

**SANCTUARY COVE
COMMUNITY DEVELOPMENT DISTRICT**

**MINUTES
SPECIAL BOARD OF SUPERVISORS' MEETING**

FIRST ORDER OF BUSINESS

Roll Call to Confirm a Quorum

The Special Board of Supervisors' Meeting for the Sanctuary Cove Community Development District was called to order on Wednesday, January 22, 2025, at 11:30 a.m. at the Sanctuary Cove Clubhouse located at 1899 5th Street East, Palmetto, FL 34221. Board Members listed below constituted a quorum.

Mike Campbell	Chairperson
Richard "Scott" Schroeder	Vice Chairperson
Cliff Glover	Assistant Secretary

Also present were:

Lynne Mullins	PFM Group Consulting LLC	
Kwame Jackson	PFM Group Consulting LLC	(via phone)
Rick Montejano	PFM Group Consulting LLC	(via phone)
Michael Eckert	Kutak Rock	
Dave Bartelt	Florida Engineering and Environmental Services	(via phone)

SECOND ORDER OF BUSINESS

Public Comment Period

There were no public comments at this time.

THIRD ORDER OF BUSINESS

Oath of Office for Richard Schroeder

Ms. Mullins stated Mr. Schroeder was sworn in prior to the start of the meeting.

FOURTH ORDER OF BUSINESS

Consideration of the Minutes of the August 7, 2024, Board of Supervisors' Meeting

The Board reviewed the minutes of the August 7, 2024, Board of Supervisors' Meeting.

ON MOTION by Mr. Campbell, and second by Mr. Glover, with all in favor, the Board of Supervisors for the Sanctuary Cove Community Development District approved the Minutes of the August 7, 2024, Board of Supervisors' Meeting.

FIFTH ORDER OF BUSINESS

Acceptance of Resignations from Anne Kabourek and Patsy Vanderveer

ON MOTION by Mr. Campbell, and second by Mr. Glover, with all in favor, the Board of Supervisors for the Sanctuary Cove Community Development District accepted the Resignation from Anne Kabourek.

ON MOTION by Mr. Campbell, and second by Mr. Schroeder, with all in favor, the Board of Supervisors for the Sanctuary Cove Community Development District accepted the Resignation from Patsy Vanderveer.

SIXTH ORDER OF BUSINESS

Consideration of Nominations for Seat 1

- **Oath of Office for Seat 1**

There were no nominations at this time.

SEVENTH ORDER OF BUSINESS

Consideration of Nominations for Seat 3

- **Oath of Office for Seat 3**

There were no nominations at this time.

There was a discussion regarding the communication of the meetings and the Seats that are open to residents. Anyone interested in a Seat on the Board can send a resume to District Management.

Ms. Mullins reviewed the responsibilities of her role and the role of the CDD Board.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2025-01, Election of Officers

Ms. Mullins reviewed the current slate of Officers. She recommended removing Patsy, Anne and Linda to add Mike, Cliff, and Scott. Mr. Campbell was nominated as Chair, Mr. Schroeder was nominated as Vice Chair and Mr. Glover was nominated as Assistant Secretary.

ON MOTION by Mr. Glover, and second by Mr. Campbell, with all in favor, the Board of Supervisors for the Sanctuary Cove Community Development District approved Resolution 2025-01, Election of Officers as follows: Mike Campbell as Chair, Richard Schroeder as Vice Chair, Lynne Mullins as Secretary, Cliff Glover and Jennifer Walden as Assistant Secretaries, Amanda Lane as Treasurer, Jennifer Glasgow, Rick Montejano, Verona Griffith and Amy Champagne as Assistant Treasurers.

NINTH ORDER OF BUSINESS

Review and Acceptance of Public Facilities Report

Ms. Mullins noted this is a statutory requirement and was previously approved.

Mr. Eckert gave an overview of the report and the requirements.

ON MOTION by Mr. Campbell, and second by Mr. Glover, with all in favor, the Board of Supervisors for the Sanctuary Cove Community Development reviewed and accepted the Public Facilities Report.

TENTH ORDER OF BUSINESS

Consideration of Payment Authorization Nos. 29-31

Ms. Mullins stated these are recurring District invoices.

ON MOTION by Mr. Campbell, and second by Mr. Schroeder, with all in favor, the Board of Supervisors for the Sanctuary Cove Community Development District approved Payment Authorization Nos. 29-31.

ELEVENTH ORDER OF BUSINESS

Ratification of Payment Authorization Nos. 25-28

Ms. Mullins stated these are already approved and paid. This is solely for ratification.

ON MOTION by Mr. Campbell, and second by Mr. Glover, with all in favor, the Board of Supervisors for the Sanctuary Cove Community Development District ratified Payment Authorization Nos. 25-28.

TWELFTH ORDER OF BUSINESS

Review of District's Financial Position and Budget to Actual Year to Date

Ms. Mullins stated the financials are through the end of December 2024. She noted that approximately 37% of the budget was spent.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

District Counsel –

Mr. Eckert reminded the Board of their Ethics Training compliance. It is a total of four (4) hours. This is due by December 31. This is a recurring annual occurrence and can be done online. He recommended waiting until June 1 to start, in case of any legislation changes.

He reminded the Board that CDD meetings are public, and anyone can attend. This relates to gate access in the community as well if someone wants to attend the CDD meeting. He also gave an option of meeting somewhere besides the community.

He reviewed the bus stop request that was received. The school is allowed to have a bus stop there as it is on a public road. However, personal and property safety should be the top priority. He recommended the CDD remain neutral.

He also reviewed the proposed new bridge. This included the lack of power the CDD has in relation to this unless it inhibits or decreases property value. He recommended residents voicing their concern to elected officials, as well as having the CDD voice their concern and objection via a letter. It was decided the Chair will draft a letter in conjunction with District Counsel and District Management to send to necessary officials.

ON MOTION by Mr. Schroeder, and second by Mr. Glover, with all in favor, the Board of Supervisors for the Sanctuary Cove Community Development District approved the Chair to compile a Bridge Objection Letter with the coordination of District Counsel.

District Manager –

Ms. Mullins stated the February 5th meeting is canceled. Any possible nominations for the Board will be elected at the May 7th meeting. The proposed budget discussion will also take place at this meeting, with the adoption of the

budget taking place on August 6th. She recommended the Board have a budget workshop 30 minutes prior to that meeting.

ON MOTION by Mr. Campbell, and second by Mr. Glover, with all in favor, the Board of Supervisors for the Sanctuary Cove Community Development District set the Budget Workshop for May 7th, 2025, at 11:00am.

District Engineer –

No Report

FOURTEENTH ORDER OF BUSINESS

Audience Comments, Supervisors Requests, and Adjournment

There was a brief discussion regarding community interest in the meetings.

Ms. Mullins reviewed the budget process and future possible issues that will need to be budgeted for. This included a discussion on the curbs, roads, and landscaping.

Mr. Campbell requested Mr. Bartelt to compile a capital life expectancy report to include roads, curbs, landscaping, etc.

Mr. Eckert noted that a part of the District Engineer's report included stormwater infrastructure and recommended following up with him to see what is the CDD's responsibility in regard to replacement or repair for that. This will aid in future reserve budgeting estimations.

There was a discussion regarding irrigation and the use of it within the community. This included what is CDD responsibility and what is HOA responsibility.

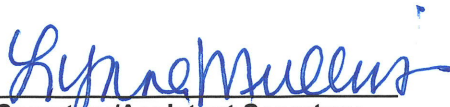
There was also a discussion regarding building reserves, the timing and plan of that process, and the assessments associated with that. It was noted that there is an operations and maintenance methodology in place to use.

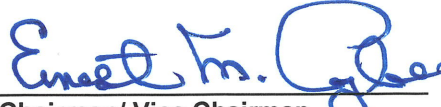
Mr. Eckert reviewed various locations of other CDD local records offices.

There were no further comments at this time.

Ms. Mullins called for a motion.

ON MOTION by Mr. Campbell, and second by Mr. Glover, with all in favor, the January 22, 2025, Board of Supervisors' meeting for the Sanctuary Cove Community Development District was adjourned.


Secretary/Assistant Secretary


Chairman/ Vice Chairman