

MINUTES OF MEETING

**CEDAR POINTE COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING MINUTES**

**Thursday, October 16, 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	
Kelly White	Assistant Secretary	
Robin Brown	Assistant Secretary	(via phone)

Also present were:

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

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 July 10,
2025, Rescheduled Board of Supervisors'
Meeting**

The Board reviewed the minutes.

ON MOTION by Ms. Calvo, seconded by Mr. Schoonover, with all in favor, the Board approved the Minutes of the July 10, 2025, Board of Supervisors Meeting.

**Consideration of Resolution 2026-01,
Adopting a Revised Fiscal Year 2025 O&M
Budget**

Ms. Carvalho noted this happens within 60 days of the fiscal year closing. The overall budget does not change, but the line items are amended accordingly based on actual expenses. This is for auditing purposes. Once approved, this is placed on the District's website.

Ms. Calvo noted the District came in approximately \$35,000.00 under budget.

ON MOTION by Mr. Schoonover, seconded by Mr. Hogan, with all in favor, the Board approved Resolution 2026-01, Adopting a Revised Fiscal Year 2025 O&M Budget.

**Consideration of Resolution 2026-02,
Adopting Goals, Objectives, and
Performance Measures and Standards**

Ms. Carvalho noted this is an annual statutory requirement. This is the goals and objectives form for the Fiscal Year 2026. The report is posted on the District's website prior to the end of the calendar year.

ON MOTION by Ms. Calvo, seconded by Mr. Hogan, with all in favor, the Board approved Resolution 2026-02, Adopting Goals, Objectives, and Performance Measures and Standards.

**Consideration of US Bank Fee Increase
Letter**

Ms. Carvalho noted that US Bank has had a fee increase from \$34.50 to \$37.50.

ON MOTION by Ms. Calvo, seconded by Mr. Hogan, with all in favor, the Board approved the US Bank Fee Increase Letter.

Consideration of Recommendation of Auditor Selection Committee

Ms. Carvalho noted that Grau and Associates was ranked number one by the Auditor Selection Committee and the recommendation is to move forward with them for auditing services.

ON MOTION by Ms. White, seconded by Mr. Schoonover, with all in favor, the Board approved the Recommendation of the Auditor Selection Committee.

**Ratification of Payment Authorizations
245 — 255**

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 Mr. Hogan, with all in favor, the Board ratified Payment Authorizations 245-255.

Review of District Financial Statements

The Board reviewed the District Financial Statements as of September 2025.

ON MOTION by Ms. Calvo, seconded by Mr. Hogan, with all in favor, the Board accepted the District Financial Statements.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – No report.

District Engineer – No report.

District Manager – Ms. Carvalho noted that the next meeting is scheduled for January 15, 2026. All calendar invites have been sent out to the Board.

Audience Comments and Supervisors Requests

Ms. Calvo commented regarding the second lift of asphalt. It was noted this is an HOA item, but at the Developer's expense. This will be completed once all construction is complete.

Ms. Brown commented regarding a large pothole at the gate. There was brief discussion regarding the location. It was noted that potholes within the community are HOA responsibility. Mr. Veazey will follow up.

FOURTH ORDER OF BUSINESS

Adjournment

There were no additional items to come before the Board.

On MOTION by Ms. Calvo, seconded by Mr. Hogan, with all in favor, the Thursday, October 16, 2025, Board of Supervisors' Meeting of the Cedar Pointe Community Development District was adjourned at 11:30 a.m.


Secretary/Assistant Secretary


Chairperson/Vice Chairperson