

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

The Board of Supervisors of the Cypress Bluff Community Development District held a Regular Meeting on April 15, 2025 at 1:30 p.m., at the Cooper Memorial Library, 2525 Oakley Seaver Dr., Clermont, Florida 34711.

**Present:**

Stephen McConn  
Paul Thomas  
Yesenia Velez

Chair  
Assistant Secretary  
Assistant Secretary

**Also present:**

Ernesto Torres  
Felix Rodriguez  
Jennifer Kilinski (via telephone)  
Alex Sorondo  
Jorge Miranda (via telephone)  
Vanessa DeAngelis (via telephone)  
Michelle Woodburn (via telephone)  
Chad Clevenger

District Manager  
Wrathell, Hunt and Associates, LLC  
District Counsel  
District Engineer  
Empire Management Group, Inc. (Empire)  
Empire

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Torres called the meeting to order at 1:35 p.m.

Supervisors McConn, Thomas and Valez were present. Supervisor Dare was not present.  
One seat was vacant.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Consider Appointment of Chad Clevenger  
Fill Unexpired Term of Seat 3; Term Expires  
November 2026**

The official appointment of Mr. Chad Clevenger to Seat 3 was overlooked and will occur at the next meeting.

- **Administration of Oath of Office (the following to be provided under separate cover)**
  - A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employee**
  - B. Membership, Obligations and Responsibilities**
  - C. Sample Form 1: Statement of Financial Interests/Instructions**
  - D. Form 8B – Memorandum of Voting Conflict**

**FOURTH ORDER OF BUSINESS****Consideration of Resolution 2025-06,  
Electing and Removing Officers of the  
District and Providing for an Effective Date**

Mr. Torres presented Resolution 2025-06. Mr. McConn nominated the following slate:

Stephen McConn	Chair
Casey Dare	Vice Chair
Paul Thomas	Assistant Secretary
Yesenia Valez	Assistant Secretary
Chad Clevenger	Assistant Secretary
Felix Rodriguez	Assistant Secretary

No other nominations were made.

The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell	Secretary
Ernesto Torres	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

**On MOTION by Mr. McConn and seconded by Mr. Thomas, with all in favor, Resolution 2025-06, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS****Consideration of Resolution 2025-07,  
Approving an Assessment Methodology for  
Operation and Maintenance Special  
Assessments; Setting a Public Hearing;  
Addressing Publication; Addressing  
Severability; and Providing an Effective  
Date**

Mr. Torres presented Resolution 2025-07.

Ms. Kilinski stated that this Resolution sets the public hearing date and preliminarily adopts the updates to the Engineer's Report and the updates to the Operation & Maintenance (O&M) Assessment Methodology. It applies to all property within the CDD but particularly, this action is the result of having a small amount of commercial property within the CDD boundaries. The Resolution makes findings regarding the CDD and its establishment and the recognition that the Board adopts an annual O&M budget each fiscal year and contemplates in each fiscal year's budget the O&M Methodology that is attached as an exhibit, will be utilized in the future years for the purposes of how to apply O&M benefits to the District uses by the residential and commercial units.

Ms. Kilinski stated the Engineer's Report that was updated contains a clarification related to the commercial property within the CDD. She discussed the limited benefit of the improvements to the commercial property and the associated changes made to the O&M Assessment Methodology to reflect the updated Engineer's Report. The updated Methodology Report includes a statement that, according to the District Engineer, the public infrastructure improvements designed to serve the land in the District and which comprise the Capital Improvement Plan (CIP) primarily only serve and benefit the residential land uses, and that the non-residential land will only benefit on a de minimis basis from the public infrastructure because the commercial properties are expected to be responsible for delivery of their own infrastructure.

<b>On MOTION by Mr. McConn and seconded by Mr. Thomas, with all in favor, Resolution 2025-07, Approving an Assessment Methodology for Operation and Maintenance Special Assessments; Setting a Public Hearing on May 20, 2025 at</b>
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1:30 p.m., at the Cooper Memorial Library, 2525 Oakley Seaver Dr., Clermont, Florida 34711; Addressing Publication; Addressing Severability; and Providing an Effective Date, was adopted.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-08, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date**

Mr. Torres presented Resolution 2025-08.

On MOTION by Mr. McConn and seconded by Mr. Thomas, with all in favor, Resolution 2025-08, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date, was adopted.

**SEVENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of February 28, 2025**

On MOTION by Mr. McConn and seconded by Mr. Thomas, with all in favor, the Unaudited Financial Statements as of February 28, 2025, were accepted.

**EIGHTH ORDER OF BUSINESS**

**Approval of February 27, 2025 Regular Meeting Minutes**

On MOTION by Mr. McConn and seconded by Mr. Thomas, with all in favor, the February 27, 2025 Regular Meeting Minutes, as presented, were approved.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: Kilinski|Van Wyk, PLLC**

Regarding the commercial lot, Mr. Miranda asked if the lot itself is within the CDD itself, but ownership of the lot will be by a private entity. Ms. Kilinski replied affirmatively.

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

Mr. Sorondo stated that there is an updated Report to the Supplemental Engineer's Report that is dated April 15, 2024 but the date should be April 15, 2025. He reiterated the prior comments about the de minimis benefits to the commercial property.

Mr. Miranda discussed the status of the Phase 1 landscaping.

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

- **NEXT MEETING DATE: May 20, 2025 at 1:30 PM [Presentation of FY2026 Proposed Budget]**

- **QUORUM CHECK**

Supervisors McConn, Velez and Thomas confirmed their attendance at the May 20, 2025 meeting.

**TENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**ELEVENTH ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. McConn and seconded by Mr. Thomas, with all in favor, the meeting adjourned at 1:52 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair