

MINUTES OF MEETING

**CEDAR POINTE COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING MINUTES
Thursday, April 18, 2024, 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:

Kelly White	Chairperson	
James Stowers	Vice Chairperson	
Susan Calvo	Assistant Secretary	
Robin Brown	Assistant Secretary	(via phone)

Also present were:

Vivian Carvalho	District Manager-PFM Group Consulting LLC	
Venessa Ripoll	District Manager-PFM Group Consulting LLC	(via phone)
Jorge Jimenez	PFM Group Consulting LLC	(via phone)
Jennifer Glasgow	PFM Group Consulting LLC	(via phone)
Rachel Proctor	PFM Group Consulting LLC	(via phone)
Katie Buchanan	District Counsel-Kutak Rock LLP	(via phone)
Mike Veazey	ICI Homes	

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

The meeting was called to order at 11:16 a.m. Ms. Carvalho proceeded with roll call and confirmed quorum to proceed with meeting. Those in attendance are outlined above.

Public Comment Period

There were no public comments.

SECOND ORDER OF BUSINESS

General Business Matters

**Consideration of the Minutes of
the October 19, 2023, Board of
Supervisors Meeting**

The Board reviewed the minutes.

Ms. Carvalho called for a motion.

On MOTION by Mr. Stowers, seconded by Ms. Calvo, with all in favor, the Board approved the Minutes of the October 19, 2023, Board of Supervisors Meeting.

Consideration of Resolution 2024-01, Election of Officers

Ms. Carvalho stated this is for the appointment of Robin Brown and addition of PFM team members.

It was agreed upon to keep the Board as it is, with the addition of Robin Brown as an Assistant Secretary and adding Jorge Jimenez as an additional Assistant Secretary.

ON MOTION by Ms. White, seconded by Ms. Calvo, with all in favor, the Board approved Resolution 2024-01, Election of Officers.

Consideration of Resolution 2024-02, Designating the Authorized Signatories for the District's Bank Account (s)

Ms. Carvalho stated this resolution is to add Assistant Treasurers to the bank accounts for quality and control internal process.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board approved Resolution 2024-02, Designating the Authorized Signatories for the District's Bank Account (s).

Consideration of Resolution 2024-03, General Election

Ms. Carvalho noted there is a General Election this year for this District. Seat 1, currently held by Mr. Hagan, and Seat 2, currently held by Mr. Stowers, are the ones up for election.

Consideration of Resolution 2024-04, Approving a Preliminary Budget for Fiscal Year 2025 and Setting a Public Hearing Date

Ms. Carvalho stated the recommended Public Hearing date is July 11, 2024, 11:15 a.m., at this location. The Board had Exhibit A, the Operation and Maintenance Preliminary Budget. It would be adopted in its' final form in July. The budget has been reviewed by the PFM office and representatives from the Developer.

Mr. Veazey noted the increase is due to adding ponds and landscaping on Cedar Pointe Road in front of the fence.

Ms. White stated this increase in the Gross Assessment Cap would give a future resident-run Board some flexibility and they would not have to go through the process of notice again. She stated that the budget for this year, most likely, would not reach the budgeted number as there are some surplus funds. This will not happen every year. The community is in its final phase of development and there will not be as much needed in terms of new items in the future budgets. The goal is for all landowners to get this notice in July.

There was a discussion regarding the Homeowners CDD Fee and if it would increase each year due to the increase in budget. The debt service assessment is a fixed fee, until the bond is paid off in 2035. The O&M portion is based on the budget. Currently, the budget is at \$141,000 for this year. The reserve money will be used to try and offset the increase in fees. Historically, it has been consistent for the past 10 - 15 years. The final phase implementation is the reason for the increase. The budget should remain the same next year. The total notice increase is \$120 a year, or an increase of \$10 a month. This will not be adopted this year, only given in notice. The cap is not necessarily what is being charged, it is what the fee could go up to without having to give notice again. Currently, the fee is at \$288.

Ms. Carvalho noted that the budget for the Debt Service Schedule and the description for the O&M Budget were also included in the Exhibits.

Ms. Carvalho called for a motion.

On MOTION by Ms. White, seconded by Ms. Calvo, with all in favor, the Board approved Resolution 2024-04, the Preliminary Budget for Fiscal Year 2025 and setting a Public Hearing Date for July 11, 2024, 11:00 a.m., at the same location.

**Ratification of Payment
Authorizations 192 - 201**

Ms. Carvalho stated these payment authorizations have been paid from the District's O&M Budget. The District Chair and Ms. Carvalho, or Ms. Ripoll, have previously signed them.

Ms. Carvalho called for a motion.

On MOTION by Mr. Stowers, seconded by Ms. Calvo, with all in favor, the Board ratified Payment Authorizations 192-201.

Review of District Financial Statements

Ms. Carvalho stated the District Financial Statements were as of February 29, 2024.

The Board reviewed the District Financial Statements.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel – Ms. Buchanan just gave a reminder that CDD Supervisors must complete 4 hours of Ethics Training on a calendar basis. This starts January 2024, with a deadline of December 2024 to complete the training. There are free sources of training that can be sent to the Board. These hours are reported on the Summer 2025 Form 1. This is an honor system. PFM has previously emailed links to the Supervisors.

The qualifying period is June 10, 2024, at noon through June 14, 2024, to submit paperwork for the General Election. There are no seats up on the current Board, but this would apply to those residents who wish to serve. Eventually, the goal is to have 5 residents who sit on the Board.

District Engineer – No report.

District Manager – Ms. Carvalho stated the Public Hearing is scheduled for July 11, 2024, at 11:15 a.m., at the same location.

Audience Comments and Supervisors Requests

No comments or requests.

FOURTH ORDER OF BUSINESS

Adjournment

There were no additional items to come before the Board.

Ms. Carvalho requested a motion to adjourn the meeting.

On MOTION by Ms. White, seconded by Ms. Calvo, with all in favor, the Thursday, April 18, 2024, Board of Supervisors' Meeting of the Cedar Pointe Community Development District was adjourned at 11:34 a.m.


Secretary/Assistant Secretary


Chairperson/Vice Chairperson