

**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, **March 12, 2026**, at 10:15 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
Daniel Zaremba	Vice Chairman
Alex Pinto	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 March 12, 2026, 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 10:15 a.m.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There were no comments. The next item was taken out of order from the agenda.

**SIXTH ORDER OF BUSINESS**

**Consideration of Proposal for Vending  
Machine**

Griffin Kelly stated that he was a resident and owns a company called Tier One Vending that provides modern, cashless, vending machines. It was noted Mr. Kelly would be responsible

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for stocking the machine, maintenance of the machine, and would take on the liability for any vandalism or theft that might occur with the machine.

Mr. Laughlin stated that staff would determine the best location in which the machine would be covered by a security camera and would be out of the direct sun.

On MOTION by Mr. Gullion, seconded by Mr. Pinto, with all in favor, installation of a vending machine at the amenity center by Tier One Vending was approved.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the February 12, 2026 Meeting**

A copy of the minutes from the February 12, 2026 meeting was included in the agenda package for the Board's review.

On MOTION by Mr. Gullion, seconded by Mr. Zaremba, with all in favor, the minutes of the February 12, 2026 meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Proposals for Engineering Services**

Copies of the proposals from six engineering firms were provided to the Board for their review.

Mr. Gullion presented the scores given to the firms. Alliant was given a total of 0 points, BGE 85 points, Gulfstream 0 points, Matthews DCCM 95 points, Taylor & White 80 points, and Yuro & Associates 70 points.

On MOTION by Mr. Zaremba, seconded by Mr. Pinto, with all in favor, the rankings as provided by the Chair were approved with staff authorized to negotiate a contract with Matthews DCCM.

**FIFTH ORDER OF BUSINESS**

**Consideration of Renewal of Agreement with Florida Waterways**

Mr. Laughlin stated that the contract term with Florida Waterways has come to an end and they are doing a good job, so a renewal was recommended. The cost is \$685 per month.

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On MOTION by Mr. Gullion, seconded by Mr. Zaremba, with all in favor, renewing the agreement with Florida Waterways was approved.

**SEVENTH ORDER OF BUSINESS****Acceptance of the Draft Fiscal Year 2025  
Audit Report**

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

On MOTION by Mr. Gullion, seconded by Mr. Pinto, with all in favor, the fiscal year 2025 audit report was accepted.

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

Mr. Johnson informed the Board that all the plantings would be installed by the following Friday.

**B. District Counsel**

There being nothing to report, the next item followed.

**C. District Engineer**

Mr. Johnson stated that the pond bank washouts need to be inspected by the new engineering firm once they're under contract.

Mr. Laughlin stated that he would get with England Thims & Miller on any close out items or permits that need to be transferred as requested by Mr. Pinto.

**D. District Manager**

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

**E. Operations Manager – Report**

A copy of the amenity and operations report was included in the agenda package for the Board's review.

Mr. Johnson reported that there is a wooden handrail that needs to be changed to a stronger material in the gym. He also reported that there has been vandalism occurring in the bathrooms and suggested installing an additional security camera.

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On MOTION by Mr. Gullion, seconded by Mr. Pinto, with all in favor, adding an additional security camera for a total of \$475 was approved.

**F. Amenity Manager**

Ms. Harvey provided an overview of the latest community events and upcoming events. Next, she recommending raising the age for independent pool use to 16 years of age and up from 15 to try to curb some of the vandalism issues. Mr. Laughlin added that use of the fitness center is limited to ages 16 and up, so that would keep the ages for facility use consistent.

On MOTION by Mr. Gullion, seconded by Mr. Zaremba, with all in favor, increasing the minimum age for pool access to 16 years of age was approved.

**NINTH ORDER OF BUSINESS**

**Financial Reports**

**A. Financial Statements as of January 31, 2026**

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 \$571,935 was included in the agenda package for the Board’s review.

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

**TENTH ORDER OF BUSINESS**

**Supervisor Requests and Audience Comments**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – April 9, 2026, at 10:00 a.m. at the Offices of GMS, 475 West Town Place, Suite 114, St. Augustine, Florida**

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**TWELFTH ORDER OF BUSINESS**

**Adjournment**

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

Signed by:

*Daniel Laughlin*

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Secretary/Assistant Secretary

Signed by:

*TRC*

EA6D876C6797481...

Chairman/Vice Chairman