

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

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Cordova Palms CDD

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.

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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

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Cordova Palms CDD

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

DocuSigned by:
Daniel Laughlin
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Secretary/Assistant Secretary

DocuSigned by:
Chad Sigmon
57AFDE888DC4480...
Chairman/Vice Chairman