

**MINUTES OF MEETING  
ARBORS  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Arbors Community Development District held a Regular Meeting on April 4, 2023 at 1:00 p.m., at 14785 Old St. Augustine Road, Suite #300, Jacksonville, Florida 32258.

**Present at the meeting were:**

Sarah Wicker	Chair
James Teagle	Assistant Secretary
Heather Allen	Assistant Secretary
Christopher Williams	Assistant Secretary

**Also present were:**

Ernesto Torres	District Manager
Katie Buchanan (via telephone)	District Counsel
Kyle McGee (via telephone)	Kutak Rock LLP
Vince Dunn (via telephone)	District Engineer
Mikel Denton	Development Manager

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Torres called the meeting to order at 1:00 p.m. Supervisors Wicker, Teagle, Allen and Williams were present. Supervisor Porter was not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**THIRD ORDER OF BUSINESS**

**Discussion: Fiscal Year 2023/2024  
Proposed Budget**

Mr. Torres stated he and Mr. Denton have worked on the proposed Fiscal Year 2024 budget.

Regarding budgeting for Fiscal Year 2024, discussion ensued regarding when the amenity center will open, when Field Operations staff will be needed, expenses related to the entry monuments and aquatic maintenance expenses, when properties will start to go on roll, landscaping expenses, etc.

Mr. Torres summarized the following regarding the proposed Fiscal Year 2024 budget:

- Field Operations staff personnel is not necessary; it will likely begin in Fiscal Year 2025.
- Add “Entry Monuments electric, irrigation, fountain maintenance”.
- Add Aquatic Maintenance for Phases 1 through 3 and prorate Phase 3 ponds as they will come online later in the fiscal year.

**FOURTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of February 28, 2023**

Mr. Wrathell presented the Unaudited Financial Statements as of February 28, 2023.

**On MOTION by Mr. Teagle and seconded by Ms. Wicker, with all in favor, the Unaudited Financial Statements as of February 28, 2023, were accepted.**

**FIFTH ORDER OF BUSINESS**

**Approval of March 14, 2023 Regular Meeting Minutes**

Mr. Torres presented the March 14, 2023 Regular Meeting Minutes.

**On MOTION by Ms. Allen and seconded by Mr. Teagle, with all in favor, the March 14, 2023 Regular Meeting Minutes, as presented, were approved.**

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

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

Regarding acquisitions, Ms. Buchanan stated the large bulk of the construction fund has been funded and, going forward, acquisitions probably will not be used since the CDD can now do construction draws through requisitions.

Ms. Buchanan stated, provided the work is part of a previously approved construction contract, then she does not suggest waiting for the next Board meeting to approve requisitions; rather, Staff can approve, contingent upon the District Engineer’s review and sign off, and then have the requisitions ratified at a subsequent meeting.

**B. District Engineer: *Dunn & Associates, Inc.***

Mr. Dunn stated that the final pay app of retainage will be the remaining \$1.4 million; he will coordinate with CDD Staff and Mr. Denton to pay it. He asked if the CDD would consider a reduction in the required retainage from 10% to 5%. Ms. Buchanan believed that the amount, under Florida law, is 5%, so the Board should probably consider it. Mr. Dunn stated that he does not disagree with the request to reduce the retainage to 5%.

Regarding whether a motion is necessary, Ms. Buchanan did not believe so but a new pay app will be needed or the one submitted will need to be revised to reflect the change.

The Board agreed to the reduction.

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

- **NEXT MEETING DATE: May 2, 2023 at 1:00 PM [Presentation of Fiscal Year 2024 Proposed Budget]**
  - **QUORUM CHECK**

**SEVENTH ORDER OF BUSINESS**

**Board Members’ Comments/Requests**

There were no Board Members’ comments or requests.

**EIGHTH ORDER OF BUSINESS**

**Public Comments**


There were no public comments.

**NINTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Wicker and seconded by Mr. Teagle, with all in favor, the meeting adjourned at 1:23 p.m.

  
Secretary/Assistant Secretary

  
Chair/Vice Chair