

**SANCTUARY COVE
COMMUNITY DEVELOPMENT DISTRICT**

**MINUTES
BOARD OF SUPERVISORS' MEETING**

FIRST ORDER OF BUSINESS

Roll Call to Confirm a Quorum

The Board of Supervisors' Meeting for the Sanctuary Cove Community Development District was called to order on Wednesday, May 7, 2025, at 11:47 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	
Jennifer Walden	PFM Group Consulting LLC	(via phone)
Blake Firth	PFM Group Consulting LLC	(via phone)
Rick Montejano	PFM Group Consulting LLC	
Michael Eckert	Kutak Rock	(via phone)
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

**Consideration of Nominations for
Seat 1**

- Oath of Office

There were no nominations at this time. This item was tabled.

FOURTH ORDER OF BUSINESS

**Consideration of Nominations for
Seat 3**

- Oath of Office

There were no nominations at this time. This item was tabled.

FIFTH ORDER OF BUSINESS

**Consideration of the Minutes of the
January 22, 2025, Board of
Supervisors' Meeting**

The Board reviewed the minutes.

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 January 22, 2025, Board of Supervisors' Meeting.

SIXTH ORDER OF BUSINESS**Letter from Supervisor of Elections -
Manatee County**

Ms. Mullins noted that as of April 15, 2025, the District has 334 registered voters per the Letter from the Supervisor of Elections – Manatee County.

SEVENTH ORDER OF BUSINESS**Consideration of District Management
Fee Increase Letter**

Ms. Mullins gave an overview of the fee increase and noted that District Management is requesting a \$7,500.00 increase. This is for two Board meetings a year. She reviewed the various Districts in the County and their fees.

ON MOTION by Mr. Campbell, and second by Mr. Glover, with all in favor, the Board of Supervisors for the Sanctuary Cove Community Development approved the District Management Fee Increase Letter.

EIGHTH ORDER OF BUSINESS**Consideration of Resolution 2025-02,
Approving a Preliminary Budget for
Fiscal Year 2026 and Setting a Date for
the Public Hearing**

Ms. Mullins recommended August 6, 2025, at 11:30 a.m., for the Public Hearing date. She reminded the Board there needs to be quorum at the Public Hearing and gave an overview of the process. Ms. Mullins also gave an overview of the increase in assessments and noted the budget should not change very much.

Mr. Eckert recommended putting a number in for the budget for the cost of potentially changing the O&M Methodology for FY 2026-2027.

The Board discussed the budget amount and assessments. Ms. Mullins noted the budget can always be reduced, but not increased.

There was also discussion regarding the O&M Methodology and setting up reserves. It was noted that the methodology might be changed in the future to more fairly allocate the benefit to commercial properties.

Ms. Walden stated the fee for the methodology study is \$7,500.00. Ms. Mullins noted she will create a line item in the budget for that amount, and it will come from the carry forward balance.

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 2025-02, Approving a Preliminary Budget for Fiscal Year 2026 and Setting a Date for the Public Hearing, as August 6, 2025, at 11:30 a.m., at the same location.

NINTH ORDER OF BUSINESS**Consideration of Website Fee
Increase Proposal from VGlobalTech**

Ms. Mullins stated the current website fee is \$110.00 per month, and the vendor is requesting an increase to \$125.00 a month. The vendor has not requested an increase since 2021.

ON MOTION by Mr. Glover, and second by Mr. Schroeder, with all in favor, the Board of Supervisors for the Sanctuary Cove Community Development approved the Website Fee Increase Proposal from VGlobalTech.

TENTH ORDER OF BUSINESS

Review and Acceptance of the Fiscal Year 2024 Audit

Ms. Mullins noted this was a clean and standard audit with no deficiencies. She noted the audit has been reviewed by District Management and District Counsel.

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 Fiscal Year 2024 Audit.

ELEVENTH ORDER OF BUSINESS

Ratification of Payment Authorization Nos. 32

Ms. Mullins stated these are for standard District expenses that have already been approved and paid. This is solely for ratification.

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 ratified Payment Authorization Nos. 32.

TWELFTH ORDER OF BUSINESS

Consideration of Payment Authorization Nos. 33 – 35

Ms. Mullins stated these are also for standard District expenses.

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 Payment Authorization Nos. 33 - 35.

THIRTEENTH ORDER OF BUSINESS

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

Ms. Mullins gave an overview of the financials. She noted that approximately 55% of the budget has been spent.

No action was required.

FOURTEENTH ORDER OF BUSINESS

Staff Reports

District Counsel –

Mr. Eckert gave a legislative update. He noted the sovereign immunity bill did not pass, along with all other major bills which could impact the District's daily operations. He will keep monitoring for future updates.

District Manager –

Ms. Mullins stated the next meeting is August 6, 2025, at 11:30 a.m., which will also be the Public Hearing. All questions from residents can be directed to District Management. She will circulate the letter, questionnaire, and a note to residents for anyone interested in serving on the Board.

The Board discussed the bridge with Mr. Eckert. Mr. Eckert has reviewed. Mr. Campbell will give Ms. Mullins the list of public officials to whom a letter of objection should be sent.

District Engineer –

Mr. Bartelt reviewed two determinations of cost that were requested, both relating to Sanctuary Cove Way Blvd. There was a brief discussion regarding the stormwater system. It was noted the stormwater system is not owned by the City. The basin is HOA and the stormwater in this area is CDD.

FIFTEENTH ORDER OF BUSINESS

Audience Comments, Supervisors Requests, and Adjournment

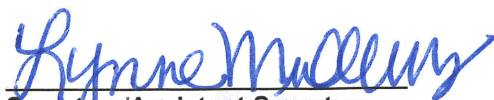
There was brief discussion regarding who had purchased the adjacent commercial properties. The Board had no information.

There was also brief discussion regarding assessments fees.

There were no other comments or requests.

Ms. Mullins called for a motion to adjourn.

ON MOTION by Mr. Campbell, and second by Mr. Schroeder, with all in favor, the May 7, 2025, Board of Supervisors' meeting for the Sanctuary Cove Community Development District was adjourned.


Secretary/Assistant Secretary


Chairman/ Vice Chairman