

MINUTES OF MEETING
PALM COAST PARK
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Palm Coast Park Community Development District was held Friday, January 19, 2024 at 10:30 a.m. at the Hilton Garden Inn Palm Coast/Town Center, 55 Town Center Blvd., Palm Coast, Florida.

Present and constituting a quorum were:

David Root <i>by phone</i>	Chairman
Robert Porter	Vice Chairman
Heather Allen	Assistant Secretary
Jeff Douglas	Assistant Secretary

Also present were:

Jeremy LeBrun	District Manager
Clint Smith	Field Manager
Vincent Sullivan	District Counsel
George Flint <i>by phone</i>	District Manager

FIRST ORDER OF BUSINESS

Roll Call

Mr. LeBrun called the meeting to order. Mr. LeBrun called the roll, three Board members were present at the meeting and one attended via phone call constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. LeBrun asked if any members of the public wish to make a public comment. Hearing no comments, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Minutes of the November 17, 2023 Meeting

Mr. LeBrun asked for any comments, corrections, or changes to the minutes of the November 17, 2023 Board of Supervisors meeting. The Board had no changes to the minutes, so Mr. LeBrun asked for a motion of approval.

On MOTION by Mr. Porter, seconded by Ms. Allen, with all in favor, the Minutes of the November 17, 2023 Meeting, were approved, as presented.

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2024-02
Electing Officers**

Mr. LeBrun noted that Mr. Root had asked to step down as the Chairman of the Board which led to this election of officers. The Board decided to wait another 30 days until the next regularly scheduled meeting allowing the Vice Chair to sign anything need be and see how Mr. Root is feeling at that time to decide. This item will be tabled until then.

FIFTH ORDER OF BUSINESS

Ratification Items

- A. Series 2023 Requisition #4**
- B. Series 2006 Requisitions #315 – #317**

As the Board had already looked through these, they decided to approve both A and B as a slate seeing no issue with what was presented.

On MOTION by Mr. Porter, seconded by Mr. Douglas, with all in favor, Series 2023 Requisition #4 and Series 2006 Requisitions #315-#317, were approved.

C. Proposal from Yellowstone Landscape for Initial Clean-up of Walking Path

Mr. LeBrun presented the proposal from Yellowstone to the Board and Mr. Smith went over the details for the clean-up of the walking path. The one time clean up would cost \$650.

On MOTION by Mr. Douglas, seconded by Mr. Porter, with all in favor, the Proposal form Yellowstone Landscape for Initial Clean-up of Walking Path, was approved.

D. Proposal from Yellowstone Landscape for Sawmill Branch Additional Maintenance

Mr. Smith stated that this proposal would be adding the maintaining of the walking path to the Yellowstone Landscape contract moving forward. Additionally, the services would include the installation 244 annuals four times per year. The cost of the additional services is \$8,552 per year starting Mach 1st.

On MOTION by Ms. Allen, seconded by Mr. Porter, with all in favor, the Proposal form Yellowstone Landscape for Sawmill Branch Additional Maintenance, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Service License Agreement with Disclosure Technology Services, LLC for EMMA Filing Assistance Software for the Series 2022 Bond Issue

Mr. LeBrun noted that this items relates to required recording for bond issues and effects the series 2022 bond issue. As a dissemination agent, they are required to disclose certain things as part of the EMMA filing and this agreement will facilitate the filing of that information as required and the annual cost is \$1,000.00. Mr. LeBrun offered to answer any questions. Hearing none there was a motion of approval.

On MOTION by Mr. Porter, seconded by Mr. Douglas, with all in favor, the Service License Agreement with Disclosure Technology Services, LLC for EMMA Filing Assistance Software for the Series 2022 Bond Issue, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Sullivan stated he had nothing to report, so the next item followed.

B. Engineer and Maintenance Report

- i. Yellowstone Landscape Maintenance Summary**
- ii. Stormwater Pond Maintenance Summary**

Mr. Smith gave a two-month landscape and stormwater pond maintenance summary to the Board. He added that the last meeting resulted in a long discussion about the condition of the 13 pedestrian bridges. He presented a proposal for pressure washing \$7,500 for five bridges that they have already completed. The remaining bridges would cost an additional \$7,250 which is under \$15,000 for all the bridges. The Board discussed their options before coming to a conclusion. Mr. Smith will look at adding this to the next year’s budget depending on how often it may be needed.

Ms. Smith added that he had been contacted by the Sawmill Creek HOA representative with a parking problem on the street leaving little to no room for cars to go through. It would definitely be a problem for an emergency vehicle. He is asking for the CDD to institute new parking policies to prevent this from happening.

On MOTION by Mr. Porter, seconded by Ms. Allen, with all in favor, the Proposal for Pressure Washing all Bridges, was approved.

Ms. Smith added that he had been contacted by the Sawmill Creek HOA representative with a parking problem on the street leaving little to no room for cars to go through. It would definitely be a problem for an emergency vehicle. He is asking for the CDD to institute new parking policies to prevent this from happening. Mr. LeBrun noted that they will do some data collection to see where the issues are and look to solve the problems in the most cost-effective way. At the next meeting Mr. LeBrun will bring some options that work in other communities.

C. District Manager’s Report

i. Approval of Check Register

Mr. LeBrun presented the check register to the Board totaling \$89,456.44 that runs from November 1st through December 31st. He offered to answer any Board questions. Hearing none, there was a motion of approval.

On MOTION by Mr. Porter, seconded by Mr. Douglas, with all in favor, the Check Register totaling \$89,456.44, was approved.

ii. Balance Sheet and Income Statement

Mr. LeBrun reviewed the unaudited financials through December 31st. There is no action required by the Board.

EIGHTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Supervisor’s Requests

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Porter, Second by Mr. Douglas, with all in favor, the meeting was adjourned.


Secretary/Assistant Secretary


Chairman/Vice Chairman