

**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, **February 12, 2025**, at 11:00 a.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
Jacquelyn Heflin	Supervisor
Dan Foley	Supervisor
James Shonkwiler	Supervisor

Also present were:

Daniel Laughlin	District Manager, GMS
Wes Haber <i>by phone</i>	District Counsel, Kutak Rock
Richard Gray	RMS

*The following is a summary of the discussions and actions taken at the February 12, 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 11:00 a.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 January 8, 2025 Meeting**

Mr. Laughlin presented the January 8, 2025, meeting minutes and asked for any comments, corrections, or changes. The Board had no changes to the minutes.

On MOTION by Mr. Foley, seconded by Mr. Shonkwiler, with all in favor, the Minutes of the January 8, 2025 Meeting, were approved.

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

Mr. Haber had nothing to report but was happy to answer any questions. The Board asked if the notice was finalized for the person taking trees down. Mr. Laughlin responded yes. He explained that Mr. Haber sent the letter over on Monday. Mr. Laughlin stated he is working with Scott and someone else at ETM about what needs to be done. They provided him with a contact at the Water Management District to discuss what needs to be done to remedy it. He stated if the Board is okay with it, he will reach out and see what they need to do. He explained that it was around five pine trees that were cleared, and they were about seven inches in diameter, 30 feet tall.

Mr. Haber explained that the violation letter essentially stated that this person didn't have the right to take down the trees, and the District demands that they cease taking any other activity on that property and to the extent that it is required that the District will look to hold this person responsible for the cost to replace the trees as well as any costs, penalties, or damages if there are any as a result of potentially violating the permit and the conservation easement. The Board asked if they could just suggest this person replant and reestablish to natural conditions or was it advised that staff reach out to the Water Management District to investigate. Mr. Haber deferred that question to the engineer. It was explained that if the area is located within the conservation easement, which it is, the Water Management will have recourse. It was also explained that the Water Management will allow trees to be removed if they are dead or dying; otherwise, the conservation easement area is off limits. It was recommended to contact Stacy Leiteiser, who is the Water Management District Compliance Regulatory Manager. Mr. Laughlin offered to reach out to Mr. Leiteiser if the Board is okay with that. The Board agreed.

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**B. District Engineer**

There being no District Engineer's report, the next item followed.

**C. District Manager**

Mr. Laughlin stated he was going to bring up the tree removal, which they already discussed. He noted he will get that tree removal taken care of. He also explained that there was a fence that was installed in a District easement around one of the ponds. The HOA sent a letter to the resident and the resident contacted Mr. Laughlin about keeping the fence. Mr. Laughlin further explained that currently there is no issue for access. He noted the current homeowner who bought the house put a request in and their survey didn't have the easement, so the HOA did approve it. He pointed out that there is a line in the agreement that they signed that as part of the HOA application acceptance that if there is anything in an easement, then it is their responsibility to move it if they need access to it. He asked for the Board's thoughts and if they want to pursue it. It was clarified that this is the house on the middle pond of Phase 1. The issue of what the other homeowners will say was discussed. Mr. Laughlin is going to work with Mr. Haber to get the agreement to the resident. Mr. Laughlin stated someone emailed about selling girl scout cookies during Thursdays food truck. The Board approved that request.

**D. Operations Manager**

Mr. Gray stated everything seems to be running well and they are getting everything installed. He noted they have annuals coming the second week of March. He also noted the replacement palm tree that was hit by the vehicle was replaced and seems to be doing okay.

**E. Amenity Manager**

Mr. Gray stated they were able to get a fitness class started at Cordova Palms for yoga and pilates. It's a hybrid class every Thursday morning at 9:30 a.m. under the covered outdoor patio area. The residents pay the instructor directly. They received the instructors COI and certification, and they have a formal agreement signed with her. Three residents attended the first class on February 6<sup>th</sup> and they received good feedback from the residents. He noted that they worked with a resident on the monthly coffee on the second Saturday of the month. He also noted that the same resident reached out and asked them to advertise a monthly community cleanup with the residents. He stated the first cleanup will be on March 7, 2025. He stated food trucks

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will continue to come to the amenity center every other Thursday. He pointed that they had a couple of inquiries from coffee food trucks about coming up onsite this weekend. They continue to send out parking reminders via e-blast of utilizing the bike racks, cleaning up after a pet and no overnight parking in the parking lot. He stated the bike rack situation has gotten a lot better.

Mr. Gray noted they continue to fill residents' inquiries about receiving access cards and rental applications. He also noted they did get the replacement key cards in. He met with the onsite representative. They got a 100 cards in and he signed for them. He added that everything seems to be working well on that. He stated they have a resident that owns an inflatable company, and they will work with this vendor on collaborating a CDD event with his company targeting spring or summer. He stated the amenity contract will go into effect on March 1, 2025. He stated they will have someone there 7 days a week. He discussed the schedule being from 12:00 p.m. to 4:00 p.m. on Monday through Friday and 11:00 a.m. to 5:00 p.m. on Saturday and Sunday. The Board agreed to the schedule.

**FIFTH ORDER OF BUSINESS****Financial Reports****A. Financial Statements as of December 31, 2024**

Mr. Laughlin stated that 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 \$167,565.40 for the Board to review.

On MOTION by Mr. Gullion, seconded by Ms. Heflin, with all in favor, the Check Register, was approved.

**C. Consideration of Construction Funding Request No. 19**

The agenda package included a copy of construction funding request No. 19, totaling \$1,181.76, for the Board's review.

On MOTION by Mr. Sigmon, seconded by Mr. Shonkwiler, with all in favor, Construction Funding Request No. 19, was approved.

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**SIXTH ORDER OF BUSINESS****Supervisor Requests and Audience Comments**

Mr. Sigmon stated he has been working with Mr. Wild from ETM on the four-way stop possibility. He explained that ETM is saying that the county will not approve a four-way stop in that specific area based on traffic patterns, etc. He stated the idea was discussed about moving the bus stop location to the amenity center instead of where it currently is. A crossing guard in the morning was discussed. The county requirements and the crossing guard suggestion will be reviewed.

**SEVENTH ORDER OF BUSINESS****Next Scheduled Meeting – March 12, 2025, at 11:00 a.m. at the offices of GMS, 475 West Town Place, Suite 114, St. Augustine, Florida**

The next scheduled meeting was on March 12, 2025, at 11:00 am, at the offices of GMS, 475 West Town Place, Suite 114, St. Augustine, FL.

**EIGHTH ORDER OF BUSINESS****Adjournment**

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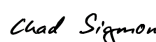
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