

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

The Board of Supervisors of the Cypress Reserve Community Development District held a Regular Meeting and Audit Committee Meeting on April 22, 2024 at 11:00 a.m., at the City of Minneola City Hall, 800 N US Hwy 27, Minneola, Florida 34715.

Present at the meeting were:

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

Also present:

Daniel Rom	District Manager
Kristen Thomas	Wrathell, Hunt and Associates, LLC (WHA)
Kyle Magee	District Counsel
Major Stacy (via telephone)	Interim District Engineer

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Rom called the meeting to order at 11:31 a.m.

Supervisors Young, Cuarta, Wilkinson and Lupia were present. One seat was vacant.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Consider Appointment to Fill Unexpired
Term of Seat 5; Term Expires November
2024**

This item was deferred.

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

A. Required Ethics Training and Disclosure Filing

- **Sample Form 1 2023/Instructions**

Mr. Rom stated that this is the same Board as for the Sugarloaf CDD. At the Sugarloaf CDD meeting held just prior to this meeting, these items were discussed, including the new process for filing Form 1; filing Form 1 by July 1, 2024 via the Commission on Ethics (COE) website, and the new requirement for the Board Members to complete four hours of ethics training by December 31, 2024.

B. Membership, Obligations 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, Electing and Removing Officers of the District and Providing for an Effective Date

This item was deferred.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-02, Approving the Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law and Providing for an Effective Date

Mr. Rom presented Resolution 2024-02. He reviewed the proposed Fiscal Year 2025 budget, which is unchanged compared to the Fiscal Year 2024 budget. This is a Landowner-funded budget with expenses funded as they are incurred.

On MOTION by Mr. Young and seconded by Ms. Lupia, with all in favor, Resolution 2024-02, Approving the Proposed Budget for Fiscal Year 2024/2025, and Setting a Public Hearing Thereon Pursuant to Florida Law on July 22, 2024 at 11:00 a.m., at the City of Minneola City Hall, 800 N US Hwy 27, Minneola, Florida 34715 and Providing for an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2024-03, Designating a Date, Time, and Location for Landowners' Meeting; Providing for Publication, Providing for an Effective Date

Mr. Rom presented Resolution 2024-03.

On MOTION by Mr. Young and seconded by Mr. Wilkinson, with all in favor, Resolution 2024-03, Designating November 5, 2024 at 9:00 a.m., at the City of Minneola City Hall, 800 N US Hwy 27, Minneola, Florida 34715 as the Date, Time, and Location for Landowners' Meeting; Providing for Publication, Providing for 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

Mr. Rom presented Resolution 2024-04.

The following will be inserted into the Fiscal Year 2025 Meeting Schedule:

DATES: October 28, 2024; November 5, 2024; November 25, 2024; December 23, 2024; January 25, 2025; February 24, 2025; March 24, 2025; April 28, 2025; May 26, 2025; June 23, 2025; July 28, 2025; August 25, 2025 and September 22, 2025

TIME: 11:00 AM (except November 5, 2025)

TIME, November 5, 2025: 9:00 AM

On MOTION by Mr. Wilkinson and seconded by Ms. Lupia, with all in favor, Resolution 2024-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025, as amended, and Providing for an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2024-05,
Designating the Location of the Local
District Records Office and Providing an
Effective Date**

This item was deferred.

NINTH ORDER OF BUSINESS

**Consideration of Resolution 2024-06,
Designating the Primary Administrative
Office and Principal Headquarters of the
District and Providing an Effective Date**

Mr. Rom presented Resolution 2024-06.

**On MOTION by Ms. Lupia and seconded by Mr. Cuarta, with all in favor,
Resolution 2024-06, Designating 2300 Glades Road, Suite 410W, Boca Raton,
Florida 33431 as the Primary Administrative Office and a location within Lake
County, Florida as the Principal Headquarters of the District and Providing an
Effective Date, was adopted.**

TENTH ORDER OF BUSINESS

**Recess Regular Meeting/Commencement
of Audit Selection Committee Meeting**

**On MOTION by Mr. Wilkinson and seconded by Mr. Cuarta, with all in favor,
the Regular Meeting recessed and the Audit Selection Committee Meeting
commenced.**

ELEVENTH ORDER OF BUSINESS

**Review of Response to Request for
Proposals (RFP) for Annual Audit Services**

A. Affidavit/Proof of Publication

B. RFP Package

These items were included for informational purposes.

C. Respondents

I. Berger, Toombs, Elam, Gaines & Frank

Bid \$3,170 plus \$1,275 with bond issuance; total of \$4,445.

II. Carr, Riggs & Ingram, LLC

Bid \$6,500 plus \$4,500 with bond issuance; total of \$11,000.

III. Grau & Associates

Bid \$3,100 plus \$1,500 with bond issuance; total of \$4,600.

Mr. Rom stated that these are the same respondents that were discussed at the Sugarloaf CDD meeting.

D. Auditor Evaluation Matrix/Ranking

The Audit Selection Committee jointly scored and ranked the respondents, as follows:

#1	Grau & Associates	100 points
#2	Carr, Riggs & Ingram, LLC	90 points
#3	Berger, Toombs, Elam, Gaines & Frank	72 points (*misstated on audio as 67)

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

On MOTION by Ms. Lupia and seconded by Mr. Cuarta, with all in favor, the Audit Selection Committee Meeting terminated and the Regular Meeting reconvened.

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

- Award of Contract**

Mr. Rom presented the scores, ranking and recommendation of the Audit Selection Committee.

On MOTION by Mr. Young and seconded by Mr. Cuarta, with all in favor, accepting the Audit Selection Committee scores, ranking and recommendation to rank Grau & Associates as the #1 ranked respondent to the RFP for Annual Audit Services, as the Board's own, and awarding the Annual Audit Services contract to Grau & Associates, the #1 ranked respondent, was approved.

FOURTEENTH ORDER OF BUSINESS

**Consideration of the Following Bond
Financing Related Items:**

- 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 2024-07, 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 2024-08, 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 Chapters 170, 190, and 197, Florida Statutes**
- F. Resolution 2024-09, Initial Bond Resolution**

These items were deferred.

FIFTEENTH ORDER OF BUSINESS

**Acceptance of Unaudited Financial
Statements as of March 31, 2024**

<p>On MOTION by Mr. Young and seconded by Mr. Wilkinson, with all in favor, the Unaudited Financial Statements as of March 31, 2024, were accepted.</p>
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SIXTEENTH ORDER OF BUSINESS

**Approval of August 16, 2023 Public
Hearings and Regular Meeting Minutes**

On MOTION by Mr. Young and seconded by Ms. Lupia, with all in favor, the August 16, 2023 Public Hearings and Regular Meeting Minutes, as presented, were approved.

SEVENTEENTH 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, coordination with off-site utilities, etc., are still underway.

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

- **NEXT MEETING DATE: August 26, 2024 at 11:00 AM**
 - **QUORUM CHECK**

The next meeting will be on July 22, 2024, instead of on August 26, 2024.

EIGHTEENTH ORDER OF BUSINESS**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

NINETEENTH ORDER OF BUSINESS**Public Comments**

No members of the public spoke.

TWENTIETH ORDER OF BUSINESS**Adjournment**

On MOTION by Ms. Lupia and seconded by Mr. Young, with all in favor, the meeting adjourned at 11:40 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

A handwritten signature in black ink, appearing to read "Kister", written over a horizontal line.

Secretary/Assistant Secretary

A handwritten signature in blue ink, consisting of a large, stylized "M" followed by a long horizontal stroke, written over a horizontal line.

Chair/Vice Chair