

**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, **July 9, 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 <i>by phone</i>	Vice Chairman
Daniel Zaremba	Supervisor
James Shonkwiler	Supervisor
Jacquelyn Heflin <i>by phone</i>	Supervisor

Also present were:

Daniel Laughlin	District Manager, GMS
Wes Haber <i>by phone</i>	District Counsel, Kutak Rock
Taylor Harvey	Amenity Manager, GMS
Jeff Johnson	Operations Manager, GMS
Brad Poor	Yellowstone Landscape
Alison Mossing	GMS
Travis Arnold	

*The following is a summary of the discussions and actions taken at the July 9, 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****Approval of Minutes****A. May 14, 2025 Workshop****B. June 4, 2025 Workshop****C. June 11, 2025 Meeting**

Mr. Laughlin presented the May 14, 2025 workshop minutes, June 4, 2025 workshop minutes and June 11, 2025 meeting minutes and asked for any comments, corrections, or changes. There being none, motions to approve followed.

On MOTION by Mr. Sigmon, seconded by Mr. Shonkwiler, with all in favor, the Minutes of the May 14, 2025 Workshop, were approved.

On MOTION by Mr. Sigmon, seconded by Mr. Shonkwiler, with all in favor, the Minutes of the June 4, 2025 Workshop, were approved.

On MOTION by Mr. Sigmon, seconded by Mr. Zaremba, with all in favor, the Minutes of the June 11, 2025 Meeting, were approved.

**FOURTH ORDER OF BUSINESS****Ratification of Agreement with Yellowstone for Landscape and Irrigation Maintenance Services**

Mr. Laughlin stated that the agreement with Yellowstone Landscape was executed between meetings to get service started before July 1<sup>st</sup>.

On MOTION by Mr. Shonkwiler, seconded by Mr. Sigmon, with all in favor, the agreement with Yellowstone Landscape for landscape and irrigation maintenance services was ratified.

**FIFTH ORDER OF BUSINESS****Discussion of the Fiscal Year 2026 Budget**

Mr. Laughlin reminded the Board that at the last meeting, there was a discussion of having full-time staffing just during the summer months and reducing staff to part-time during the winter months. Ms. Mossing added that the schedule would reduce the fee from \$77,500 to \$54,600.

*Ms. Heflin joined the meeting by phone at this time.*

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Mr. Laughlin stated that the mulch line item will be removed as Yellowstone's fee includes the cost of mulch.

## **SIXTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Landscape Report**

Mr. Poor stated that the irrigation system was inspected, and it was determined part of the main line should be increased between the well and entrance. The reports on the startup inspection will be submitted to the Board once they're finalized.

#### **B. District Counsel**

There being nothing to report, the next item followed.

#### **C. District Engineer**

There being nothing to report, the next item followed.

#### **D. District Manager**

Mr. Laughlin stated that a proposed meeting schedule for fiscal year 2026 will be brought to the next meeting for approval. He asked if the Board would be amenable to moving the meeting time to 10:00 a.m. There were no objections.

#### **E. Operations Manager – Report**

Mr. Johnson reported that he is still working with United on the Palm Tree replacements. Next, he informed the Board that he has received a complaint of non-residents using the dog park, so he has obtained a proposal totaling \$8,795 to add a key fob access system to the gate.

Mr. Sigmon stated that he does not think an access system is necessary at this time. Mr. Laughlin suggested adding some signage to clarify that the amenity is for residents only.

Mr. Johnson asked if the Board would like him to gather proposals for holiday lighting.

Mr. Sigmon responded yes.

#### **F. Amenity Manager**

Ms. Harvey gave an overview of the recent events that have taken place and upcoming events. She asked the Board to consider allowing D1 Fitness to attend the summer event, do

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activities with the kids and promote their gym. There were no objections. Mr. Laughlin noted an agreement would need to be drafted for the event.

Next, Ms. Mossing informed the Board of an incident in which a resident renting the facility brought a foam machine onto the putting green. She recommended keeping the resident's deposit.

**EIGHTH ORDER OF BUSINESS****Financial Reports****A. Financial Statements as of May 31, 2025**

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

**B. Check Register**

A copy of the check register totaling \$139,662.34 was included in the agenda package for the Board's review.

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

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

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – August 13, 2025,  
at 11:00 a.m. at the St. Augustine Airport  
Conference Room, 4730 Casa Cola Way, St.  
Augustine, Florida**

**ELEVENTH ORDER OF BUSINESS****Adjournment**

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

Signed by:



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Secretary/Assistant Secretary

Signed by:



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Chairman/Vice Chairman