

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, September 11, 2024 at 1:00 p.m. at the St. Augustine Airport Conference Center, 4730 Casa Cola Way, St. Augustine, Florida 32095.

Present and constituting a quorum were:

Chad Sigmon	Chairman
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	Governmental Management Services
Jennifer Erickson	Governmental Management Services

The following is a summary of the discussions and actions taken at the September 11, 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**

A resident asked for a brief explanation of the increase in assessments.

Mr. Laughlin stated that the assessments will be covered during the agenda item related to the budget.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the August 14, 2024 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 August 14, 2024 meeting were approved.
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**FOURTH ORDER OF BUSINESS**

**Public Hearings for the Purpose of Adopting the Fiscal Year 2025 Budget and Imposing Special Assessments**

Mr. Laughlin provided an overview of the budget, noting that with the amenity center opening, there were a lot of expenses related to maintaining the amenity center that needed to be added in, which resulted in the assessment increase.

On MOTION by Mr. Shonkwiler seconded by Mr. Sigmon with all in favor the public hearing regarding the budget adoption was opened.

A resident asked what the pest control grounds maintenance line item covers.

Mr. Laughlin responded that is just pest control for the amenity center area.

The resident asked about maintenance of the sidewalks.

Mr. Laughlin responded that the sidewalks will be turned over the county.

Oscar Wright asked if a cover will be added to the mailboxes. He also stated that the kids have to walk in the street adjacent to the mailboxes, so the sidewalk needs to be extended.

Mr. Sigmon stated that there is currently no plan to cover the mailboxes, however they are looking at other options.

Emanuel Dunn stated that electricity went up, however there are no light poles in Phase 2, so people are walking in the dark.

Mr. Sigmon stated that FPL has been contacted multiple times on that. The decorative light poles are on a significant back order, so they've asked them to switch to the traditional light poles.

A resident asked if reports on the expenses can be provided.

Mr. Laughlin responded that the monthly financials can be found on the District's website, [www.CordovaPalmsCDD.com](http://www.CordovaPalmsCDD.com).

The resident asked when the Board started projecting for the upcoming fiscal year.

Mr. Laughlin responded that the budget is approved prior to June 15<sup>th</sup> of each year, and there is required to be 60 days between approval of the budget, and adoption of the budget. The budget was approved after June 15<sup>th</sup> this year due to quorum issues. Typically discussions regarding the budget will begin in March.

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The resident then asked if communication to the community regarding the budget can be sent earlier.

Mr. Laughlin responded that now that the e-blast list has been started for the community, emails can be sent regarding the monthly meetings.

Emmanuel Dunn asked if the assessments will go down as more homes are built in the community.

Mr. Laughlin responded that the assessments have been paid since the beginning for every planned lot in the community, so the assessment levels will not reduce with new homes.

Clark Valliere asked if residents should contact Mr. Laughlin to join the list to receive the e-blasts.

Mr. Laughlin responded that the District's website has a link to sign up for the emails.

On MOTION by Mr. Foley seconded by Mr. Shonkwiler with all in favor the public hearing regarding the budget adoption was closed.

**A. Consideration of Resolution 2024-07, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2025**

On MOTION by Mr. Foley seconded by Mr. Shonkwiler with all in favor Resolution 2024-07, relating to annual appropriations and adopting the budget for Fiscal Year 2025 was approved.

**B. Consideration of Resolution 2024-08, Imposing Special Assessments and Certifying an Assessment Roll**

On MOTION by Mr. Shonkwiler seconded by Mr. Sigmong with all in favor the public hearing regarding the imposition of special assessments was opened.

Oscar Wright asked what the current debt service assessment amount is.

Mr. Laughlin responded that the Series 2021 assessment is \$1,159 annual and the Series 2022 assessment is \$500 annually. He also noted that the debt service assessments will remain the same through the lift of the bonds.

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A resident recommended the Board allow the residents to vote on what should be part of the community, such as the requested mailbox cover and sidewalk extension.

On MOTION by Mr. Foley seconded by Mr. Shonkwiler with all in favor the public hearing regarding the imposition of assessments was closed.

On MOTION by Mr. Foley seconded by Mr. Sigmon with all in favor Resolution 2024-08, imposing special assessments and certifying an assessment roll for Fiscal Year 2025 was approved.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

There being nothing to report, the next item followed.

**B. District Engineer**

There being nothing to report, the next item followed.

**C. District Manager**

There being nothing to report, the next item followed.

**D. Operations Manager**

Mr. Gray provided an overview of maintenance items that have been accomplished between meetings. He also quoted bike racks for the community ranging from \$5,100 to \$5,500 including pouring concrete pads.

The Board discussed getting a quote for extending the sidewalk from the mailboxes as requested for consideration at the next meeting.

On MOTION by Mr. Sigmon seconded by Mr. Shonkwiler with all in favor installing bike racks at an amount not to exceed \$5,500 was approved.

**E. Amenity Manager**

Ms. Erickson stated that residents have been asking about the ability to rent the kitchen and dining area on the outside patio.

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There were no objections from the Board.

**SIXTH ORDER OF BUSINESS**

**Financial Reports**

**A. Financial Statements as of July 31, 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 \$61,686.68 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.

**SEVENTH ORDER OF BUSINESS**

**Supervisor Requests and Audience Comments**

A resident stated that the sidewalk needs to be repaired in front of the dog park. Mr. Foley stated that the sidewalk is being addressed.

**EIGHTH ORDER OF BUSINESS**

**Next Scheduled Meeting – October 9, 2024 at 1:00 p.m. at the offices of GMS, 475 West Town Place, Suite 114, St. Augustine, Florida**

**NINTH ORDER OF BUSINESS**

**Adjournment**

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

Signed by:  
*Daniel Langelin*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Chad Sigmon*  
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Chairman/Vice Chairman