

**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 Thursday, **November 13, 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:

Daniel Zaremba	Vice Chairman
Alex Pinto	Supervisor
James Shonkwiler	Supervisor
Agnes Albertie	Supervisor
Elizabeth Newgard	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

The following is a summary of the discussions and actions taken at the November 13, 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

Organizational Matters

A. Acceptance of Resignation from Jacquelyn Heflin

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On MOTION by Mr. Shonkwiler, seconded by Mr. Zaremba, with all in favor, the resignation of Jacquelyn Heflin was accepted.

B. Consideration of Appointing a New Supervisor to Fill the Vacancy (11/2026)

Mr. Shonkwiler nominated Agnes Albertie to fill the vacancy.

On MOTION by Mr. Shonkwiler, seconded by Mr. Zaremba, with all in favor, appointing Agnes Albertie to fill Seat 5 of the Board of Supervisors was approved.

C. Oath of Office for Newly Appointed Supervisor

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

Mr. Shonkwiler stated his intent to resign from the Board immediately.

On MOTION by Mr. Zaremba, seconded by Mr. Pinto, with all in favor, the resignation of James Shonkwiler was accepted.

On MOTION by Mr. Zaremba, seconded by Mr. Pinto, with all in favor, appointing Elizabeth Newgard to Seat 3 of the Board of Supervisors was approved.

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

D. Consideration of Resolution 2026-01, Designating Officers

Mr. Laughlin stated that the current slate of officers is Don Gullion as Chair, Daniel Zaremba as Vice Chair, Alex Pinto as Assistant Secretary. Additionally, from GMS's office, Mr. Laughlin serves as Secretary and Treasurer and Jim Oliver, Marilee Giles and Darrin Mossing serve as Assistant Secretaries and Assistant Treasurers. Mr. Laughlin noted if the Board is satisfied keeping the current Chair and Vice Chair, the two new supervisors could be added as Assistant Secretaries. He asked that Matt Biagetti from his office be added as an Assistant Secretary and Assistant Treasurer for document signing purposes.

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On MOTION by Mr. Zaremba, seconded by Mr. Pinto, with all in favor, Resolution 2026-01, designating officers as detailed above was approved.

THIRD ORDER OF BUSINESS

Approval of Minutes of the October 9, 2025 Meeting

A copy of the minutes from the October 9, 2025 meeting was included in the agenda package for the Board's review.

On MOTION by Mr. Zaremba, seconded by Mr. Pinto, with all in favor, the minutes of the October 9, 2025 meeting, were approved.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2026-02, Amending the Fiscal Year 2025 Budget

Mr. Laughlin stated that the purpose of this resolution is to amend the fiscal year 2025 budget to balance any line items over or under budget.

On MOTION by Mr. Zaremba, seconded by Mr. Pinto, with all in favor, Resolution 2026-02, amending the fiscal year 2025 budget was approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Landscape Report

Mr. Johnson reported that a small palm tree died within the amenity property and presented a proposal to replace the tree for \$815. There were no objections from the Board on replacing the tree. Next, Mr. Johnson reported that there have been some washouts along the pond banks. The District Engineer will be asked to inspect the areas to see what is causing the washouts and how it can be fixed.

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 – Update on the Fiscal Year 2025 Goals & Objectives

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Mr. Laughlin reported that the fiscal year 2025 goals and objectives were completed. A copy of the document will be posted to the District's website.

On MOTION by Mr. Zaremba, seconded by Mr. Pinto, with all in favor, declaring the fiscal year 2025 goals and objectives complete was approved.

E. Operations Manager – Report

Mr. Johnson asked if the Board is okay with installing blinds throughout the amenity center. There were no objections from the Board. Mr. Johnson will follow up on the roof repairs as requested by the Board.

F. Amenity Manager

Ms. Harvey provided an overview of the latest community events and upcoming events. Next, she relayed a request from residents to move the gym opening time from 5:00 a.m. to 4:30 a.m.

On MOTION by Mr. Zaremba, seconded by Mr. Pinto, with all in favor, changing the gym hours to 4:30 a.m. to 9:00 p.m. was approved.

Next, Ms. Harvey asked for the Board's feedback on residents posting flyers on the mailboxes. Ms. Newgard suggested she ask residents to go through the amenity manager for any flyers being posted so that staff can ensure it does not get cluttered.

A. Financial Statements as of September 30, 2025

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 \$136,449.62 was included in the agenda package for the Board's review.

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

EIGHTH ORDER OF BUSINESS

**Supervisor Requests and Audience
Comments**

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Next Scheduled Meeting – December 11, 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. Zaremba, seconded by Mr. Pinto 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