MINUTES OF MEETING
COPE'S LANDING COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Cope's Landing Community Development District held a Regular Meeting and Audit Committee Meeting on December 6, 2023 at 1:00 p.m., at 14785 Old St. Augustine Road, Suite #300, Jacksonville, Florida 32258.

Present at the meeting were:

John Gislason	Chair
Robert Porter	Vice Chair
Anthony Sharp	Assistant Secretary
Mark Dearing	Assistant Secretary

Also present:

Ernesto Torres	District Manager
Katie Buchanan (via telephone)	District Counsel
Vince Dunn (via telephone)	Interim District Engineer

FIRST ORDER OF BUSINESS **Call to Order/Roll Call**

Mr. Torres called the meeting to order at 1:00 p.m.

Supervisors Gislason, Porter, Sharp and Daring were present. Supervisor Teagle was not present.

SECOND ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

THIRD ORDER OF BUSINESS **Consideration of GreenPoint Landscaping Maintenance Contract Proposal**

This item was deferred to the next meeting.

FOURTH ORDER OF BUSINESS **Recess Regular Meeting/Commencement of Audit Selection Committee Meeting**

The Regular Meeting recessed at 1:02 p.m., and the Audit Selection Committee Meeting convened.

FIFTH ORDER OF BUSINESS **Review of Response to Request for Proposals (RFP) for Annual Audit Services**

A. Affidavit of Publication

B. RFP Package

The above items were provided for informational purposes.

C. Respondent(s)

I. Grau & Associates

II. Berger, Toombs, Elam, Gaines & Frank

Mr. Torres presented the Auditor Evaluation Matrix and stated that District Management has worked with both respondents and, in Management's opinion, both are qualified to perform the audit. Given that both firms are well qualified, cost is the factor that sets the firms apart.

D. Auditor Evaluation Matrix/Ranking

The Board Members considered the responses. Mr. Porter presented his scoring of the respondents on the Auditor Selection Evaluation Criteria and his rankings, as follows:

1. Grau & Associates 100
2. Berger, Toombs, Elam, Gaines & Frank 97

Mr. Porter recommended engaging Grau & Associates. The Audit Selection Committee was in agreement.

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

The Audit Selection Committee Meeting terminated at 1:04 p.m., and the Regular Meeting reconvened.

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

- **Award of Contract**

On MOTION by Mr. Porter and seconded by Mr. Dearing, with all in favor, accepting the scoring and rankings of the Audit Committee, ranking Grau & Associates as the #1 ranked respondent to the RFP for Annual Audit Services and authorizing District Staff to negotiate an agreement with Grau & Associates, was approved.

EIGHTH ORDER OF BUSINESS **Ratification of First Coast Contract Maintenance Services LLC Fountain Maintenance Contract Agreement Proposal**

Mr. Gislason presented the First Coast Contract Maintenance Services LLC Fountain Maintenance Contract Agreement Proposal, previously executed by the Chair.

On MOTION by Mr. Porter and seconded by Mr. Dearing, with all in favor, the First Coast Contract Maintenance Services LLC Fountain Maintenance Contract Agreement Proposal, was ratified.

NINTH ORDER OF BUSINESS **Acceptance of Unaudited Financial Statements as of October 31, 2023**

On MOTION by Mr. Porter and seconded by Mr. Dearing, with all in favor, Unaudited Financial Statements as of October 31, 2023, were accepted.

TENTH ORDER OF BUSINESS **Approval of September 27, 2023 Special Meeting Minutes**

On MOTION by Mr. Porter and seconded by Mr. Dearing, with all in favor, the September 27, 2023 Special Meeting Minutes, as presented, were approved.

ELEVENTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: Kutak Rock LLP

There was no report.

B. District Engineer (Interim): Dunn & Associates, Inc.

Mr. Dunn stated he is working on the Phase I water management permit transfer and a Bill of Sale or Assignment is needed. Ms. Buchanan will provide the documentation.

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

- **NEXT MEETING DATE: January 2, 2024 at 1:30 PM**
  - **QUORUM CHECK**

Supervisors Porter, Sharp, Dearing and Gislason confirmed their attendance at the January 2, 2024 meeting.

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

There were no Board Members' comments or requests.

THIRTEENTH ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

FOURTEENTH ORDER OF BUSINESS **Adjournment**

On MOTION by Mr. Dearing and seconded by Mr. Porter, with all in favor, the meeting adjourned at 1:07 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

Secretary/Assistant Secretary

Chair/Vice Chair