

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, December 11, 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
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	Governmental Management Services

The following is a summary of the discussions and actions taken at the December 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

There being no comments, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Minutes

A. November 5, 2024 Landowner's Election

There being no comments or revisions to the minutes, a motion to approve followed.

On MOTION by Mr. Foley seconded by Mr. Shonkwiler with all in favor the minutes of the November 5, 2024 landowner's election were approved.

B. November 13, 2024 Meeting

December 11, 2024

Cordova Palms CDD

There being no comments or revisions to the minutes, a motion to approve followed.

On MOTION by Mr. Sigmon seconded by Mr. Shonkwiler with all in favor the minutes of the November 13, 2024 meeting were approved.

FOURTH ORDER OF BUSINESS

Public Hearing for the Purpose of Adopting Amenity Policies and Rates; Consideration of Resolution 2025-04

Mr. Laughlin stated that the rates to be considered are a key fob replacement fee of \$30, a returned check fee of \$50, and a rental fee of \$50, with \$20 for each extra hour, and a \$200 refundable deposit. A suspension and termination of access rule was also considered, which allows staff to suspend patrons at their discretion.

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

There being no members of the public present, a motion to close the public hearing followed.

On MOTION by Mr. Sigmon seconded by Mr. Foley with all in favor the public hearing was closed.

On MOTION by Mr. Foley seconded by Mr. Shonkwiler with all in favor Resolution 2025-04, adopting amenity policies and rates was approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

B. District Engineer – Inspection Report

Mr. Wild informed the Board that all of the public facilities for the District were inspected. A few minor deficiencies such as cracked sidewalks and leaning sides were noted.

Mr. Sigmon stated that there has been some discussion about turning the four-way intersection in front of the amenity center into a four-way stop.

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Mr. Wild stated that he could get with their traffic engineer to see if he thinks there's potential for a four-way stop getting approved by the county.

C. District Manager

Mr. Laughlin asked to move future meetings to 11:00 a.m. due to scheduling conflicts.

On MOTION by Mr. Foley seconded by Mr. Shonkwiler with all in favor changing the meeting time from 1:00 p.m. to 11:00 a.m. for future meetings was approved.

D. Operations Manager

Mr. Gray provided an overview of maintenance items that have been accomplished between meetings. He will bring proposals for additional staffing hours to the next meeting.

E. Amenity Manager

Ms. Erickson gave informed the Board she will send a reminder to residents that children are not permitted in the fitness center despite their age.

SIXTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of October 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 registers totaling \$37,626.57 was included in the agenda package for the Board's review.

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

C. Consideration of Construction Funding Request No. 17

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A copy of construction funding request number 17 totaling \$232,859.84 was 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.

SEVENTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Next Scheduled Meeting – January 8, 2025 at 11:00 a.m. at the offices of GMS, 475 West Town Place, Suite 114, St. Augustine, Florida

NINTH ORDER OF BUSINESS

Adjournment

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

Signed by:
Daniel Langilin
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Secretary/Assistant Secretary

DocuSigned by:
Chad Sigmon
57AEDE888DC4480...
Chairman/Vice Chairman