MINUTES OF MEETING

CEDAR POINTE COMMUNITY DEVELOPMENT DISTRICT
RESCHEDULED BOARD OF SUPERVISORS' MEETING MINUTES
Thursday, July 10, 2025, at 11:15 a.m.
14785 Old St. Augustine Road, Suite 3,
Jacksonville, FL 32258

Board Members present at roll call in person via speaker phone:

Susan Calvo	Chairperson	
Thomas Schoonover	Vice Chairperson	
Malcolm Hogan	Assistant Secretary	(via phone)
Kelly White	Assistant Secretary	(via phone)
Robin Brown	Assistant Secretary	

Also present were:

Vivian Carvalho	District Manager - PFM Group Consulting LLC	
Kwame Jackson	ADM - PFM Group Consulting LLC	(via phone)
Kiara Cuesta	District Accountant - PFM Group Consulting LLC	(via phone)
Jennifer Glasgow	District Accountant - PFM Group Consulting LLC	(via phone)
Katie Buchanan	District Counsel - Kutak Rock LLP	(via phone)

FIRST ORDER OF BUSINESS **Organizational Matters**

Call to Order and Roll Call

The meeting was called to order at 11:15 a.m. Ms. Carvalho proceeded with roll call and confirmed quorum to proceed with the meeting. Those in attendance are outlined above.

Public Comment Period

There were no public comments.

SECOND ORDER OF BUSINESS **General Business Matters**

Consideration of Minutes of the:

a) **April 17, 2024, Board of Supervisors Meeting**
b) **April 17, 2024, Auditor Committee Meeting**

The Board reviewed the minutes.

ON MOTION by Mr. Schoonover, seconded by Ms. Calvo, with all in favor, the Board approved the Minutes of the April 17, 2025, Board of Supervisors Meeting and the April 17, 2025, Auditor Selection Committee Meeting.

Letter from Supervisor of Elections – Duval County

Ms. Carvalho noted there are 559 registered voters in the district, as of April 15, 2025, per the letter from the Supervisor of Elections – Duval County.

ON MOTION by Ms. Calvo, seconded by Mr. Schoonover, with all in favor, the Board accepted the Letter from the Supervisor of Elections – Duval County.

Review & Acceptance of Fiscal Year 2024 Audit Report

Ms. Carvalho noted this is an annual requirement. The report has been reviewed by District Staff, District Counsel, and the Chair. The report will be available on the district's website.

ON MOTION by Ms. Calvo, seconded by Ms. Brown, with all in favor, the Board accepted the Fiscal Year 2024 Audit Report.

Review & Acceptance of Series 2005A Arbitrage Rebate Report

Ms. Carvalho gave an overview of the report and noted this is a requirement every five years for the district. She noted there is no arbitrage due.

ON MOTION by Ms. Calvo, seconded by Mr. Schoonover, with all in favor, the Board accepted the Series 2005A Arbitrage Rebate Report.

Public Hearing on the Adoption of the District's Annual Budget

a. **Public Comments and Testimony**
b. **Board Comments**
c. **Consideration of Resolution 2025-04, Adopting the Fiscal Year 2025/2026 Budget and Appropriating Funds**

ON MOTION by Mr. Schoonover, seconded by Ms. Calvo, with all in favor, the Board opened the Public Hearing on the Adoption of the District's Annual Budget.

There were no public comments.

Ms. Carvalho reviewed the resolution and the exhibits. She noted the budget was reviewed by the Board in April and there is an increase in budget due to District projects.

Ms. Glasgow noted the increase is mainly due to the removal of the carry- forward surplus.

There was discussion regarding the reclaimed water fee, which was noted to be irrigation.

Ms. White noted there is additional landscaping, which would cause the increase.

Ms. Glasgow noted that these were JEA invoices that started in March 2025.

There was also discussion regarding the possibility of a well.

Ms. Carvalho will follow up with Mr. Veazey.

Mr. Brockmeier stated that it is a requirement of the state to use the lowest quality water for irrigation, with the first option being reclaimed water. This water would have to be exhausted prior to installing a well.

Mr. Schoonover recommended looking into the JEA meter to verify the rate of measure.

Ms. Carvalho will follow up.

Ms. Carvalho reviewed the crime insurance line item. She will follow up with the policy breakdown.

ON MOTION by Ms. Calvo, seconded by Ms. Brown, with all in favor, the Board closed the Public Hearing on the Adoption of the District's Annual Budget.

Ms. Carvalho gave an overview of the resolution and noted it will be posted on the district's website.

> ON MOTION by Mr. Schoonover, seconded by Ms. Calvo, with all in favor, the Board approved Resolution 2025-04, Adopting the Fiscal Year 2025/2026 Budget and Appropriating Funds.

Consideration of Resolution 2025-05, Levying O&M Assessments and Certifying an Assessment Roll

Ms. Carvalho gave an overview of the resolution. This is to carry out the assessment roll and certify it with the tax collector.

There was discussion regarding the areas that are not assessed. Ms. White noted those areas are parcels that have not been conveyed to the district or are community amenities. It was noted that some of the parcels have prepaid their debt obligation, and every platted lot pays the same amount.

> ON MOTION by Ms. Calvo, seconded by Ms. Schoonover, with all in favor, the Board approved Resolution 2025-05, Levying O&M Assessments and Certifying an Assessment Roll.

Consideration of Resolution 2025-06, Adopting the Annual Meeting Schedule for Fiscal Year 2025/2026

Ms. Carvalho reviewed the meeting schedule. It was noted the meetings will be held at the same location, at 11:15 a.m., on a quarterly basis, on the third Thursday of the month.

> ON MOTION by Mr. Schoonover, seconded by Ms. Brown, with all in favor, the Board approved Resolution 2025-06, Adopting the Annual Meeting Schedule for Fiscal Year 2025/2026.

Discussion Pertaining to Auditor Selection

Ms. Carvalho noted the process of selection began at the last meeting. However, no proposals have been received. She noted she will readvertise for the auditors and will also send emails to the auditors that PFM works with. These proposals will come before the Board at the October meeting.

> ON MOTION by Ms. Calvo, seconded by Ms. Brown, with all in favor, the Board approved readvertising for the Auditor Selection.

Ratification of Arbitrage Rebate Engagement Letter

Ms. Carvalho noted this is for the records and has been previously approved.

> ON MOTION by Mr. Schoonover, seconded by Ms. Brown, with all in favor, the Board ratified the Arbitrage Rebate Engagement Letter.

Ratification of Payment Authorizations 237 — 244

Ms. Carvalho stated these are all related to the O&M budget General Fund expenses. These have previously been approved by the Chair and are solely for ratification.

> ON MOTION by Ms. Calvo, seconded by Ms. Brown, with all in favor, the Board ratified Payment Authorizations 237-244.

Review of District Financial Statements

The Board reviewed the District Financial Statements.

<u>THIRD ORDER OF BUSINESS</u> **Other Business**

Staff Reports

District Counsel – No report.

District Engineer – No report.

District Manager – Ms. Carvalho noted that new calendar meeting invites will be sent out and the meeting schedule will be posted on the District's website. The Board has completed their Form 1.

Audience Comments and Supervisors Requests

Mr. Hogan had a comment regarding the street paving for final asphalt lift.

Ms. White noted the final asphalt lift is usually done when the final phase of construction is complete.

Ms. Carvalho will follow up with Mr. Veazey regarding the final asphalt lift.

It was also noted that the CDD paid for half of the repair cost for the drainage on Ostrich, but it was not done up to standard. Ms. Carvalho will follow up.

<u>FOURTH ORDER OF BUSINESS</u> **Adjournment**

There were no additional items to come before the Board.

On MOTION by Ms. Brown, seconded by Ms. Calvo, with all in favor, the Thursday, July 10, 2025, Board of Supervisors' Meeting of the Cedar Pointe Community Development District was adjourned at 11:46 a.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson