

**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, **September 10, 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:

Don Gullion	Chairman
Jacquelyn Heflin <i>by phone</i>	Supervisor
Alex Pinto	Supervisor
James Shonkwiler	Supervisor

Also present were:

Matt Biagetti	District Manager, GMS
Wes Haber <i>by phone</i>	District Counsel, Kutak Rock
Scott Wild <i>by phone</i>	District Engineer, ETM
Taylor Harvey	Amenity Manager, GMS
Jeff Johnson	Operations Manager, GMS
Alison Mossing	GMS
Rich Gray	GMS

The following is a summary of the discussions and actions taken at the September 10, 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.

THIRD ORDER OF BUSINESS

Approval of Minutes of the August 13, 2025 Meeting

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A copy of the minutes from the August 13, 2025 meeting 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 minutes of the August 13, 2025 meeting, were approved.

FOURTH ORDER OF BUSINESS**Acceptance of the Engagement Letter with
Grau & Associates for Fiscal Year 2025**

Mr. Laughlin presented the engagement letter with Grau & Associates, noting this letter authorizes Grau to begin the auditing process.

On MOTION by Mr. Gullion, seconded by Mr. Shonkwiler, with all in favor, the engagement letter with Grau & Associates was accepted.

FIFTH ORDER OF BUSINESS**Consideration of Proposals for Holiday
Lighting**

Mr. Johnson presented four proposals for installing holiday lighting at the amenity center, the entrance and/or the palm trees around the putting green. Mr. Gray added that if the Board chooses to stay with Humbug, the previous year's vendor, offers a multi-year discount from 3-to-5%.

On MOTION by Mr. Gullion, seconded by Mr. Shonkwiler, with all in favor, the proposals from Humbug Holiday Lighting for both the amenity center and the palm trees totaling \$8,690 were approved.

SIXTH ORDER OF BUSINESS**Staff Reports****A. Landscape Report**

Mr. Johnson reported that the annual rotation was scheduled for the week following the meeting and 98% of the preserve trees have been felled.

B. District Counsel

There being nothing to report, the next item followed.

C. District Engineer – Approval of Requisition Summary

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Mr. Wild presented a requisition summary including requisition numbers 82 and 83 totaling \$2,870.26

On MOTION by Mr. Gullion, seconded by Mr. Shonkwiler, with all in favor, the requisition summary was approved.

D. District Manager – Discussion of the Fiscal Year 2026 Meeting Schedule

Mr. Laughlin asked if the Board would like to make any changes to the fiscal year 2026 meeting schedule.

The Board's consensus was to move the meetings to the second Thursday of each month at 11:00 a.m.

On MOTION by Mr. Gullion, seconded by Mr. Pinto, with all in favor, the fiscal year 2026 meeting schedule was approved as revised.

E. Operations Manager – Report

Mr. Johnson stated that he would like to add additional security cameras for a total of \$500. There were no objections from the Board.

F. Amenity Manager

Ms. Harvey informed the Board that she has created a welcome packet for AMH to hand out to new residents as staff was receiving feedback that AMH residents did not realize they lived in a CDD.

Next, Mr. Laughlin stated that there have been issues with homeowners renting their home out for short-term rentals and giving access cards out to those short-term renters, which is against the CDD's policies. Staff will work on some language to add to the amenity policy document specific to that matter.

SEVENTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of July 31, 2025

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

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B. Check Register

A copy of the check register totaling \$27,222.93 was included in the agenda package for the Board's review.

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

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

Bob Costello asked if the agenda can be sent out to the residents.

Mr. Laughlin responded that the agenda package is posted to the District's website a week prior to the meeting.

Next, Bob Costello stated that there is a tractor trailer parked near county road 312. He asked who he should call since it's not the District's property.

Mr. Laughlin suggested calling the St. Johns County Sheriff's Office non-emergency phone number.

Mr. Shonkwiler asked for an update on a recent amenity suspension.

Ms. Mossing responded that the resident's fob access has been reinstated and staff will continue to monitor the situation.

NINTH ORDER OF BUSINESS

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

TENTH ORDER OF BUSINESS**Adjournment**

On MOTION by Mr. Gullion, seconded by Mr. Shonkwiler 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