

**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, **June 11, 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
Daniel Zaremba	Supervisor
James Shonkwiler	Supervisor

Also present were:

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

The following is a summary of the discussions and actions taken at the June 11, 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 members of the public present, the next item followed.

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THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation from Daniel Foley

On MOTION by Mr. Shonkwiler, seconded by Mr. Sigmon, with all in favor, Daniel Foley's resignation was accepted.

B. Consideration of Appointing a New Supervisor to Fill the Vacancy (11/2028)

On MOTION by Mr. Sigmon, seconded by Mr. Shonkwiler, with all in favor, appointing Daniel Zaremba to fill the vacant seat was approved.

C. Oath of Office for Newly Appointed Supervisor

Mr. Laughlin, being a notary public of the State of Florida, administered an oath of office to Mr. Zaremba.

D. Consideration of Resolution 2025-05, Designating Officers

On MOTION by Mr. Gullion, seconded by Mr. Sigmon, with all in favor, Resolution 2025-05, designating officers as previously slated with Daniel Zaremba added as an Assistant Secretary was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes

A. February 12, 2025 Meeting

B. March 12, 2025 Workshop

Mr. Laughlin presented the February 12, 2025 meeting minutes and March 12, 2025 workshop minutes and asked for any comments, corrections, or changes. The Board had no changes to the minutes.

On MOTION by Mr. Sigmon, seconded by Mr. Shonkwiler, with all in favor, the Minutes of the February 12, 2025 Meeting, were approved.

On MOTION by Mr. Gullion, seconded by Mr. Sigmon, with all in favor, the Minutes of the March 12, 2025 Workshop, were approved.

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FIFTH ORDER OF BUSINESS**Ratification of Proposal from GMS for Additional Maintenance Hours**

Mr. Laughlin presented the proposal from GMS for additional facility maintenance house, noting 16 additional hours per week was approved between meetings for a total of \$17,280 for 2025.

On MOTION by Mr. Sigmon, seconded by Mr. Shonkwiler, with all in favor, the proposal from GMS for 16 additional facility maintenance hours per week was ratified.

SIXTH ORDER OF BUSINESS**Consideration of Proposal from BrightView to Add Phase 3 and the Highway 312 Entrance to the Maintenance Contract**

Mr. Laughlin presented the proposal from BrightView totaling \$12,804.

This item was tabled.

Mr. Sigmon requested the area be mowed until a decision is made.

SEVENTH ORDER OF BUSINESS**Acceptance of the Fiscal Year 2024 Audit Report**

Mr. Laughlin presented the fiscal year 2024 audit report, noting there were no negative findings or deficiencies to report.

On MOTION by Mr. Shonkwiler, seconded by Mr. Sigmon, with all in favor, the Fiscal Year 2024 audit report was accepted.

EIGHTH ORDER OF BUSINESS**Consideration of Resolution 2025-06, Approving the Proposed Budget for Fiscal Year 2026 and Setting a Public Hearing Date**

Mr. Laughlin presented the proposed budget for fiscal year 2026, noting the budget as presented would result in a \$370 increase in assessments per unit for the year. The water/sewer/irrigation line item will be adjusted to \$23,000. The changes in the budget will bring the assessment increase down to \$317.07.

On MOTION by Mr. Shonkwiler, seconded by Mr. Gullion, with all in favor, Resolution 2025-06, approving the proposed budget as revised for fiscal year 2026 and setting a public hearing for August

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13, 2025 at 11:00 a.m. at the St. Augustine Airport conference room were approved.

NINTH ORDER OF BUSINESS**Staff Reports****A. Landscape Report – Quality Site Assessment**

Mr. Gray report that the annuals went in as contracted and the palm trees have been pruned. Next, Mr. Gray presented a proposal from Yellowstone for landscape and irrigation maintenance services that includes Highway 312, Phase 3 easement, four rotations and palm pruning.

On MOTION by Mr. Sigmon, seconded by Mr. Shonkwiler, with all in favor, the proposal from Yellowstone for landscape and irrigation maintenance services was approved with staff authorized to terminate the agreement with BrightView or notify BrightView of the intent not to renew.

B. District Counsel

There being nothing to report, the next item followed.

C. District Engineer

Mr. Wild stated that he had nothing to report but would take any questions.

Mr. Gullion asked if Mr. Wild is sure the irrigation issues alleged by BrightView have nothing to do with the irrigation system design.

Mr. Sigmon stated that Mr. Wild was not involved in the landscape and irrigation plans. He added that it would be critical for Yellowstone to test the irrigation.

Mr. Sigmon asked Mr. Wild for an update on the internal analysis of the four-way stop area. Mr. Wild responded that the county would want a warrant analysis for a four-way stop and the side street traffic does not have enough units to provide the warrant.

D. District Manager – Report on the Number of Registered Voters (590)

Mr. Laughlin informed the Board there are 590 registered voters reported to be residing within the District boundaries as of April 15, 2025.

E. Operations Manager

There being nothing further to report, the next item followed.

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F. Amenity Manager

Ms. Mossing introduced Ms. Harvey as the new amenity manager for the community.

Mr. Laughlin stated that a resident has requested to hold a non-denominational and gratitude class weekly or month around 8:00 a.m. Ms. Mossing stated that GMS can assist with advertising the class if the Board is okay with it.

TENTH ORDER OF BUSINESS**Financial Reports****A. Financial Statements as of April 30, 2024**

Mr. Laughlin stated that copies of the financial statements were included in the agenda package for the Board's review.

B. Check Registers**1. March**

A copy of the check register for March totaling \$118,178.85 was included in the agenda package for the Board's review.

On MOTION by Mr. Gullion, seconded by Mr. Shonkwiler, with all in favor, the Check Register for March was approved.

2. April

A copy of the check register for April totaling \$38,874.01 was included in the agenda package for the Board's review.

On MOTION by Mr. Gullion, seconded by Mr. Shonkwiler, with all in favor, the Check Register for April was approved.

3. May

A copy of the check register for May totaling \$33,806.51 was included in the agenda package for the Board's review.

On MOTION by Mr. Sigmon, seconded by Mr. Gullion, with all in favor, the Check Register for May was approved.

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ELEVENTH ORDER OF BUSINESS

**Supervisor Requests and Audience
Comments**

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS

**Next Scheduled Meeting – July 9, 2025, at
11:00 a.m. at the offices of GMS, 475 West
Town Place, Suite 114, St. Augustine,
Florida**

THIRTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Gullion, 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