fees are based on the assumption that the District maintains its current level of operations. Should conditions change or Bonds are issued the fees would be adjusted accordingly upon approval from all parties concerned.

Supplemental Information



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

PARTIAL LIST OF CLIENTS

SPECIAL DISTRICTS	Governmental Audit	Single Audit	Utility Audit	Current Client	Year End
Boca Raton Airport Authority	✓	✓		✓	9/30
Captain's Key Dependent District	✓			✓	9/30
Central Broward Water Control District	✓			✓	9/30
Collier Mosquito Control District	✓			✓	9/30
Coquina Water Control District	✓			✓	9/30
East Central Regional Wastewater Treatment Facility	✓		✓		9/30
Florida Green Finance Authority	✓				9/30
Greater Boca Raton Beach and Park District	✓			✓	9/30
Greater Naples Fire Control and Rescue District	✓	✓		✓	9/30
Green Corridor P.A.C.E. District	✓			✓	9/30
Hobe-St. Lucie Conservancy District	✓			✓	9/30
Indian River Mosquito Control District	✓				9/30
Indian Trail Improvement District	✓			✓	9/30
Key Largo Wastewater Treatment District	✓	✓	✓	✓	9/30
Lake Padgett Estates Independent District	✓			✓	9/30
Lake Worth Drainage District	✓			✓	9/30
Lealman Special Fire Control District	✓			✓	9/30
Loxahatchee Groves Water Control District	✓				9/30
Old Plantation Control District	✓			✓	9/30
Pal Mar Water Control District	✓			✓	9/30
Pinellas Park Water Management District	✓			✓	9/30
Pine Tree Water Control District (Broward)	✓			✓	9/30
Pinetree Water Control District (Wellington)	✓				9/30
Ranger Drainage District	✓	✓		✓	9/30
Renaissance Improvement District	✓			✓	9/30
San Carlos Park Fire Protection and Rescue Service District	✓			✓	9/30
Sanibel Fire and Rescue District	✓			✓	9/30
South Central Regional Wastewater Treatment and Disposal Board	✓			✓	9/30
South-Dade Venture Development District	✓			✓	9/30
South Indian River Water Control District	✓	✓		✓	9/30
South Trail Fire Protection & Rescue District	✓			✓	9/30
Spring Lake Improvement District	✓			✓	9/30
St. Lucie West Services District	✓		✓	✓	9/30
Sunshine Water Control District	✓			✓	9/30
West Villages Improvement District	✓			✓	9/30
Various Community Development Districts (297)	✓			✓	9/30
TOTAL	333	5	3	328	

ADDITIONAL SERVICES

CONSULTING / MANAGEMENT ADVISORY SERVICES

Grau & Associates also provide a broad range of other management consulting services. Our expertise has been consistently utilized by Governmental and Non-Profit entities throughout Florida. Examples of engagements performed are as follows:

- Accounting systems
- Development of budgets
- Organizational structures
- Financing alternatives
- IT Auditing
- Fixed asset records
- Cost reimbursement
- Indirect cost allocation
- Grant administration and compliance

ARBITRAGE

The federal government has imposed complex rules to restrict the use of tax-exempt financing. Their principal purpose is to eliminate any significant arbitrage incentives in a tax-exempt issue. We have determined the applicability of these requirements and performed the rebate calculations for more than 150 bond issues, including both fixed and variable rate bonds.

73

Current
Arbitrage
Calculations

We look forward to providing **Cordova Palms Community Development District with our resources and experience to accomplish not only those minimum requirements set forth in your Request for Proposal, but to exceed those expectations!**

**For even more information on Grau & Associates
please visit us on www.graucpa.com.**

THIRD ORDER OF BUSINESS

D.

RESOLUTION 2024-03

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
CORDOVA PALMS COMMUNITY DEVELOPMENT
DISTRICT DESIGNATING THE OFFICERS OF THE
DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Cordova Palms Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within St. Johns, Florida; and

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

NOW, THEREFORE, be it resolved by the Board of Supervisors of Cordova Palms Community Development District:

SECTION 1. _____ is appointed Chairman.

SECTION 2. _____ is appointed Vice Chairman.

SECTION 3. _____ is appointed Secretary and Treasurer.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Treasurer.

_____ is appointed Assistant Secretary.

SECTION 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 10TH DAY OF JULY, 2024.

ATTEST

**CORDOVA PALMS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman/Vice Chairman

FOURTH ORDER OF BUSINESS

A.

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, May 8, 2024 at 1:04 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
Thomas Spiess	Supervisor
James Shonkwiler	Supervisor

Also present were:

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

The following is a summary of the discussions and actions taken at the May 8, 2024 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Laughlin called the meeting to order at 1:04 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 March 20, 2024 Meeting

There were no comments on the minutes.

On MOTION by Mr. Shonkwiler seconded by Mr. Spiess with all in favor the minutes of the March 20, 2024 meeting were approved.

FOURTH ORDER OF BUSINESS

Acceptance of the Audit Committee's Recommendation and Authorizing Staff to Issue an RFP for Audit Services

On MOTION by Mr. Shonkwiler seconded by Mr. Sigmon with all in favor accepting the auditor selection evaluation criteria recommended by the Audit Committee and authorizing staff to issue an RFP for audit services was approved.

FIFTH ORDER OF BUSINESS

Acceptance of the Draft Fiscal Year 2023 Audit Report

Mr. Laughlin informed the Board there were no findings or recommendations to report.

On MOTION by Mr. Sigmon seconded by Mr. Shonkwiler with all in favor the draft Fiscal Year 2023 audit report was accepted.

SIXTH ORDER OF BUSINESS

Consideration of Proposal for Field Operations and Maintenance Services

Mr. Laughlin presented a proposal for field operations and maintenance services for the time being until the amenity center opens and further services are needed. The proposed fee is \$18,000 per year for weekly site visits.

On MOTION by Mr. Shonkwiler seconded by Mr. Spiess with all in favor the proposal from GMS for field operations and maintenance services was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Proposal for Dog Waste Removal Services

Mr. Laughlin stated that the District is received a lot of complaints regarding dog waste and BrightView will no longer be providing the removal service. A proposal was presented from Doody Daddy for weekly removal service for a fee of \$120 per month.

On MOTION by Mr. Sigmon seconded by Mr. Shonkwiler with all in favor the proposal from Doody Daddy was approved.

EIGHTH ORDER OF BUSINESS

Discussion of the Fiscal Year 2025 Budget

Mr. Laughlin reminded the Board the fiscal year 2025 budget will be approved at the next meeting and asked that they consider any new services that need to be included in the budget. Currently, there is a \$60 increase in assessments included in the budget.

Mr. Sigmon asked if a budget workshop can be scheduled to capture everything needed.

Mr. Laughlin stated that he will work with staff on scheduling the workshop.

Mr. Haber noted a mailed notice will be sent to all property owners if the assessments are increasing, which may require a larger meeting space for the public hearing.

NINTH ORDER OF BUSINESS

Consideration of Request for Little Free Library

Mr. Laughlin explained that a Little Free Library is a small box from which people can leave or take books. The person submitting the request for installation would be responsible for the construction and maintenance of the box.

Mr. Haber stated that he could put together an agreement.

Mr. Spiess suggested installing the box next to the mail kiosk.

On MOTION by Mr. Shonkwiler seconded by Mr. Sigmon with all in favor the request for a Little Free Library was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Haber informed the Board that the fitness equipment lease is being finalized soon.

B. District Engineer – Approval of Requisition Summary

Mr. Wild presented the requisition summary including numbers 70 and 71 totaling \$25,691.90.

On MOTION by Mr. Sigmon seconded by Mr. Shonkwiler with all in favor requisition numbers 70 and 71 were ratified.

C. District Manager – Report on the Number of Registered Voters (184)

Mr. Laughlin informed the Board there are 184 registered voters reported to be residing within the District’s boundaries.

ELEVENTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of March 31, 2024

Mr. Foley stated that he would follow up with the landscape company on the mulch progress. He also informed the Board that the fountain is in the process of being repaired.

Mr. Shonkwiler asked about the process for obtaining key fobs for amenity center access.

Mr. Foley stated that the amenity contractor will work with the landowners to determine how many are needed.

The Board and staff discussed various policies and procedures that could be implemented for issuing and keeping track of the access fobs.

THIRTEENTH ORDER OF BUSINESS **Next Scheduled Meeting – June 12, 2024 at 1:00 p.m. at the offices of Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092**

FOURTEENTH ORDER OF BUSINESS **Adjournment**

On MOTION by Mr. Spiess seconded by Mr. Sigmon with all in favor the meeting was adjourned

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

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

SIXTH ORDER OF BUSINESS

**FIRST AMENDMENT TO THE AGREEMENT BETWEEN CORDOVA PALMS
COMMUNITY DEVELOPMENT DISTRICT AND FLORIDA WATERWAYS, INC.
FOR POND MANAGEMENT SERVICES**

THIS AGREEMENT (“Agreement”) is made and entered into this 28th day of May, 2024 (“Effective Date”), by and between:

CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, being situated in St. Johns County, Florida, and whose mailing address is 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (“District”); and

FLORIDA WATERWAYS, INC., a Florida corporation, with a mailing address of 3832-010 Baymeadows Road, PMB 379, Jacksonville, Florida 32217 (“Contractor”, together with District, “Parties”).

RECITALS

WHEREAS, on November 1, 2023, the District and the Contractor entered into an agreement for pond maintenance services (the “Services Agreement”); and

WHEREAS, pursuant to Section 21 of the Services Agreement, the Parties desire to amend the Services Agreement as set forth in more detail in Section 2 below; and

WHEREAS, any terms not otherwise defined herein shall have the meaning set forth in the Services Agreement; and

WHEREAS, each of the Parties hereto has the authority to execute this First Amendment and to perform its obligations and duties hereunder, and each Party has satisfied all conditions precedent to the execution of this First Amendment so that this First Amendment constitutes a legal and binding obligation of each Party hereto.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the Parties, the receipt of which and sufficiency of which are hereby acknowledged, the District and the Contractor agree as follows:

SECTION 1. The Services Agreement is hereby affirmed and the Parties hereto agree that it continues to constitute a valid and binding agreement between the Parties. Except as described in Section 2 of this First Amendment, nothing herein shall modify the rights and obligations of the Parties under the Services Agreement. All of the remaining provisions remain in full effect and fully enforceable.

SECTION 2.

A. The Services Agreement is hereby amended to reflect the updated scope of

services pursuant to Contractor’s proposal for additional services, dated May 20, 2024, for maintenance of additional areas adding Ponds 6 and 7, which proposal is attached hereto as **Exhibit A**.

B. Compensation for the additional services shall be amended in accordance with **Exhibit A**. Such payment shall be due and payable in accordance with the terms of the Services Agreement, as amended.

SECTION 3. To the extent that any terms or conditions found in **Exhibit A** conflict with the terms of the Services Agreement or this Amendment, the Services Agreement and this Amendment control and shall prevail.

SECTION 4. All other terms of the Services Agreement shall remain in full force and effect and are hereby ratified.

IN WITNESS WHEREOF, the Parties hereto have signed this First Amendment to the Services Agreement on the day and year first written above.

CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT

DocuSigned by:
Chad Sigmon
57AFDE888DC4480...

Chairman, Board of Supervisors

FLORIDA WATERWAYS, INC.

DocuSigned by:
Jim Schwartz
D9FDF27A67EB4GD...

By: Jim Schwartz
Its: President

Exhibit A: Proposal for Additional Pond Maintenance

SEVENTH ORDER OF BUSINESS

RESOLUTION 2024-04

[FY 2025 BUDGET APPROVAL RESOLUTION]

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET(S) FOR FY 2025; SETTING A PUBLIC HEARING THEREON AND DIRECTING PUBLICATION; ADDRESSING TRANSMITTAL AND POSTING REQUIREMENTS; ADDRESSING SEVERABILITY AND EFFECTIVE DATE.

WHEREAS, for the fiscal year beginning October 1, 2024, and ending September 30, 2025 (“**FY 2025**”), the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Cordova Palms Community Development District (“**District**”) prior to June 15, 2024, the proposed budget(s) attached hereto as **Exhibit A (“Proposed Budget”)**; and

WHEREAS, the Board now desires to set the required public hearing on the Proposed Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget attached hereto as **Exhibit A** is hereby approved preliminarily.

2. **SETTING A PUBLIC HEARING; DIRECTING PUBLICATION.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, time, and location, and District staff is directed to provide notice of the same in accordance with Florida law:

DATE & TIME: September 11, 2024 at 1:00 pm
LOCATION: Governmental Management Services
475 West Town Place, Suite 114,
St. Augustine, Florida 32092

3. **TRANSMITTAL TO LOCAL GENERAL PURPOSE GOVERNMENT; POSTING OF PROPOSED BUDGET.** The District Manager is hereby directed to (i) submit a copy of the Proposed Budget to the applicable local general-purpose government(s) at least 60 days prior to its adoption, and (ii) post the approved Proposed Budget on the District’s website in accordance with Section 189.016, *Florida Statutes*.

4. **SEVERABILITY; EFFECTIVE DATE.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 10th DAY OF JULY, 2024.

ATTEST:

**CORDOVA PALMS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Proposed Budget

Cordova Palms

Community Development District

*Proposed Budget
FY 2025*

Presented by:



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2-4	<u>Narratives</u>
5-6	<u>Debt Service Fund Series 2021</u>
7-8	<u>Debt Service Fund Series 2022-1</u>
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11	<u>Assessment Schedule</u>

Cordova Palms
Community Development District
Proposed Budget
General Fund

Description	Adopted Budget FY2024	Actuals Thru 4/30/24	Projected Next 5 Months	Projected Thru 9/30/24	Proposed Budget FY 2025
REVENUES:					
Special Assessments	\$ 333,018	\$ 292,671	\$ 40,343	\$ 333,014	\$ 521,826
Interest income	-	1,385	900	2,285	-
TOTAL REVENUES	\$ 333,018	\$ 294,056	\$ 41,243	\$ 335,300	\$ 521,826
EXPENDITURES:					
Administrative					
Supervisors Fees	\$ 12,000	\$ -	\$ 5,000	\$ 5,000	\$ 6,000
FICA Expense	918	-	383	383	459
Engineering	11,600	5,289	5,711	11,000	11,000
Arbitrage	1,800	-	1,800	1,800	1,800
Attorney	25,000	3,419	11,582	15,000	20,000
Annual Audit	7,400	2,500	4,900	7,400	7,500
Assessment Roll Administration	5,300	5,300	-	5,300	5,618
Trustee Fees	12,500	10,833	1,667	12,500	12,500
Dissemination Agent	7,950	6,238	1,713	7,950	8,427
Management Fees	50,085	29,216	20,869	50,085	53,090
Website Maintenance	1,590	928	663	1,590	1,685
Information Technology	2,385	1,391	994	2,385	2,528
Telephone	500	38	462	500	500
Postage & Delivery	1,500	594	906	1,500	1,500
Insurance General Liability	5,913	5,590	-	5,590	6,149
Printing & Binding	1,500	75	425	500	500
Legal Advertising	2,000	791	1,209	2,000	2,000
Other Current Charges	600	-	300	300	300
Office Supplies	500	1	149	150	150
Dues, Licenses & Subscriptions	175	175	-	175	175
TOTAL ADMINISTRATIVE	\$ 151,216	\$ 72,378	\$ 58,730	\$ 131,108	\$ 141,882
Operations & Maintenance					
Grounds Maintenance					
Landscape - Maintenance	\$ 120,000	\$ 52,739	\$ 40,025	\$ 92,764	\$ 145,978
Landscape - Contingency	5,000	17,700	5,000	22,700	27,700
Mulch	-	-	-	-	22,766
Operations Management	-	-	-	-	25,000
Lake Maintenance	10,000	2,190	1,825	4,015	10,000
Pool Maintenance	-	-	-	-	18,000
Pool Chemicals	-	-	-	-	13,000
Insurance	-	3,121	-	3,121	20,000
Electric	3,000	23,089	18,600	41,689	50,000
Water/Sewer/Irrigation	20,034	-	15,000	15,000	20,000
Repairs & Maintenance	11,768	-	7,500	7,500	10,000
Irrigation Repairs	10,000	6,332	6,500	12,832	13,000
Pest Control	2,000	-	1,000	1,000	2,000
Access Cards	-	-	-	-	2,500
TOTAL GROUNDS MAINTENANCE	\$ 181,802	\$ 105,172	\$ 95,450	\$ 200,622	\$ 379,944
TOTAL EXPENDITURES	\$ 333,018	\$ 177,549	\$ 154,180	\$ 331,729	\$ 521,826
Other Sources/(Uses)					
Interlocal Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER SOURCES/(USES)	\$ -	\$ -	\$ -	\$ -	\$ -
EXCESS REVENUES (EXPENDITURES)	\$ -	\$ 116,507	\$ (112,936)	\$ 3,571	\$ (0)

Cordova Palms
Community Development District
Budget Narrative
Fiscal Year 2025

REVENUES

Special Assessments - Tax Roll

The District will levy a Non-Ad Valorem assessment on all sold and platted parcels within the District in order to pay for the operating expenditures during the Fiscal Year. The assessments will be collected by the St. Johns County Tax Collectors Office.

Expenditures - Administrative

Supervisors Fees

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting in which they attend. The budgeted amount for the fiscal year is based on all supervisors attending 6 meetings.

FICA Taxes

Payroll taxes on Board of Supervisor's compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

Engineering

The District's engineering firm will be providing general engineering services to the District including attendance and preparation for monthly board meetings, review invoices, etc. England, Thims & Miller serves as the District's engineering firm.

Arbitrage Rebate

The District is required to annually have an arbitrage rebate calculation on the District's Series 2021, 2022-1 and 2022-2 Special Assessment Revenue Bonds.

Attorney

The District's legal counsel will be providing general legal services to the District including attendance and preparation for monthly meetings, review operating and maintenance contracts, etc. Kutak Rock LLP serves as the District's legal counsel.

Annual Audit

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm. Grau and Associates currently serves as the District's Independent Auditor.

Assessment Roll Administration

GMS, LLC provides assessment services for closing lot sales, assessment roll services with the local Tax Collector and financial advisory services.

Trustee Fees

The amount of the trustee fees is based on the agreement between The Bank of New York Mellon and the District for the Special Assessment Bond Series 2021, 2022-1, and 2022-2.

Dissemination Agent

The District is required by the Security and Exchange Commission to comply with Rule 15(c)(2)-12(b)(5), which relates to additional reporting requirements for un-rated bond issues.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services, LLC. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

Website Maintenance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

Information Technology

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc.

Telephone

New internet and Wi-Fi service for Office.

Postage and Delivery

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Insurance General Liability

The District's General Liability & Public Officials Liability Insurance policy is with Florida Property Alliance Preferred (FPA). FPA specializes in providing insurance coverage to governmental agencies.

Cordova Palms
Community Development District
Budget Narrative
Fiscal Year 2025

Expenditures - Administrative (continued)

Printing and Binding

Copies used in the preparation of agenda packages, required mailings, and other special projects.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

Other Current Charges

This includes monthly bank charges and any other miscellaneous expenses that incur during the year.

Office Supplies

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

Due, Licenses & Subscriptions

The District is required to pay an annual fee to the Florida Department of Commerce for \$175.

Expenditures - Operations & Maintenance

Landscape - Maintenance

The District has contracted with Brightview Landscaping Services to maintain the common areas of the District.

Landscape - Contingency

Estimated costs for other landscape maintenance incurred by the District.

Mulch

Represents estimated costs for mulch applications around common areas in the District.

Operations Management

The District is contracted with Governmental Management Services, LLC to provide onsite field management of contracts for District Services such as landscape and lake maintenance. Services to include weekly site inspections, meetings with contractors, monitoring of utility accounts, attend Board meetings and receive and respond to property owner phone calls and emails.

Vendor	Description	Monthly	Annual
GMS, LLC	Management Fees	\$ 2,083	\$ 25,000

Lake Maintenance

The District has contracted with Florida Waterways, Inc. for the maintenance of ponds on district property.

Pool Maintenance

The District has contracted with GMS, LLC for pool cleaning, water testing, treatment, checking chemicals and back washing of the

Pool Chemicals

Estimated costs for chemicals needed to maintain Amenity Center pool.

Insurance

The District has issued a Property Insurance policy with Florida Insurance Alliance. FIA specializes in providing insurance coverage to governmental agencies.

Electric

Clay County Electric provides for electric services for the District. District has the following meters:

Meter #	Location	Monthly	Annual
8188230067	77 Cordova Palms Prkw	\$ 600	\$ 7,200
6277411382	327 Onate Cir # Pump	300	3,600
4378731287	100 Cordova Palms Prkw #SL	2,800	33,600
5046858500	30 Bermudez Way #Park	150	1,800
	Contingency	317	3,800
	Total	\$ 4,167	\$ 50,000

Water/Sewer/Irrigation

Estimated costs for irrigation by the district for water, sewer and irrigation.

Repairs & Maintenance

Any costs related to miscellaneous repairs and maintenance that occur during the fiscal year.

Irrigation Repairs

Estimated cost of miscellaneous irrigation repairs and maintenance incurred.

Cordova Palms
Community Development District
Budget Narrative
Fiscal Year 2025

Expenditures – Operations & Maintenance (continued)

Pest Control

Estimated costs for pest control service incurred by the District.

Access Cards

Represents the estimated cost for access cards to the District's Amenity Center.

Cordova Palms
Community Development District
Proposed Budget
Debt Service Series 2021 Special Assessment Bonds

Description	Adopted Budget FY2024	Actuals Thru 4/30/24	Projected Next 5 Months	Projected Thru 9/30/24	Proposed Budget FY 2025
REVENUES:					
Special Assessments	\$ 438,700	\$ 363,462	\$ 45,366	\$ 408,828	\$ 392,490
Prepayments	-	654,240	-	654,240	-
Interest Earnings	2,000	23,098	5,000	28,098	5,000
Carry Forward Surplus ⁽¹⁾	176,375	897,005	-	897,005	191,316
TOTAL REVENUES	\$ 617,074	\$ 1,937,804	\$ 50,366	\$ 1,988,171	\$ 588,806
EXPENDITURES:					
Interest - 11/1	\$ 134,100	\$ 134,100	-	\$ 134,100	\$ 110,895
Principal Expense Prepayment - 11/1	-	645,000	-	645,000	-
Interest - 5/1	134,100	-	112,755	112,755	110,895
Principal - 5/1	170,000	-	155,000	155,000	145,000
Principal Expense Prepayment - 5/1	-	-	595,000	595,000	-
Principal Expense Prepayment - 8/1	-	-	155,000	155,000	-
TOTAL EXPENDITURES	\$ 438,200	\$ 779,100	\$ 1,017,755	\$ 1,796,855	\$ 366,790
Other Sources/(Uses)					
Interfund transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER SOURCES/(USES)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 438,200	\$ 779,100	\$ 1,017,755	\$ 1,796,855	\$ 366,790
EXCESS REVENUES (EXPENDITURES)	\$ 178,874	\$ 1,158,704	\$ (967,389)	\$ 191,316	\$ 222,016

⁽¹⁾ Carry Forward is Net of Reserve Requirement

Interest Due 11/1/25
\$ 109,155

Cordova Palms
Community Development District
AMORTIZATION SCHEDULE
Debt Service Series 2021 Special Assessment Bonds

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/24	\$ 6,420,000	2.400%		\$ 110,895	\$ 110,895
05/01/25	6,420,000	2.400%	145,000	110,895	
11/01/25	6,275,000	2.400%		109,155	365,050
05/01/26	6,275,000	2.400%	150,000	109,155	
11/01/26	6,125,000	2.400%		107,355	366,510
05/01/27	6,125,000	2.800%	155,000	107,355	
11/01/27	5,970,000	2.800%		105,185	367,540
05/01/28	5,970,000	2.800%	160,000	105,185	
11/01/28	5,810,000	2.800%		102,945	368,130
05/01/29	5,810,000	2.800%	165,000	102,945	
11/01/29	5,645,000	2.800%		100,635	368,580
05/01/30	5,645,000	2.800%	170,000	100,635	
11/01/30	5,475,000	2.800%		98,255	368,890
05/01/31	5,475,000	2.800%	170,000	98,255	
11/01/31	5,305,000	2.800%		95,875	364,130
05/01/32	5,305,000	3.000%	175,000	95,875	
11/01/32	5,130,000	3.000%		93,250	364,125
05/01/33	5,130,000	3.000%	185,000	93,250	
11/01/33	4,945,000	3.000%		90,475	368,725
05/01/34	4,945,000	3.000%	190,000	90,475	
11/01/34	4,755,000	3.000%		87,625	368,100
05/01/35	4,755,000	3.000%	195,000	87,625	
11/01/35	4,560,000	3.000%		84,700	367,325
05/01/36	4,560,000	3.000%	200,000	84,700	
11/01/36	4,360,000	3.000%		81,700	366,400
05/01/37	4,360,000	3.000%	205,000	81,700	
11/01/37	4,155,000	3.000%		78,625	365,325
05/01/38	4,155,000	3.000%	215,000	78,625	
11/01/38	3,940,000	3.000%		75,400	369,025
05/01/39	3,940,000	3.000%	220,000	75,400	
11/01/39	3,720,000	3.000%		72,100	367,500
05/01/40	3,720,000	3.000%	225,000	72,100	
11/01/40	3,495,000	3.000%		68,725	365,825
05/01/41	3,495,000	3.000%	235,000	68,725	
11/01/41	3,260,000	3.000%		65,200	368,925
05/01/42	3,260,000	4.000%	240,000	65,200	
11/01/42	3,020,000	4.000%		60,400	365,600
05/01/43	3,020,000	4.000%	250,000	60,400	
11/01/43	2,770,000	4.000%		55,400	365,800
05/01/44	2,770,000	4.000%	260,000	55,400	
11/01/44	2,510,000	4.000%		50,200	365,600
05/01/45	2,510,000	4.000%	270,000	50,200	
11/01/45	2,240,000	4.000%		44,800	365,000
05/01/46	2,240,000	4.000%	285,000	44,800	
11/01/46	1,955,000	4.000%		39,100	368,900
05/01/47	1,955,000	4.000%	295,000	39,100	
11/01/47	1,660,000	4.000%		33,200	367,300
05/01/48	1,660,000	4.000%	305,000	33,200	
11/01/48	1,355,000	4.000%		27,100	365,300
05/01/49	1,355,000	4.000%	320,000	27,100	
11/01/49	1,035,000	4.000%		20,700	367,800
05/01/50	1,035,000	4.000%	330,000	20,700	
11/01/50	705,000	4.000%		14,100	364,800
05/01/51	705,000	4.000%	345,000	14,100	
11/01/51	360,000	4.000%		7,200	366,300
05/01/52	360,000	4.000%	360,000	7,200	367,200
Total			\$ 6,420,000	\$ 3,960,600	\$ 10,380,600

Cordova Palms

Community Development District

Proposed Budget

Debt Service Series 2022-1 Special Assessment Bonds

Description	Adopted Budget FY2024	Actuals Thru 4/30/24	Projected Next 5 Months	Projected Thru 9/30/24	Proposed Budget FY 2025
REVENUES:					
Special Assessments	\$ 165,000	\$ 138,849	\$ 15,149	\$ 153,998	\$ 140,188
Prepayments	-	189,932	-	189,932	-
Interest Earnings	2,000	8,214	3,500	11,714	5,000
Carry Forward Surplus ⁽¹⁾	79,583	288,773	-	288,773	129,605
TOTAL REVENUES	\$ 246,583	\$ 625,767	\$ 18,649	\$ 644,416	\$ 274,793
EXPENDITURES:					
Interest - 11/1	\$ 65,898	\$ 65,898	-	\$ 65,898	\$ 55,218
Principal Expense Prepayment - 11/1	-	185,000	-	185,000	-
Interest - 5/1	65,898	-	59,898	59,898	55,218
Principal - 5/1	30,000	-	30,000	30,000	30,000
Principal Expense Prepayment - 5/1	-	-	165,000	165,000	-
TOTAL EXPENDITURES	\$ 161,795	\$ 250,898	\$ 254,898	\$ 505,795	\$ 140,435
Other Sources/(Uses)					
Interfund transfer In/(Out)	\$ -	\$ (9,016)	-	\$ (9,016)	-
TOTAL OTHER SOURCES/(USES)	\$ -	\$ (9,016)	\$ -	\$ (9,016)	\$ -
TOTAL EXPENDITURES	\$ 161,795	\$ 259,913	\$ 254,898	\$ 514,811	\$ 140,435
EXCESS REVENUES (EXPENDITURES)	\$ 84,788	\$ 365,854	\$ (236,249)	\$ 129,605	\$ 134,358
⁽¹⁾ Carry Forward is Net of Reserve Requirement			Interest Due 11/1/25	\$ 54,498	

Cordova Palms
Community Development District
AMORTIZATION SCHEDULE
Debt Service Series 2021 Special Assessment Bonds

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/24	\$ 1,945,000			\$ 55,218	\$ 55,218
05/01/25	1,945,000	4.800%	30,000	55,218	
11/01/25	1,915,000			54,498	139,715
05/01/26	1,915,000	4.800%	30,000	54,498	
11/01/26	1,885,000			53,778	138,275
05/01/27	1,885,000	4.800%	30,000	53,778	
11/01/27	1,855,000			53,058	136,835
05/01/28	1,855,000	5.300%	35,000	53,058	
11/01/28	1,820,000			52,130	140,188
05/01/29	1,820,000	5.300%	35,000	52,130	
11/01/29	1,785,000			51,203	138,333
05/01/30	1,785,000	5.300%	35,000	51,203	
11/01/30	1,750,000			50,275	136,478
05/01/31	1,750,000	5.300%	40,000	50,275	
11/01/31	1,710,000			49,215	139,490
05/01/32	1,710,000	5.300%	40,000	49,215	
11/01/32	1,670,000			48,155	137,370
05/01/33	1,670,000	5.700%	40,000	48,155	
11/01/33	1,630,000			47,015	135,170
05/01/34	1,630,000	5.700%	45,000	47,015	
11/01/34	1,585,000			45,733	137,748
05/01/35	1,585,000	5.700%	45,000	45,733	
11/01/35	1,540,000			44,450	135,183
05/01/36	1,540,000	5.700%	50,000	44,450	
11/01/36	1,490,000			43,025	137,475
05/01/37	1,490,000	5.700%	55,000	43,025	
11/01/37	1,435,000			41,458	139,483
05/01/38	1,435,000	5.700%	55,000	41,458	
11/01/38	1,380,000			39,890	136,348
05/01/39	1,380,000	5.700%	60,000	39,890	
11/01/39	1,320,000			38,180	138,070
05/01/40	1,320,000	5.700%	65,000	38,180	
11/01/40	1,255,000			36,328	139,508
05/01/41	1,255,000	5.700%	65,000	36,328	
11/01/41	1,190,000			34,475	135,803
05/01/42	1,190,000	5.700%	70,000	34,475	
11/01/42	1,120,000			32,480	136,955
05/01/43	1,120,000	5.800%	75,000	32,480	
11/01/43	1,045,000			30,305	137,785
05/01/44	1,045,000	5.800%	80,000	30,305	
11/01/44	965,000			27,985	138,290
05/01/45	965,000	5.800%	85,000	27,985	
11/01/45	880,000			25,520	138,505
05/01/46	880,000	5.800%	90,000	25,520	
11/01/46	790,000			22,910	138,430
05/01/47	790,000	5.800%	95,000	22,910	
11/01/47	695,000			20,155	138,065
05/01/48	695,000	5.800%	100,000	20,155	
11/01/48	595,000			17,255	137,410
05/01/49	595,000	5.800%	105,000	17,255	
11/01/49	490,000			14,210	136,465
05/01/50	490,000	5.800%	110,000	14,210	
11/01/50	380,000			11,020	135,230
05/01/51	380,000	5.800%	120,000	11,020	
11/01/51	260,000			7,540	138,560
05/01/52	260,000	5.800%	125,000	7,540	
11/01/52	135,000			3,915	136,455
05/01/53	135,000	5.800%	135,000	3,915	138,915
Total			\$ 1,945,000	\$ 2,102,750	\$ 4,047,750

Cordova Palms

Community Development District

Proposed Budget

Debt Service Series 2022-2 Special Assessment Bonds

Description	Adopted Budget FY2024	Actuals Thru 4/30/24	Projected Next 5 Months	Projected Thru 9/30/24	Proposed Budget FY 2025
REVENUES:					
Special Assessments-On Roll	\$ 491,030	\$ 368,273	\$ 122,758	\$ 491,030	\$ 491,030
Interest Earnings	3,000	9,464	5,000	14,464	5,000
Carry Forward Surplus ⁽¹⁾	214,263	217,837	-	217,837	209,138
TOTAL REVENUES	\$ 708,293	\$ 595,573	\$ 127,758	\$ 723,331	\$ 705,168
EXPENDITURES:					
Interest - 11/1	\$ 194,240	\$ 194,240	\$ -	\$ 194,240	\$ 191,990
Interest - 5/1	194,240	-	194,240	194,240	191,990
Principal - 5/1	100,000	-	100,000	100,000	105,000
TOTAL EXPENDITURES	\$ 488,480	\$ 194,240	\$ 294,240	\$ 488,480	\$ 488,980
Other Sources/(Uses)					
Interfund transfer In/(Out)	\$ -	\$ (25,712)	\$ -	\$ (25,712)	\$ -
TOTAL OTHER SOURCES/(USES)	\$ -	\$ (25,712)	\$ -	\$ (25,712)	\$ -
TOTAL EXPENDITURES	\$ 488,480	\$ 219,952	\$ 294,240	\$ 514,192	\$ 488,980
EXCESS REVENUES (EXPENDITURES)	\$ 219,813	\$ 375,621	\$ (166,483)	\$ 209,138	\$ 216,188
				Interest Due 11/1/25	<u>\$189,627.50</u>

⁽¹⁾ Carry Forward is Net of Reserve Requirement

Cordova Palms
Community Development District
AMORTIZATION SCHEDULE
Debt Service Series 2022-2 Special Assessment Bonds

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/24	\$ 7,055,000			\$ 191,990	\$ 191,990
05/01/25	7,055,000	4.500%	105,000	191,990	
11/01/25	6,950,000			189,628	\$486,618
05/01/26	6,950,000	4.500%	110,000	189,628	
11/01/26	6,840,000			187,153	\$486,780
05/01/27	6,840,000	4.500%	115,000	187,153	
11/01/27	6,725,000			184,565	\$486,718
05/01/28	6,725,000	5.100%	120,000	184,565	
11/01/28	6,605,000			181,505	\$486,070
05/01/29	6,605,000	5.100%	130,000	181,505	
11/01/29	6,475,000			178,190	\$489,695
05/01/30	6,475,000	5.100%	135,000	178,190	
11/01/30	6,340,000			174,748	\$487,938
05/01/31	6,340,000	5.100%	145,000	174,748	
11/01/31	6,195,000			171,050	\$490,798
05/01/32	6,195,000	5.100%	150,000	171,050	
11/01/32	6,045,000			167,225	\$488,275
05/01/33	6,045,000	5.400%	160,000	167,225	
11/01/33	5,885,000			162,905	\$490,130
05/01/34	5,885,000	5.400%	165,000	162,905	
11/01/34	5,720,000			158,450	\$486,355
05/01/35	5,720,000	5.400%	175,000	158,450	
11/01/35	5,545,000			153,725	\$487,175
05/01/36	5,545,000	5.400%	185,000	153,725	
11/01/36	5,360,000			148,730	\$487,455
05/01/37	5,360,000	5.400%	195,000	148,730	
11/01/37	5,165,000			143,465	\$487,195
05/01/38	5,165,000	5.400%	205,000	143,465	
11/01/38	4,960,000			137,930	\$486,395
05/01/39	4,960,000	5.400%	220,000	137,930	
11/01/39	4,740,000			131,990	\$489,920
05/01/40	4,740,000	5.400%	230,000	131,990	
11/01/40	4,510,000			125,780	\$487,770
05/01/41	4,510,000	5.400%	245,000	125,780	
11/01/41	4,265,000			119,165	\$489,945
05/01/42	4,265,000	5.400%	255,000	119,165	
11/01/42	4,010,000			112,280	\$486,445
05/01/43	4,010,000	5.600%	270,000	112,280	
11/01/43	3,740,000			104,720	\$487,000
05/01/44	3,740,000	5.600%	285,000	104,720	
11/01/44	3,455,000			96,740	\$486,460
05/01/45	3,455,000	5.600%	305,000	96,740	
11/01/45	3,150,000			88,200	\$489,940
05/01/46	3,150,000	5.600%	320,000	88,200	
11/01/46	2,830,000			79,240	\$487,440
05/01/47	2,830,000	5.600%	340,000	79,240	
11/01/47	2,490,000			69,720	\$488,960
05/01/48	2,490,000	5.600%	360,000	69,720	
11/01/48	2,130,000			59,640	\$489,360
05/01/49	2,130,000	5.600%	380,000	59,640	
11/01/49	1,750,000			49,000	\$488,640
05/01/50	1,750,000	5.600%	400,000	49,000	
11/01/50	1,350,000			37,800	\$486,800
05/01/51	1,350,000	5.600%	425,000	37,800	
11/01/51	925,000			25,900	\$488,700
05/01/52	925,000	5.600%	450,000	25,900	
11/01/52	475,000			13,300	\$489,200
05/01/53	475,000	5.600%	475,000	13,300	\$488,300
Total			\$ 7,055,000	\$ 7,289,465	\$ 14,344,465

Cordova Palms
Community Development District
Non-Ad Valorem Assessments Comparison
2024-2025

Neighborhood	O&M Units	Bonds 2021 Units	Bonds 2022-1 Units	Bonds 2022-2 Units	Annual Maintenance Assessments				Annual Debt Assessments						
					FY 2025	FY2024	Increase/ (decrease)		FY 2025			FY2024			Increase/ (decrease)
									Series 2021	Series 2022-1	Series 2022-2	Series 2021	Series 2022-1	Series 2022-2	Total
43' SF	221	137	137	8	\$769.63	\$491.16	\$278.47	56.70%	\$1,122.33	\$459.25	\$1,794.59	\$1,253.85	\$540.54	\$1,794.59	-\$212.80
53' SF	116	193	193	245	\$769.63	\$491.16	\$278.47	56.70%	\$1,401.84	\$459.25	\$2,108.11	\$1,567.32	\$540.54	\$2,108.11	-\$246.77
Bulk	396	0	0	0	\$769.63	\$491.16	\$278.47	56.70%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	733	330	330	253											

EIGHTH ORDER OF BUSINESS

RESOLUTION 2024-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME AND LOCATION FOR A LANDOWNERS’ MEETING AND ELECTION; PROVIDING FOR PUBLICATION; ESTABLISHING FORMS FOR THE LANDOWNER ELECTION; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, Cordova Palms Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, pursuant to Section 190.006(1), *Florida Statutes*, the District’s Board of Supervisors (“**Board**”) “shall exercise the powers granted to the district pursuant to [Chapter 190, *Florida Statutes*],” and the Board shall consist of five members; and

WHEREAS, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing Board Supervisors for the District on the first Tuesday in November, which shall be noticed pursuant to Section 190.006(2), *Florida Statutes*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT:

1. **EXISTING BOARD SUPERVISORS; SEAT SUBJECT TO ELECTIONS.** The Board is currently made up of the following individuals:

<u>Seat Number</u>	<u>Supervisor</u>	<u>Term Expiration Date</u>
1	Chad Sigmon	11/2026
2	Don Gullion	11/2026
3	James Shonkwiler	11/2024
4	VACANT	11/2024
5	VACANT	11/2024

This year, Seat 3, currently held by James Shonkwiler, Seat 4, current vacant, and Seat 5, currently vacant, are subject to election by landowners in November 2024. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The candidate receiving the next highest number of votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

2. **LANDOWNER’S ELECTION.** In accordance with Section 190.006(2), *Florida Statutes*, the meeting of the landowners to elect Board Supervisor(s) of the District shall be held on November 5, 2024, at _____ a/p.m., and located at the offices of GMS, 475 West Town Place, Suite 114, St. Augustine, Florida 32092.

3. **PUBLICATION.** The District’s Secretary is hereby directed to publish notice of the landowners’ meeting and election in accordance with the requirements of Section 190.006(2), *Florida Statutes*.

4. **FORMS.** Pursuant to Section 190.006(2)(b), *Florida Statutes*, the landowners’ meeting and election have been announced by the Board at its July 10, 2024 meeting. A sample notice of

landowners' meeting and election, proxy, ballot form and instructions were presented at such meeting and are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the District's Local Records Office and office of the District Manager, Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida 32092.

5. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

6. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

PASSED AND ADOPTED THIS 10th DAY OF JULY, 2024.

**CORDOVA PALMS COMMUNITY
DEVELOPMENT DISTRICT**

ATTEST:

CHAIRMAN / VICE CHAIRMAN

SECRETARY / ASST. SECRETARY

EXHIBIT A

NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF SUPERVISORS OF THE CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given to the public and all landowners within Cordova Palms Community Development District ("**District**") the location of which is generally described as comprising a parcel or parcels of land containing approximately 292.89 acres, located west of U.S. Highway 1, south of 9 Mile Road/International Gold Parkway and north of Lafayette Avenue within St. Johns County, Florida, advising that a meeting of landowners will be held for the purpose of electing three (3) persons to the District's Board of Supervisors ("**Board**", and individually, "**Supervisor**"). Immediately following the landowners' meeting there will be convened a meeting of the Board for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.

DATE: November 5, 2024
TIME: _____
PLACE: GMS, LLC
475 West Town Place, Suite 114
St. Augustine, Florida 32092

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, (904) 940-5850 ("**District Manager's Office**"). At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person to be elected to the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. At the landowners' meeting the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners' meeting and the Board meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for these meetings may be obtained from the District Manager's Office. There may be an occasion where one or more supervisors will participate by telephone.

Any person requiring special accommodations to participate in these meetings is asked to contact the District Manager's Office, at least 48 hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that such person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

District Manager
Run Date(s): _____ & _____

PUBLISH: ONCE A WEEK FOR 2 CONSECUTIVE WEEKS, THE LAST DAY OF PUBLICATION TO BE NOT FEWER THAN 14 DAYS OR MORE THAN 28 DAYS BEFORE THE DATE OF ELECTION, IN A NEWSPAPER WHICH IS IN GENERAL CIRCULATION IN THE AREA OF THE DISTRICT

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF
CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT
FOR THE ELECTION OF SUPERVISORS**

DATE OF LANDOWNERS' MEETING: **Tuesday, November 5, 2024**

TIME: _____ .M.

LOCATION: **Office of GMS, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092**

Pursuant to Chapter 190, *Florida Statutes*, and after a Community Development District ("**District**") has been established and the landowners have held their initial election, there shall be a subsequent landowners' meeting for the purpose of electing members of the Board of Supervisors ("**Board**") every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), *Florida Statutes*.

A landowner may vote in person at the landowners' meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners' meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

This year, three (3) seats on the Board will be up for election by landowners. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The candidate receiving the next highest number of votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

LANDOWNER PROXY

**CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT
ST. JOHNS COUNTY, FLORIDA
LANDOWNERS' MEETING – NOVEMBER 5, 2024**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints _____ (“Proxy Holder”) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Cordova Palms Community Development District to be held at the office of GMS, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 on November 5, 2024, at _____ a/p.m., and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners’ meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners’ meeting prior to the Proxy Holder’s exercising the voting rights conferred herein.

Printed Name of Legal Owner

Signature of Legal Owner

Date

<u>Parcel Description</u>	<u>Acreage</u>	<u>Authorized Votes</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

Total Number of Authorized Votes: _____

NOTES: Pursuant to Section 190.006(2)(b), *Florida Statutes*, a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

OFFICIAL BALLOT
CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT
ST. JOHNS COUNTY, FLORIDA
LANDOWNERS' MEETING – NOVEMBER 5, 2024

For Election (3 Supervisors): The two (2) candidates receiving the highest number of votes will each receive a four (4) year term, and the one (1) candidate receiving the next highest number of votes will receive a two (2) year term, with the term of office for the successful candidates commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Cordova Palms Community Development District and described as follows:

<u>Description</u>	<u>Acreage</u>
_____	_____
_____	_____
_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

Attach Proxy.

I, _____, as Landowner, or as the proxy holder of _____ (Landowner) pursuant to the Landowner's Proxy attached hereto, do cast my votes as follows:

SEAT #	NAME OF CANDIDATE	NUMBER OF VOTES
3		
4		
5		

Date: _____

Signed: _____

Printed Name: _____

NINTH ORDER OF BUSINESS

B.

CORDOVA PALMS CDD

REQUISITION SUMMARY

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

June 12, 2024

<u>Date of Requisition</u>	<u>Req #</u>	<u>Payee</u>	<u>Reference</u>	<u>REQUISITION TOTAL</u>
Cordova CDD 2022-2 Bonds-Acquisition and Construction Account 118690 FOR RATIFICATION				
5/10/2024	72	ETM	Cordova Palms Amenity - CEI - Invoice 213594 (April 2024) \$820.50	\$ 3,955.50
			Cordova Palms Phase 3 CEI Services (WA#7) Invoice 213612 (April 2024) \$3,135.00	
6/5/2024	73	ETM	Cordova Palms Amenity - CEI - Invoice 214035 (May 2024) \$1,250.00	\$ 4,410.01
			Cordova Palms Phase 3 CEI Services (WA#7) Invoice 214064 (May 2024) \$3,160.01	
Cordova CDD 2022-2 Bonds-Acquisition and Construction Account FOR RATIFICATION				\$ 8,365.51
<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 RATIFIED AT JUNE 11, 2024 CDD MEETING \$ 8,365.51

C.

Sample Chapter 190 Specific Goals

Community Communication and Engagement:

- Public Meetings Compliance: Hold at least two regular public board meeting per year to discuss community issues and developments.
- Notice of Meetings: Provide public notice of each meeting at least seven days in advance, as specified in Section 190.007(1), using multiple communication methods
- Access to Records: Ensure that meeting minutes and other public records are readily available and easily accessible by completing monthly website check

Infrastructure and Facilities Maintenance:

- Road and Street Lighting Maintenance Schedule: Develop an inspection and maintenance schedule for community roads and street lighting to ensure safety and proper functioning
- Stormwater Management System Maintenance: Conduct semi-annual or annual inspections and maintenance of stormwater management systems
- Recreational Facility Upkeep: Establish a monthly maintenance schedule for parks and recreational facilities to ensure they are safe and accessible

Financial Transparency and Accountability:

- Annual Budget Preparation: Prepare and adopt the annual budget by July 15 each year and ensure it is available for public review at least 60 days before adoption.
- Financial Reports: Publish financial reports detailing income, expenses, and budget status, and make them available on the CDD website
- Annual Financial Audit: Conduct an annual financial audit and publish the results within a set number of days after completion.

Environmental Protection and Sustainability:

- Tree Planting Initiative: Set a goal to plant a certain number of new trees annually within the community which allows for landscaping and maintenance of conservation areas.
- Monthly Pond maintenance checks for invasive species and/or harmful algae to wildlife

Community Safety:

- Signage: Conduct an annual review of signage to ensure visibility and determine if new signage is needed in areas (ponds, roads, hazards)

Administrative Efficiency:

- Organized Record Keeping: Maintain organized and up-to-date records, ensuring compliance with statutory requirements in Section 190.006(4)
- Timely Reporting to Authorities: Submit all required reports, such as the annual financial audit and budget reports, to the relevant authorities by their respective deadlines as specified in Sections 190.008 and 190.007.

- **Policy Review and Updates:** Conduct an annual review of CDD policies to ensure they comply with current laws and meet community needs, and update as necessary, as per Section 190.011(5).

CDD Annual Goal/Objectives Examples for Involved Resident Controlled Districts

Enhance Community Communication:

- **Newsletters:** Commit to sending out a monthly or bi-monthly newsletter to residents with updates on projects, events, and important information.
- **Community Website Updates:** Ensure the CDD website is updated regularly with meeting minutes, announcements, and resources.
- **Bulletin Boards:** Install community bulletin boards in common areas for posting important information and announcements.
- **Feedback Boxes:** Place suggestion/feedback boxes in community centers for residents to provide input easily.

Improve Infrastructure Maintenance:

- **Lighting Checks:** Implement a quarterly check and maintenance schedule for street lighting to ensure all lights are functioning.
- **Pothole Reporting System:** Establish a simple reporting system for residents to notify the board of potholes or road damage (i.e. website link)
- **Park Bench Maintenance:** Regularly inspect and repair park benches and picnic tables.
- **Sidewalk Inspections:** Conduct annual inspections of sidewalks to ensure they are safe and free of hazards.

Environmental and Landscaping Improvements:

- **Tree Planting:** Set a goal to plant a certain number of new trees or shrubs within the community each year.
- **Landscape Maintenance:** Publish a schedule for lawn mowing, trimming, and general landscape upkeep in common areas so residents know what to expect
- **Seasonal Flower Planting:** Plan seasonal flower planting in common areas to enhance the community's appearance.

- Litter Clean-Up Days: Organize community clean-up days to pick up litter in public areas.
- Monthly Pond maintenance checks for invasive species and/or harmful algae to wildlife

Community Events and Activities:

- Quarterly Events: Organize at least one community event per quarter, such as a picnic, garage sale, or holiday celebration.
- Fitness Programs: Introduce free or low-cost fitness classes or activities for residents, like yoga in the park or walking clubs.
- Family Nights: Host outdoor events geared toward families

Safety Enhancements:

- Safety Audits: Conduct semi-annual safety audits of community facilities and public spaces to identify and address potential hazards.
- Neighborhood Watch Program: Promote the establishment or revitalization of a neighborhood watch program to enhance community security.
- Speed Limit Signs: Ensure that speed limit signs are visible and place additional signs in areas where speeding is a concern.
- CPR Training: Offer annual CPR and first aid training sessions for residents.
- Emergency Contact List: Develop and distribute an emergency contact list with important numbers for residents.

Resident Engagement and Feedback:

- Welcome Packets: Create welcome packets for new residents with information about the community and services.
- Virtual Meetings: Offer the option for residents to join board meetings virtually for those who cannot attend in person.
- Community Satisfaction Survey: Conduct a short annual survey to assess resident satisfaction with services and amenities.

Sustainability Initiatives:

- Recycling Programs: Enhance recycling programs by providing more bins or organizing educational workshops on recycling.
- Energy Efficiency: Implement small energy-saving measures in community buildings, such as switching to LED lighting.

Financial Transparency:

- Expense Breakdown: Provide a simple breakdown of monthly expenses or recent upgrades in the community newsletter.
- Budget FAQs: Develop a list of frequently asked questions (FAQs) about the community budget and finances for residents.

TENTH ORDER OF BUSINESS

A.

Cordova Palms
Community Development District

Unaudited Financial Reporting
April 30, 2024



Cordova Palms
Community Development District
Combined Balance Sheet
April 30, 2024

	General Fund	Debt Service Fund	Capital Project Fund	Totals Governmental Funds
Assets:				
Cash:				
Operating Account	\$ 230,206	\$ -	\$ -	\$ 230,206
Due from General Fund	-	1,584	-	1,584
Investments:				
State Board of Administration (SBA)	101,385	-	-	101,385
Series 2021				
Reserve	-	201,450	-	201,450
Interest	-	122,656	-	122,656
Capital Interest	-	1,366	-	1,366
Prepayment	-	749,382	-	749,382
Revenue	-	126,127	-	126,127
Sinking	-	155,328	-	155,328
Construction	-	-	1,140	1,140
Series 2022-1				
Reserve	-	76,175	-	76,175
Interest	-	60,633	-	60,633
Capital Interest	-	12	-	12
Prepayment	-	213,201	-	213,201
Revenue	-	64,270	-	64,270
Sinking	-	30,000	-	30,000
Construction	-	-	9,070	9,070
Series 2022-2				
Reserve	-	245,399	-	245,399
Interest	-	194,240	-	194,240
Capital Interest	-	35	-	35
Revenue	-	81,346	-	81,346
Sinking	-	100,000	-	100,000
Construction	-	-	26,657	26,657
Prepaid Expenses	1,067	-	-	1,067
Deposits	2,692	-	-	2,692
Total Assets	\$ 335,350	\$ 2,423,203	\$ 36,866	\$ 2,795,419
Liabilities:				
Due to Debt Service 2021	\$ 1,584	\$ -	\$ -	\$ 1,584
Retainage Payable	-	-	467,183	467,183
Contracts Payable	-	-	8,000	8,000
Total Liabilities	\$ 1,584	\$ -	\$ 475,183	\$ 476,767
Fund Balance:				
Nonspendable:				
Prepaid Items	\$ 1,067	\$ -	\$ -	\$ 1,067
Deposits	2,692	-	-	2,692
Restricted for:				
Debt Service - Series	-	2,423,203	-	2,423,203
Capital Project - Series	-	-	(438,316)	(438,316)
Unassigned	330,007	-	-	330,007
Total Fund Balances	\$ 333,766	\$ 2,423,203	\$ (438,316)	\$ 2,318,652
Total Liabilities & Fund Balance	\$ 335,350	\$ 2,423,203	\$ 36,866	\$ 2,795,419

Cordova Palms
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending April 30, 2024

	Adopted Budget	Prorated Budget Thru 04/30/24	Actual Thru 04/30/24	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 153,107	\$ 153,107	\$ 151,049	\$ (2,058)
Special Assessments - Direct Bill	179,912	141,622	141,622	-
Interest Income	-	-	1,385	1,385
Total Revenues	\$ 333,018	\$ 294,729	\$ 294,056	\$ (673)
Expenditures:				
<u>General & Administrative:</u>				
Supervisors Fees	\$ 12,000	\$ 7,000	\$ -	\$ 7,000
FICA Expense	918	536	-	536
Engineering	11,600	6,767	5,289	1,478
Arbitrage	1,800	1,050	-	1,050
Attorney	25,000	14,583	3,419	11,165
Annual Audit	7,400	4,317	2,500	1,817
Assessment Administration	5,300	5,300	5,300	-
Trustee Fees	12,500	10,833	10,833	-
Dissemination	7,950	4,638	6,238	(1,600)
Management Fees	50,085	29,216	29,216	-
Website Maintenance	1,590	928	928	-
Information Technology	2,385	1,391	1,391	-
Telephone	500	292	38	253
Postage	1,500	875	594	281
Insurance	5,913	5,913	5,590	323
Printing & Binding	1,500	875	75	800
Legal Advertising	2,000	1,167	791	376
Other Current Charges	600	350	-	350
Office Supplies	500	292	1	291
Dues, Licenses & Subscriptions	175	175	175	-
Total General & Administrative	\$ 151,216	\$ 96,496	\$ 72,378	\$ 24,118

Cordova Palms

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/24	Thru 04/30/24	Variance
<i>Operations & Maintenance</i>				
<i>Ground Maintenance:</i>				
Landscape - Maintenance	\$ 120,000	\$ 70,000	\$ 52,739	\$ 17,261
Landscape - Contingency	5,000	5,000	17,700	(12,700)
Lake Maintenance	10,000	5,833	2,190	3,643
Insurance	-	-	3,121	(3,121)
Electric	3,000	3,000	23,089	(20,089)
Water/Sewer/Irrigation	20,034	11,686	-	11,686
Repairs & Maintenance	11,768	6,865	-	6,865
Irrigation Repairs	10,000	5,833	6,332	(499)
Pest Control	2,000	1,167	-	1,167
Subtotal Ground Maintenance	\$ 181,802	\$ 109,385	\$ 105,172	\$ 4,213
Total Operations & Maintenance	\$ 181,802	\$ 109,385	\$ 105,172	\$ 4,213
Total Expenditures	\$ 333,018	\$ 205,881	\$ 177,549	\$ 28,331
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ 88,848	\$ 116,507	\$ 27,659
Net Change in Fund Balance	\$ -	\$ 88,848	\$ 116,507	\$ 27,659
Fund Balance - Beginning	\$ -		\$ 217,259	
Fund Balance - Ending	\$ -		\$ 333,766	

Cordova Palms
Community Development District
Debt Service Fund Series 2021
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending April 30, 2024

	Adopted Budget	Prorated Budget Thru 04/30/24	Actual Thru 04/30/24	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 250,520	\$ 250,520	\$ 217,688	\$ (32,832)
Special Assessments - Direct Bill	188,180	145,774	145,774	-
Prepayments	-	-	654,240	654,240
Interest Income	2,000	2,000	23,098	21,098
Total Revenues	\$ 440,700	\$ 398,294	\$ 1,040,800	\$ 642,505
Expenditures:				
Interest - 11/1	\$ 134,100	\$ 134,100	\$ 134,100	\$ -
Principal Expense Prepayment - 11/1	-	-	645,000	(645,000)
Interest - 5/1	134,100	-	-	-
Principal - 5/1	170,000	-	-	-
Total Expenditures	\$ 438,200	\$ 134,100	\$ 779,100	\$ (645,000)
Excess (Deficiency) of Revenues over Expenditures	\$ 2,500	\$ 264,194	\$ 261,700	\$ (2,495)
Other Financing Sources/(Uses):				
Transfer In	\$ -	\$ -	\$ -	\$ -
Transfer (Out)	-	-	-	-
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 2,500	\$ 264,194	\$ 261,700	\$ (2,495)
Fund Balance - Beginning	\$ 176,375		\$ 1,098,455	
Fund Balance - Ending	\$ 178,875		\$ 1,360,154	

Cordova Palms
Community Development District
Debt Service Fund Series 2022-1 (Phases 1 and 2)
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending April 30, 2024

	Adopted Budget	Prorated Budget Thru 04/30/24	Actual Thru 04/30/24	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 93,500	\$ 93,500	\$ 81,391	\$ (12,109)
Special Assessments - Direct Bill	71,500	57,458	57,458	-
Prepayments	-	-	189,932	189,932
Interest Income	2,000	2,000	8,214	6,214
Total Revenues	\$ 167,000	\$ 152,958	\$ 336,994	\$ 184,036
Expenditures:				
Interest - 11/1	\$ 65,898	\$ 65,898	\$ 65,898	\$ -
Principal Expense Prepayment - 11/1	-	-	185,000	(185,000)
Interest - 5/1	65,898	-	-	-
Principal - 5/1	30,000	-	-	-
Total Expenditures	\$ 161,795	\$ 65,898	\$ 250,898	\$ (185,000)
Excess (Deficiency) of Revenues over Expenditures	\$ 5,205	\$ 87,061	\$ 86,097	\$ (964)
Other Financing Sources/(Uses):				
Transfer In	\$ -	\$ -	\$ -	\$ -
Transfer (Out)	-	-	(9,016)	(9,016)
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ (9,016)	\$ (9,016)
Net Change in Fund Balance	\$ 5,205	\$ 87,061	\$ 77,081	\$ (9,980)
Fund Balance - Beginning	\$ 79,583		\$ 364,948	
Fund Balance - Ending	\$ 84,788		\$ 442,029	

Cordova Palms

Community Development District

Debt Service Fund Series 2022-2 (Phases 3 and 4)

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/24	Thru 04/30/24	Variance
Revenues:				
Special Assessments - Direct Bill	\$ 491,030	\$ 368,273	\$ 368,273	\$ -
Interest Income	3,000	3,000	9,464	6,464
Total Revenues	\$ 494,030	\$ 371,273	\$ 377,736	\$ 6,464
Expenditures:				
Interest - 11/1	\$ 194,240	\$ 194,240	\$ 194,240	\$ -
Interest - 5/1	194,240	-	-	-
Principal - 5/1	100,000	-	-	-
Total Expenditures	\$ 488,480	\$ 194,240	\$ 194,240	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 5,550	\$ 177,033	\$ 183,496	\$ 6,464
Other Financing Sources/(Uses):				
Transfer In	\$ -	\$ -	\$ -	\$ -
Transfer (Out)	-	-	(25,712)	(25,712)
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ (25,712)	\$ (25,712)
Net Change in Fund Balance	\$ 5,550	\$ 177,033	\$ 157,784	\$ (19,249)
Fund Balance - Beginning	\$ 214,263		\$ 463,236	
Fund Balance - Ending	\$ 219,813		\$ 621,020	

Cordova Palms
Community Development District
Statement of Revenues and Expenditures

Capital Projects Funds

For The Period Ending April 30, 2024

Description	SE 2021	SE 2022-1	SE 2022-2
Revenues			
Interest Income	\$ 32	\$ 26	\$ 98
Developer Contributions	-	4,000	3,605,253
Transfer In	-	9,016	25,712
Total Revenues	\$ 32	\$ 13,042	\$ 3,631,063
Expenses			
Capital Outlay	\$ -	\$ 4,000	\$ 2,768,684
Total Expenses	\$ -	\$ 4,000	\$ 2,768,684
Excess Revenues (Expenses)	\$ 32	\$ 9,042	\$ 862,379
Beginning Fund Balance	\$ 1,107	\$ 28	\$ (1,310,905)
Ending Fund Balance	\$ 1,140	\$ 9,070	\$ (448,526)

Cordova Palms
Community Development District
Long Term Debt Report

Series 2021, Special Assessment Bonds	
Optional Redemption Date:	5/1/2031
Interest Rate:	2.4% - 4.0%
Maturity Date:	5/1/2052
Reserve Fund Definition	50% MADS
Reserve Fund Requirement	\$ 201,450
Reserve Fund Balance	201,450
Excess funds in the revenue account as of November 2nd may be used for any lawful purpose	
Bonds outstanding - 2/17/2021	\$ 7,980,000
Less: May 1, 2023 (Mandatory)	(165,000)
Less: November 1, 2023 (Prepayment)	(645,000)
Current Bonds Outstanding	\$ 7,170,000

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	\$ 76,175
Reserve Fund Balance	76,175
Bonds outstanding - 7/15/2022	\$ 2,325,000
Less: November 1, 2023 (Prepayment)	(185,000)
Current Bonds Outstanding	\$ 2,140,000

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 2024 Assessments Receipts Summary

ASSESSED	# O&M UNITS ASSESSED	SERIES 2021 DEBT ASSESSED	SERIES 2022-1 DEBT ASSESSED	SERIES 2022-2 DEBT ASSESSED	FY24 O&M ASSESSED	TOTAL ASSESSED
DREAM FINDERS	396	188,179.97	71,500.00	491,030.00	179,911.50	930,621.47
TOTAL DIRECT INVOICES (1) (2)	396	188,179.97	71,500.00	491,030.00	179,911.50	930,621.47
ASSESSED REVENUE TAX ROLL	337	220,648.17	82,497.69	-	153,102.94	456,248.81
TOTAL ASSESSED	733	408,828.15	153,997.69	491,030.00	333,014.44	1,386,870.28

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	217,494.09	145,774.22	57,458.36	368,272.50	141,622.30	713,127.38
TOTAL DIRECT RECEIVED	217,494.09	145,774.22	57,458.36	368,272.50	141,622.30	713,127.38
TAX ROLL DUE / RECEIVED	-	217,687.60	81,390.77	-	151,048.67	450,127.04
TOTAL DUE / RECEIVED	217,494.09	363,461.82	138,849.13	368,272.50	292,670.97	1,163,254.42

(1) D/S Direct Assessments are due: 35% due 12/1/23, 4/1/24 and 30% due 9/1/24

SUMMARY OF TAX ROLL RECEIPTS						
ST JOHNS COUNTY DISTRIBUTION	DATE RECEIVED	SERIES 2021 DEBT RECEIVED	SERIES 2022-1 DEBT RECEIVED	SERIES 2022-2 DEBT RECEIVED	O&M RECEIVED	TOTAL RECEIVED
1	11/3/2023	-	-	-	-	-
2	11/17/2023	2,327.21	870.12	-	1,614.80	4,812.13
3	11/22/2023	4,514.09	1,687.76	-	3,132.23	9,334.08
4	12/14/2023	31,237.28	11,679.24	-	21,674.87	64,591.39
5	12/21/2023	27,585.11	10,313.74	-	19,140.70	57,039.55
6	1/9/2024	79,376.64	29,677.97	-	55,077.71	164,132.32
INTEREST	1/11/2024	563.39	210.64	-	390.92	1,164.96
7	2/12/2024	64,033.25	23,941.26	-	44,431.27	132,405.78
8	3/19/2024	7,741.89	2,894.60	-	5,371.93	16,008.42
INTEREST	4/10/2024	308.74	115.44	-	214.23	638.41
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
TOTAL RECEIVED TAX ROLL		217,687.60	81,390.77	-	151,048.67	450,127.04

PERCENT COLLECTED	2021	2022-1	2022-2	O&M	TOTAL
% COLLECTED DIRECT BILL	77.47%	80.36%	75.00%	78.72%	76.63%
% COLLECTED TAX ROLL	98.66%	98.66%	0.00%	98.66%	98.66%
TOTAL PERCENT COLLECTED	88.90%	90.16%	75.00%	87.89%	83.88%

B.

Cordova Palms

Community Development District

Check Run Summary
5/1/2024 - 5/31/2024

Fund	Date	Check No.	Amount
General Fund			
Accounts Payable	5/7/24	226-228	\$ 10,529.69
	5/10/24	229	391.00
	5/16/24	230	330,610.71
	5/24/24	231	4,071.75
	5/29/24	232-234	2,056.17
Total			\$ 347,659.32

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
5/07/24	00022	5/02/24	22416	202405	320-57200-44400			MAY LAKE MAINTENANCE FLORIDA WATERWAYS INC	*	365.00	365.00	000226
5/07/24	00001	5/01/24	43	202405	310-51300-34000			MAY MANAGEMENT FEES	*	4,173.75		
		5/01/24	43	202405	310-51300-35200			MAY WEBSITE ADMIN.	*	132.50		
		5/01/24	43	202405	310-51300-35100			MAY INFORMATION TECH.	*	198.75		
		5/01/24	43	202405	310-51300-31300			MAY DISSEMINATION SRVCS	*	662.50		
		5/01/24	43	202405	310-51300-51000			OFFICE SUPPLIES	*	.21		
		5/01/24	43	202405	310-51300-42000			POSTAGE	*	80.97		
		5/01/24	43	202405	310-51300-42500			COPIES	*	6.90		
		5/01/24	43	202405	310-51300-41000			TELEPHONE	*	9.11		
								GOVERNMENTAL MANAGEMENT SERVICES			5,264.69	000227
5/07/24	00010	5/07/24	25653	202405	310-51300-32200			FYE 9/30/23 AUDIT	*	4,900.00		
								GRAU AND ASSOCIATES			4,900.00	000228
5/10/24	00004	4/16/24	22327	202404	320-57200-45000			FY24 PACK - INLAND MARINE	*	391.00		
								EGIS INSURANCE ADVISORS, LLC			391.00	000229
5/16/24	00018	4/24/24	CFR 11 R	202405	300-13100-10100			REQ 63 APPL 18 JAN 2024	*	330,610.71		
								VALLENCOURT CONSTRUCTION CO. INC.			330,610.71	000230
5/24/24	00007	3/14/24	CFR 10 R	202405	300-13100-10100			REQ 68	*	4,071.75		
								ENGLAND, THIMS & MILLER, INC.			4,071.75	000231
5/29/24	00011	5/20/24	6400115	202404	310-51300-48000			5/8 MEETING #10087058	*	99.92		
								GANNETT MEDIA CORP DBA GANNETT FL			99.92	000232
5/29/24	00007	4/04/24	213122	202403	310-51300-31100			MAR. ENGINEERING SERVICES	*	1,478.75		
								ENGLAND, THIMS & MILLER, INC.			1,478.75	000233

CORD CORDOVA PALMS OKUZMUK

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
5/29/24	00007	5/02/24 213606	202404 310-51300-31100	APR. ENGINEERING SERVICES	*	477.50	
							477.50 000234
TOTAL FOR BANK A						347,659.32	
TOTAL FOR REGISTER						347,659.32	

**FLORIDA WATERWAYS
INC.**

Invoice

3832-010 Baymeadows Road
PMB 379
Jacksonville, FL 32217
Phone: 904.801.LAKE (5253)
Website: www.FloridaLake.com

DATE	5/2/2024
INVOICE #	22416
CUSTOMER ID	J19309
DUE DATE	6/11/2024

BILL TO

CORDOVA PALMS COMMUNITY
c/o Governmental Management Services North Florida
475 West Town Place, Suite 114
St. Augustine, Florida 32092

Client Reference #:
Attention: Oksana Kuzmuk

DESCRIPTION	Amount Due
Cordova Palms CDD Monthly Service Visit 7/12 Weed and Algae Control (May)	\$365.00

OTHER COMMENTS

Subtotal	365.00
Other	-
TOTAL	\$ 365.00

Florida Waterways, Inc.
3832-010 Baymeadows Road
PMB 379
Jacksonville, FL 32217

If you have any questions about this invoice, please contact
Melissa Schwartz at melissa@floridapond.com or 904.801.LAKE (5253), Ext. 2

Thank You For Your Business!

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

Invoice

Invoice #: 43
Invoice Date: 5/1/24
Due Date: 5/1/24
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 - May 2024		4,173.75	4,173.75
Website Administration - May 2024		132.50	132.50
Information Technology -May 2024		198.75	198.75
Dissemination Agent Services - May 2024		662.50	662.50
Office Supplies		0.21	0.21
Postage		80.97	80.97
Copies		6.90	6.90
Telephone		9.11	9.11
Total			\$5,264.69
Payments/Credits			\$0.00
Balance Due			\$5,264.69

Grau and Associates

951 W. Yamato Road, Suite 280
Boca Raton, FL 33431-
www.graucpa.com

Phone: 561-994-9299

Fax: 561-994-5823

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

Invoice No. 25653
Date 05/07/2024

SERVICE	AMOUNT
Audit FYE 09/30/2023	\$ <u>4,900.00</u>
Current Amount Due	\$ <u>4,900.00</u>

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
4,900.00	0.00	0.00	0.00	0.00	4,900.00

Payment due upon receipt.

INVOICE



Customer	Cordova Palms Community Development District
Acct #	1090
Date	04/16/2024
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	\$ 391.00
Payment Amount	
Payment for:	invoice#22327
100123796	

Thank You

Please detach and return with payment



Customer: Cordova Palms Community Development District

Invoice	Effective	Transaction	Description	Amount
22327	04/15/2024	Policy change	Policy #100123796 10/01/2023-10/01/2024 Florida Insurance Alliance Package - inland marine added Due Date: 4/16/2024	391.00

RECEIVED
 MAY 08 2024
 BY: _____

Total
\$ 391.00

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	(321)233-9939	Date
P.O. Box 748555		04/16/2024
Atlanta, GA 30374-8555	sclimer@egisadvisors.com	

Cordova Palms

Community Development District

Construction Funding Request #11

April 24, 2024

Req.#	PAYEE	Bonds SE 2022-2
63	Vallencourt Construction Co, Inc - Phase 2 - Application for Payment 18 (January 2024)	\$ 330,610.71
69	AJ Johns, Inc. Phase 3 - Application for Payment 23001-14 (March 2024)	36,609.09
70	England-Thims, & Miller, Inc. Invoices #213093, 213103, 213128 (March 2024)	6,717.25
TOTAL		\$ 373,938.45

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

DocuSigned by
Clara S. [Signature]
Signature: _____
Chairman/Vice Chairman

DocuSigned by
Daniel Langelin [Signature]
Signature: _____
Secretary/Asst. Secretary

Cordova Palms

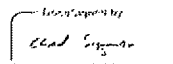
Community Development District

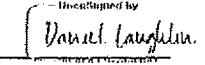
Construction Funding Request #10

March 14, 2024

Req.#	PAYEE	Bonds SE 2022-2
68	England-Thims, & Miller, Inc. Invoices #212664, 212672, 212691 (February 2024)	\$ 4,071.75
TOTAL		\$ 4,071.75

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

LOCALIQ

FLORIDA

PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Cordova Palms Cdd
Cordova Palms Cdd
475 W Town PL # 114
Saint Augustine FL 32092-3649

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the St Augustine Record, published in St Johns County, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of St Johns County, Florida, or in a newspaper by print in the issues of, on:

04/24/2024

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 04/24/2024

D. Roberts
Legal Clerk

M. H. W.
Notary, State of WI, County of Brown
8.25.26

My commission expires

Publication Cost: \$99.92
Order No: 10087058 # of Copies: 1
Customer No: 762049
PO #:

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

MARIAH VERHAGEN
Notary Public
State of Wisconsin

NOTICE OF AUDIT COMMITTEE MEETING AND MEETING OF THE BOARD OF SUPERVISORS OF THE CORDOVA PALMS COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given that the Cordova Palms Community Development District Audit Committee is scheduled to meet on Wednesday, May 8, 2024 at 1:00 p.m. at the offices of Governmental Management Services, LLC, 475 West Town Place, Suite 114 St. Augustine, Florida 32092 to review and select auditor selection evaluation criteria. Immediately following the audit committee meeting will be a regular meeting of the Board of Supervisors ("Board") where the Board may consider any business that may properly come before it. The purpose of the meeting is to review monthly financial reports, staff reports, and to conduct any other business that may come before the Board. Copies of the agendas may be obtained from Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, Ph: (904) 940-5850, and email dlaughlin@gmsnf.com ("District Manager's Office"), and are also available on the District's website, www.CordovaPalmsCDD.com. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law. The meetings may be continued to a date, time, and place to be specified on the record at meeting. There may be occasions when Board Supervisors or District Staff will participate by speaker telephone. Any person requiring special accommodations of the meetings because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meetings is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Daniel Laughlin
District Manager
Pub: April 24, 2024; #10087058



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 04, 2024

Invoice No: 213122

Total This Invoice \$1,478.75

Project 22395.01000 Cordova Palms CDD - 2023/2024 General Consulting Engineering Services (WA#11)

Professional Services rendered through March 30, 2024

Phase 1. Gen. Consulting Engineering Services

Labor

			Hours	Rate	Amount
Executive VP/Chief Engineer					
Wild, Scott	3/23/2024		1.00	335.00	335.00
Senior Engineer/Senior Project Manager					
Hurst, Douglas	3/9/2024		1.00	215.00	215.00
Hurst, Douglas	3/16/2024		2.00	215.00	430.00
Administrative Support					
Blair, Shelley	3/2/2024		.50	95.00	47.50
Blair, Shelley	3/9/2024		1.00	95.00	95.00
Blair, Shelley	3/16/2024		1.50	95.00	142.50
Blair, Shelley	3/23/2024		.25	95.00	23.75
Blair, Shelley	3/30/2024		2.00	95.00	190.00
Totals			9.25		1,478.75
Total Labor					1,478.75

Billing Limits	Current	Prior	To-Date
Total Billings	1,478.75	3,926.50	5,405.25
Limit			11,600.00
Remaining			6,194.75

Total this Phase \$1,478.75

Phase XP. Expenses

Total this Phase 0.00

Total This Invoice \$1,478.75



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

May 02, 2024

Invoice No: 213606

Total This Invoice \$477.50

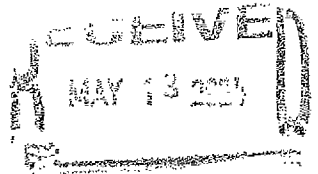
Project 22395.01000 Cordova Palms CDD - 2023/2024 General Consulting Engineering Services (WA#11)

Professional Services rendered through April 27, 2024

Phase 1. Gen. Consulting Engineering Services

Labor

			Hours	Rate	Amount
Executive VP/Chief Engineer					
Wild, Scott	4/20/2024		1.00	335.00	335.00
Administrative Support					
Blair, Shelley	4/27/2024		1.50	95.00	142.50
Totals			2.50		477.50



Total Labor 477.50

Billing Limits	Current	Prior	To-Date
Total Billings	477.50	5,405.25	5,882.75
Limit			11,600.00
Remaining			5,717.25

Total this Phase \$477.50

Phase XP. Expenses

Total this Phase 0.00

Total This Invoice \$477.50

Outstanding Invoices

Number	Date	Balance
213122	4/4/2024	1,478.75
Total		1,478.75

Total Now Due \$1,956.25

C.

Cordova Palms

Community Development District

Construction Funding Request #13

June 7, 2004

Req.#	PAYEE	Bonds SE 2022-2
72	England-Thims, & Miller, Inc. Invoices #213594, 213612 (April 2024)	\$ 3,955.50
73	England-Thims, & Miller, Inc. Invoices #214035, 214064 (May 2024)	\$ 4,410.01
TOTAL		<u>\$ 8,365.51</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

**REQUISITION
(SERIES 2022-2 PROJECT)**

The undersigned, an Authorized Officer of Cordova Palms Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture between the District and The Bank of New York Mellon Trust Company, N.A., Jacksonville, Florida, as trustee (the "Trustee"), dated as of December 1, 2021 (the "Master Indenture"), as amended and supplemented by the Third Supplemental Indenture from the District to the Trustee, dated as of July 1, 2022 (the Master Indenture as amended and supplemented is hereinafter referred to as the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

(A) Requisition Number: **72**

(B) Name of Payee:

**England-Thims & Miller, Inc.
First Citizens
ABA Routing #053100300
Jacksonville, FL
Account #9061592290 - England, Thims & Miller, Inc.**

(C) Amount Payable: **\$ 3,955.50**

(D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable):

Cordova Palms Amenity - CEI - Invoice 213594 (April 2024)	\$ 820.50
Cordova Palms Phase 3 CEI Services (WA#7) Invoice 213612 (April 2024)	\$ 3,135.00
TOTAL REQUISITION 72	\$ 3,955.50

(E) Fund or Account and subaccount, if any, from which disbursement to be made:
2022-2 Bonds (Assessment Area Two)

The undersigned hereby certifies that [obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the Series 2022-2 Acquisition and Construction Account and the subaccount, if any, referenced above, that each disbursement set forth above was incurred in connection with the acquisition and construction of the Series 2022-2 Project and each represents a Cost of the Series 2022-2 Project, and has not previously been paid] **OR** [this requisition is for Costs of Issuance payable from the Costs of Issuance Account that has not previously been paid].

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.


Originals or copies of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested are on file with the District.

**CORDOVA PALMS COMMUNITY
DEVELOPMENT DISTRICT**

By: 
Authorized Officer

**CONSULTING ENGINEER'S APPROVAL FOR
NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement from other than the Costs of Issuance Account, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Series 2022-2 Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Series 2022-2 Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer attached as an Exhibit to the Third Supplemental Indenture, as such report shall have been amended or modified on the date hereof.


Consulting Engineer

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

May 02, 2024
 Invoice No: 213594

Total This Invoice	\$820.50
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Project 21434.01000 Cordova Palm CDD-Amenity-CEI

Professional Services rendered through April 27, 2024

Phase 01. Limited Construction Administration Serv

Labor

			Hours	Rate	Amount	
Project Manager						
Blalock, Clinton	4/20/2024		.75	200.00	150.00	
Blalock, Clinton	4/27/2024		.75	200.00	150.00	
CEI Project Manager/Project Admin.						
Donchez, James	4/6/2024		.50	184.00	92.00	
Donchez, James	4/20/2024		.50	184.00	92.00	
Donchez, James	4/27/2024		.50	184.00	92.00	
CEI Sr. Inspector						
Rodgers, Larry	4/20/2024		.50	163.00	81.50	
Rodgers, Larry	4/27/2024		1.00	163.00	163.00	
Totals			4.50		820.50	
Total Labor						820.50

Billing Limits	Current	Prior	To-Date	
Total Billings	820.50	4,727.50	5,548.00	
Limit			37,935.00	
Remaining			32,387.00	
Total this Phase				\$820.50

Phase 02. Progress Meetings

Billing Limits	Current	Prior	To-Date	
Total Billings	0.00	0.00	0.00	
Limit			17,520.00	
Remaining			17,520.00	
Total this Phase				0.00

Phase 03. Owner Requested Plan Revisions

Billing Limits	Current	Prior	To-Date	
Total Billings	0.00	0.00	0.00	
Limit			5,000.00	
Remaining			5,000.00	

Total this Phase 0.00

Phase	XP.	Reimbursable Expenses			
Billing Limits			Current	Prior	To-Date
Total Billings			0.00	0.00	0.00
Limit					500.00
Remaining					500.00
			Total this Phase		0.00
			Total This Invoice		<u><u>\$820.50</u></u>

Outstanding Invoices

	Number	Date	Balance		
	212672	3/1/2024	941.50		
	213103	4/3/2024	1,434.50		
	Total		2,376.00		
			Total Now Due		\$3,196.50

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

May 02, 2024

Invoice No: 213612

Total This Invoice \$3,135.00

Project 22433.00000 Cordova Palms Phase 3 CEI Services (WA#7)

Professional Services rendered through April 27, 2024

Phase 01 Limited Construction Administration Serv

Labor

			Hours	Rate	Amount
Executive VP/Chief Engineer					
Wild, Scott	4/20/2024		1.00	320.00	320.00
Project Manager					
Blalock, Clinton	4/13/2024		1.50	190.00	285.00
Blalock, Clinton	4/20/2024		.25	190.00	47.50
Blalock, Clinton	4/27/2024		1.50	190.00	285.00
CEI Project Manager					
Donchez, James	4/6/2024		1.00	175.00	175.00
Donchez, James	4/13/2024		1.00	175.00	175.00
Donchez, James	4/20/2024		1.50	175.00	262.50
Donchez, James	4/27/2024		.50	175.00	87.50
CEI Sr. Inspector					
Rodgers, Larry	4/20/2024		1.00	155.00	155.00
Rodgers, Larry	4/27/2024		.50	155.00	77.50
CEI Inspector					
Herbert, Francis	4/27/2024		4.00	125.00	500.00
Lanh, Pong	4/20/2024		1.00	125.00	125.00
	Totals		14.75		2,495.00
	Total Labor				2,495.00

Billing Limits	Current	Prior	To-Date
Total Billings	2,495.00	70,929.00	73,424.00
Limit			80,000.00
Remaining			6,576.00

Total this Phase \$2,495.00

Phase 02 Progress Meetings

Labor

		Hours	Rate	Amount
Executive VP/Chief Engineer				
Wild, Scott	4/20/2024	2.00	320.00	640.00
Totals		2.00		640.00
Total Labor				640.00

	Current	Prior	To-Date	
Billing Limits				
Total Billings	640.00	6,603.25	7,243.25	
Limit			16,650.00	
Remaining			9,406.75	
			Total this Phase	\$640.00

Phase	03	Owner Requested Plan Revisions		
Billing Limits		Current	Prior	To-Date
Total Billings		0.00	10,000.00	10,000.00
Limit				10,000.00
			Total this Phase	0.00

Phase	XP	Reimbursable Expenses		
Billing Limits		Current	Prior	To-Date
Expense		0.00	1,392.73	1,392.73
Limit				1,500.00
Remaining				107.27
			Total this Phase	0.00

Total This Invoice \$3,135.00

Outstanding Invoices

Number	Date	Balance
212691	3/1/2024	2,738.75
213128	4/4/2024	4,132.50
Total		6,871.25

Total Now Due **\$10,006.25**

**REQUISITION
(SERIES 2022-2 PROJECT)**

The undersigned, an Authorized Officer of Cordova Palms Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture between the District and The Bank of New York Mellon Trust Company, N.A., Jacksonville, Florida, as trustee (the "Trustee"), dated as of December 1, 2021 (the "Master Indenture"), as amended and supplemented by the Third Supplemental Indenture from the District to the Trustee, dated as of July 1, 2022 (the Master Indenture as amended and supplemented is hereinafter referred to as the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

(A) Requisition Number: 73

(B) Name of Payee:

**England-Thims & Miller, Inc.
First Citizens
ABA Routing #053100300
Jacksonville, FL
Account #9061592290 - England, Thims & Miller, Inc.**

(C) Amount Payable: \$ 4,410.01

(D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable):

Cordova Palms Amenity - CEI - Invoice 214035 (May 2024)	\$ 1,250.00
Cordova Palms Phase 3 CEI Services (WA#7) Invoice 214064 (May 2024)	<u>\$ 3,160.01</u>
TOTAL REQUISITION 73	\$ 4,410.01

(E) Fund or Account and subaccount, if any, from which disbursement to be made:
2022-2 Bonds (Assessment Area Two)

The undersigned hereby certifies that [obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the Series 2022-2 Acquisition and Construction Account and the subaccount, if any, referenced above, that each disbursement set forth above was incurred in connection with the acquisition and construction of the Series 2022-2 Project and each represents a Cost of the Series 2022-2 Project, and has not previously been paid] **OR** [this requisition is for Costs of Issuance payable from the Costs of Issuance Account that has not previously been paid].

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Originals or copies of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested are on file with the District.

**CORDOVA PALMS COMMUNITY
DEVELOPMENT DISTRICT**

By: 
Authorized Officer

**CONSULTING ENGINEER'S APPROVAL FOR
NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement from other than the Costs of Issuance Account, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Series 2022-2 Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Series 2022-2 Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer attached as an Exhibit to the Third Supplemental Indenture, as such report shall have been amended or modified on the date hereof.

Consulting Engineer

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

May 29, 2024

Invoice No: 214035

Total This Invoice \$1,250.00

Project 21434.01000 Cordova Palm CDD-Amenity-CEI

Professional Services rendered through May 25, 2024

Phase 01. Limited Construction Administration Serv

Labor

			Hours	Rate	Amount	
Project Manager						
Blalock, Clinton	5/4/2024		1.00	200.00	200.00	
Blalock, Clinton	5/11/2024		.75	200.00	150.00	
Blalock, Clinton	5/25/2024		.50	200.00	100.00	
CEI Project Manager/Project Admin.						
Donchez, James	5/4/2024		.50	184.00	92.00	
Donchez, James	5/25/2024		1.00	184.00	184.00	
CEI Sr. Inspector						
Rodgers, Larry	5/4/2024		2.00	163.00	326.00	
	Totals		5.75		1,052.00	
	Total Labor					1,052.00

Billing Limits	Current	Prior	To-Date
Total Billings	1,052.00	5,548.00	6,600.00
Limit			37,935.00
Remaining			31,335.00

Total this Phase \$1,052.00

Phase 02. Progress Meetings

Billing Limits	Current	Prior	To-Date
Total Billings	0.00	0.00	0.00
Limit			17,520.00
Remaining			17,520.00

Total this Phase 0.00

Phase 03. Owner Requested Plan Revisions

Labor

		Hours	Rate	Amount
CADD/GIS Technician				
Jeter, Matthew	5/4/2024	1.50	132.00	198.00
Totals		1.50		198.00
Total Labor				198.00

	Current	Prior	To-Date	
Billing Limits				
Total Billings	198.00	0.00	198.00	
Limit			5,000.00	
Remaining			4,802.00	
			Total this Phase	\$198.00

Phase	XP.	Reimbursable Expenses		
			Current	Prior
Billing Limits				To-Date
Total Billings			0.00	0.00
Limit				500.00
Remaining				500.00
			Total this Phase	0.00
			Total This Invoice	<u><u>\$1,250.00</u></u>

Outstanding Invoices

	Number	Date	Balance	
	212672	3/1/2024	941.50	
	213103	4/3/2024	1,434.50	
	213594	5/2/2024	820.50	
	Total		3,196.50	
			Total Now Due	\$4,446.50

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

May 29, 2024

Invoice No: 214064

Total This Invoice \$3,160.01

Project 22433.00000 Cordova Palms Phase 3 CEI Services (WA#7)

Professional Services rendered through May 25, 2024

Phase 01 Limited Construction Administration Serv

Labor

			Hours	Rate	Amount
Executive VP/Chief Engineer					
Wild, Scott	5/4/2024		.50	320.00	160.00
Project Manager					
Blalock, Clinton	5/4/2024		1.00	190.00	190.00
Blalock, Clinton	5/11/2024		.75	190.00	142.50
Blalock, Clinton	5/18/2024		1.00	190.00	190.00
Blalock, Clinton	5/25/2024		.25	190.00	47.50
CEI Project Manager					
Donchez, James	5/4/2024		.50	175.00	87.50
Donchez, James	5/11/2024		1.00	175.00	175.00
Donchez, James	5/18/2024		1.00	175.00	175.00
Donchez, James	5/25/2024		.50	175.00	87.50
CEI Sr. Inspector					
Rodgers, Larry	5/4/2024		1.50	155.00	232.50
Rodgers, Larry	5/11/2024		3.00	155.00	465.00
CEI Inspector					
Herbert, Francis	5/4/2024		2.00	125.00	250.00
Herbert, Francis	5/11/2024		3.00	125.00	375.00
Herbert, Francis	5/25/2024		2.00	125.00	250.00
	Totals		18.00		2,827.50
	Total Labor				2,827.50

Billing Limits	Current	Prior	To-Date
Total Billings	2,827.50	73,424.00	76,251.50
Limit			80,000.00
Remaining			3,748.50

Total this Phase \$2,827.50

Phase 02 Progress Meetings

Labor

		Hours	Rate	Amount
CADD/GIS Technician				
Jeter, Matthew	5/4/2024	2.50	125.00	312.50
Totals		2.50		312.50
Total Labor				312.50

	Current	Prior	To-Date	
Billing Limits				
Total Billings	312.50	7,243.25	7,555.75	
Limit			16,650.00	
Remaining			9,094.25	
Total this Phase				\$312.50

Phase	03	Owner Requested Plan Revisions		
Billing Limits		Current	Prior	To-Date
Total Billings		0.00	10,000.00	10,000.00
Limit				10,000.00
Total this Phase				0.00

Phase	XP	Reimbursable Expenses		
Expenses				
Fuel				20.01
Total Expenses			1.0 times	20.01
20.01				20.01
Billing Limits		Current	Prior	To-Date
Expense		20.01	1,392.73	1,412.74
Limit				1,500.00
Remaining				87.26
Total this Phase				\$20.01
Total This Invoice				<u>\$3,160.01</u>

Outstanding Invoices

	Number	Date	Balance	
	212691	3/1/2024	2,738.75	
	213128	4/4/2024	4,132.50	
	213612	5/2/2024	3,135.00	
	Total		10,006.25	
Total Now Due				\$13,166.26