

CYPRESS BLUFF

**COMMUNITY DEVELOPMENT
DISTRICT**

June 18, 2024

BOARD OF SUPERVISORS

**PUBLIC HEARING AND
REGULAR MEETING
AGENDA**

CYPRESS BLUFF
COMMUNITY DEVELOPMENT DISTRICT

AGENDA
LETTER

Cypress Bluff Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013

June 11, 2024

Board of Supervisors
Cypress Bluff Community Development District

Dear Board Members:

The Board of Supervisors of the Cypress Bluff Community Development District will hold a Public Hearing and Regular Meeting on June 18, 2024 at 1:00 p.m., at the Cooper Memorial Library, 2525 Oakley Seaver Dr., Room 221, Clermont, Florida 34711. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Public Hearing on Adoption of Fiscal Year 2024/2025 Budget
 - A. Affidavit of Publication
 - B. Consideration of Resolution 2024-07, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date
4. Consideration of Fiscal Year 2025 Funding Agreement
5. Discussion: Amenity Policies and Rates
6. Consideration of Resolution 2024-08, to Designate the Date, Time and Place of Public Hearing and Authorize Publication of Notice of Such Hearing for the Purpose of Adopting Rules, Rates, Fees and Charges of the District and Providing an Effective Date
7. Consideration of Resolution 2024-02, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Remainder of Fiscal Year 2023/2024 and Providing for an Effective Date
8. Consideration of Resolution 2024-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date

ATTENDEES:

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

9. Consideration of Resolution 2024-05, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date
10. Consideration of Resolution 2024-06, Designating the Location of the Local District Records Office and Providing an Effective Date
11. Acceptance of Unaudited Financial Statements as of April 30, 2024
12. Approval of April 16, 2024 Regular Meeting and Audit Committee Meeting Minutes
13. Staff Reports
 - A. District Counsel: *Kilinski / Van Wyk, PLLC*
 - B. District Engineer (Interim): *Poulos & Bennett LLC*
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*

- NEXT MEETING DATE: TBD

○ QUORUM CHECK

SEAT 1	STEPHEN MCCONN	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	DOUG BEASLEY	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	TONY IORIO	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4	PAUL THOMAS	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	CASEY DARE	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

14. Board Members' Comments/Requests
15. Public Comments
16. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 719-8675 or Ernesto Torres at (904) 295-5714.

Sincerely,



Craig Wrathell
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE

CALL-IN NUMBER: 1-888-354-0094

PARTICIPANT PASSCODE: 782 134 6157

CYPRESS BLUFF
COMMUNITY DEVELOPMENT DISTRICT

3A

The Villages DAILY SUN

Published Daily
Lady Lake, Florida
State of Florida
County Of Lake

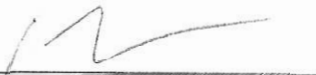
Before the undersigned authority personally appeared
ALLAN LOVELL

who on oath says that he is Legal Ad Coordinator of the
DAILY SUN, a daily newspaper published at Lady Lake
in Lake County, Florida with circulation in Lake, Sumter
and Marion Counties; that the attached copy of
advertisement, being a **Legal Ad #1191142**

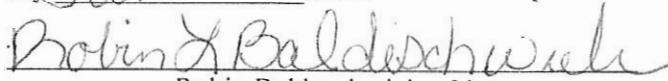
in the matter of **NOTICE OF PUBLIC HEARING**
was published in said newspaper in the issue(s) of

May 29, 2024
June 5, 2024

Affiant further says that the said Daily Sun is a newspaper
published at Lady Lake in said Lake County, Florida, and
that the said newspaper has heretofore been continuously
published in said Lake County, Florida each week and has
been entered as second class mail matter at the post office
in Lady Lake, in said Lake County, Florida, for a period of
one year next preceding the first publication of the
attached copy of advertisements; and affiant further says
that he has neither paid nor promised any person, firm, or
Corporation any discount, rebate, commission or refund
for the purpose of securing this advertisement for
publication in the said newspaper.


(Signature Of Affiant)

Sworn to and subscribed before me this 6
day June 2024.


Robin Baldeschwieler, Notary

Personally Known _____ or
Production Identification _____
Type of Identification Produced _____



ROBIN L. BALDESCHWIELER
MY COMMISSION # HH 022967
EXPIRES: October 10, 2024
Bonded Thru Notary Public Underwriters

Attach Notice Here

**CYPRESS BLUFF
COMMUNITY DEVELOPMENT
DISTRICT NOTICE OF
PUBLIC HEARING TO
CONSIDER THE ADOPTION
OF THE FISCAL YEAR
2024/2025 BUDGET; AND
NOTICE OF REGULAR
BOARD OF SUPERVISORS'
MEETING.**

The Board of Supervisors
("Board") of the Cypress Bluff
Community Development
District ("District") will hold a
public hearing on Tuesday,
June 18, 2024 at 1:00 p.m., at

Cooper Memorial Library, 2525
Oakley Seaver Drive, Room
221, Clermont, Florida 34711
for the purpose of hearing
comments and objections to
the adoption of the proposed
budget ("Proposed Budget") of
the District for the fiscal year
beginning October 1, 2024, and
ending September 30, 2025
("Fiscal Year 2024/2025"). /
regular board meeting of the
District will also be held at the
time where the Board may
consider any other business
that may properly come before
it. A copy of the agenda and
Proposed Budget may be
obtained at the offices of the
District Manager, c/o Wrathel
Hunt and Associates, LLC
2300 Glades Road, Suite
410W, Boca Raton, Florida
33431, (561) 571-0010 ("District
Manager's Office"), during
normal business hours or by
visiting the District's website
<https://cypressbluffcdd.net/>.

The public hearings and
meeting are open to the public
and will be conducted in
accordance with the provisions
of Florida law. The public
hearings and meeting may be
continued to a date, time, and
place to be specified on the
record at the meeting. There
may be occasions when Board
Supervisors or District Staff
may participate by speaker
telephone.

Any person requiring special
accommodations at the
hearings or meeting because
of a disability or physical
impairment should contact the
District Manager's Office
at least forty-eight (48) hours prior
to the meeting. If you are
hearing or speech impaired,
please contact the Florida
Relay Service by dialing 7-1-1
or 1-800-955-8771 (TTY) /
800-955-8770 (Voice), for aid
in contacting the District
Manager's Office.

Each person who decides
to appeal any decision made
by the Board with respect to a
matter considered at the public
hearings or meeting is advised
that person will need a record
of proceedings and that
accordingly, the person may
need to ensure that a verbatim
record of the proceedings
made, including the testimony
and evidence upon which such
appeal is to be based.

District Manager

#01191142

May 29, 2024
June 5, 2024

CYPRESS BLUFF
COMMUNITY DEVELOPMENT DISTRICT

3B

RESOLUTION 2024-07

THE ANNUAL APPROPRIATION RESOLUTION OF THE CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2024, submitted to the Board of Supervisors ("**Board**") of the Cypress Bluff Community Development District ("**District**") proposed budget ("**Proposed Budget**") for the fiscal year beginning October 1, 2024 and ending September 30, 2025 ("**Fiscal Year 2025**") along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District's website at least two days before the public hearing; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District's Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* ("**Adopted Budget**"), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the Cypress Bluff Community Development District for the Fiscal Year Ending September 30, 2025."
- d. The Adopted Budget shall be posted by the District Manager on the District's official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2025, the sum of \$523,267 to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$523,267
TOTAL ALL FUNDS	\$523,267

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2025 or within 60 days following the end of the Fiscal Year 2025 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.

- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 18TH DAY OF JUNE, 2024.

ATTEST:

**CYPRESS BLUFF COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

By: _____
Its: _____

Exhibit A: Adopted Budget for Fiscal Year 2025

Exhibit A: Adopted Budget for Fiscal Year 2025

**CYPRESS BLUFF
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2025**

**CYPRESS BLUFF
COMMUNITY DEVELOPMENT DISTRICT
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**CYPRESS BLUFF
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2025**

	Fiscal Year 2024				Proposed
	Adopted Budget FY 2024	Actual through 02/29/2024	Projected Through 9/30/2024	Total Actual & Projected	Budget FY 2025
REVENUES					
Landowner contribution	\$515,635	\$ 44,260	\$340,800	\$ 385,060	\$ 523,267
Total revenues	515,635	44,260	340,800	385,060	523,267
EXPENDITURES					
Professional & administrative					
Management/accounting/recording**	48,000	10,000	38,000	48,000	48,000
Legal	25,000	308	24,692	25,000	25,000
Engineering	2,000	-	2,000	2,000	2,000
Audit	5,500	-	5,500	5,500	5,500
Arbitrage rebate calculation*	500	-	500	500	500
Dissemination agent*	1,000	-	1,000	1,000	1,000
Trustee*	5,500	-	5,500	5,500	5,500
Telephone	200	83	117	200	200
Postage	500	35	465	500	500
Printing & binding	500	208	292	500	500
Legal advertising	1,750	-	1,750	1,750	1,750
Annual special district fee	175	-	175	175	175
Insurance	5,500	-	5,500	5,500	5,500
Contingencies/bank charges	750	-	750	750	750
Website hosting & maintenance	705	-	705	705	705
Website ADA compliance	210	-	210	210	210
Total professional & administrative	97,790	10,634	87,156	97,790	97,790
Operations and Maintenance					
Management & administration					
Contingency	668	-	668	668	668
Licenses/taxes/permits	500	-	500	500	500
O&M accounting services	4,500	-	4,500	4,500	4,500
Insurance (property coverage only)	5,000	-	5,000	5,000	5,000
Management services	17,844	2,123	15,721	17,844	25,476
Postage	800	-	800	800	800
Office supplies/printing binding	2,500	-	2,500	2,500	2,500
General administrative	2,000	-	2,000	2,000	2,000
Total management & administration	33,812	2,123	31,689	33,812	41,444
Grounds/building maintenance					
General maintenance	6,500	-	6,500	6,500	6,500
Irrigation repairs	3,500	-	3,500	3,500	3,500
Landscape contract	120,000	-	65,000	65,000	120,000
Landscaping extras - replacement & annuals	3,500	-	3,500	3,500	3,500
Tree trimming	1,500	-	-	-	1,500
Pressure washing	4,000	-	500	500	4,000

**CYPRESS BLUFF
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2025**

	Fiscal Year 2024				Proposed
	Adopted Budget FY 2024	Actual through 02/29/2024	Projected Through 9/30/2024	Total Actual & Projected	Budget FY 2025
Holiday decorations	2,500	-	-	-	2,500
Walkway maintenance & repair	2,000	-	-	-	2,000
Retaining wall maintenance repair	4,000	-	-	-	4,000
Fence & handrail repairs maintenance	1,500	-	-	-	1,500
Total grounds building maintenance	149,000	-	79,000	79,000	149,000
Recreational - amenity					
Insurance amenity	3,500	-	3,500	3,500	3,500
Pool maintenance contract	18,000	-	9,000	9,000	18,000
Pool/cababna janitorial contract	10,200	-	5,100	5,100	10,200
Pool/equipment repairs & maintenance	2,500	-	1,000	1,000	2,500
Pool/cabana general maintenance	3,000	-	1,000	1,000	3,000
Termite bond / pest control	1,400	-	1,400	1,400	1,400
Playground equipment/maintenance/mulch (2 locations)	4,000	-	-	-	4,000
Access control systems/camera	2,800	-	2,800	2,800	2,800
Pressure washing	2,500	-	-	-	2,500
Electrict - amenity	9,600	-	6,000	6,000	9,600
Domestic water/sewer - amenity	3,000	-	3,000	3,000	3,000
Irrigation amenity	4,000	-	4,000	4,000	4,000
Telephone/cable internet - amenity	2,400	-	2,400	2,400	2,400
Pool permits & licenses	500	-	500	500	500
Trash debris removal	2,400	-	2,400	2,400	2,400
Landscape maintenance	12,000	-	6,000	6,000	12,000
Landscape seasonal (annuals & mulch)	3,600	-	-	-	3,600
Maintenance reserves	2,000	-	2,000	2,000	2,000
Total recreatiional expenses	87,400	-	50,100	50,100	87,400
Utilities					
Electric - common areas/irrigation meters	4,200	-	4,200	4,200	4,200
Electric - street lights	45,000	-	2,000	2,000	45,000
Irrigation - common areas	32,000	-	16,000	16,000	32,000
Total utilities	81,200	-	22,200	22,200	81,200
Total field operations	351,412	2,123	182,989	185,112	359,044
Total expenditures	449,202	12,757	270,145	282,902	456,834

**CYPRESS BLUFF
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2025**

	Fiscal Year 2024				
	Adopted Budget FY 2024	Actual through 02/29/2024	Projected Through 9/30/2024	Total Actual & Projected	Proposed Budget FY 2025
Excess/(deficiency) of revenues over/(under) expenditures	66,433	31,503	70,655	102,158	66,433
Fund balance - beginning (unaudited)	-	(35,725)	(4,222)	(35,725)	66,433
Fund balance - ending (projected)					
Assigned					
Future projects					
Monument Signage/Hardscape Maintenance (21k/7yr)	3,000	3,000	3,000	3,000	6,000
Ph 1 - Retaining Wall Maintenance/Repair (200k/20yr)	10,000	10,000	10,000	10,000	20,000
Ph 2 - Retaining Wall Maintenance/Repair (30k/20yr)	-	-	-	-	-
Fencing/Handrails P1 (600k/20yr)	30,800	30,800	30,800	30,800	61,600
Fencing/Handrails P2 (112k/20yr)	-	-	-	-	-
Playground (102k/15yr)	6,800	6,800	6,800	6,800	13,600
Pool/Deck/Equipment/CabanaParking Lot (125k/15yr)	8,333	8,333	8,333	8,333	16,666
Roadway Maintenance (70k/20yr)	3,500	3,500	3,500	3,500	7,000
General Reserve (10k/10yr)	1,000	1,000	1,000	1,000	2,000
Walkway Repairs/Maintenance (\$75k/25yr)	3,000	3,000	3,000	3,000	6,000
Working capital	-	-	-	-	-
Unassigned	-	(70,655)	-	-	-
Fund balance - ending	<u>\$ 66,433</u>	<u>\$ (4,222)</u>	<u>\$ 66,433</u>	<u>\$ 66,433</u>	<u>\$ 132,866</u>

* These items will be realized when bonds are issued

** WHA will charge a reduced management fee of \$2,000 per month until bonds are issued.

***These items will be realized when the CDD takes ownership of the related assets.

**CYPRESS BLUFF
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

Professional & administrative

Management/accounting/recording**	\$ 48,000
<p>Wrathell, Hunt and Associates, LLC (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.</p>	
Legal	25,000
General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.	
Engineering	2,000
The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.	
Audit	5,500
Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.	
Arbitrage rebate calculation*	500
To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.	
Dissemination agent*	1,000
The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt & Associates serves as dissemination agent.	
Trustee	5,500
Annual fee for the service provided by trustee, paying agent and registrar.	
Telephone	200
Telephone and fax machine.	
Postage	500
Mailing of agenda packages, overnight deliveries, correspondence, etc.	
Printing & binding	500
Letterhead, envelopes, copies, agenda packages	
Legal advertising	1,750
The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.	
EXPENDITURES (continued)	
Annual special district fee	175
Annual fee paid to the Florida Department of Economic Opportunity.	
Insurance	5,500
The District will obtain public officials and general liability insurance.	
Contingencies/bank charges	750
Bank charges and other miscellaneous expenses incurred during the year and automated AP routing etc.	
Website hosting & maintenance	705
Website ADA compliance	210
Total professional & administrative	<u>97,790</u>

**CYPRESS BLUFF
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES (continued)

Operations and Maintenance

Management & administration

Contingency	668
Licenses/taxes/permits	500
O&M accounting services	4,500
Insurance (property coverage only)	5,000
Management services	25,476
Postage	800
Office supplies/printing binding	2,500
General administrative	2,000
Total management & administration	<u>41,444</u>

Grounds/building maintenance

General maintenance	6,500
Irrigation repairs	3,500
Landscape contract	120,000
Landscaping extras - replacement & annuals	3,500
Tree trimming	1,500
Pressure washing	4,000
Holiday decorations	2,500
Walkway maintenance & repair	2,000
Retaining wall maintenance repair	4,000
Fence & handrail repairs maintenance	1,500
Total grounds building maintenance	<u>149,000</u>

Recreational - amenity

Insurance amenity	3,500
Pool maintenance contract	18,000
Pool/cababna janitorial contract	10,200
Pool/equipment repairs & maintenance	2,500
Pool/cabana general maintenance	3,000
Termite bond / pest control	1,400
Playground equipment/maintenance/mulch (2 locations)	4,000
Access control systems/camera	2,800
Pressure washing	2,500
Electricity - amenity	9,600
Domestic water/sewer - amenity	3,000
Irrigation amenity	4,000
Telephone/cable internet - amenity	2,400
Pool permits & licenses	500
Trash debris removal	2,400
Landscape maintenance	12,000
Landscape seasonal (annuals & mulch)	3,600
Maintenance reserves	2,000
Total recreational expenses	<u>87,400</u>

Utilities

Electric - common areas/irrigation meters	4,200
Electric - street lights	45,000
Irrigation - common areas	32,000
Total utilities	<u>81,200</u>
Total field operations	<u>359,044</u>
Total expenditures	<u><u>\$ 456,834</u></u>

CYPRESS BLUFF

COMMUNITY DEVELOPMENT DISTRICT

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CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2025 FUNDING AGREEMENT

This agreement (“**Agreement**”) is made and entered into this 1st day of October 2024, by and between:

CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, and located in the City of Groveland, Florida (“**District**”), and

KB HOME ORLANDO LLC, a Delaware limited liability company and a landowner in the District (“**Developer**”) with an address of 9102 Southpark Center Loop, Suite 100, Orlando, Florida 32819.

RECITALS

WHEREAS, the District was established by an ordinance adopted by the City Council for the City of Groveland, Florida, for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure; and

WHEREAS, the District, pursuant to Chapter 190, Florida Statutes, is authorized to levy such taxes, special assessments, fees and other charges as may be necessary in furtherance of the District's activities and services; and

WHEREAS, the Developer presently owns and/or is developing the majority of all real property described in **Exhibit A**, attached hereto and incorporated herein (“**Property**”), within the District, which Property will benefit from the timely construction and acquisition of the District's facilities, activities and services and from the continued operations of the District; and

WHEREAS, the District is adopting its general fund budget for the fiscal year beginning October 1, 2024, and ending September 30, 2025 (“**Fiscal Year 2025 Budget**”); and

WHEREAS, this Fiscal Year 2025 Budget, which both parties recognize may be amended from time to time in the sole discretion of the District, is attached hereto and incorporated herein by reference as **Exhibit B**; and

WHEREAS, the District has the option of levying non-ad valorem assessments on all land, including the Property, that will benefit from the activities, operations and services set forth in the Fiscal Year 2025 Budget, or utilizing such other revenue sources as may be available to it; and

WHEREAS, in lieu of levying assessments on the Property, the Developer is willing to provide such funds as are necessary to allow the District to proceed with its operations as described in **Exhibit B**; and

WHEREAS, the Developer agrees that the activities, operations and services provide a special and peculiar benefit equal to or in excess of the costs reflected on **Exhibit B** to the Property; and

WHEREAS, the Developer has agreed to enter into this Agreement in lieu of having the District levy and collect any non-ad valorem assessments as authorized by law against the Property located within the District for the activities, operations and services set forth in **Exhibit B**; and

WHEREAS, the Developer and District desire to secure such budget funding through the imposition of a continuing lien against the Property described in **Exhibit A** and otherwise as provided herein.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **FUNDING.** The Developer agrees to make available to the District the monies necessary for the operation of the District as called for in the budget attached hereto as **Exhibit B**, as may be amended from time to time in the District's sole discretion, within fifteen (15) days of written request by the District. Amendments to the Fiscal Year 2025 Budget as shown on **Exhibit B** adopted by the District at a duly noticed meeting shall have the effect of amending this Agreement without further action of the parties. Funds provided hereunder shall be placed in the District's general checking account. These payments are made by the Developer in lieu of taxes, fees, or assessments which might otherwise be levied or imposed by the District.

2. **CONTINUING LIEN.** District shall have the right to file a continuing lien upon the Property described in **Exhibit A** for all payments due and owing under the terms of this Agreement and for interest thereon, and for reasonable attorneys' fees, paralegals' fees, expenses and court costs incurred by the District incident to the collection of funds under this Agreement or for enforcement this lien, and all sums advanced and paid by the District for taxes and payment on account of superior interests, liens and encumbrances in order to preserve and protect the District's lien. The lien shall be effective as of the date and time of the recording of a "Notice of Lien for Fiscal Year 2025 Budget" in the public records of Lake County, Florida ("**County**"), stating among other things, the description of the real property and the amount due as of the recording of the Notice, and the existence of this Agreement. The District Manager, in its sole discretion, is hereby authorized by the District to file the Notice of Lien for Fiscal Year 2025 Budget on behalf of the District, without the need of further Board action authorizing or directing such filing. At the District Manager's direction, the District may also bring an action at law against the record title holder to the Property to pay the amount due under this Agreement or may foreclose the lien against the Property in any manner authorized by law. The District may partially release any filed lien for portions of the Property subject to a plat if and when the Developer has demonstrated, in the District's sole discretion, such release will not materially impair the ability of the District to enforce the collection of funds hereunder. In the event the Developer sells any of the Property described in **Exhibit A** after the execution of this Agreement, the Developer's rights and obligations under this Agreement shall remain the same, provided however that the District shall only have the right to file a lien upon the remaining Property owned by the Developer.

3. **ALTERNATIVE COLLECTION METHODS.**

a. In the alternative or in addition to the collection method set forth in Paragraph 2 above, the District may enforce the collection of funds due under this Agreement by action against the Developer in the appropriate judicial forum in and for the County. The enforcement of the collection of funds in this manner shall be in the sole discretion of the District Manager on behalf of the District. In the event that either party is required to enforce this Agreement by court proceedings or otherwise, then the parties agree that the prevailing party shall be entitled to recover from the other all costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings.

b. The District hereby finds that the activities, operations and services set forth in **Exhibit B** provide a special and peculiar benefit to the Property, which benefit is initially allocated on an equal developable acreage basis. The Developer agrees that the activities, operations and services set forth in **Exhibit B** provide a special and peculiar benefit to the Property equal to or in excess of the costs set forth in **Exhibit B**, on an equal developable acreage basis. Therefore, in the alternative or in addition to the other methods of collection set forth in this Agreement, the District, in its sole discretion, may choose to certify amounts due hereunder as a non-ad valorem assessment on all or any part of the Property for collection, either through the Uniform Method of Collection set forth in Chapter 197, Florida Statutes, or under any method of direct bill and collection authorized by Florida law. Such assessment, if imposed, may be certified on the next available tax roll of the County property appraiser.

4. **AGREEMENT; AMENDMENTS.** This instrument shall constitute the final and complete expression of the agreement between the parties relating to the subject matter of this Agreement. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both of the parties hereto.

5. **AUTHORIZATION.** The execution of this Agreement has been duly authorized by the appropriate body or official of all parties hereto, each party has complied with all the requirements of law, and each party has full power and authority to comply with the terms and provisions of this instrument.

6. **ASSIGNMENT.** This Agreement may be assigned, in whole or in part, by either party only upon the written consent of the other, which consent shall not be unreasonably withheld.

7. **DEFAULT.** A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which shall include, but not be limited to, the right of damages, injunctive relief and specific performance and specifically including the ability of the District to enforce any and all payment obligations under this Agreement in the manner described herein in Paragraphs 2 and 3 above.

8. **THIRD PARTY RIGHTS; TRANSFER OF PROPERTY.** This Agreement is solely for the benefit of the formal parties herein and no right or cause of action shall accrue upon or by reason hereof, to or for the benefit of any third party not a formal party hereto. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person

or corporation other than the parties hereto any right, remedy or claim under or by reason of this Agreement or any provisions or conditions hereof; and all of the provisions, representations, covenants and conditions herein contained shall inure to the sole benefit of and shall be binding upon the parties hereto and their respective representatives, successors and assigns. In the event the Developer sells or otherwise disposes of its business or of all or substantially all of its assets relating to improvements, work product, or lands within the District, the Developer shall continue to be bound by the terms of this Agreement and additionally shall expressly require that the purchaser agree to be bound by the terms of this Agreement. The Developer shall give 90 days prior written notice to the District under this Agreement of any such sale or disposition.

9. **FLORIDA LAW GOVERNS.** This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of Florida.

10. **ARM'S LENGTH TRANSACTION.** This Agreement has been negotiated fully between the parties as an arm's length transaction. The parties participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen and selected the language, and the doubtful language will not be interpreted or construed against any party.

11. **EFFECTIVE DATE.** The Agreement shall be effective after execution by both parties hereto. The enforcement provisions of this Agreement shall survive its termination, until all payments due under this Agreement are paid in full.

IN WITNESS WHEREOF, the parties execute this Agreement the day and year first written above.

Attest:

**CYPRESS BLUFF COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

By: Steve McConn
Its: Chairperson

KB HOME ORLANDO LLC,
a Delaware limited liability company

By: _____
Its: _____

EXHIBIT A: Property Description
EXHIBIT B: Fiscal Year 2025 Budget

CYPRESS BLUFF

COMMUNITY DEVELOPMENT DISTRICT

6

RESOLUTION 2024-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE THE DATE, TIME AND PLACE OF PUBLIC HEARING AND AUTHORIZE PUBLICATION OF NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING RULES, RATES, FEES AND CHARGES OF THE DISTRICT AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Cypress Bluff Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Groveland, Florida; and

WHEREAS, the District’s Board of Supervisors (“**Board**”) is authorized by Section 190.011(5), *Florida Statutes*, to adopt rules and orders pursuant to Chapter 120, *Florida Statutes*, and to authorize user charges or fees; and

WHEREAS, the Board finds it is in the District’s best interests to set a public hearing to adopt the rules, rates, fees and charges set forth in **Exhibit A**, which relate to the District’s amenity facilities.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. A Public Hearing will be held to adopt rates, fees and charges of the District on _____, 2024, at __:__.m., at the **Cooper Memorial Library, 2525 Oakley Seaver Drive, Clermont, Florida 34711.**

SECTION 2. The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

SECTION 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 18th day of June 2024.

ATTEST:

**CYPRESS BLUFF COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/ Vice Chair, Board of Supervisors

Exhibit A: Proposed Amenity Rates
Exhibit B: Proposed Disciplinary Rule

EXHIBIT A
Proposed Amenity Rates

TYPE	RATE
Annual User Fee	\$2,500.00 - \$4,000.00
Replacement Access Card	\$30.00 - \$50.00
Administrative Fee for Rule Violation	Up to \$500.00

EXHIBIT B
Proposed Disciplinary Rule

SUSPENSION AND TERMINATION OF ACCESS RULE

Law Implemented: ss. 120.69, 190.011, 190.012, Fla. Stat. (2023)

Effective Date: _____, 2024

In accordance with Chapters 190 and 120 of the Florida Statutes, and on _____, 2024 at a duly noticed public meeting, the Board of Supervisors (“Board”) of the Cypress Bluff Community Development District (“District”) adopted the following rules / policies to govern disciplinary and enforcement matters. All prior rules / policies of the District governing this subject matter are hereby rescinded for any violations occurring after the date stated above.

1. Introduction. This rule addresses disciplinary and enforcement matters relating to the use of the amenities and other properties owned and managed by the District (“Amenity Center” or “Amenity Facilities”).

2. General Rule. All persons using the Amenity Facilities and entering District properties are responsible for compliance with the rules and policies established for the safe operations of the District’s Amenity Facilities.

3. Access Card. Access Cards are the property of the District. The District may request surrender of, or may deactivate, a person’s Access Card for violation of the District’s rules and policies established for the safe operations of the District’s Amenity Facilities.

4. Suspension and Termination of Rights. The District, through its Board of Supervisors (“Board”) and District Manager shall have the right to restrict or suspend, and after a hearing as set forth herein, terminate the Amenity Facilities access of any Patron and members of their household or Guests to use all or a portion of the Amenity Facilities for any of the following acts (each, a “Violation”):

- a. Submitting false information on any application for use of the Amenity Facilities, including but not limited to facility rental applications;
- b. Failing to abide by the terms of rental applications;
- c. Permitting the unauthorized use of a Patron Card or otherwise facilitating or allowing unauthorized use of the Amenity Facilities;
- d. Exhibiting inappropriate behavior or repeatedly wearing inappropriate attire;
- e. Failing to pay amounts owed to the District in a proper and timely manner (with the exception of special assessments);
- f. Failing to abide by any District rules or policies (e.g., Amenity Policies);
- g. Treating the District’s staff, contractors, representatives, residents, Patrons or Guests, in a harassing or abusive manner;
- h. Damaging, destroying, rendering inoperable or interfering with the operation of District property, or other property located on District property;

- i. Failing to reimburse the District for property damaged by such person, or a minor for whom the person has charge, or a guest;
- j. Engaging in conduct that is likely to endanger the health, safety, or welfare of the District, its staff, amenities management, contractors, representatives, residents, Patrons or Guests;
- k. Committing or being alleged, in good faith, to have committed a crime on District property that leads the District to reasonably believe the health, safety or welfare of the District, its staff, contractors, representatives, residents, Patrons or Guests is likely endangered;
- l. Engaging in another Violation after a verbal warning has been given by staff (which verbal warning is not required); or
- m. Such person's Guest or a member of their household committing any of the above Violations.

Permanent termination of access to the District's Amenity Facilities shall only be considered and implemented by the Board in situations that pose a long term or continuing threat to the health, safety and/or welfare of the District, its staff, contractors, representatives, residents, Patrons or Guests. The Board, in its sole discretion and upon motion of any Board member, may vote to rescind a termination of access to the Amenity Facilities.

5. Suspension Procedures.

- a. ***Immediate Suspension.*** The District Manager or his or her designee has the ability to immediately remove any person from one or all Amenities or issue a suspension for up to sixty (60) days for the Violations described above, or when such action is necessary to protect the health, safety and welfare of other Patrons and their guests, or to protect the District's facilities from damage. If, based on the nature of the offense, staff recommends a suspension longer than sixty (60) days, such suspension shall be considered at the next Board meeting. Crimes committed or allegedly committed on District property shall automatically result in an immediate suspension until the next Board meeting.
- b. ***Notice of Suspension.*** The District Manager or his or her designee shall mail a letter to the person suspended referencing the conduct at issue, the sections of the District's rules and policies violated, the time, date, and location of the next regular Board meeting where the person's suspension will be presented to the Board, and a statement that the person has a right to appear before the Board and offer testimony and evidence why the suspension should be lifted. If the person is a minor, the letter shall be sent to the adults at the address within the community where the minor resides.

6. Administrative Reimbursement. The Board may in its discretion require payment of an administrative reimbursement of up to Five Hundred Dollars (\$500) in order to offset the actual legal and/or administrative expenses incurred by the District as a result of a Violation ("Administrative Reimbursement"). Such Administrative Reimbursement shall be in addition to any suspension or termination of Amenity access, any applicable legal action warranted by the circumstances, and/or any Property Damage Reimbursement (defined below).

7. Property Damage Reimbursement. If damage to District property occurred in connection with a Violation, the person or persons who caused the damage, or the person whose guest

caused the damage, or the person who has charge of a minor that caused the damage, shall reimburse the District for the costs of cleaning, repairing, and/or replacing the property ("Property Damage Reimbursement"). Such Property Damage Reimbursement shall be in addition to any suspension or termination of Amenity access, any applicable legal action warranted by the circumstances, and/or any Administrative Reimbursement.

8. Initial Hearing by the Board; Administrative Reimbursement; Property Damage Reimbursement.

- a. If a person's Amenity Facilities privileges are suspended, as referenced in Section 5, such person shall be entitled to a hearing at the next regularly scheduled Board meeting that is at least eight (8) days after the initial suspension, as evidenced by the date of notice sent by certified electronic or other mail service or as soon thereafter as a Board meeting is held if the meeting referenced in the letter is canceled, during which both District staff and the person subject to the suspension shall be given the opportunity to appear, present testimony and evidence, cross examine witnesses present, and make arguments. The Board may also ask questions of District staff, the person subject to the suspension, and witnesses present. All persons are entitled to be represented by a licensed Florida attorney at such hearing if they so choose. Any written materials should be submitted at least seven (7) days before the hearing for consideration by the Board. If the date of the suspension is less than eight (8) days before a Board meeting, the hearing may be scheduled for the following Board meeting at the discretion of the person subject to the suspension.
- b. The person subject to the suspension may request an extension of the hearing date to a future Board meeting, which shall be granted upon a showing of good cause, but such extension shall not stay the suspension.
- c. After the presentations by District staff and the person subject to the suspension, the Board shall consider the facts and circumstances and determine whether to lift or extend the suspension or impose a termination. In determining the length of any suspension, or a termination, the Board shall consider the nature of the conduct, the circumstances of the conduct, the number of rules or policies violated, the person's escalation or de-escalation of the situation, and any prior Violations and/or suspensions.
- d. The Board shall also determine whether an Administrative Reimbursement is warranted and, if so, set the amount of such Administrative Reimbursement.
- e. The Board shall also determine whether a Property Damage Reimbursement is warranted and, if so, set the amount of such Property Damage Reimbursement. If the cost to clean, repair and/or replace the property is not yet available, the Property Damage Reimbursement shall be fixed at the next regularly scheduled Board meeting after the cost to clean, repair, and/or replace the property is known.
- f. After the conclusion of the hearing, the District Manager shall mail a letter to the person suspended identifying the Board's determination at such hearing.

9. Suspension by the Board. The Board on its own initiative acting at a noticed public meeting may elect to consider a suspension of a person's access for committing any of the Violations outlined in Section 4. In such circumstances, a letter shall be sent to the person suspended which contains all the information required by Section 5, and the hearing shall be conducted in accordance with Section 8.

10. Automatic Extension of Suspension for Non-Payment. Unless there is an affirmative vote of the Board otherwise, no suspension or termination will be lifted or expire until all Administrative Reimbursements and Property Damage Reimbursements have been paid to the District. If an Administrative Reimbursement or Property Damage Reimbursement is not paid by its due date, the District reserves the right to request surrender of, or deactivate, all access cards or key fobs associated with an address within the District until such time as the outstanding amounts are paid.

11. Appeal of Board Suspension. After the hearing held by the Board required by Section 8, a person subject to a suspension or termination may appeal the suspension or termination, or the assessment or amount of an Administrative Reimbursement or Property Damage Reimbursement, to the Board by filing a written request for an appeal ("Appeal Request"), as referenced in Section 8(e). The filing of an Appeal Request shall not result in the stay of the suspension or termination. The Appeal Request shall be filed within thirty (30) calendar days after mailing the notice of the Board's determination as required by Section 8(f), above. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file an Appeal Request shall constitute a waiver of all rights to protest the District's suspension or termination and shall constitute a failure to exhaust administrative remedies. The District shall consider the appeal at a Board meeting and shall provide reasonable notice to the person of the Board meeting where the appeal will be considered. At the appeal stage, no new evidence shall be offered or considered. Instead, the appeal is an opportunity for the person subject to the suspension or termination to argue, based on the evidence elicited at the hearing, why the suspension or termination should be reduced or vacated. The Board may take any action deemed by it in its sole discretion to be appropriate under the circumstances, including affirming, overturning, or otherwise modifying the suspension or termination. The Board's decision on appeal shall be final.

12. Legal Action; Criminal Prosecution; Trespass. If any person is found to have committed a Violation, such person may additionally be subject to arrest for trespassing or other applicable legal action, civil or criminal in nature. If a person subject to suspension or termination is found at the Amenity Facilities, such person will be subject to arrest for trespassing. If a trespass warrant is issued to a person by a law enforcement agency, the District has no obligation to seek a withdrawal or termination of the trespass warrant even though the issuance of the trespass warrant may effectively prevent a person from using the District's Amenity Facilities after expiration of a suspension imposed by the District.

13. Severability. If any section, paragraph, clause or provision of this rule shall be held to be invalid or ineffective for any reason, the remainder of this rule shall continue in full force and effect, it being expressly hereby found and declared that the remainder of this rule would have been adopted despite the invalidity or ineffectiveness of such section, paragraph, clause or provision.

CYPRESS BLUFF

COMMUNITY DEVELOPMENT DISTRICT

7

RESOLUTION 2024-02

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CYPRESS BLUFF
COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND
LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE
DISTRICT FOR REMAINDER OF FISCAL YEAR 2023/2024 AND PROVIDING FOR AN
EFFECTIVE DATE**

WHEREAS, the Cypress Bluff Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District’s regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located.

WHEREAS, the Board desires to adopt the Fiscal Year 2023/2024 meeting schedule attached as **Exhibit A**.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT:**

1. **ADOPTING FISCAL YEAR 2023/2024 ANNUAL MEETING SCHEDULE.** The Fiscal Year 2023/2024 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

2. **EFFECTIVE DATE.** This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 18th day of June, 2024.

ATTEST:

**CYPRESS BLUFF COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

EXHIBIT "A"

CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE		
LOCATION		
<i>Cooper Memorial Library, 2525 Oakley Seaver Dr., Clermont, Florida 34711</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
July __, 2024	Regular Meeting	__:__ AM/PM
August __, 2024	Regular Meeting	__:__ AM/PM
September __, 2024	Regular Meeting	__:__ AM/PM

CYPRESS BLUFF

COMMUNITY DEVELOPMENT DISTRICT

8

RESOLUTION 2024-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR FISCAL YEAR 2024/2025 AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Cypress Bluff Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District’s regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located.

WHEREAS, the Board desires to adopt the Fiscal Year 2024/2025 meeting schedule attached as **Exhibit A**.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT:

1. **ADOPTING FISCAL YEAR 2024/2025 ANNUAL MEETING SCHEDULE.** The Fiscal Year 2024/2025 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

2. **EFFECTIVE DATE.** This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 18th day of June, 2024.

ATTEST:

**CYPRESS BLUFF COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

EXHIBIT "A"

CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2024/2025 MEETING SCHEDULE		
LOCATION		
<i>Cooper Memorial Library, 2525 Oakley Seaver Dr., Clermont, Florida 34711</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October __, 2024	Regular Meeting	__:__ AM/PM
November __, 2024	Regular Meeting	__:__ AM/PM
December __, 2024	Regular Meeting	__:__ AM/PM
January __, 2025	Regular Meeting	__:__ AM/PM
February __, 2025	Regular Meeting	__:__ AM/PM
March __, 2025	Regular Meeting	__:__ AM/PM
April __, 2025	Regular Meeting	__:__ AM/PM
May __, 2025	Regular Meeting	__:__ AM/PM
June __, 2025	Regular Meeting	__:__ AM/PM
July __, 2025	Regular Meeting	__:__ AM/PM
August __, 2025	Regular Meeting	__:__ AM/PM
September __, 2025	Regular Meeting	__:__ AM/PM

CYPRESS BLUFF

COMMUNITY DEVELOPMENT DISTRICT

9

RESOLUTION 2024-05

A RESOLUTION BY THE BOARD OF SUPERVISORS OF CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE PRIMARY ADMINISTRATIVE OFFICE AND PRINCIPAL HEADQUARTERS OF THE DISTRICT AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Cypress Bluff Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Groveland, Florida; and

WHEREAS, the District desires to designate its primary administrative office as the location where the District’s public records are routinely created, sent, received, maintained, and requested, for the purposes of prominently posting the contact information of the District’s Record’s Custodian in order to provide citizens with the ability to access the District’s records and ensure that the public is informed of the activities of the District in accordance with Chapter 119, *Florida Statutes*; and

WHEREAS, the District additionally desires to specify the location of the District’s principal headquarters for the purpose of establishing proper venue under the common law home venue privilege applicable to the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District’s primary administrative office for purposes of Chapter 119, *Florida Statutes*, shall be located at Wrathell, Hunt and Associates, LLC, located at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431.

SECTION 2. The District’s principal headquarters for purposes of establishing proper venue shall be located within Lake County, Florida.

SECTION 3. This Resolution shall take effect immediately upon adoption.

[signature on following page]

PASSED AND ADOPTED this 18th day of June, 2024.

ATTEST:

**CYPRESS BLUFF COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

CYPRESS BLUFF

COMMUNITY DEVELOPMENT DISTRICT

10

RESOLUTION 2024-06

**A RESOLUTION BY THE BOARD OF SUPERVISORS OF CYPRESS BLUFF
COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE LOCATION OF THE
LOCAL DISTRICT RECORDS OFFICE AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Cypress Bluff Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Groveland, Florida; and

WHEREAS, the District is statutorily required to designate a local district records office location for the purposes of affording citizens the ability to access the District’s records, promoting the disclosure of matters undertaken by the District, and ensuring that the public is informed of the activities of the District in accordance with Chapter 119 and Section 190.006(7), *Florida Statutes*; and

WHEREAS, District records are available for public review and inspection at the offices of

_____.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF CYPRESS
BLUFF COMMUNITY DEVELOPMENT DISTRICT:**

SECTION 1. The District’s local records office shall be located at:

_____.

SECTION 2. This Resolution shall take effect immediately upon adoption.

[signatures on following page]

PASSED AND ADOPTED this ____ day of _____, 2024.

ATTEST:

**CYPRESS BLUFF COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

CYPRESS BLUFF
COMMUNITY DEVELOPMENT DISTRICT

UNAUDITED
FINANCIAL
STATEMENTS

**CYPRESS BLUFF
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
APRIL 30, 2024**

**CYPRESS BLUFF
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
APRIL 30, 2024**

	General Fund	Debt Service Fund	Total Governmental Funds
ASSETS			
Cash	\$ 76,758	\$ -	\$ 76,758
Due from Landowner	2,273	-	2,273
Total assets	<u>79,031</u>	<u>-</u>	<u>79,031</u>
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable	\$ 6,603	\$ -	\$ 6,603
Due to Landowner	-	22,025	22,025
Landowner advance	6,000	-	6,000
Total liabilities	<u>12,603</u>	<u>22,025</u>	<u>34,628</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred receipts	2,273	-	2,273
Total deferred inflows of resources	<u>2,273</u>	<u>-</u>	<u>2,273</u>
Fund balances:			
Restricted for:			
Debt service	-	(22,025)	(22,025)
Unassigned	64,155	-	64,155
Total fund balances	<u>64,155</u>	<u>(22,025)</u>	<u>42,130</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 79,031</u>	<u>\$ -</u>	<u>\$ 79,031</u>

**CYPRESS BLUFF
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED APRIL 30, 2024**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Landowner contribution	\$ 72,654	\$ 121,309	\$ 515,635	24%
Total revenues	<u>72,654</u>	<u>121,309</u>	<u>515,635</u>	24%
EXPENDITURES				
Professional & administrative				
Management/accounting/recording	2,000	14,000	48,000	29%
Legal	185	640	25,000	3%
Engineering	-	-	2,000	0%
Audit	-	-	5,500	0%
Arbitrage rebate calculation*	-	-	500	0%
Dissemination agent*	-	-	1,000	0%
Trustee*	-	-	5,500	0%
Telephone	17	117	200	59%
Postage	30	81	500	16%
Printing & binding	42	292	500	58%
Legal advertising	-	-	1,750	0%
Annual special district fee	-	-	175	0%
Insurance	-	-	5,500	0%
Contingencies/bank charges	4	373	750	50%
Website hosting & maintenance	-	1,680	705	238%
Website ADA compliance	-	-	210	0%
Total professional & administrative	<u>2,278</u>	<u>17,183</u>	<u>97,790</u>	18%
Operations and Maintenance				
Management & administration				
Contingency	-	-	668	0%
Licenses/taxes/permits	-	-	500	0%
O&M accounting - DM	-	-	4,500	0%
Property insurance	-	-	5,000	0%
Management services	-	4,246	17,844	24%
Postage	-	-	800	0%
Office supplies/printing binding	-	-	2,500	0%
General administrative	-	-	2,000	0%
Total management & administration	<u>-</u>	<u>4,246</u>	<u>33,812</u>	
Grounds/building maintenance				
General maintenance	-	-	6,500	0%
Irrigation repairs	-	-	3,500	0%
Landscape contract	-	-	120,000	0%
Landscaping extras - replacement & annuals	-	-	3,500	0%
Tree trimming	-	-	1,500	0%
Pressure washing	-	-	4,000	0%
Holiday decorations	-	-	2,500	0%
Walkway maintenance & repair	-	-	2,000	0%
Retaining wall & handrail repairs & maintenance	-	-	4,000	0%

**CYPRESS BLUFF
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED APRIL 30, 2024**

	Current Month	Year to Date	Budget	% of Budget
Fence & handrail repairs maintenance	-	-	1,500	0%
Total grounds building maintenance	-	-	149,000	
Recreational - amenity				
Insurance amenity	-	-	3,500	0%
Pool maintenance contract	-	-	18,000	0%
Pool/cabana janitorial contract	-	-	10,200	0%
Pool/equipment repairs & maintenance	-	-	2,500	0%
Pool/cabana general maintenance	-	-	3,000	0%
Termite bond/pest control	-	-	1,400	0%
Playground equipment/maintenance/mulch (2 locations)	-	-	4,000	0%
Access control systems/camera	-	-	2,800	0%
Pressure washing	-	-	2,500	0%
Electric - amenity	-	-	9,600	0%
Domestic water/sewer - amenity	-	-	3,000	0%
Irrigation amenity	-	-	4,000	0%
Telephone/cable internet - amenity	-	-	2,400	0%
Pool permits & license	-	-	500	0%
Trash debris removal	-	-	2,400	0%
Landscape maintenance	-	-	12,000	0%
Landscape seasonal (annuals & mulch)	-	-	3,600	0%
Maintenance reserves	-	-	2,000	0%
Total recreational expenses	-	-	87,400	
Utilities				
Electric - common areas/irrigation meters	-	-	4,200	0%
Electric - street lights	-	-	45,000	0%
Irrigation - common areas	-	-	32,000	0%
Total utilities	-	-	81,200	0%
Total field operations	-	4,246	351,412	1%
Total expenditures	2,278	21,429	449,202	5%
Excess/(deficiency) of revenues over/(under) expenditures	70,376	99,880	66,433	
Fund balances - beginning	(6,221)	(35,725)	-	
Fund balances - ending	\$ 64,155	\$ 64,155	\$ 66,433	

*These items will be realized when bonds are issued

**These items will be realized the year after the issuance of bonds.

**CYPRESS BLUFF
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND
FOR THE PERIOD ENDED APRIL 30, 2024**

	Current Month	Year To Date
REVENUES	<u>\$ -</u>	<u>\$ -</u>
Total revenues	<u>-</u>	<u>-</u>
EXPENDITURES		
Debt service		
Cost of issuance	<u>-</u>	<u>8,351</u>
Total debt service	<u>-</u>	<u>8,351</u>
Excess/(deficiency) of revenues over/(under) expenditures	-	(8,351)
Net change in fund balances	-	(8,351)
Fund balances - beginning	<u>(22,025)</u>	<u>(13,674)</u>
Fund balances - ending	<u><u>\$ (22,025)</u></u>	<u><u>\$ (22,025)</u></u>

CYPRESS BLUFF
COMMUNITY DEVELOPMENT DISTRICT

MINUTES

DRAFT

**MINUTES OF MEETING
CYPRESS BLUFF COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Cypress Bluff Community Development District held a Regular Meeting and Audit Committee Meeting on April 16, 2024 at 1:00 p.m., at the Cooper Memorial Library, 2525 Oakley Seaver Dr., Room 108A, Clermont, Florida 34711.

Present were:

Stephen McConn (via telephone)	Chair
Tony Iorio	Assistant Secretary
Doug Beasley	Assistant Secretary
Paul Thomas	Assistant Secretary

Also present:

Ernesto Torres	District Manager
Jennifer Kilinski (via telephone)	District Counsel
Jorge Miranda	Empire Management Group, Inc. (Empire)
Vanessa Deangelis	Empire
Rachell Kirkley	Empire

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Torres called the meeting to order at 1:06 p.m.

Supervisors Iorio, Thomas and Beasley were present. Supervisor McConn attended via telephone. Supervisor Dare was not present. Mr. Torres stated that the Oath of Office was administered to Mr. Beasley and Mr. Iorio prior to the meeting; therefore, a quorum was established for today's meeting.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Administration of Oath of Office to
Supervisors Doug Beasley and Tony Iorio**

(the following will also be provided in a separate package)

This item was addressed during the First Order of Business. The following items were provided:

A. Required Ethics Training and Disclosure Filing

- **Sample Form 1 2023/Instructions**

B. Membership, Obligation and Responsibilities

C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees

D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2024-01, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date

Mr. Torres presented Resolution 2024-01. He distributed and reviewed the proposed Fiscal Year 2025 budget, including line item increases, decreases and adjustments compared to the Fiscal Year 2024 budget and explained the reasons for any changes. This is a Landowner-funded budget with expenses funded as they are incurred.

The following changes were made to the proposed Fiscal Year 2025 budget:

Page 1, "Landowner contribution": Increase to "\$523,267"

Page 1, "Management services": Increase to "\$25,476"

On MOTION by Mr. Thomas and seconded by Mr. Beasley, with all in favor, Resolution 2024-01, Approving a Proposed Budget for Fiscal Year 2024/2025, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law on June 18, 2024 at 1:00 p.m., at the Cooper Memorial Library, 2525 Oakley Seaver Dr., Room 108A, Clermont, Florida 34711; Addressing Transmittal,

Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-02, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Remainder of Fiscal Year 2023/2024 and Providing for an Effective Date

This item was deferred.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2024-03, Extending the Terms of Office of All Current Supervisors to Coincide with the General Election Pursuant to Section 190.006, Florida Statutes; Providing for Severability; and Providing an Effective Date

Mr. Torres presented Resolution 2024-03.

On MOTION by Mr. Thomas and seconded by Mr. Beasley, with all in favor, Resolution 2024-03, Extending the Terms of Office of All Current Supervisors to Coincide with the General Election Pursuant to Section 190.006, Florida Statutes; Providing for Severability; and Providing an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2024-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date

This item was deferred.

EIGHTH ORDER OF BUSINESS**Recess Regular Meeting/Commencement
of Audit Selection Committee Meeting**

The Regular Meeting recessed at 1:16 p.m., and the Audit Selection Committee Meeting convened.

NINTH ORDER OF BUSINESS**Review of Response to Request for
Proposals (RFP) for Annual Audit Services****A. Affidavit of Publication****B. RFP Package**

The above items were included for informational purposes.

C. Respondents**I. Berger, Toombs, Elam, Gaines & Frank****II. Grau & Associates**

Mr. Torres stated that an audit might not be necessary for Fiscal Year 2023. He noted that, as the District Manager of many CDDs, his firm has worked with both respondents and, in his opinion, both are qualified to perform the audit. Cost is the factor that sets the firms apart.

Mr. Torres stated that Berger, Toombs, Elam, Gaines & Frank (BTEGF) bid \$4,750 for the first year, with an additional fee of \$1,250 should bonds be issued, for a total fee of \$6,000. Grau & Associates (Grau) bid \$3,300 for the first year, without bond issuance, with a fee increase of \$1,500 should bonds be issued, for a total first year fee of \$4,800 if bonds are issued. Grau's five-year fee schedule provides for a \$100 base fee increase for Fiscal Years 2024 through 2027.

Discussion ensued regarding the bids and the scope of services.

D. Auditor Evaluation Matrix/Ranking

Mr. Beasley presented his scores and rankings, which were accepted by the Auditor Selection Committee, as follows:

#1	Grau & Associates	100 points
#2	Berger, Toombs, Elam, Gaines & Frank	98 points

TENTH ORDER OF BUSINESS**Termination of Audit Selection Committee Meeting/Reconvene Regular Meeting**

The Audit Selection Committee Meeting terminated at 1:22 p.m., and the Regular Meeting reconvened.

ELEVENTH ORDER OF BUSINESS**Consider Recommendation of Audit Selection Committee**

- Award of Contract**

On MOTION by Mr. Iorio and seconded by Mr. Beasley, with all in favor, accepting the scores, ranking and recommendation of the Audit Committee, ranking Grau & Associates as the #1 ranked respondent to the RFP for Annual Audit Services, awarding the contract for Audit Services and authorizing District Staff to negotiate an agreement with Grau & Associates, were approved.

TWELFTH ORDER OF BUSINESS**Consideration of Resolution 2024-05, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date**

This item was deferred.

THIRTEENTH ORDER OF BUSINESS**Consideration of Resolution 2024-06, Designating the Location of the Local District Records Office and Providing an Effective Date**

This item was deferred.

FOURTEENTH ORDER OF BUSINESS**Ratification of Empire Management Group, Inc. Field Operations Agreement**

Mr. Torres presented the Empire Management Group, Inc. Field Operations Agreement, previously executed by the Chair.

On MOTION by Mr. Iorio and seconded by Mr. Beasley, with all in favor, the Empire Management Group, Inc. Field Operations Agreement, was ratified.

FIFTEENTH ORDER OF BUSINESS**Acceptance of Unaudited Financial Statements as of February 29, 2024**

On MOTION by Mr. Thomas and seconded by Mr. Beasley, with all in favor, the Unaudited Financial Statements as of February 29, 2024, were accepted.

Discussion ensued regarding the need to implement a non-resident user fee for use of the amenities. A Board Member noted that playgrounds and retaining walls might be included in a Reserve Study. Amenity policies will be included on the next agenda.

Ownership of roadways and rights-of-way (ROWs) within the CDD were discussed.

SIXTEENTH ORDER OF BUSINESS**Approval of June 20, 2023 Public Hearings and Regular Meeting Minutes**

On MOTION by Mr. Thomas and seconded by Mr. Iorio with all in favor, the June 20, 2023 Public Hearings and Regular Meeting Minutes, as presented, were approved.

SEVENTEENTH ORDER OF BUSINESS**Staff Reports****A. District Counsel: Kilinski | Van Wyk, PLLC**

Ms. Kilinski reminded the Board Members about the new requirement to complete four hours of ethics continuing education by December 31, 2024; completion of the requirement will be reported by checking a box on Form 1 when filing it in 2025. Newly appointed Supervisors are not required to complete the ethics training requirement until December 31, 2025, for purposes of this Board. Form 1 must be submitted electronically, no later than July 1, 2024, via the Florida Commission on Ethics (FCOE) portal, rather than filing it with the Supervisor of Elections.

B. District Engineer (Interim): Poulos & Bennett LLC

216 There was no report.

217 C. District Manager: Wrathell, Hunt and Associates, LLC

218 • NEXT MEETING DATE: TBD

219 The next meeting will be held on June 18, 2024 at 1:00 p.m.

220

221 EIGHTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

222

223 There were no Board Members' comments or requests.

224

225 NINETEENTH ORDER OF BUSINESS

Public Comments

226

227 No members of the public spoke.

228

229 TWENTIETH ORDER OF BUSINESS

Adjournment

230

231 On MOTION by Mr. Iorio and seconded by Mr. Beasley, with all in favor, the
232 meeting adjourned at 1:30 p.m.

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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242

Secretary/Assistant Secretary

Chair/Vice Chair