

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

The Board of Supervisors of the Cypress Bluff Community Development District held a Public Hearing and Regular Meeting on May 20, 2025 at 1:30 p.m., at the Cooper Memorial Library, 2525 Oakley Seaver Dr., Clermont, Florida 34711.

**Present:**

Stephen McConn	Chair
Chad Clevenger	Vice Chair
Paul Thomas	Assistant Secretary
Yesenia Velez	Assistant Secretary

**Also present:**

Ernesto Torres	District Manager
Meredith Hammock (via telephone)	District Counsel
Alex Sorondo	District Engineer
Jorge Miranda (via telephone)	Empire Management Group, Inc. (Empire)

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Torres called the meeting to order at 1:32 p.m.

Supervisors McConn, Clevenger and Thomas were present at roll call. Supervisor Velez arrived after roll call. Supervisor Dare was not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Public Hearing to Consider the Adoption of  
an O&M Methodology for Operation and  
Maintenance Special Assessments**

Mr. Torres recalled that, the Engineer's and Methodology reports were presented at the previous meeting for the purpose of today's public hearing related to the Operation and Maintenance (O&M) Special Assessments.

<b>On MOTION by Mr. McConn and seconded by Mr. Thomas, with all in favor, the Public Hearing was opened.</b>
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- **Hear testimony from the affected property owners as to the propriety and advisability of making the improvements and funding them with special assessments on the property.**

No affected property owners or members of the public spoke.

**On MOTION by Mr. McConn and seconded by Mr. Thomas, with all in favor, the Public Hearing was closed.**

Ms. Hammock stated there are two criteria for a special assessment and for that assessment to be valid; first, the lands subject to the special assessment must receive a benefit and the assessment must be reasonably-apportioned among the lands subject to that assessment.

**A. Proof/Affidavit of Publication**

**B. Mailed Notice(s) to Property Owners**

These items were included for informational purposes.

**C. Engineer's Report dated April 18, 2023, as supplemented by the First Supplemental Engineer's Report Cypress Bluff (Assessment Area One Project), dated February 2025 (for informational purposes)**

**D. Operations and Maintenance Special Assessment Methodology Report, dated April 15, 2025 (for informational purposes)**

The following questions were asked and answered:

**Ms. Hammock:** In your professional opinion, do the lands subject to the Operation and Maintenance assessments receive the special benefits as stated in the Operation and Maintenance Special Assessments Methodology Report?

**Mr. Torres:** Yes.

**Ms. Hammock:** In your professional opinion, are the assessments, as delineated in that Special Assessment Methodology Report, reasonably apportioned among the lands subject to that special assessment?

**Mr. Torres:** Yes.

**Ms. Hammock:** In your professional opinion, it would be reasonable, proper and just to assess the cost of annual O&M of the improvements against the lands in the District in accordance with your Methodology?

**Mr. Torres:** Yes.

**Ms. Hammock:** In your opinion, the special benefits that the lands will receive in the annual O&M assessments as set forth in any assessment roll that may or may not be presented to the Board in a future use of Assessment Methodology; it would be equal to or in excess of the maximum assessments thereon as allocated and set forth in the Methodology?

**Mr. Torres:** Yes.

**Ms. Hammock:** In your opinion, is it in the best interest of the District that the Operation and Maintenance assessments be paid and collected in accordance with the Methodology?

**Mr. Torres:** Yes.

**E. Consideration of Resolution 2025-09, Adopting an Assessment Methodology for Operation and Maintenance Special Assessments; Addressing Severability; and Providing an Effective Date**

**On MOTION by Mr. McConn and seconded by Mr. Thomas, with all in favor, Resolution 2025-09, Adopting an Assessment Methodology for Operation and Maintenance Special Assessments; Addressing Severability; and Providing an Effective Date, was adopted.**

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-10, Approving a Proposed Budget for Fiscal Year 2026 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date**

Mr. Torres presented Resolution 2025-10. He reviewed the proposed Fiscal Year 2026 budget, highlighting increases, decreases and adjustments, compared to the Fiscal Year 2025 budget, and explained the reasons for any changes.

**On MOTION by Mr. McConn and seconded by Mr. Thomas, with all in favor, Resolution 2025-10, Approving a Proposed Budget for Fiscal Year 2026 and**

**Setting a Public Hearing Thereon Pursuant to Florida Law for August 19, 2025 at 1:30 p.m., at the Cooper Memorial Library, 2525 Oakley Seaver Dr., Clermont, Florida 34711; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-11, Establishing an Operation and Maintenance Assessment Cap for Notice Purposes Only Pursuant to Chapters 170, 190 and 197, Florida Statutes; Setting Public Hearings; Addressing Publication; Addressing Severability; and Providing an Effective Date**

Ms. Hammock presented Resolution 2025-11. The Board previously determined that it would be financially advantageous for the CDD and, consequently the Landowner, to adopt an O&M assessment cap in the amounts set forth in the O&M Methodology. Adopting the O&M assessment cap eliminates expenses related to publishing and sending individual mailed notices in future years as long as the O&M assessments are below the cap. This is a notice and cost-saving measure for that assessment cap included in the Methodology, if approved by the Board.

**On MOTION by Mr. McConn and seconded by Mr. Thomas, with all in favor, Resolution 2025-11, Establishing an Operation and Maintenance Assessment Cap for Notice Purposes Only Pursuant to Chapters 170, 190 and 197, Florida Statutes; Setting Public Hearings for August 19, 2025 at 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 2025-12, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2025/2026 and Providing for an Effective Date**

**On MOTION by Mr. McConn and seconded by Mr. Clevenger, with all in favor, Resolution 2025-12, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2025/2026 and Providing for an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial  
Statements as of March 31, 2025**

**On MOTION by Mr. McConn and seconded by Mr. Thomas, with all in favor,  
the Unaudited Financial Statements as of March 31, 2025, were accepted.**

**EIGHTH ORDER OF BUSINESS**

**Approval of April 15, 2025 Regular Meeting  
Minutes**

**On MOTION by Mr. McConn and seconded by Mr. Clevenger, with all in favor,  
the April 15, 2025 Regular Meeting Minutes, as presented, were approved.**

**NINTH ORDER OF BUSINESS**

**Staff Reports**

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

Ms. Hammock reminded the Board Members to file Form 1 by July 1, 2025.

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

There was no report.

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

- **NEXT MEETING DATE: June 17, 2025 at 1:30 PM**
  - **QUORUM CHECK**

**TENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**Supervisor Velez arrived at the meeting.**

**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. Clevenger, with all in favor,  
the meeting adjourned at 1:46 p.m.**

  
Secretary/Assistant Secretary

  
Chair/Vice Chair