

**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, August 6, 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	
Blake Firth	PFM Group Consulting LLC	(via phone)
Michael Eckert	Kutak Rock	(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
Vacant Seat 1 and Seat 3**

Ms. Mullins called for nominations for Seat 1 with a term expiration of November 2028. She reviewed Carolyn Thorne's submission. It was noted Seat 3 is also vacant.

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 nominated Ms. Thorne to Seat 1.

Ms. Mullins swore in Ms. Thorne by the Oath of Office.

There were no nominations for Seat 3 at this time. This item was tabled.

FOURTH ORDER OF BUSINESS

**Consideration of the Minutes of the
May 7, 2025, Board of Supervisors'
Meeting**

The Board reviewed the minutes.

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 the Minutes of the May 7, 2025, Board of Supervisors' Meeting.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2025-03,
Adopting an Annual Meeting Schedule**

Ms. Mullins reviewed the annual meeting schedule. She noted the meetings would take place at 11:30 a.m., at the same location.

ON MOTION by Mr. Glover, and second by Mr. Campbell, with all in favor, the Board of Supervisors for the Sanctuary Cove Community Development approved Resolution 2025-03, Adopting an Annual Meeting Schedule.

SIXTH ORDER OF BUSINESS

**Discussion Regarding Letter sent to
Manatee County Board of
Commissioners**

Mr. Campbell gave an overview of the letter. He noted this was an objection letter to the modified B alignment of the FDOT bridge, on behalf of the residents. The responses will be available on the District's website. He is also working on setting up a meeting with the Mayor of Palmetto.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2025-04,
Adopting Goals, Objectives, and
Performance Measures and
Standards**

Ms. Mullins noted this is an annual statutory requirement and are the same overall goals and objectives that were adopted the previous year.

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 Resolution 2025-04, Adopting Goals, Objectives, and Performance Measures and Standards.

EIGHTH ORDER OF BUSINESS

**Public Hearing on the Adoption of the
District's Annual Budget**
a. Public Comments and
Testimony
b. Board Comments
c. Consideration of Resolution
2025-05, Adopting the Fiscal
Year 2026 Budget and
Appropriating Funds

Ms. Mullins noted the Public Hearing was noticed per statutory 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 opened the Public Hearing on the Adoption of the District's Annual Budget.

Ms. Mullins reviewed the budget exhibit and noted that it was the same overall budget as the preliminary budget that was approved in May.

A resident had a comment regarding the increase in CDD assessments. He noted that when purchasing the home, it was noted by the sales office that there were not going to be CDD fees. There was discussion regarding the CDD fees. It was noted the CDD information is required to be included in any closing statements when purchasing a home in the District.

Ms. Mullins and Mr. Campbell reviewed the differences between the Operations and Maintenance budget and the Debt Service budget. It was noted that the goal is to keep the assessment increases to a minimum.

Another resident had a comment regarding the assessment fee and funding the Operations and Maintenance budget. Mr. Schroeder reviewed the percentages paid towards the Operating and Maintenance and the Debt Service. Ms. Mullins reviewed the assessment breakdown.

Another resident had a comment regarding the private roads. It was noted that the CDD maintains the roads from 301 to the front gate area. Ms. Mullins noted she can answer any questions after the meeting, but there is also a Q&A available on the HOA website.

A resident had a comment regarding the increase in the budget for District Management and the reserves. Ms. Mullins reviewed the increase. She also gave an overview regarding the reserve.

There was brief discussion regarding the purpose of the reserve study and the reserves.

It was noted that even when the bond is paid off, the operating and maintenance fee continues unless the CDD is dissolved.

ON MOTION by Mr. Campbell, and second by Mr. Glover, with all in favor, the Board of Supervisors for the Sanctuary Cove Community Development closed the Public Hearing on the Adoption of the District's Annual Budget.

ON MOTION by Mr. Campbell, and second by Ms. Thorne, with all in favor, the Board of Supervisors for the Sanctuary Cove Community Development approved Resolution 2025-05, Adopting the Fiscal Year 2026 Budget and Appropriating Funds.

NINTH ORDER OF BUSINESS

Public Hearing on the Imposition of Special Assessments

- a. Public Comment and Testimony**
- b. Board Comments**
- c. Consideration of Resolution 2025-06, Adopting an Assessment Roll for Fiscal Year 2026 and Certifying Special Assessments for Collection**

Ms. Mullins noted the Public Hearing was noticed per statutory requirements.

ON MOTION by Mr. Campbell, and second by Ms. Thorne, with all in favor, the Board of Supervisors for the Sanctuary Cove Community Development District opened the Public Hearing on the Imposition of Special Assessments.

Ms. Mullins reviewed the resolution.

There were no public comments at this time.

There were no Board comments at this time.

ON MOTION by Mr. Glover, and second by Ms. Thorne, with all in favor, the Board of Supervisors for the Sanctuary Cove Community Development closed the Public Hearing on the Imposition of Special Assessments.

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 Resolution 2025-06, Adopting an Assessment Roll for Fiscal Year 2026 and Certifying Special Assessments for Collection.

TENTH ORDER OF BUSINESS

Ratification of Payment Authorization Nos. 36 – 38

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. Schroeder, and second by Ms. Thorne, with all in favor, the Board of Supervisors for the Sanctuary Cove Community Development District ratified Payment Authorization Nos. 36 – 38.

ELEVENTH 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 65% of the budget has been spent.

No action was required.

TWELFTH ORDER OF BUSINESS

Staff Reports

District Counsel –

Mr. Eckert will go over the Florida Ethics law and Public Records law with Ms. Thorne. He reminded the Board of their annual 4 hour Ethics Training requirement, due December 31.

Mr. Schroeder commented regarding the rules of procedure. Mr. Eckert noted the rules were adopted in 2007 but have been amended per legislative requirements throughout the years and comply with Florida

Statutes. There is no change required at this time regardless of the transition of the Board.

Mr. Eckert reviewed the new requirement to give larger notice when changing the rules of procedure. This will be brought before the Board at the next meeting.

Mr. Eckert noted that all CDD's he has worked with have some type of O&M assessment. It is a requirement that District's have a General Fund budget.

District Manager –

Ms. Thorne accepted her right to compensation.

No report.

District Engineer –

No report.

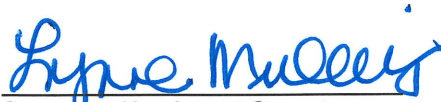
THIRTEENTH ORDER OF BUSINESS

Audience Comments, Supervisor Requests, and Adjournment

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 August 6, 2025, Board of Supervisors' meeting for the Sanctuary Cove Community Development District was adjourned.



Secretary/Assistant Secretary



Chairman/ Vice Chairman