

COPE'S LANDING

COMMUNITY DEVELOPMENT

DISTRICT

April 2, 2024

BOARD OF SUPERVISORS

REGULAR

MEETING AGENDA

**COPE'S LANDING
COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA
LETTER**

Cope's Landing Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013

March 26, 2024

Board of Supervisors
Cope's Landing Community Development District

ATTENDEES: Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.
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Dear Board Members:

The Board of Supervisors of the Cope's Landing Community Development District will hold a Regular Meeting on April 2, 2024 at 1:30 p.m., at 14785 Old St. Augustine Road, Suite #300, Jacksonville, Florida 32258. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Consideration of Greenpoint Landscaping Maintenance Contract Proposal
4. Consideration/Ratification of Disclosure Technology Services, LLC EMMA® Filing Assistance Software as a Service License Agreement
5. Consideration of Resolution 2024-02, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date
6. Consideration of First Coast Contract Maintenance Service, LLC Proposal for Amenity Management
7. Consideration of Resolution 2024-03, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Remainder of Fiscal Year 2023/2024 and Providing for an Effective Date
8. 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
9. Acceptance of Unaudited Financial Statements as of February 29, 2024
10. Approval of January 25, 2024 Regular Meeting Minutes

11. Staff Reports

- A. District Counsel: *Kutak Rock LLP*
- B. District Engineer: *Dunn & Associates, Inc.*
- C. District Manager: *Wrathell, Hunt and Associates, LLC*

- NEXT MEETING DATE: May 7, 2024 at ____:____ AM/PM

- QUORUM CHECK

SEAT 1	ROBERT "BOB" PORTER	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 2	ANTHONY SHARP	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 3	MARK DEARING	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 4	JOHN GISLASON	☐ IN PERSON	☐ PHONE	☐ NO
SEAT 5	JAMES TEAGLE	☐ IN PERSON	☐ PHONE	☐ NO

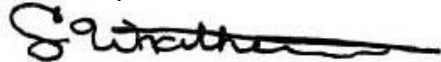
12. Board Members' Comments/Requests

13. Public Comments

14. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 719-8675 or Ernesto Torres (904) 295-5714.

Sincerely,



Craig Wrathell
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE

CALL-IN NUMBER: 1-888-354-0094

PARTICIPANT PASSCODE: 782 134 6157

COPE'S LANDING
COMMUNITY DEVELOPMENT DISTRICT

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A Landscape Management Company
6126 US HWY 1 NORTH
Saint Augustine, FL 32095
904-429-9781

DATE: 11-18-2022

FOR: COPES LANDING CDD

Thank you for allowing Greenpoint Landscaping the opportunity of bidding on the maintenance contract for your commercial property. Greenpoint Landscaping has earned its reputation as a hard-working, team-oriented contractor with high standards of excellence in both quality and customer service. Our prompt service and keen attention to detail are just the beginning of the proactive approach we take. We believe that the condition of our client's property is a direct reflection on our company - which is why we are constantly on the lookout for either potential problems, or for ways to enhance the "curb appeal" of your project.

Enclosed is our standard annual agreement which details all of our services that we will provide to you. Please review the information and feel free to contact me if you have any questions.

In closing, I would like to thank you for taking the time to consider Greenpoint Landscaping for your lawn and landscaping maintenance needs. Please feel free to contact me should you have any questions or need additional information.

Sincerely,

Carlos Gonzalez

carlosg.greenpoint@gmail.com

This service agreement (Agreement) is made on _____ (Effective Date) between

Copes Landing CDD (Client), and Greenpoint Landscaping (a Simmons Business Group LLC company) 6126 US HWY 1 NORTH Saint Augustine, FL 32095 (Contractor):

1. **Services.** Contractor agrees to furnish comprehensive lawn and landscaping services (Services) for the client including all services listed on Exhibit A. See Exhibit B for schedule.
 2. **Payment.** Client agrees to pay Contractor for the Services at the rate and terms set forth on Exhibit C.
 3. **Terms.** The terms of this agreement will begin on the Effective Date and continue for One (1) year unless it is terminated sooner. Either party may terminate this Agreement at any time and for any reason upon 30-days written notice to the other party. Each Term shall automatically renew for subsequent periods of the same length as the initial Term unless either party gives the other written notice of termination at least thirty (30) days prior to expiration of the then-current Term.
 4. **Indemnity.** Contractor agrees to indemnify, defend and hold harmless the Client from and against any and all claims, demands liability or expense (including court cost and attorney fees) whether from injury to person, loss of life or damage to property, or arising out of breach of this agreement, or any intentional or negligent act or omission by Contractor or its employees, agents or subcontractors.
 5. **Insurance.** Contractor shall maintain general commercial liability insurance coverage in a minimum amount of \$1,000,000.00 dollars per occurrence or in such greater amounts as are reasonably necessary to ensure coverage for any claims or damages claimed as a result of its performance under this Agreement.
 6. **Compliance with law.** Contractor shall comply with all applicable laws, rules and regulations pertaining to its performance under this Agreement. Throughout the term of this Agreement, contractor shall maintain any required licenses and permits required to comply with such laws, rules and regulations.
 7. **Independent Contractors:** The parties each acknowledge that they are independent contractors. Nothing in the Agreement shall be construed or deemed to create a relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the provisions of this Agreement.
 8. **Employees.** It is understood that the appointment if any is at the Contractors sole risk, expense and supervision and any such employee shall have no claims against Client for wages, salary, or fringe benefits. Contractor agrees that any such employee shall be subordinate to the Contractor and shall be subject to the terms and conditions, which apply to Contractor under this Agreement, and that Contractor shall be liable for any breach of this Agreement by any such employee. Contractor shall provide workers compensation insurance for Contractors employees in accordance with statutory requirements.
 9. **Entire Agreement.** The Exhibits referenced in this Agreement are made a part of this Agreement. This Agreement contains the entire and only agreement between the parties relating to the matter here and it supersedes all other agreements, promises and representations, both oral and written, that are not set forth in this Agreement. No modifications to this Agreement will be effective unless it is in writing and signed by both parties.
 10. **Waiver.** No waiver by either party on any term or condition of this Agreement shall be valid unless it is in writing. Acceptance of any benefits under this Agreement by either party after a breach of any term or condition of this Agreement by the other party shall not be deemed to be a waiver of the breach or of any subsequent breach of any such term or condition.
 11. **Serve ability.** If any term or provision of this Agreement is deemed to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of this Agreement.
 12. **Binding Effect.** The provisions of this Agreement shall bind and insure to the benefit if the parties hereto and their permitted successors and assigns.
- IN WITNESS WHEREOF**, the parties intended to be legally bound, have executed this Agreement as of the Effective Date.

Client

GREENPOINT LANDSCAPING

By: _____ By: _____

Name: _____ Name: Wayne Sutton

Title: _____ Title: COO

Exhibit A

Service Specifications

1. Mowing

Mowing of all grass areas will be performed every seven (7) days during the heavy growth season (May through October), subject to scheduling adjustments due to increment weather and/or rate of growth.

Mowing of all grass areas will be performed every fourteen (14) days during the slow growth season (November through April), subject to scheduling adjustments due to increment weather and/or rate of growth.

All grass areas will be mowed to result in a height of all grass to be no more than 3 1/2 inches nor less than 2 inches, based on established industry standards and type of grass.

Various mowing patterns will be employed to insure even distribution of clippings and to prevent ruts in the grass caused by mowers.

2. Edging

A. Edging of all curbs and sidewalk shall be performed on every mowing visit.

B. Edging of all flower and hedge beds, tree rings and parking areas will be performed on every mowing visit to the property,

3. Trimming

Turf areas not accessible by power mower and areas along walls, fences, building obstacles and inanimate objects shall be maintained by string trimmer (weed-eater) to a height no greater than the height of the adjoining grass areas.

4. Weeding

Plant beds or other areas where weeds appear shall be maintained to eliminate growth of weeds or unwanted vegetation.

Weeding shall be accomplished by hand pulling and/or application of herbicide and shall be performed at each scheduled mowing as inspection may require.

Weeds or grass that may appear in paved areas of walkway, patios, driveways or parking areas shall be treated by herbicide spraying every 30 days or as may be required to control or eliminate such growth.

5. Pruning

All hedges and shrubbery shall be pruned on a regular basis to maintain a neat and uniform appearance and as is appropriate for this specific species of plant.

Pruning of trees shall be performed once a year to remove deadwood, suckers, shoots or low hanging limbs over sidewalks or parking areas. Trees over ten (10) feet shall be pruned at an additional cost.

6. General Maintenance

Grass clippings - All grass areas will be kept free of heavy clipping.

Trash – All trash in grass areas island/beds will be removed upon each visit.

Blowing- Blowing of all paved areas and Patios and entire complex

Leaves-All leaves shall be maintained by mulching mowers year round

7. Mulching

Mulch is **(Not included _X_)** (Included___) in this proposal. It is recommended that the property be mulched once a year.

8. Seasonal Annuals **(Not included _X_)** (Included___)

Contractor shall be responsible for the full and complete care of all seasonal color beds (including spraying, fertilization, and pruning) Annuals will be replaced 4 times per year such that every annual bed shall maintain a healthy, vigorous appearance and shall provide the finest quality color planting possible.

. Exception: If an irrigation system is not present the contractor will not be held responsible for the general appearance of the Annual/Perennials from lack of watering.

9. Fertilization **(Not included _X_)** (Included___)

It is recommended that the property be fertilized as instructed below. Granular fertilization and insecticides, fungicide, turf pest control will be applied to all turf areas six (6) times per year and two (2) times year on shrubs.

Pest control of all turf areas and shrubs shall be done as needed to control or eliminate insect and disease using appropriate materials.

10. Irrigation **(Not included _X_)** (Included___)

This agreement provides for the performance of monthly inspections of the properties irrigation system that will be performed by a qualified irrigation technician. The owner will receive a written report outlining the results of the inspections accompanied by an estimate for repairs if any are determined to be needed. The cost of these inspections will be spread out uniformly over the one year life of the contract and is included in the monthly payment amount. Repairs may be performed at Owners request at the cost of \$60 per man hour. Repair estimates must be approved by owner before proceeding

Initials: _____

Exhibit B**Schedule Specifications**

The lawn & landscaping services will be based on 42 visits during the calendar year.

If regular visits are impaired by weather conditions that may necessitate the altering of the schedule, Greenpoint Landscaping will resume your normal schedule as soon as possible.

Greenpoint Landscaping will not be responsible for acts of god or nature (hurricanes, windstorms, etc) or the extra debris and cleanup time necessary to re-establish the lawn and landscaping to its original condition. Extra charges involved in this cleanup will be quoted upon request.

Initials: _____

Exhibit C**Payment Specifications**

Invoices in the amount of \$2835.00 will be emailed at the beginning of each month and will be due no later than the 30th of the same month unless other arrangements are made. There is a service charge of 1.5% per month on all unpaid balances over 30 days and no services will be performed if the account is in arrears.

Failure to fulfill the requirements of this contract will hold purchaser liable for the balance of the contract for those services not rendered. Client agrees to pay collection agency fees, reasonable attorney fees and court cost should the collection process be required.

Initials: _____

Yearly \$ 34,020.00

Customer Billing Information

Contact Name: _____ **Phone Number:** _____

Billing email: _____

Address: _____

Emergency Numbers:

Carlos Gonzales 904-532-1170 or Mike Peters 904-570-8323

COPE'S LANDING
COMMUNITY DEVELOPMENT DISTRICT

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EMMA® Filing Assistance Software as a Service License Agreement

This EMMA Filing Assistance Software as a Service License Agreement (this "**Agreement**") is entered into by and between the **Cope's Landing Community Development District** (the "**District**") on behalf of itself, its Dissemination Agent and all other Obligated Persons as defined in the District's outstanding Continuing Disclosure Agreements (collectively, the "**Licensee**"), and Disclosure Technology Services, LLC, a Delaware limited liability company ("**DTS**" or the "**Licensor**"). This Agreement shall be effective as of last day executed below ("**Effective Date**").

NOW, THEREFORE, for good and adequate consideration, the sufficiency of which is hereby acknowledged, the parties have agreed as follows:

The District is, or may in the future be, a party to one or more Continuing Disclosure Agreements (the "**CDAs**") in connection with the issuance of bonds or other debt obligations. Pursuant to the CDAs, the District and the other Obligated Persons named therein are, or will be, obligated to file certain Annual Reports, Quarterly Reports and Listed Event filings (as such terms are defined in the CDAs) electronically through the Municipal Securities Rulemaking Board's Electronic Municipal Market Access ("**EMMA**") system website within the time periods specified in the CDAs.

Subject to the payment of the fees provided for in "Exhibit A: Fee Schedule" attached hereto and the terms and conditions provided for in the "EMMA® Filing Assistance Software End User License Agreement" located at , both of which are hereby incorporated by reference into this Agreement, the Licensor hereby (i) grants to Licensee a non-exclusive, non-transferable, non-sublicensable, limited license and right to access and use the DTS Portal ("**Portal**") for the purposes provided for herein. The Portal is configured to provide annual and quarterly notices of reporting deadlines prior to the applicable Annual Filing Date(s) and Quarterly Filing Date(s) set forth in the CDAs (the "**Services**").

As part of the notices provided by the Portal, links to access to the Portal will be made delivered to the District and other Obligated Persons annually and quarterly, as applicable, via email, which will allow for the District and other Obligated Persons to input the information required for the Annual Reports (excluding the Audited Financial Statements) and the Quarterly Reports under the CDAs, respectively, into a reportable format (collectively, the "**Formatted Information**"). Notwithstanding this provision or failure to provide such Formatted Information or any Services, the District, and its Dissemination Agent, if any, will remain responsible for filing the Formatted Information with EMMA on or before the deadlines provided for in the CDAs. The Portal shall not include any links for Listed Events as defined in the CDAs and all EMMA reporting obligations shall remain the sole obligations of the District and the Obligated Persons as set forth in the CDAs if and when a Listed Events report needs to be filed.

This Agreement shall commence on the Effective Date and continue through September 30 of the year in which this Agreement is executed, and thereafter, shall renew for additional one year terms (based on the District's fiscal year, which ends September 30) so long as the District is obligated under any CDAs. Either party may terminate this Agreement upon thirty days prior written notice to the other party hereto. Any fees paid prior to termination shall be considered earned and non-refundable and the Licensor may adjust the fees hereunder upon thirty days prior written notice to Licensee. Upon the termination of this Agreement, Licensee shall immediately discontinue use of the Portal. Licensee's obligations according to the provisions of this Agreement prior to termination shall survive termination of this Agreement. This Agreement is also subject to the terms set forth in **Exhibit B**.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the date below written.

Cope's Landing Community Development District

By: _____
Print: _____
Title: _____
Date: _____

Disclosure Technology Services, LLC

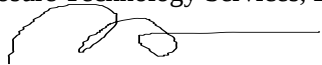
By:  _____
Print: Michael Klurman
Title: Vice President
Date: 01-02-2024

Exhibit A – Fee Schedule

Annual License Fee:

1. \$1000 per annum for all bond issuances to be issued by the District.

Exhibit B – CDD Addendum

The following terms apply notwithstanding any other provision of the Agreement (including but not limited to any of the terms incorporated therein from other documents):

PUBLIC RECORDS. DTS understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, DTS agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to section 119.0701, *Florida Statutes*. DTS acknowledges that the designated public records custodian for the District is the District's Manager ("**Public Records Custodian**"). Among other requirements and to the extent applicable by law, DTS shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if DTS does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in DTS's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by DTS, DTS shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF THE DTS HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE DTS'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, Craig Wrathell, Wrathell, Hunt & Associates, 2300 Glades Road, 33431

LIMITATIONS ON LIABILITY. Nothing in the Agreement shall be deemed as a waiver of immunity or limits of liability of the District beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in section 768.28, *Florida Statutes*, or other statute or law, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

SCRUTINIZED COMPANIES. DTS certifies that it is not in violation of section 287.135, *Florida Statutes*, and is not prohibited from doing business with the District under Florida law, including but not limited to Scrutinized Companies with Activities in Sudan List or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. If DTS is found to have submitted a false statement, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, or is now or in the future on the Scrutinized Companies that Boycott Israel List, or engaged in a boycott of Israel, the District may immediately terminate this Agreement.

E-VERIFY. DTS shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, to the extent required by Florida Statute, DTS shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees and shall comply with all requirements of Section 448.095, *Florida Statutes*, as to the use of subcontractors. The District may terminate the Agreement immediately for cause if there is a good faith belief that the DTS has knowingly violated Section 448.091, *Florida Statutes*. By entering into this Agreement, the DTS represents that no public employer has terminated a contract with the DTS under Section 448.095(2)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.

COPE'S LANDING
COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2024-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COPE’S LANDING COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2024/2025 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Cope’s Landing Community Development District (“**District**”) prior to June 15, 2024, a proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2024 and ending September 30, 2025 (“**Fiscal Year 2024/2025**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COPE’S LANDING COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. PROPOSED BUDGET APPROVED. The Proposed Budget prepared by the District Manager for Fiscal Year 2024/2025 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

SECTION 2. SETTING A PUBLIC HEARING. A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: _____, 2024

HOUR: ____:_____.m.

LOCATION: _____

SECTION 3. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL-PURPOSE GOVERNMENTS. The District Manager is hereby directed to submit a copy of the Proposed Budget to Duval County at least 60 days prior to the hearing set above.

SECTION 4. POSTING OF PROPOSED BUDGET. In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two (2) days before the budget hearing date as set forth in Section 2 and shall remain on the website for at least 45 days.

SECTION 5. PUBLICATION OF NOTICE. Notice of this public hearing shall be published in the manner prescribed in Florida law.

SECTION 6. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 2nd day of April, 2024.

ATTEST:

**COPE’S LANDING COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Fiscal Year 2024/2025 Proposed Budget

Exhibit A

Fiscal Year 2024/2025 Proposed Budget

**COPE'S LANDING
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2025**

**COPE'S LANDING
COMMUNITY DEVELOPMENT DISTRICT
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**COPE'S LANDING
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2025**

	Fiscal Year 2024				Proposed
	Adopted Budget FY 2024	Actual through 2/29/2024	Projected through 9/30/2024	Total Actual & Projected	Budget FY 2025
REVENUES					
Assessment levy: on-roll - gross	\$ -				\$ 374,956
Allowable discounts (4%)	-				(14,998)
Assessment levy: on-roll - net	-	\$ -	\$ -	\$ -	359,958
Assessment levy: off-roll	-	-	-	-	225,611
Landowner contribution	476,732	24,373	257,097	281,470	63,269
Total revenues	476,732	24,373	257,097	281,470	648,838
EXPENDITURES					
Professional & administrative					
Supervisors	-	1,800	1,800	3,600	3,600
Management/accounting/recording	48,000	20,000	28,000	48,000	48,000
Legal	25,000	2,987	22,013	25,000	25,000
Engineering	2,000	-	2,000	2,000	2,000
Audit	5,500	-	4,400	4,400	5,500
Arbitrage rebate calculation	1,000	-	1,000	1,000	1,000
Dissemination agent	417	417	583	1,000	1,000
EMMA software services	-	1,000	-	1,000	1,000
Trustee	3,950	-	3,950	3,950	3,950
Telephone	200	83	117	200	200
Postage	250	160	90	250	250
Printing & binding	500	208	292	500	500
Legal advertising	6,500	316	6,184	6,500	6,500
Annual special district fee	175	175	-	175	175
Insurance	5,500	5,000	-	5,000	5,500
Contingencies/bank charges	750	4	746	750	750
Website hosting & maintenance	1,680	1,680	-	1,680	1,680
Website ADA compliance	210	-	210	210	210
Tax collector	-	-	-	-	13,123
Total professional & administrative	101,632	33,830	71,385	105,215	119,938
Field operations					
Landscape maintenance	125,000	-	63,000	63,000	150,000
Irrigation repairs	5,000	-	5,000	5,000	5,000
Irrigation water	30,000	-	2,000	2,000	30,000
Aquatic maintenance	14,000	1,155	9,000	10,155	14,000
Total field operations	174,000	1,155	79,000	80,155	199,000

**COPE'S LANDING
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2025**

	Fiscal Year 2024				Proposed Budget FY 2025
	Adopted Budget FY 2024	Actual through 2/29/2024	Projected through 9/30/2024	Total Actual & Projected	
Amenity center					
Utilities					
Telephone, cable, internet	4,000	-	4,000	4,000	4,000
Electric	30,000	-	2,000	2,000	30,000
Water/irrigation	30,000	-	20,000	20,000	30,000
Security					
Alarm monitoring	-	-	-	-	3,000
Access cards	-	-	-	-	2,500
Management contracts					
Facility management	85,000	-	26,000	26,000	44,000
Landscape replacement	5,000	-	5,000	5,000	5,000
Pool maintenance	-	-	-	-	15,000
Pool chemicals	15,000	412	14,588	15,000	8,000
Janitorial services	-	-	-	-	9,000
Janitorial supplies	6,700	-	6,700	6,700	30,000
Pest control	2,500	-	2,500	2,500	5,000
Pool permits	400	-	400	400	400
Repairs & maintenance	-	-	-	-	16,000
Maintenance	15,000	-	7,000	7,000	15,000
Dog waste stations service	-	-	-	-	4,000
New capital projects	-	-	-	-	20,000
Special events	2,500	-	2,500	2,500	15,000
Holiday decorations	-	-	-	-	10,000
Fitness center repairs/supplies	3,000	-	3,000	3,000	3,000
Amenity supplies	1,000	-	1,000	1,000	5,000
Operating supplies	1,000	-	1,000	1,000	1,000
Property insurance	-	-	-	-	55,000
Total amenity center	201,100	412	95,688	96,100	329,900
Total expenditures	476,732	35,397	246,073	281,470	648,838
Excess/(deficiency) of revenues over/(under) expenditures	-	(11,024)	11,024	-	-
Fund balance - beginning (unaudited)	-	-	(11,024)	-	-
Fund balance - ending (projected)					
Unassigned	-	(11,024)	-	-	-
Fund balance - ending	\$ -	\$ (11,024)	\$ -	\$ -	\$ -

**COPE'S LANDING
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES	FY 2025
Professional & administrative	
Supervisors	\$ 3,600
Statutorily set at \$200 for each meeting of the Board of Supervisors not to exceed \$4,800 for each fiscal year.	
Management/accounting/recording	48,000
Wrathell, Hunt and Associates, LLC (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.	
Legal	25,000
General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.	
Engineering	2,000
The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.	
Audit	5,500
Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.	
Arbitrage rebate calculation	1,000
To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.	
Dissemination agent	1,000
The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt & Associates serves as dissemination agent.	
EMMA software services	1,000
Trustee	3,950
Annual fee for the service provided by trustee, paying agent and registrar.	
Telephone	200
Telephone and fax machine.	
Postage	250
Mailing of agenda packages, overnight deliveries, correspondence, etc.	
Printing & binding	500
Letterhead, envelopes, copies, agenda packages	
Legal advertising	6,500
The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.	
Annual special district fee	175
Annual fee paid to the Florida Department of Economic Opportunity.	
Insurance	5,500
The District will obtain public officials and general liability insurance.	
Contingencies/bank charges	750
Bank charges and other miscellaneous expenses incurred during the year and automated AP routing etc.	
Website hosting & maintenance	1,680
Website ADA compliance	210
Tax collector	13,123

**COPE'S LANDING
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

Field operations

Landscape maintenance	150,000
Irrigation repairs	5,000
Irrigation water	30,000
Aquatic maintenance	14,000

Amenity center

Telephone, cable, internet	4,000
Electric	30,000
Water/irrigation	30,000
Alarm monitoring	3,000
Access cards	2,500
Facility management	44,000
Landscape replacement	5,000
Pool maintenance	15,000
Pool chemicals	8,000
Janitorial services	9,000
Janitorial supplies	30,000
Pest control	5,000
Pool permits	400
Repairs & maintenance	16,000
Maintenance	15,000
Includes pressure washing. General maintenance to amenities	
Dog waste stations service	4,000
New capital projects	20,000
Special events	15,000
Holiday decorations	10,000
Fitness center repairs/supplies	3,000
Amenity supplies	5,000
Operating supplies	1,000
Property insurance	55,000
Total expenditures	<u><u>\$648,838</u></u>

**COPE'S LANDING
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND BUDGET - SERIES 2023
FISCAL YEAR 2025**

	Fiscal Year 2024				Proposed
	Adopted Budget FY 2024	Actual through 2/29/2024	Projected through 9/30/2024	Total Actual & Projected	Budget FY 2025
REVENUES					
Assessment levy: on-roll	\$ -				\$ 356,235
Allowable discounts (4%)	-				(14,249)
Net assessment levy - on-roll	-	\$ -	\$ -	\$ -	341,986
Assessment levy: off-roll	-	38,391	504,193	542,584	214,346
Interest	-	5,096	-	5,096	-
Total revenues	-	43,487	504,193	547,680	556,332
EXPENDITURES					
Debt service					
Principal	-	-	105,000	105,000	110,000
Interest	-	40,346	220,072	260,418	435,025
Tax collector	-	-	-	-	7,125
Cost of issuance	-	5,725	-	5,725	-
Total expenditures	-	46,071	325,072	371,143	552,150
Excess/(deficiency) of revenues over/(under) expenditures	-	(2,584)	179,121	176,537	4,182
Fund balance:					
Beginning fund balance (unaudited)	-	318,816	316,232	318,816	495,353
Ending fund balance (projected)	\$ -	\$ 316,232	\$ 495,353	\$ 495,353	499,535
Use of fund balance:					
Debt service reserve account balance (required)					(271,931)
Interest expense - November 1, 2025					(214,831)
Projected fund balance surplus/(deficit) as of September 30, 2025					\$ 12,773

**COPE'S LANDING
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2023 AMORTIZATION SCHEDULE**

	Principal	Coupon Rate	Interest	Debt Service	Bond Balance
11/01/24			217,512.50	217,512.50	7,590,000.00
05/01/25	110,000.00	4.875%	217,512.50	327,512.50	7,480,000.00
11/01/25			214,831.25	214,831.25	7,480,000.00
05/01/26	115,000.00	4.875%	214,831.25	329,831.25	7,365,000.00
11/01/26			212,028.13	212,028.13	7,365,000.00
05/01/27	120,000.00	4.875%	212,028.13	332,028.13	7,245,000.00
11/01/27			209,103.13	209,103.13	7,245,000.00
05/01/28	125,000.00	4.875%	209,103.13	334,103.13	7,120,000.00
11/01/28			206,056.25	206,056.25	7,120,000.00
05/01/29	135,000.00	4.875%	206,056.25	341,056.25	6,985,000.00
11/01/29			202,765.63	202,765.63	6,985,000.00
05/01/30	140,000.00	4.875%	202,765.63	342,765.63	6,845,000.00
11/01/30			199,353.13	199,353.13	6,845,000.00
05/01/31	145,000.00	5.750%	199,353.13	344,353.13	6,700,000.00
11/01/31			195,184.38	195,184.38	6,700,000.00
05/01/32	155,000.00	5.750%	195,184.38	350,184.38	6,545,000.00
11/01/32			190,728.13	190,728.13	6,545,000.00
05/01/33	165,000.00	5.750%	190,728.13	355,728.13	6,380,000.00
11/01/33			185,984.38	185,984.38	6,380,000.00
05/01/34	175,000.00	5.750%	185,984.38	360,984.38	6,205,000.00
11/01/34			180,953.13	180,953.13	6,205,000.00
05/01/35	185,000.00	5.750%	180,953.13	365,953.13	6,020,000.00
11/01/35			175,634.38	175,634.38	6,020,000.00
05/01/36	195,000.00	5.750%	175,634.38	370,634.38	5,825,000.00
11/01/36			170,028.13	170,028.13	5,825,000.00
05/01/37	205,000.00	5.750%	170,028.13	375,028.13	5,620,000.00
11/01/37			164,134.38	164,134.38	5,620,000.00
05/01/38	220,000.00	5.750%	164,134.38	384,134.38	5,400,000.00
11/01/38			157,809.38	157,809.38	5,400,000.00
05/01/39	235,000.00	5.750%	157,809.38	392,809.38	5,165,000.00
11/01/39			151,053.13	151,053.13	5,165,000.00
05/01/40	245,000.00	5.750%	151,053.13	396,053.13	4,920,000.00
11/01/40			144,009.38	144,009.38	4,920,000.00
05/01/41	260,000.00	5.750%	144,009.38	404,009.38	4,660,000.00
11/01/41			136,534.38	136,534.38	4,660,000.00
05/01/42	275,000.00	5.750%	136,534.38	411,534.38	4,385,000.00
11/01/42			128,628.13	128,628.13	4,385,000.00
05/01/43	290,000.00	5.750%	128,628.13	418,628.13	4,095,000.00
11/01/43			120,290.63	120,290.63	4,095,000.00
05/01/44	310,000.00	5.875%	120,290.63	430,290.63	3,785,000.00
11/01/44			111,184.38	111,184.38	3,785,000.00
05/01/45	330,000.00	5.875%	111,184.38	441,184.38	3,455,000.00
11/01/45			101,490.63	101,490.63	3,455,000.00
05/01/46	350,000.00	5.875%	101,490.63	451,490.63	3,105,000.00
11/01/46			91,209.38	91,209.38	3,105,000.00
05/01/47	370,000.00	5.875%	91,209.38	461,209.38	2,735,000.00
11/01/47			80,340.63	80,340.63	2,735,000.00

**COPE'S LANDING
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2023 AMORTIZATION SCHEDULE**

	Principal	Coupon Rate	Interest	Debt Service	Bond Balance
05/01/48	390,000.00	5.875%	80,340.63	470,340.63	2,345,000.00
11/01/48			68,884.38	68,884.38	2,345,000.00
05/01/49	415,000.00	5.875%	68,884.38	483,884.38	1,930,000.00
11/01/49			56,693.75	56,693.75	1,930,000.00
05/01/50	440,000.00	5.875%	56,693.75	496,693.75	1,490,000.00
11/01/50			43,768.75	43,768.75	1,490,000.00
05/01/51	470,000.00	5.875%	43,768.75	513,768.75	1,020,000.00
11/01/51			29,962.50	29,962.50	1,020,000.00
05/01/52	495,000.00	5.875%	29,962.50	524,962.50	525,000.00
11/01/52			15,421.88	15,421.88	525,000.00
05/01/53	525,000.00	5.875%	15,421.88	540,421.88	-
Total	7,590,000.00		8,323,156.25	15,913,156.25	

**COPE'S LANDING
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND AND DEBT SERVICE FUND
ASSESSMENT SUMMARY
FISCAL YEAR 2025**

On-Roll Assessments

Number of Units	Unit Type	Projected Fiscal Year 2025			FY 24 Assessment
		GF	DSF	GF & DSF	
206	Phase 1 SF	1,820.18	1,729.30	3,549.47	n/a
206					

Off-Roll Assessments

Number of Units	Unit Type	Projected Fiscal Year 2025			FY 24 Assessment
		GF	DSF	GF & DSF	
134	Phase 2 SF	1,683.66	1,599.60	3,283.26	n/a
134					

Developer Contributions

Number of Units	Unit Type	Projected Fiscal Year 2025			FY 24 Assessment
		GF	DSF	GF & DSF	
494	Future SF	128.08	-	128.08	n/a
494					

COPE'S LANDING
COMMUNITY DEVELOPMENT DISTRICT

6

First Coast Contract Maintenance Service LLC.
352 Perdido Street
Saint Johns, FL 32259

(PH) 904-537-9034
(FX) 904-396-2383



Mar 26th, 2024

Prepared For: Ernesto Torres
WHH Associates

Prepared By: Tony Shiver
President First Coast CMS LLC

Proposal:

First Coast CMS LLC is an Amenity and Facility Management company designed to assist property management companies and developers with the day to day management of onsite maintenance task and personnel. With a dedicated maintenance manager directing onsite workers and job task, Owners/Management can focus on the other aspects of the property.

Why choose First Coasts CMS?:

- Immediate coverage when needed for emergencies
- Assist Managers in locating outside contractors when the job calls for it.
- Support for larger jobs for instances that more workers are needed.
 - i.e. clean up after extreme weather
- Records of maintenance task performed and recommendations for projects and preventative maintenance utilizing award winning CMMS software
- Technicians are NSPF Certified Pool Operators, eliminating the need for traditional pool service companies.

- No need to worry about payroll, insurance, or workers compensation, it's all covered!

Each property is evaluated, and a maintenance and janitorial program is created to accommodate whatever the needs may be.

Property: The Copes CDD

Scope:

Janitorial and Custodial \$745 per month

First Coast CMS will provide all necessary services to maintain the facility's indoor and exterior space, including the pool deck.

Janitorial Services would be performed three days per week by cleaning staff.

Clubhouse

Duties and Responsibilities

Empty and replace liners in all garbage cans
Clean clubhouse restrooms and stock if needed
Clean entrance doors inside and out
Sweep and mop ceramic tile
Wipe down all tables, coffee tables, end tables
Clean kitchen area, wipe down appliances
Dust all pictures, light fixtures, A/C vents and T. V's
Clean interior windowsills and glass windows
Dust blinds/window treatments and interior ceiling fans

Frequency of Service

Each Visit
Each Visit
Each Visit
Each Visit
Each Visit
Each Visit
Monthly
Monthly
Monthly

Pool Bathrooms

Duties and Responsibilities

Empty and replace liners in garbage cans
Sanitize counter tops and diaper changing stations
Sanitize all toilets, urinals, and sinks
Sweep and sanitize floors
Clean all mirrors
Wipe down and disinfect all partition doors
Restock all paper products, soaps, and toiletries
Dust all light fixtures, vents, & door frames

Frequency of Service

Each Visit
Each Visit
Each Visit
Each Visit
Each Visit
Each Visit
As Needed
Monthly

Exterior/Police Grounds

Duties and Responsibilities

Empty all exterior garbage cans and replace liners
Police pool deck for trash
Clean exterior windowsills and windows

Frequency of Service

Each Visit
Each Visit
Monthly

Clean Soffits and Fascia boards

Monthly or as needed

Recreation Amenities

Duties and Responsibilities

Arrange pool furniture and blow off decks
Clean water fountains
Wipe down pool furniture
Check sand in ashtrays and clean/replenish (if applicable)
High dust exterior ceiling fans and light fixtures
Check light bulbs and replace any that are burnt out

Frequency of Service

Each Visit
Each Visit
Weekly
Monthly
Weekly or as needed
Each Visit

Pool and Splash Pad Cleaning and Maintenance \$1075 per month

Our certified technician will be responsible for and maintaining correct water chemistry in the swimming pool. A series of water tests will be conducted at each visit. The results of these tests will be interpreted and used to determine the chemicals needed to maintain and assure purity and water balance as recommended by the NSPF and required by the State of Florida.

In addition, the technician will be responsible for cleaning the filter, pump and skimmer baskets as needed. The technician will also be responsible for general maintenance and adjustment of pool equipment as needed. The pool will be vacuumed regularly, and surface water skimmed to remove floating debris. The technician will manually clean pool steps and tiles as needed.

The pool will be inspected regularly and anything that appears to be in violation of the state pool code will either be corrected, or management notified of the violation so it can be corrected as soon as possible.

A manually written record will be kept showing activities of the pool, as well as a full test kit onsite at all times. Entries will show water test, chemicals added, filter condition, and whatever maintenance task performed on the pool that day. The routine chemical test performed by the technician will be Free Chlorine Residual, pH, Acid Demand, Total Alkalinity, Calcium Hardness, and Cyanuric Acid.

Any repairs or additional work will be charged extra. This includes work on mechanical seals, bearings, gaskets, light bulbs, or any other part of the pool that is not “routine” pool maintenance.

Any chemicals and filter media used to properly treat and balance the pool are not covered and will be invoiced monthly for reimbursement with a 3% purchase fee.

Common Area Maintenance \$450 per month

This includes the following:

- Inspection and documenting the fitness equipment condition weekly and report repairs as needed.

- Monitor condition of all doors, fencing, gates, touch up painting, cobweb control and prevent debris from accumulating on the walls.
- Replacing A/C filters
- Changing interior/exterior lights
- Inspect and operate security cameras, and access controls
- Blow off entire pool deck weekly
- Maintain operational condition of ADA pool life and safety equipment
- Inspect playground and make minor repairs as needed
- Inspect and maintain condition of courts, fencings, and wind screens.
- Inspect and document conditions of parking lot and lighting weekly

Three hours per week will be dedicated to general facilities maintenance, upkeep and repair. The onsite personnel may repair any minor issue that 1) does not require a trade license 2) Is not covered under another contract 3) Can be completed within the allotted time frame, and 4) Does not require prior approval from management. Materials for repairs are not covered and will be submitted for reimbursement. The District Manager will be notified about any issue that can't be repaired "in house" or requires invoicing upon completion.

Other Agreed Services

Staffing \$1720 per month

First Coast CMS will provide a uniformed and trained staff member to assist residents with access and serve as a facility attendant. The attendant will monitor the use and condition of the facilities to ensure the CDD policies are enforced and provide for safe operations of the facility. The attendant will be onsite for 2 days per week, to include Saturday and Sunday, for a maximum of 16 hours per week.

Onsite Facility Management and Field Services \$1700 per month

First Coast CMS will solicit, schedule and monitor third party vendors for perform services as needed for the CDD Amenity Center and the CDD maintained areas. This will include vendors such as plumbers, electricians, special event vendors, food trucks, and pest control companies. FCCMS will ensure vendors are properly licensed/insured and assist vendor with proper invoicing to the District Management.

FCCMS will staff an Amenity Manager onsite for **10 hours** each week to assist residents as needed for access cards, rentals, etc.

FCCMS will schedule and monitor fire extinguishers and other facility life safety apparatus, and schedule appropriate vendors.

FCCMS will operate and maintain a mass email communication system (e-blast) to update residents and management of important information that pertains to the Amenities, OR other information requested by District Management.

FCCMS will develop and implement an Inclement Weather Readiness Plan and will communicate with residents the appropriate information, including emergency contacts, and facility closures/openings.

FCCMS will secure facility during Hurricane/Tropical Storms. This includes securing the furniture and shade awnings if required. FCCMS will close the facility to residents 48 hours prior to landfall of a named Tropical Storm.

FCCMS will communicate directly with Residents regarding issues or concerns they have involving the amenity center or CDD maintained areas.

At the request of the District Manager, First Coast CMS will prepare a report for the Board of Supervisors regarding the general maintenance, repairs, and condition of the amenity center and its features.

Materials purchased to provide services, for repair and janitorial, are not covered under the estimate and will be submitted for reimbursement and a 3% purchase delivery fee.

In consideration for providing services specified above by First Coast CMS LLC, payment to the order of **\$5690** to be paid within (45) thirty days of invoice date.

Additional staffing approved by District Management will be invoiced at \$25 per hour. This includes additional staffing as needed for District Sponsored Special Events.

If agreed upon, a contract would be drafted and signed by both parties specifying details and could be terminated at any time by either party given a 60-day written notice by First Coast CMS and 30 day written notice by The District.

Thank you for your consideration and we hope to do business with your organization.

Tony Shiver
President
First Coast CMS LLC.

COPE'S LANDING
COMMUNITY DEVELOPMENT DISTRICT

7

RESOLUTION 2024-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COPE'S LANDING COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR REMAINDER OF FISCAL YEAR 2023/2024 AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Cope's Landing Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District's regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located.

WHEREAS, the Board desires to adopt the Fiscal Year 2023/2024 meeting schedule attached as **Exhibit A**.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COPE'S LANDING COMMUNITY DEVELOPMENT DISTRICT:

1. **ADOPTING FISCAL YEAR 2023/2024 ANNUAL MEETING SCHEDULE.** The Fiscal Year 2023/2024 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

2. **EFFECTIVE DATE.** This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 2nd day of April, 2024.

ATTEST:

**COPE'S LANDING COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

EXHIBIT "A"

COPE'S LANDING COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE		
LOCATION		
14785 Old St. Augustine Road, Suite #300, Jacksonville, Florida 32258		
² TBD		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 3, 2023 CANCELED	Regular Meeting	1:30 PM*
November 7, 2023 CANCELED	Regular Meeting	1:30 PM*
December 5, 2023 <i>rescheduled to December 6, 2023</i>	Regular Meeting	1:30 PM*
December 6, 2023	Regular Meeting	1:00 PM
January 2, 2024 CANCELED	Regular Meeting	1:30 PM*
January 25, 2024	Regular Meeting	1:00 PM
February 6, 2024 CANCELED	Regular Meeting	1:30 PM*
March 5, 2024 CANCELED	Regular Meeting	1:30 PM*
April 2, 2024	Regular Meeting	1:30 PM*
May 7, 2024 ²	Regular Meeting	____:____ AM/PM
June 4, 2024 ²	Regular Meeting	____:____ AM/PM
July 2, 2024 ²	Regular Meeting	____:____ AM/PM
August 6, 2024 ²	Regular Meeting	____:____ AM/PM
September 3, 2024 ²	Regular Meeting	____:____ AM/PM
*Meetings will occur at 1:30 PM, or immediately following adjournment of Arbors CDD meetings.		

COPE'S LANDING
COMMUNITY DEVELOPMENT DISTRICT

8

RESOLUTION 2024-04

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COPE'S LANDING
COMMUNITY DEVELOPMENT DISTRICT 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**

WHEREAS, the Cope's Landing Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District's regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located.

WHEREAS, the Board desires to adopt the Fiscal Year 2024/2025 meeting schedule attached as **Exhibit A**.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE
COPE'S LANDING COMMUNITY DEVELOPMENT DISTRICT:**

1. **ADOPTING FISCAL YEAR 2024/2025 ANNUAL MEETING SCHEDULE.** The Fiscal Year 2024/2025 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

2. **EFFECTIVE DATE.** This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 2nd day of April, 2024.

ATTEST:

**COPE'S LANDING COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

EXHIBIT "A"

COPE'S LANDING COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2024/2025 MEETING SCHEDULE		
LOCATION		
TBD		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 1, 2024	Regular Meeting	__:__ AM/PM
November 5, 2024	Regular Meeting	__:__ AM/PM
December 3, 2024	Regular Meeting	__:__ AM/PM
January 7, 2025	Regular Meeting	__:__ AM/PM
February 4, 2025	Regular Meeting	__:__ AM/PM
March 4, 2025	Regular Meeting	__:__ AM/PM
April 1, 2025	Regular Meeting	__:__ AM/PM
May 6, 2025	Regular Meeting	__:__ AM/PM
June 3, 2025	Regular Meeting	__:__ AM/PM
July 1, 2025	Regular Meeting	__:__ AM/PM
August 5, 2025	Regular Meeting	__:__ AM/PM
September 2, 2025	Regular Meeting	__:__ AM/PM

**COPE'S LANDING
COMMUNITY DEVELOPMENT DISTRICT**

**UNAUDITED
FINANCIAL
STATEMENTS**

**COPE'S LANDING
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
FEBRUARY 29, 2024**

**COPE'S LANDING
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
FEBRUARY 29, 2024**

	General Fund	Debt Service Fund	Capital Projects Fund	Total Governmental Funds
ASSETS				
Cash	\$ 4,044	\$ -	\$ -	\$ 4,044
Investments				
Revenue	-	36,929	-	36,929
Reserve	-	276,618	-	276,618
Capitalized interest	-	188	-	188
Construction	-	-	2,571	2,571
Cost of issuance	-	897	-	897
Undeposited funds	9,329	-	-	9,329
Assessments receivable - off-roll	-	145,563	-	145,563
Due from Landowner	11,569	-	-	11,569
Due from general fund	-	1,600	-	1,600
Due from other	1,600	-	-	1,600
Utility deposit	550	-	-	550
Total assets	<u>27,092</u>	<u>461,795</u>	<u>2,571</u>	<u>491,458</u>
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable	\$ 18,947	\$ -	\$ -	\$ 18,947
Due to debt service fund	1,600	-	-	1,600
Landowner advance	6,000	-	-	6,000
Total liabilities	<u>26,547</u>	<u>-</u>	<u>-</u>	<u>26,547</u>
DEFERRED INFLOWS OF RESOURCES				
Deferred receipts	11,569	145,563	-	157,132
Total deferred inflows of resources	<u>11,569</u>	<u>145,563</u>	<u>-</u>	<u>157,132</u>
Fund balances:				
Restricted for:				
Debt service	-	316,232	-	316,232
Capital projects	-	-	2,571	2,571
Unassigned	(11,024)	-	-	(11,024)
Total fund balances	<u>(11,024)</u>	<u>316,232</u>	<u>2,571</u>	<u>307,779</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 27,092</u>	<u>\$461,795</u>	<u>\$ 2,571</u>	<u>\$ 491,458</u>

**COPE'S LANDING
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED FEBRUARY 29, 2024**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Landowner contribution	\$ 9,329	\$ 24,373	\$ 476,732	5%
Total revenues	<u>9,329</u>	<u>24,373</u>	<u>476,732</u>	5%
EXPENDITURES				
Professional & administrative				
Supervisor's fees	1,000	1,800	-	N/A
Management/accounting/recording	4,000	20,000	48,000	42%
Legal	839	2,987	25,000	12%
Engineering	-	-	2,000	0%
Audit	-	-	5,500	0%
Arbitrage rebate calculation*	-	-	1,000	0%
Dissemination agent*	83	417	417	100%
EMMA software services	1,000	1,000	-	N/A
Trustee*	-	-	3,950	0%
Telephone	17	83	200	42%
Postage	20	160	250	64%
Printing & binding	42	208	500	42%
Legal advertising	200	316	6,500	5%
Annual special district fee	-	175	175	100%
Insurance	-	5,000	5,500	91%
Contingencies/bank charges	4	4	750	1%
Website hosting & maintenance	1,680	1,680	1,680	100%
Website ADA compliance	-	-	210	0%
Total professional & administrative	<u>8,885</u>	<u>33,830</u>	<u>101,632</u>	33%

**COPE'S LANDING
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED FEBRUARY 29, 2024**

	Current Month	Year to Date	Budget	% of Budget
Field Operations				
Landscape maintenance	-	-	125,000	0%
Irrigation repairs	-	-	5,000	0%
Irrigation water	-	-	30,000	0%
Aquatic maintenance***	385	1,155	14,000	8%
Total field operations	<u>385</u>	<u>1,155</u>	<u>174,000</u>	1%
Amenity center				
Utilities				
Telephone, cable, internet	-	-	4,000	0%
Electric	-	-	30,000	0%
Water/irrigation	-	-	30,000	0%
Management contracts				
Facility management	-	-	85,000	0%
Landscape replacement	-	-	5,000	0%
Pool chemicals	412	412	15,000	3%
Janitorial supplies	-	-	6,700	0%
Pest control	-	-	2,500	0%
Pool permits	-	-	400	0%
Maintenance	-	-	15,000	0%
Special events	-	-	2,500	0%
Fitness center repairs/supplies	-	-	3,000	0%
Office supplies	-	-	1,000	0%
Operating supplies	-	-	1,000	0%
Total field operations	<u>412</u>	<u>412</u>	<u>201,100</u>	0%
Total expenditures	<u>9,682</u>	<u>35,397</u>	<u>476,732</u>	7%
 Excess/(deficiency) of revenues over/(under) expenditures	 (353)	 (11,024)	 -	
 Fund balances - beginning	 (10,671)	 -	 -	
Fund balances - ending	<u>\$ (11,024)</u>	<u>\$ (11,024)</u>	<u>\$ -</u>	

*These items will be realized when bonds are issued

**These items will be realized the year after the issuance of bonds.

***These items will be realized when the CDD takes ownership of the related assets.

**COPE'S LANDING
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2023
FOR THE PERIOD ENDED FEBRUARY 29, 2024**

	Current Month	Year To Date
REVENUES		
Assessment levy: off-roll	\$ 1,600	\$ 38,391
Interest	1,287	5,096
Total revenues	<u>2,887</u>	<u>43,487</u>
EXPENDITURES		
Debt service		
Cost of issuance	-	5,725
Interest	-	40,346
Total debt service	<u>-</u>	<u>46,071</u>
Excess/(deficiency) of revenues over/(under) expenditures	2,887	(2,584)
Fund balances - beginning	<u>313,345</u>	<u>318,816</u>
Fund balances - ending	<u><u>\$ 316,232</u></u>	<u><u>\$ 316,232</u></u>

**COPE'S LANDING
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2023
FOR THE PERIOD ENDED FEBRUARY 29, 2024**

	Current Month	Year To Date
REVENUES		
Landowner contribution	\$ -	\$ 790,391
Interest	2,571	2,571
Total revenues	<u>2,571</u>	<u>792,962</u>
EXPENDITURES		
Capital outlay	-	790,391
Total expenditures	<u>-</u>	<u>790,391</u>
Excess/(deficiency) of revenues over/(under) expenditures	2,571	2,571
Fund balances - beginning	-	-
Fund balances - ending	<u>\$ 2,571</u>	<u>\$ 2,571</u>

**COPE'S LANDING
COMMUNITY DEVELOPMENT DISTRICT**

MINUTES

DRAFT

**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 on January 25, 2024 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
James Teagle	Assistant Secretary
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. Gislason called the meeting to order at 1:10 p.m.

All Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Consideration of Requisition Number 03 H.
Smith [\$790,390.70]**

Mr. Gislason stated this requisition is related to improvements for CDD property related to Great Eagle, the main spine road.

On MOTION by Mr. Dearing and seconded by Mr. Teagle, with all in favor, H. Smith Requisition Number 03, in the amount of \$790,390.70, was approved.

FOURTH ORDER OF BUSINESS

Consider Resolution 2024-01, Extending the Terms of Office of All Current Supervisors to Coincide with the General Election Pursuant to Section 190.006, Florida Statutes; Providing for Severability; and Providing an Effective Date

On MOTION by Mr. Porter and seconded by Mr. Teagle, with all in favor, Resolution 2024-01, Extending the Terms of Office of All Current Supervisors to Coincide with the General Election Pursuant to Section 190.006, Florida Statutes; Providing for Severability; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of GreenPoint Landscaping Maintenance Contract Proposal

Mr. Teagle stated this proposal needs to be revised with a new map or obtain additional bids. This bidder is not including mulch, annuals, fertilization or irrigation.

Mr. Teagle will provide Mr. Torres with a map and further develop the scope of work.

The consensus was that it is not necessary to engage the contractor in the short term, as DR Horton currently provides this service.

This item was tabled.

SIXTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of December 31, 2023

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

SEVENTH ORDER OF BUSINESS

Approval of December 6, 2023 Regular Meeting and Audit Committee Minutes

On MOTION by Mr. Dearing and seconded by Mr. Teague, with all in favor, the December 6, 2023 Regular Meeting and Audit Committee Minutes, as presented, were approved.

EIGHTH ORDER OF BUSINESS**Staff Reports****A. District Counsel: Kutak Rock LLP**

- **Update: Required Ethics Training**

Ms. Buchanan reminded the Supervisors of the requirement to complete four hours of ethics training before December 31, 2024.

B. District Engineer: Dunn & Associates, Inc.

There was no report.

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

- **NEXT MEETING DATE: February 6, 2024 at 1:30 PM**

- **QUORUM CHECK**

The February 6, 2024 meeting was canceled.

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

There were no Board Members' comments or requests.

TENTH ORDER OF BUSINESS**Public Comments**

No members of the public spoke.

ELEVENTH ORDER OF BUSINESS**Adjournment**

On MOTION by Mr. Dearing and seconded by Mr. Teagle, with all in favor, the meeting adjourned at 1:13 p.m.

SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

Chair/Vice Chair

**COPE'S LANDING
COMMUNITY DEVELOPMENT DISTRICT**

STAFF REPORTS

COPE'S LANDING COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE		
LOCATION		
14785 Old St. Augustine Road, Suite #300, Jacksonville, Florida 32258		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 3, 2023 CANCELED	Regular Meeting	1:30 PM*
November 7, 2023 CANCELED	Regular Meeting	1:30 PM*
December 5, 2023 <i>rescheduled to December 6, 2023</i>	Regular Meeting	1:30 PM*
December 6, 2023	Regular Meeting	1:00 PM
January 2, 2024 CANCELED	Regular Meeting	1:30 PM*
January 25, 2024	Regular Meeting	1:00 PM
February 6, 2024 CANCELED	Regular Meeting	1:30 PM*
March 5, 2024 CANCELED	Regular Meeting	1:30 PM*
April 2, 2024	Regular Meeting	1:30 PM*
May 7, 2024	Regular Meeting	1:30 PM*
June 4, 2024	Regular Meeting	1:30 PM*
July 2, 2024	Regular Meeting	1:30 PM*
August 6, 2024	Regular Meeting	1:30 PM*
September 3, 2024	Regular Meeting	1:30 PM*
*Meetings will occur at 1:30 PM, or immediately following adjournment of Arbors CDD meetings.		