

**MINUTES OF MEETING**

**BOGGY BRANCH COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS' MEETING MINUTES  
Thursday, October 17, 2024, at 12:00 p.m.  
14775 Old St. Augustine Road  
Jacksonville, FL 32258**

Board Members present at roll call in person or via speaker phone:

Kelly White	Chairperson
James Stowers	Vice Chairperson
Andy Hagan	Assistant Secretary

Also, present in person or via phone:

Vivian Carvalho	District Manager - PFM Group Consulting LLC	
Jasmin Barone	ADM - PFM Group Consulting LLC	(via phone)
Jennifer Glasgow	District Accountant - PFM Group Consulting LLC	(via phone)
Rachel Proctor	District Accountant – PFM Group Consulting LLC	(via phone)
Mike Veazey	Project Manager - ICI Homes	
Katie Buchanan	District Counsel - Kutak Rock LLP	
Keith Donnelly	Project Manager – David Weekley Homes	

**FIRST ORDER OF BUSINESS**

**Organizational Matters**

**Call to Order and Roll**

The meeting was called to order at 12:01 p.m. Ms. Carvalho proceeded with roll call and confirmed quorum to proceed with the meeting. Those in attendance are outlined above.

**Public Comment Period**

There were no public comments at this time.

**SECOND ORDER OF BUSINESS**

**General Business Matters**

**Consideration of Minutes of the  
July 11, 2024, Auditor Selection  
Meeting**

The Board reviewed the Minutes of the July 11, 2024, Auditor Selection Meeting.

ON MOTION by Ms. White, seconded by Mr. Hagan, with all in favor, the Board approved the Minutes of the July 11, 2024, Auditor Selection Meeting.

**Consideration of Minutes of the  
July 11, 2024, Board of  
Supervisors' Meeting**

The Board reviewed the Minutes of the July 11, 2024, Board of Supervisors' Meeting.

ON MOTION by Ms. White, seconded by Mr. Hagan, with all in favor, the Board approved the Minutes of the July 11, 2024, Board of Supervisors' Meeting.

**Review and Acceptance of Cobb  
Cole Resignation Letter**

Ms. Carvalho called for a motion.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board accepted the Cobb Cole Resignation Letter.

**Ratification of Resolution 2024-15,  
Adopting Goals, Objectives, and  
Performance Measures and  
Standards**

Ms. Carvalho called for a motion.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board ratified Resolution 2024-15, Adopting Goals, Objectives, and Performance Measures and Standards.

**Consideration of Resolution 2025-  
01, Adopting Revised Budget FY  
2024**

Ms. Carvalho stated that this is a requirement that the district must amend the budget accordingly at the end of each fiscal year, and it is due by November 30. Once approved, this is posted on the District's website.

Ms. Carvalho called for a motion.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board approved Resolution 2025-01, Adopting Revised Budget FY 2024.

**Public Hearing on Adopting the Amenities Policies (Provided under separate cover)**

- a. Public Comments and Testimony
- b. Board Comments

Ms. Carvalho called for a motion.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board opened the Public Hearing on Adopting the Amenities Policies.

There were no public comments or testimony at this time.

Ms. Carvalho stated there has been clarification that has been done regarding the Amenities Policies.

There was a brief discussion regarding the non-resident fees and rental fees.

ON MOTION by Ms. White, seconded by Mr. Hagan, with all in favor, the Board closed the Public Hearing on Adopting the Amenities Policies.

**Consideration of Resolution 2025-02, Adopting the Amenities Policies**

Ms. Carvalho recommended the Board approve in substantial form the amenities policies, subject to final approval by the Chair and final review by District Counsel.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board approved Resolution 2025-02, Adopting the Amenities Policies, in substantial form.

**Consideration of Acquisition of  
Phase 1 Improvements**

Ms. Buchanan gave an overview. The total value of the improvements is \$3,467, 836.00.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board approved the Acquisition of Phase 1 Improvements.

**Ratification of Series 2021A  
Requisitions Nos. 244, 245, 249 –  
259, 261-265**

Ms. Carvalho called for a motion.

ON MOTION by Mr. Hagan, seconded by Mr. Stowers, with all in favor, the Board ratified of Series 2021A Requisitions Nos. 244, 245, 249-259, 261-265.

**Ratification of Series 2024A  
Requisitions Nos. 16 – 26**

Ms. Carvalho called for a motion.

ON MOTION by Mr. Stowers, seconded by Mr. Hagan, with all in favor, the Board ratified Series 2024A Requisitions Nos. 16-26.

**Ratification of Payment  
Authorizations Nos. 128 – 141**

Ms. Carvalho called for a motion.

ON MOTION by Mr. Hagan, seconded by Mr. Stowers, with all in favor, the Board ratified Payment Authorizations Nos 128-141.

**Ratification of Engagement  
Agreement with Kutak Rock LLP**

Ms. Carvalho called for a motion.

ON MOTION by Ms. White, seconded by Mr. Hagan, with all in favor, the Board ratified the Engagement Agreement with Kutak Rock LLP.

**Ratification of FIA Egis Insurance Proposal**

Ms. Carvalho called for a motion.

ON MOTION by Ms. White, seconded by Mr. Hagan, with all in favor, the Board ratified the FIA Egis Insurance Proposal.

**Ratification of W. Gardner, LLC Change Orders No. 1, 2, 3 - Seven Pines Phase 2A**

Ms. Carvalho called for a motion.

ON MOTION by Mr. Stowers, seconded by Ms. White, with all in favor, the Board ratified the W. Gardner, LLC Change Orders No. 1, 2, 3 – Seven Pines Phase 2A.

**Ratification of OnVie Lifestyle & Communication Management Agreement**

Ms. Carvalho called for a motion.

ON MOTION by Mr. Hagan, seconded by Mr. Stowers, with all in favor, the Board ratified the OnVie Lifestyle & Communication Management Agreement.

**Ratification of Work Authorization No. 18 - England, Thims, & Miller, Inc.**

Ms. Carvalho called for a motion.

ON MOTION by Mr. Stowers, seconded by Mr. Hagan, with all in favor, the Board ratified Work Authorization No. 18 – England, Thims, & Miller, Inc.

### **Review of District Financial Statements**

Ms. Carvalho stated these are reflecting the Financial Statements through September 30, 2024.

There were no further questions or comments.

Ms. Carvalho called for a motion.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board accepted the District Financial Statements.

### **THIRD ORDER OF BUSINESS**

#### **Other Business**

#### **Staff Reports**

**District Counsel –** Ms. Buchanan recommended doing Consent Agendas for efficiency.  
Ms. Carvalho confirmed that it is normal procedure in several other Districts.

**District Engineer –** No report.

**District Manager –** Ms. Carvalho reminded the Board that the ranking was approved at the last meeting for Grau & Associates. There needs to be a motion to proceed with an Engagement Letter with Grau & Associates.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board approved the Grau & Associates Engagement Letter.

Mr. Veazey reviewed an O&M cleaning fee for Majestic Cleaning at \$1950 a month for the Amenity Center. That is 3 times a week. It was confirmed that this was a part of the budget for the fiscal year.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board approved the Amenity Center cleaning proposal with Majestic Cleaning, subject to final review by District Counsel.

Mr. Veazey reviewed the pest control contract for the Amenity Center in the amount of \$75.00 a month.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board approved the Amenity Center pest control proposal.

Mr. Veazey reviewed the pool cleaning fee for the family pool and splash pad with C Buss Enterprises, Inc. which includes the chemicals, in the amount of \$3,200.00.

ON MOTION by Ms. White, seconded by Mr. Hagan, with all in favor, the Board approved the Pool Cleaning proposal with C Buss Enterprises, Inc. subject to final review by District Counsel.

Mr. Veazey reviewed the proposal with VerdeGo Landscape, LLC for the landscape maintenance and irrigation, in the amount of \$3,268.33 per month.

Ms. White reviewed the warranty under that contractor.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board approved the VerdeGo, Landscape, LLC proposal, subject to final review by District Counsel.

**Audience Comments and Supervisors Requests**

No audience comments or Supervisor requests.

**FOURTH ORDER OF BUSINESS**

**Adjournment**

There were no additional items to discuss. Ms. Carvalho requested a motion to adjourn.

ON MOTION by Mr. Stowers, seconded by Ms. White, with all in favor, the October 17, 2024, Board of Supervisors' Meeting of the Boggy Branch Community Development District was adjourned at 12:17 p.m.



Secretary/Assistant Secretary



Chairperson/Vice Chairperson