

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, August 14, 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
Jacquelyn Heflin	Supervisor
James Shonkwiler	Supervisor
Daniel Foley	Supervisor

Also present were:

Daniel Laughlin	District Manager
Wes Haber	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 August 14, 2024 meeting.

FIRST ORDER OF BUSINESS **Roll Call**

Mr. Laughlin called the meeting to order at 1:00 p.m.

SECOND ORDER OF BUSINESS **Public Comment**

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

THIRD ORDER OF BUSINESS **Minutes**

A. Approval of Minutes of the July 10, 2024 Meeting

There were no comments on the minutes.

On MOTION by Mr. Shonkwiler seconded by Mr. Sigmon with all in favor the minutes of the July 10, 2024 meeting were approved.
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B. Acceptance of Minutes of the July 10, 2024 Audit Committee Meeting

There were no comments on the minutes.

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On MOTION by Mr. Sigmon seconded by Mr. Shonkwiler with all in favor the minutes of the July 10, 2024 audit committee meeting were accepted.

FOURTH ORDER OF BUSINESS

**Ratification of Engagement Letter with
Grau & Associates for Audit Services**

Mr. Laughlin noted Grau & Associates is the firm that was selected by the audit committee at the last meeting.

On MOTION by Mr. Foley seconded by Mr. Sigmon with all in favor the engagement letter with Grau & Associates for audit services was ratified.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2024-06,
Approving Temporary Rates and
Suspension Policies and Designating the
Date, Time and Place of a Public Hearing
for the Purpose of adopting Rates and
Rules Regarding District Amenity Facilities**

Mr. Laughlin presented proposed policies regarding the use of the District’s amenity center, and rates for rental of the patio, noting the Chair has reviewed the policies.

Mr. Haber stated that the effective date on the policies can be changed to the meeting date since they are being adopted on a temporary basis, and once the public hearing is held it will be updated.

Mr. Laughlin noted the public hearing will need to be scheduled for the October meeting due to publication restrictions.

On MOTION by Mr. Sigmon seconded by Mr. Foley with all in favor Resolution 2024-06, approving temporary rates and suspension policies and setting a public hearing for October 9, 2024 at 1:00 p.m. to adopt the rates and policies was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

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B. District Engineer

There being nothing to report, the next item followed.

C. District Manager

1. Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2025

Mr. Laughlin presented a proposed meeting schedule for fiscal year 2025 including meetings on the second Wednesday of each month at 1:00 p.m. at the offices of GMS.

On MOTION by Mr. Shonkwiler seconded by Mr. Sigmon with all in favor the fiscal year 2025 meeting schedule was approved as presented.

2. Consideration of Adopting Goals and Objectives for Fiscal Year 2025

Mr. Laughlin informed the Board new legislation was passed that requires special districts to adopt goals and objectives each year. A proposed performance measures/standards and annual reporting form drafted by GMS in conjunction with counsel was included in the agenda package for the Board’s review.

On MOTION by Mr. Shonkwiler seconded by Mr. Sigmon with all in favor the performance measures/standards and annual reporting form was approved as presented.

D. Operations Manager

Mr. Gray provided an overview of maintenance items that have been accomplished between meetings.

Mr. Shonkwiler asked that staff make a note to seed and mulch the area behind lots 41 through 50 off Oneida.

SEVENTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of June 30, 2024

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

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B. Check Register

A copy of the check register totaling \$98,444.88 was included in the agenda package for the Board’s review.

On MOTION by Mr. Foley seconded by Mr. Shonkwiler with all in favor the check register was approved.

C. Consideration of Construction Funding Request No. 14

A copy of construction funding request number thirteen totaling \$15,521.54 was included in the agenda package.

On MOTION by Mr. Sigmon seconded by Mr. Shonkwiler with all in favor construction funding request number 14 was approved.

EIGHTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Next Scheduled Meeting – September 11, 2024 at 1:00 p.m. at St. Augustine Airport Authority, 4730 Casa Cola Way, St. Augustine, Florida

TENTH ORDER OF BUSINESS

Adjournment

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

Signed by:
Daniel Laughlin
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Secretary/Assistant Secretary

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Chad Sigmon
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Chairman/Vice Chairman