

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, 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.

Present and constituting a quorum were:

Chad Sigmon	Chairman
Don Gullion	Vice Chairman
Jacquelyn Heflin	Supervisor
James Shonkwiler	Supervisor
Daniel Foley	Supervisor

Also present were:

Daniel Laughlin	District Manager
Wes Haber <i>by phone</i>	District Counsel
Scott Wild <i>by phone</i>	District Engineer
Richard Gray	Riverside Management Services

The following is a summary of the discussions and actions taken at the July 10, 2024 meeting.

FIRST ORDER OF BUSINESS **Roll Call**

Mr. Laughlin called the meeting to order at 1:05 p.m.

SECOND ORDER OF BUSINESS **Public Comment**

There being no members of the public present, the next item followed.

THIRD ORDER OF BUSINESS **Organizational Matters**

A. Acceptance of Resignation of Joyce Conway and Thomas Spiess

On MOTION by Mr. Shonkwiler seconded by Mr. Sigmon with all in favor the resignations of Joyce Conway and Thomas Spiess were accepted.

B. Consideration of Appointing New Supervisors to Fill the Vacancies

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On MOTION by Mr. Sigmon seconded by Mr. Shonkwiler with all in favor appointing Daniel Foley to Seat 4 was approved.

On MOTION by Mr. Shonkwiler seconded by Mr. Sigmon with all in favor appointing Jacquelyn Heflin to Seat 5 was approved.

C. Oath of Office for Newly Appointed Supervisors

Mr. Laughlin, being a notary public for the State of Florida, administered an oath of office to Mr. Foley. Ms. Heflin was not present at this time.

D. Consideration of Resolution 2024-03, Designating Officers

Mr. Laughlin went over the current slate of officers: Mr. Sigmon as Chair, Mr. Gullion as Vice Chair, Mr. Shonkwiler as Assistant Secretary, Mr. Laughlin as Secretary and Treasurer, and Jim Oliver, Marilee Giles and Darrin Mossing as Assistant Secretaries and Assistant Treasurers. He recommended adding Mr. Foley and Ms. Heflin as Assistant Secretaries with the balance of the slate of officers to remain the same.

On MOTION by Mr. Sigmon seconded by Mr. Shonkwiler with all in favor Resolution 2024-03, designating officer as listed above was approved.

FOURTH ORDER OF BUSINESS Minutes

A. Approval of Minutes of the May 8, 2024 Meeting

There were no comments on the minutes.

On MOTION by Mr. Sigmon seconded by Mr. Foley with all in favor the minutes of the May 8, 2024 meeting were approved.

B. Acceptance of Minutes of the May 8, 2024 Audit Committee Meeting

There were no comments on the minutes.

On MOTION by Mr. Foley seconded by Mr. Shonkwiler with all in favor the minutes of the May 8, 2024 audit committee meeting were accepted.

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FIFTH ORDER OF BUSINESS

Acceptance of the Audit Committee’s Recommendation

On MOTION by Mr. Sigmon seconded by Mr. Foley with all in favor accepting the audit committee’s recommendation to rank Grau & Associates the number one proposer for audit services was approved.

SIXTH ORDER OF BUSINESS

Ratification of First Amendment to the Agreement with Florida Waterways to Add Ponds 6 and 7

On MOTION by Mr. Gullion seconded by Mr. Foley with all in favor the first amendment to the agreement with Florida Waterways was ratified.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2024-04, Approving the Proposed Budget for Fiscal Year 2025 and Setting a Public Hearing Date for Adoption

Mr. Laughlin presented the proposed budget for Fiscal Year 2025 noting that all changes discussed during the budget workshop have been incorporated. There is a \$278 increase in assessments being proposed for the year.

Mr. Sigmon asked if any landscape proposals have come in.

Mr. Gray responded that he received a proposal from Yellowstone that came in slightly higher than BrightView’s current fees. He added that BrightView has addressed any comments he’s provided.

The Board discussed adding \$20,000 to the budget for amenity management staff.

On MOTION by Mr. Shonkwiler seconded by Mr. Sigmon with all in favor Resolution 2024-04, approving the proposed budget for Fiscal Year 2025 as revised and setting a public hearing for September 11, 2024 at the St. August Airport Authority at 1:00 p.m. was approved.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2024-05, Designating a Date, Time and Location for a Landowner’s Election

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On MOTION by Mr. Sigmon seconded by Mr. Foley with all in favor Resolution 2024-05, setting a landowner’s election for November 13, 2024 at 1:00 p.m. was approved.

Ms. Heflin joined the meeting at this time. Mr. Laughlin administered an oath of office to Ms. Heflin.

Mr. Haber clarified that the upcoming landowner election will need to be held on the first Tuesday of November.

On MOTION by Mr. Shonkwiler seconded by Mr. Sigmon with all in favor amending the previous motion to approve Resolution 2024-05 to set the landowner’s election for November 5, 2024 at 1:00 p.m. at the office of GMS was approved.

NINTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being no report, the next item followed.

B. District Engineer – Approval of Requisition Summary

Mr. Wild presented the requisition summary including numbers 72 and 31 totaling \$8,365.51.

On MOTION by Mr. Gullion seconded by Mr. Sigmon with all in favor requisition numbers 72 and 73 were ratified.

C. District Manager – Discussion of Goals and Objectives

Mr. Laughlin informed the Board that the State of Florida now requires special districts adopt goals and objectives for each year with the current year’s goals being due October 1st. He presented a draft list of goals and objectives that GMS has been working on, noting they are still being finalized.

D. Operations Manager

Mr. Gray provided updates on the landscaping and the ponds. He also stated that the drop-down bar at the dog park needs to be addressed.

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Mr. Sigmon stated that there is a hole by the mailbox on the asphalt multiuse path on Cordova Palms Parkway that needs to be patched.

Mr. Laughlin stated that he received a call from a resident regarding her mail being wet.

Mr. Sigmon suggested setting a meeting up between United and BrightView regarding turning over the maintenance responsibility of the amenity center landscaping.

Mr. Gray recommended purchasing trash cans for the common areas.

Mr. Sigmon suggested placing a trash can at the mail kiosk and a trash can on each side of the dog park.

The Board discussed the need for janitorial services. Mr. Sigmon suggested adding \$12,000 to the FY25 budget for janitorial.

On MOTION by Mr. Shonkwiler seconded by Mr. Sigmon with all in favor amending Resolution 2024-04 approving the Fiscal Year 2025 budget to include \$12,000 for janitorial services was approved.

TENTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of April 30, 2024

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

B. Check Register

A copy of the check register totaling \$347,659.32 was included in the agenda package for the Board’s review.

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

C. Consideration of Construction Funding Request No. 13

A copy of construction funding request number thirteen totaling \$8,365.54 was included in the agenda package.

