MINUTES OF MEETING
ARBORS
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Arbors Community Development District held a Regular Meeting and Audit Committee Meeting on December 5, 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
Heather Allen	Assistant Secretary
Christopher Williams	Assistant Secretary
James Teagle	Assistant Secretary

Also present:

Ernesto Torres	District Manager
Kyle Magee (via telephone)	District Counsel
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, Allen, Teagle and Williams were present. Supervisor Porter was not present.

SECOND ORDER OF BUSINESS — **Public Comments**

There were no public comments.

THIRD ORDER OF BUSINESS — **Consideration of Resolution 2024-01, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date**

Mr. Torres presented Resolution 2024-01.

Discussion ensued regarding the need to select a new meeting location.

Mr. Torres will advise of meeting location options and, when a new location is secured, the Fiscal Year 2024 Meeting Schedule will be updated.

On MOTION by Ms. Wicker and seconded by Mr. Teagle, with all in favor, Resolution 2024-01, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date, was adopted.

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

The Regular Meeting recessed at 1:03 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 included for informational purposes.

C. Respondents

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 discussed the responses and completed the Auditor Evaluation Matrix. Mr. Torres presented Ms. Allen's scoring and rankings of the respondents, as follows:

1. Grau & Associates 100
2. Berger, Toombs, Elam, Gaines & Frank 90

On MOTION by Ms. Wicker and seconded by Mr. Teagle, with all in favor, accepting Ms. Allen's scoring and rankings and recommending engaging Grau & Associates, was approved.

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

The Audit Selection Committee Meeting terminated at 1:12 p.m., and the Regular Meeting reconvened.

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

- **Award of Contract**

On MOTION by Ms. Wicker and seconded by Mr. Teagle, with all in favor, accepting the scoring and rankings of the Audit Selection 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 and to request a proposal for five years of services, was approved.

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

Mr. Torres presented the First Coast Contract Maintenance Services LLC Fountain Maintenance Contract Agreement Proposal. The monthly cost of $585 is a budgeted expense.

On MOTION by Ms. Wicker and seconded by Mr. Teagle, with all in favor, the First Coast Contract Maintenance Services LLC Fountain Maintenance Contract Agreement Proposal and authorizing Staff to draft a form of agreement, was approved.

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

On MOTION by Ms. Wicker and seconded by Mr. Teagle, with all in favor, the Unaudited Financial Statements as of October 31, 2023, were accepted.

TENTH ORDER OF BUSINESS **Approval of July 11, 2023 Public Hearings and Regular Meeting Minutes**

On MOTION by Mr. Teagle and seconded by Ms. Allen, with all in favor, the July 11, 2023 Public Hearings and Regular Meeting Minutes, as presented, were approved.

ELEVENTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: Kutak Rock LLP

B. District Engineer: Dunn & Associates, Inc.

There were no District Counsel or District Engineer reports.

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

- **NEXT MEETING DATE: January 2, 2024 at 1:00 PM**
  - **QUORUM CHECK**

Supervisors Wicker, Teagle, Allen and Williams confirmed their attendance at the January 2, 2024 meeting.

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

Discussion ensued regarding landscape maintenance and Field Operations.

Mr. Teagle voiced his thought that, in approximately two months, BrightView will need to include landscaping for the Amenity Center. It was noted that the plans were provided to BrightView and a quote was received. Mr. Torres stated the existing contract can be amended accordingly.

Mr. Teagle asked for a sign board to be installed to inform residents about the CDD and HOA meetings.

THIRTEENTH ORDER OF BUSINESS **Public Comments**

There were no public comments.

FOURTEENTH ORDER OF BUSINESS **Adjournment**

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

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

Secretary/Assistant Secretary

Chair/Vice Chair