

**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, **January 8, 2025**, 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
Jacquelyn Heflin	Supervisor

Also present were:

Daniel Laughlin	District Manager, GMS
Wes Haber	District Counsel, Kutak Rock
Scott Wild <i>by phone</i>	District Engineer, ETM
Richard Gray	RMS
Alison Mossing	RMS

*The following is a summary of the discussions and actions taken at the January 8, 2025, regular meeting of the Board of Supervisors of the Cordova Palms Community Development District.*

**FIRST ORDER OF BUSINESS**

**Call to Order**

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.

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**THIRD ORDER OF BUSINESS****Approval of Minutes of the December 11, 2024, Meeting**

Mr. Laughlin presented the December 11, 2024, meeting minutes and asked for any comments, corrections, or changes. The Board had no changes to the minutes.

On MOTION by Mr. Shonkwiler, seconded by Ms. Heflin, with all in favor, the minutes of the December 11, 2024, meeting, were approved.

**FOURTH ORDER OF BUSINESS****Consideration of Proposal for Additional Onsite Staff Hours**

Ms. Erickson expressed concern about kids going to the gym after school. She recommended someone be there during the week during that particular time after school. Ms. Erickson noted that it was customizable to what the Board wanted to do. She suggested 4-hour shifts each day, 12:00 p.m. to 4:00 p.m. Monday through Friday, having someone there when the kids are dropped off by the bus to keep them out of the gym and enforce the rules with weekend coverage.

Mr. Gray stated that they were working three to four hours a week in maintenance, and he wanted to increase that to at least eight hours a week; two hours four times a week on Monday, Tuesday, Thursday, and Friday.

Board discussion ensued and the consensus was to increase the maintenance hours to eight hours to begin immediately and then add additional staffing hours on March 1, 2025. They will consider business through Spring Break and judge how busy the amenity center will be in the warm months. Board will then determine if they wish to continue staffing through the busy season (Memorial Day to Labor Day) after Spring Break.

On MOTION by Mr. Shonkwiler, seconded by Mr. Sigmon, with all in favor, the Proposal for Additional Onsite Staff Hours as Outlined, was approved.

**FIFTH ORDER OF BUSINESS****Staff Reports****A. District Counsel**

There being nothing to report, the next item followed.

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**B. District Engineer – Inspection Report****1. Requisition Summary**

Mr. Wild stated that there was only one requisition #81, from the 2022-2 Bond Fund for \$3,236.26. He noted that this amount was payable to ETM. Mr. Wild added that if there were no questions, they would ask for a motion to ratify request #81.

On MOTION by Mr. Sigmon, seconded by Mr. Shonkwiler, with all in favor, Requisition #81, was ratified.

**2. Acceptance of the 2024 Public Facilities Report**

Mr. Wild stated that they had discussed this report at the last meeting and he was looking for a motion to approve. He added that this was something that was required by the state and that they do it every seven years. Mr. Wild and the Board spoke in detail about repairs that he had completed, signs, paving, bringing in dirt and sod for Spring, filling cracks. Etc. Mr. Wild asked for a motion to accept the Public Facilities Report.

On MOTION by Mr. Sigmon, seconded by Mr. Shonkwiler, with all in favor, Accepting the 2024 Public Facilities Report, was approved.

Mr. Wild added that he had asked their traffic engineer to look into the possibility of getting a four-way stop at the intersection that they had discussed at the last meeting. He noted that he didn't have any concrete information yet, but they were looking into it and would hopefully be able to report something.

**C. District Manager**

Mr. Laughlin stated that a resident had contacted him, and they wanted to coordinate a meet-and-greet for residents one morning a month to have coffee in the veranda area. He said he wanted to bring it to the Board and ensure there weren't any issues—more details to follow.

**D. Operations Manager**

Mr. Gray stated that they were working on getting the ribbon palms around the putting green. He added that they fixed the lights on the fountain at the front entrance. The labor cost the District paid was \$195 to get the fountain lighting back up and running.

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**E. Amenity Manager**

Board member had a question about the grass. He inquired about the company they used. Mr. Gray stated that he had to inquire quite a bit about the situation. He emailed the company back and forth; they cooperated and did everything they asked. Mr. Gray added that they had an issue with the weeds in the turf. They had used a subcontracted company to take care of the problem. Mr. Gray thought they were doing a great job.

**SIXTH ORDER OF BUSINESS****Financial Reports****A. Financial Statements as of November 30, 2024**

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

**B. Check Register**

The agenda package included a copy of the check registers totaling \$32,069.31 for the Board to review.

On MOTION by Ms. Heflin, seconded by Mr. Sigmon, with all in favor, the Check Register, was approved.
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**C. Consideration of Construction Funding Request No. 18**

The agenda package included a copy of construction funding request No. 18, totaling \$3,236.26, for the Board's review.

On MOTION by Mr. Sigmon, seconded by Ms. Heflin, with all in favor, Construction Funding Request No. 18, was approved.
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**SEVENTH ORDER OF BUSINESS****Supervisor Requests and Audience Comments**

There were no members of the public present to provide comments. A Board member asked how the Doody Daddy service was going. Mr. Gray answered that the process was working great. He noted that trash collection was on Wednesday.

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**EIGHTH ORDER OF BUSINESS**

**Next Scheduled Meeting – February 12, 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 Ms. Heflin, seconded by Mr. Sigmon 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