

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, November 13, 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
James Shonkwiler	Supervisor
Daniel Foley	Supervisor

Also present were:

Daniel Laughlin	District Manager
Wes Haber <i>by phone</i>	District Counsel
Richard Gray	Governmental Management Services

The following is a summary of the discussions and actions taken at the November 13, 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 comments, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Oath of Office for Newly Elected Supervisors

Mr. Laughlin, being a notary public for the State of Florida, administered an oath of office to Mr. Foley and Mr. Shonkwiler.

B. Consideration of Resolution 2025-01, Canvassing and Certifying the Results of the Landowner's Election

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Mr. Laughlin informed the Board that the landowner’s election resulted in Mr. Foley and Mr. Shonkwiler each receiving 60 votes, and Ms. Heflin receiving 40 votes. Mr. Shonkwiler and Mr. Foley will each serve four-year terms, while Ms. Heflin will serve a two-year term.

On MOTION by Mr. Gullion seconded by Mr. Sigmon with all in favor Resolution 2025-01, canvassing and certifying the results of the landowner’s election was approved.

C. Consideration of Resolution 2025-02, Designating Officers

There being no objections to leaving the slate of officers as-is, a motion followed.

On MOTION by Mr. Foley seconded by Mr. Shonkwiler with all in favor Resolution 2025-02, designating the same slate of officers was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the September 11, 2024 Meeting

There were no comments on the minutes.

On MOTION by Mr. Foley seconded by Mr. Sigmon with all in favor the minutes of the September 11, 2024 meeting were approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2025-03, Amending the Fiscal Year 2024 General Fund Budget

Mr. Laughlin stated that there are a few line items that need to be balanced by amending the budget, such as pool maintenance, fitness equipment leasing, and refuse service.

On MOTION by Mr. Shonkwiler seconded by Mr. Gullion with all in favor Resolution 2025-03, amending the Fiscal Year 2024 General Fund Budget 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

1. Consideration of Work Authorization No. 14 for Preparation of a Public Facilities Report

Mr. Laughlin informed the Board that the public facilities report is a report required by the State of Florida to be completed every seven years. ETM proposed a fee not to exceed \$7,500 to prepare the report.

On MOTION by Mr. Sigmon seconded by Mr. Foley with all in favor England Thims & Miller work authorization number 14 was approved.

2. Ratification of Work Authorization No. 15 for Fiscal Year 2025 General Consulting Services

An executed copy of work authorization number 15 for fiscal year 2025 general consulting engineering services with an estimated fee of \$11,000 was included in the agenda package for the Board's review.

On MOTION by Mr. Shonkwiler seconded by Mr. Sigmon with all in favor England Thims & Miller work authorization 15 was approved.

3. Ratification of Change Order Nos. 5 and 6

Copies of A.J. Johns change orders numbers five and six were included in the agenda package for the Board's review. Change order number five increases the contract fee by \$19,972.79 and change order number six increases the contracted amount by \$30,705.67.

On MOTION by Mr. Foley seconded by Mr. Sigmon with all in favor A.J. Johns Change Order Nos. 5 and 6 were ratified.

4. Ratification of Requisition Nos. 74-78

A requisition summary including requisition numbers 74 through 78 was included in the agenda package. Together, the requisitions total \$57,918.28.

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On MOTION by Mr. Gullion seconded by Mr. Sigmon with all in favor requisition numbers 74 through 78 were ratified.

C. District Manager

Mr. Laughlin relayed two requests from residents, the first being a resident that owns Lucy’s Pastry Shop that has requested to sell pastries under the covered area at the amenity center.

Mr. Gray questioned if a fee should be charged to the resident as the janitorial needs would increase.

Mr. Foley suggested including in the agreement that the resident would be responsible for cleaning the area and would be subject to any excess fees if additional janitorial is needed.

Mr. Sigmon suggested a deposit for each time the facility is used.

On MOTION by Mr. Foley seconded by Mr. Gullion with all in favor the request from Lucy’s Pastry Shop to sell goods at the amenity center was approved subject to a license agreement.

Next, Mr. Laughlin relayed a request from a swim instructor to provide swim classes at the amenity center to residents only.

On MOTION by Mr. Foley seconded by Mr. Gullion with all in favor the request from Lisa Garofalo to provide swim lessons at the amenity center was approved subject to an agreement.

D. Operations Manager

Mr. Gray provided an overview of maintenance items that have been accomplished between meetings. He also informed the Board a lot of the lights are out in the fountain.

Mr. Sigmon directed Mr. Gray to solicit proposals to replace the lights.

E. Amenity Manager

Mr. Gray gave an overview of the recent community events under his report.

SEVENTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of September 30, 2024

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

B. Check Registers

- 1. September**
- 2. October**

Copies of the check registers totaling \$103,398.52 for September and \$46,059.57 for October were included in the agenda package for the Board’s review. Mr. Laughlin noted the check register for September is higher than usual due to the insurance premium, although a refund will be issued due to some values being lowered.

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

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

C. Construction Funding Request Nos. 15 and 16

Copies of construction funding request number 15 totaling \$25,717.78 and construction funding request number 16 totaling \$7,813.35 were included in the agenda package for the Board’s review.

On MOTION by Mr. Gullion seconded by Mr. Sigmon with all in favor construction funding request numbers 15 and 16 were approved.

EIGHTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

Kristin Gentile and Russ Morvant gave some examples of misuse the amenity center taking place and asked that temporary rule signage be installed until the permanent, decorative signage comes in.

Mr. Gray recommended adding more hours for an onsite presence.

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Mr. Foley stated that emails can be sent to residents reminded them not to give their children that are under 15 years old key fobs as they are not permitted to access the amenities unsupervised and temporary signage can be installed.

Kristin Gentile asked if there has been any thought put into amenities that the middle school aged group can use such as soccer goals and a basketball court.

The Board members will consider the options with the land available.

Next, Kristin Gentile stated that at times hers and her neighbor’s houses are covered with midges. St. Johns County Mosquito control has indicated they cannot assist with controlling midges but recommended putting something in the Pinzon pond to get the water moving such as a fountain or a bubbler.

Mr. Laughlin stated that an aerator is an option, however it’s pricey. Other options are a chemical treatment, or a fish that eats midge larvae.

Mr. Foley stated that the Board will look into the options, however Cordova is built on a wetland, so bugs are to be expected.

Next, Russ Morvant expressed concerns over the intersection at the amenity center and stated that the intersection needs to be turned into a four-way stop. He also stated that the speed limit county road 312 needs to be reduced.

Mr. Sigmon stated that the roads have been turned over to St. Johns County, however the District’s engineer can be consulted to see what can be done.

Supervisor Requests

Mr. Sigmon asked if Phase 3 landscape maintenance has been bid out yet.

Mr. Laughlin responded that it will be covered under Duval’s contract, they need just to be given approval to begin maintaining it. He added that the pond in Phase 3 needs to be brought on for maintenance as well.

NINTH ORDER OF BUSINESS

Next Scheduled Meeting – December 11, 2024 at 1:00 p.m. at the offices of GMS, 475 West Town Place, Suite 114, St. Augustine, Florida

TENTH ORDER OF BUSINESS

Adjournment

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

Signed by:

Daniel Laughlin

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Secretary/Assistant Secretary

DocuSigned by:

Chad Sigmon

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Chairman/Vice Chairman