

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

The Board of Supervisors of the Cypress Reserve Community Development District held a Public Hearing and Regular Meeting on July 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  
Matt Cuarta  
Suzanne Lupia  
Curt Wilkinson

Chair  
Vice Chair  
Assistant Secretary  
Assistant Secretary

**Also present:**

Daniel Rom  
Kristen Thomas  
Kyle Magee

District Manager  
Wrathell, Hunt and Associates, LLC (WHA)  
District Counsel

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Rom called the meeting to order at 12:00 p.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 (the following will also be provided in a separate package)**
  - A. **Required Ethics Training and Disclosure Filing**
    - **Sample Form 1 2023/Instructions**

- 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**

**Public Hearing on Adoption of Fiscal Year  
2024/2025 Budget**

**A. Affidavit of Publication**

The affidavit of publication was included for informational purposes.

**B. Consideration of Resolution 2024-07, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date**

Mr. Rom presented Resolution 2024-07. He reviewed the proposed Fiscal Year 2025 budget and noted that, due to the discussion of a possible buyer and a bond issuance since the last meeting, the bond issuance items were added for Fiscal Year 2025. This is a Landowner-funded budget with expenses funded as they are incurred. The reduced monthly Management Fee will be billed until bonds are issued.

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

On MOTION by Mr. Young and seconded by Mr. Wilkinson, with all in favor, Resolution 2024-07, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025, as amended; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

**SIXTH ORDER OF BUSINESS****Consideration of Budget Funding Agreement Fiscal Year 2025**

Mr. Rom presented the Fiscal Year 2025 Budget Funding Agreement.

On MOTION by Mr. Young and seconded by Ms. Lupia, with all in favor, the Fiscal Year 2025 Budget Funding Agreement, was approved.

**SEVENTH ORDER OF BUSINESS****Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services**

- A. Affidavit of Publication
- B. RFQ Package
- C. Respondent: Poulos & Bennett
- D. Competitive Selection Criteria/Ranking

These items were included for informational purposes.

- E. Award of Contract

Mr. Rom stated that Poulos & Bennett was the sole respondent to the RFQ for Engineering Services and, as such, the Board can deem Poulos & Bennett as the #1 ranked respondent and proceed with awarding the contract.

On MOTION by Mr. Young and seconded by Ms. Lupia, with all in favor, ranking Poulos & Bennett, the sole respondent to the RFQ for Engineering Services, as the #1 ranked respondent and awarding the Engineering Services Contract to Poulos & Bennett, and authorizing the Chair or Vice Chair to execute, was approved.

**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**

**Update: Financing**

There was no update.

**TENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial  
Statements as of June 30, 2024**

<p><b>On MOTION by Mr. Young and seconded by Ms. Lupia, with all in favor, the Unaudited Financial Statements as of June 30, 2024, were accepted.</b></p>
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**ELEVENTH ORDER OF BUSINESS**

**Approval of April 22, 2024 Regular Meeting  
and Audit Committee Meeting Minutes**

<p><b>On MOTION by Mr. Young and seconded by Mr. Wilkinson, with all in favor, the April 22, 2024 Regular Meeting and Audit Committee Meeting Minutes, as presented, were approved.</b></p>
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**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: Kutak Rock LLP**

**B. District Engineer:**

There were no District Counsel or District Engineer reports.

Mr. Rom will notify Poulos & Bennett of the Board's decision.

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

- **NEXT MEETING DATE: October 28, 2024 at 11:00 AM**

- **QUORUM CHECK**

The next meeting will be on October 28, 2024, unless canceled.

**THIRTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**FOURTEENTH ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

<p><b>On MOTION by Ms. Lupia and seconded by Mr. Young, with all in favor, the meeting adjourned at 12:06 p.m.</b></p>
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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



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Secretary/Assistant Secretary

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Chair/Vice Chair

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