

**MINUTES OF MEETING  
ARBORS COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Arbors Community Development District held a Regular Meeting on October 6, 2025 at 9:00 a.m., at the Arbors Amenity Center, 12520 Russian Olive Road, Jacksonville, Florida 32218.

**Present:**

Sarah Wicker	Chair
Christopher Williams	Vice Chair
Heather Allen	Assistant Secretary
Mikel Denton	Assistant Secretary

**Also present:**

Ernesto Torres (via telephone)	District Manager
Felix Rodriguez	Wrathell, Hunt and Associates, LLC
Katie Buchanan (via telephone)	District Counsel
Hunter Hurley (via telephone)	Kutak Rock LLP
Tony Shiver	Amenity Manager
Beth Grossman	HOA Manager
David Comer	First Coast CMS

The names of all attendees, residents and/or members of the public might not appear in the meeting minutes. If the person did not identify themselves, their name was inaudible or their name did not appear in the meeting notes or on a sign in sheet, the name was not listed.

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Wicker called the meeting to order at 9:00 a.m. Supervisors Wicker, Allen and Denton were present. Supervisors Williams and Teagle were absent.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Consideration of First Coast CMS, LLC  
Proposal for Amenity and Facility  
Management**

Ms. Wicker presented the First Coast CMS, LLC proposal. Mr. Shiver stated there were no major changes. The proposal includes a standard 3% increase.

**On MOTION by Ms. Allen and seconded by Ms. Wicker, with all in favor, the First Coast CMS, LLC Proposal for Amenity and Facility Management, was approved.**

**FOURTH ORDER OF BUSINESS**

**Ratification of Live Oak Engineering, Inc. Proposal for Annual Inspection Report**

Ms. Wicker presented the Live Oak Engineering, Inc. proposal.

**On MOTION by Mr. Williams and seconded by Ms. Allen, with all in favor, the Live Oak Engineering, Inc. Proposal for Annual Inspection Report, was ratified.**

**FIFTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of August 31, 2025**

**On MOTION by Ms. Allen and seconded by Ms. Wicker, with all in favor, the Unaudited Financial Statements as of August 31, 2025, were accepted.**

**SIXTH ORDER OF BUSINESS**

**Approval of July 24, 2025 Public Hearing and Regular Meeting Minutes**

**On MOTION by Ms. Allen and seconded by Ms. Wicker, with all in favor, the July 24, 2025 Public Hearing and Regular Meeting Minutes, as presented, were approved.**

**SEVENTH 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: December 1, 2025 at 9:00 AM**
  - **QUORUM CHECK**

Supervisor Teagle will not attend; all other Supervisors confirmed their attendance.

- **BrightView Landscaping Proposal & BrightView Mulching Proposal**

**These items were additions to the agenda.**

Mr. Shiver distributed several proposals. He presented the BrightView proposal to remove 12 dead palm trees, replace one palm tree, and re-stake several palms.

**On MOTION by Ms. Allen and seconded by Mr. Williams, with all in favor, the BrightView proposal, in the amount of \$10,632.56, was approved.**

Mr. Shiver presented the BrightView proposal to install mulch at the playground.

**On MOTION by Mr. Williams and seconded by Ms. Allen, with all in favor, the BrightView proposal to install mulch, in the amount of \$16,250, was approved.**

▪ **Armada Construction Services Proposal**  
**This item was an addition to the agenda.**

Mr. Shiver presented the Armada Construction Services (Armada) proposal and pictures and discussed proposed changes to the pool area, including removal of mulched plant beds and installation of pavers and a small retaining wall in the pool area.

Discussion ensued regarding the scope of work; benefits of removing mulch, which floods into the pool and deck area; the four proposals received; and the recommendation to engage the lowest bidder, at \$17,400. It was noted that large potted plants could be installed in the paved areas for aesthetic purposes.

Mr. Shiver discussed his positive experiences working with Armada in other communities. He thinks adequate funds are available in miscellaneous contingency.

**On MOTION by Ms. Allen and seconded by Mr. Williams, with all in favor, the Armada Construction Services proposal, in the amount of \$17,400, was approved.**

**EIGHTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**NINTH ORDER OF BUSINESS**

**Public Comments**

A member of the public stated that she is new to CDD. Ms. Wicker thanked her for attending the meeting.

**TENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Williams and seconded by Ms. Allen, with all in favor, the meeting adjourned at 9:15 a.m.**

  
Secretary/Assistant Secretary

  
Chair/Vice Chair