

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

The Board of Supervisors of the Cypress Reserve Community Development District held Public Hearings and a Regular Meeting on August 16, 2023 at 10:00 a.m., at the office of Andreyev Engineering, 1170 W. Minneola Ave., Clermont, Florida 34711.

Present at the meeting were:

Matthew Young	Chair
Matt Cuarta	Vice Chair
Suzanne Lupia	Assistant Secretary

Also present:

Daniel Rom	District Manager
Kyle Magee (via telephone)	District Counsel
Major Stacy (via telephone)	District Engineer
Curt Wilkinson	Supervisor Appointee

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Rom called the meeting to order at 10:11 a.m.

Supervisors Young, Cuarta and Lupia were present. Supervisors-Elect Bray and Lemons were not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Acceptance of Notices of Intent to Decline Seat from Matthew J Bray [Seat 1]; Term Expires November 2026 and Dawn M Lemons [Seat 5]; Term Expires November 2024

Mr. Rom presented the Notices of Intent to Decline Seat from Mr. Matthew J. Bray, for Seat 1, and Ms. Dawn M. Lemons, Seat 5.

On MOTION by Mr. Young and seconded by Ms. Lupia, with all in favor, the Intent to Decline Seat Notices from Matthew J Bray and Dawn M Lemons, were accepted.

FOURTH ORDER OF BUSINESS

Consider Appointment of Curt Wilkinson to Fill Unexpired Term of Seat 1

Mr. Young nominated Mr. Curt Wilkinson to fill Seat 1.

No other nominations were made.

On MOTION by Mr. Young and seconded by Ms. Lupia, with all in favor, the appointment of Mr. Curt Wilkinson to Seat 1, term expires November 2026, was approved.

- **Administration of Oath of Office to Curt Wilkinson (the following will be provided in a separate package)**

Mr. Rom, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Curt Wilkinson. Mr. Wilkinson is already familiar with the following:

- A. **Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. **Membership, Obligations and Responsibilities**
- C. **Chapter 190, Florida Statutes**
- D. **Financial Disclosure Forms**
 - I. **Form 1: Statement of Financial Interests**
 - II. **Form 1X: Amendment to Form 1, Statement of Financial Interests**
 - III. **Form 1F: Final Statement of Financial Interests**
- E. **Form 8B: Memorandum of Voting Conflict**

Mr. Rom will email an electronic version of Form 1 to all Supervisors.

FIFTH ORDER OF BUSINESS

Consider Appointment to Fill Unexpired Term of Seat 5

- **Administration of Oath of Office to Appointed Supervisor**

This item was deferred.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2023-30, Designating Certain Officers of the District, and Providing for an Effective Date

Mr. Rom presented Resolution 2023-30. Mr. Young nominated the following slate:

Chair	Matthew Young
Vice Chair	Matt Cuarta
Assistant Secretary	Suzanne Lupia
Assistant Secretary	Curt Wilkinson
Assistant Secretary	Daniel Rom

No other nominations were made.

Prior appointments by the Board for Secretary, Treasurer and Assistant Treasurer remain unaffected by this Resolution.

On MOTION by Mr. Wilkinson and seconded by Mr. Cuarta, with all in favor, Resolution 2023-30, Designating Certain Officers of the District, as nominated, and Providing for an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Public Hearing Confirming the Intent of the District to Use the Uniform Method of Levy, Collection and Enforcement of Non-Ad Valorem Assessments as Authorized and Permitted by Section 197.3632, Florida Statutes; Expressing the Need for the Levy of Non-Ad Valorem Assessments and Setting Forth the Legal Description of the Real Property Within the District’s Jurisdictional Boundaries that May or Shall Be Subject to the Levy of District Non-Ad Valorem Assessments; Providing for Severability; Providing for Conflict and Providing for an Effective Date

A. Affidavit/Proof of Publication

The affidavit of publication was included for informational purposes.

- B. Consideration of Resolution 2023-31, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Cypress Reserve Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date**

On MOTION by Mr. Young and seconded by Mr. Cuarta, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Mr. Young and seconded by Ms. Lupia, with all in favor, the Public Hearing was closed.

Mr. Rom presented Resolution 2023-31 and read the title.

On MOTION by Mr. Young and seconded by Mr. Cuarta, with all in favor, Resolution 2023-31, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Cypress Reserve Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Public Hearing to Hear Public Comments and Objections to the Adoption of the Rules of Procedure, Pursuant to Sections 120.54 and 190.035, Florida Statutes

- A. Affidavits of Publication**

The affidavit of publication was included for informational purposes.

- B. Consideration of Resolution 2023-32, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date**

Mr. Rom presented Resolution 2023-32 and noted that the Rules of Procedure have not changed since presented at the Organizational Meeting.

On MOTION by Mr. Young and seconded by Mr. Wilkinson, with all in favor, the Public Hearing was opened.

No members of the public spoke.

On MOTION by Ms. Lupia and seconded by Mr. Wilkinson, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Wilkinson and seconded by Mr. Cuarta, with all in favor, Resolution 2023-32, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date, was adopted.

NINTH ORDER OF BUSINESS

**Public Hearing on Adoption of Fiscal Year
2022/2023 Budget**

A. Proof/Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2023-33, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Rom presented Resolution 2023-33. He reviewed the proposed Fiscal Year 2023 budget, which is a Landowner-funded budget with expenses funded as they are incurred. The Management Fee is reduced to \$1,000 per month while the CDD is in a period of semi-dormancy.

On MOTION by Ms. Lupia and seconded by Mr. Cuarta, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Mr. Young and seconded by Mr. Wilkinson, with all in favor, the Public Hearing was closed.

On MOTION by Ms. Lupia and seconded by Mr. Young, with all in favor, Resolution 2023-33, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

TENTH ORDER OF BUSINESS

Public Hearing on Adoption of Fiscal Year 2023/2024 Budget

A. Proof/Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2023-34, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Rom presented Resolution 2023-34. He reviewed the proposed Fiscal Year 2024 budget, which is a Landowner-funded budget with expenses funded as they are incurred. The Management Fee is reduced to \$1,000 per month while the CDD is in a period of semi-dormancy.

On MOTION by Mr. Young and seconded by Ms. Lupia, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Ms. Lupia and seconded by Mr. Young, with all in favor, the Public Hearing was closed.

Mr. Rom presented Resolution 2023-34.

On MOTION by Mr. Young and seconded by Mr. Wilkinson, with all in favor, Resolution 2023-34, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

ELEVENTH ORDER OF BUSINESS

Consideration of Resolution 2023-35, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date

Mr. Rom presented Resolution 2023-35.

The following will be inserted into the Fiscal Year 2024 Meeting Schedule:

DATE: Fourth Monday of each month

TIME: 11:00 AM

The consensus was that all twelve meetings will be advertised; however, only the April and August meetings will be calendared at this time.

On MOTION by Mr. Young and seconded by Ms. Lupia, with all in favor, Resolution 2023-35, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024, as amended, and Providing for an Effective Date, was adopted.

TWELFTH ORDER OF BUSINESS

Consideration of Resolution 2023-07, Designating the Primary Administrative Office and Principal Headquarters of the District; Designating the Location of the Local District Records Office; and Providing an Effective Date

This item was deferred.

THIRTEENTH ORDER OF BUSINESS

Consideration of the Following Bond Financing Related Items:

The following items were all deferred.

- A. **Engagement of Bond Financing Professionals**
 - I. **Underwriter/Investment Banker:** _____
 - II. **Bond Counsel:** _____
 - III. **Trustee, Paying Agent and Registrar:** _____
- B. **Presentation of Master Engineer’s Report**
- C. **Presentation of Special Assessment Methodology Report**
- D. **Resolution 2023-27, Declaring Special Assessments; Indicating the Location, Nature and Estimated Cost of Those Infrastructure Improvements Whose Cost is to be Defrayed by the Special Assessments; Providing the Portion of the Estimated Cost of the Improvements to be Defrayed by the Special Assessments; Providing the Manner in Which Such Special Assessments Shall Be Made; Providing When Such Special Assessments Shall be Paid; Designating Lands Upon Which the Special Assessments Shall be Levied; Providing for an Assessment Plat; Adopting a Preliminary Assessment Roll; Providing for Publication of this Resolution**
- E. **Resolution 2023-28, Setting a Public Hearing for the Purpose of Hearing Public Comment on Imposing Special Assessments on Certain Property Within the District Generally Described as the Cypress Reserve Community Development District in Accordance with Chapter 170, 190, and 197, Florida Statutes**
- F. **Resolution 2023-29, Initial Bond Resolution**

FOURTEENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of June 30, 2023

Mr. Rom presented the Unaudited Financial Statements as of June 30, 2023.

On MOTION by Mr. Young and seconded by Mr. Wilkinson, with all in favor, the Unaudited Financial Statements as of June 30, 2023, were accepted.

FIFTEENTH ORDER OF BUSINESS

Approval of June 14, 2023 Organizational Meeting Minutes

Mr. Rom presented the June 14, 2023 Organizational Meeting Minutes.

On MOTION by Mr. Young and seconded by Ms. Lupia, with all in favor, the June 14, 2023 Organizational Meeting Minutes, as presented, were approved.

SIXTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

There was no report.

B. District Engineer (Interim): Appian Engineering, LLC

Mr. Stacy stated that permitting with the City, County, Department of Environmental Protection (DEP) and the Water Management District are on schedule.

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

- **NEXT MEETING DATE: TBD**
 - **QUORUM CHECK**

SEVENTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

EIGHTEENTH ORDER OF BUSINESS

Public Comments


No members of the public spoke.

NINETEENTH ORDER OF BUSINESS


Adjournment

On MOTION by Mr. Young and seconded by Mr. Cuarta, with all in favor, the meeting adjourned at 10:30 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair