

MINUTES OF MEETING

**BOGGY BRANCH COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS' MEETING MINUTES**

**Thursday, October 16, 2025, 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
KC Middleton	Assistant Secretary
Pete Prikasky	Assistant Secretary

Also, present in person or via phone:

Vivian Carvalho	District Manager - PFM Group Consulting LLC	
Kwame Jackson	ADM - PFM Group Consulting LLC	(via phone)
Kiara Cuesta	District Accountant – PFM Group Consulting LLC	(via phone)
Jennifer Glasgow	District Accountant – PFM Group Consulting LLC	(via phone)
Katie Buchanan	District Counsel - Kutak Rock LLP	
Scott Wild	District Engineer – England-Thims & Miller	(via phone)
Mike Veazey	Project Manager - ICI Homes	
Keith Donnelly	Project Manager – David Weekly Homes	
Nina Lockett	ICI Homes	
Skylar Newsham	Lifestyle Director – First Coast	
Various Audience Members		

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll

The meeting was called to order at 12:00 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 July
10, 2025, Rescheduled Board of
Supervisors Meeting**

The Board reviewed the minutes.

ON MOTION by Ms. White seconded by Mr. Middleton, with all in favor, the Board approved the Minutes of the July 10, 2025, Rescheduled Board of Supervisors Meeting.

Consideration of Resolution 2026-01, Adopting a Revised Fiscal Year 2025 O&M Budget

Ms. Carvalho gave an overview of the resolution and noted this is done to adjust the line items within the budget based on actual expenses. The overall budget has not changed. This is for auditing purposes.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board approved Resolution 2026-01, Adopting a Revised Fiscal Year 2025 O&M Budget.

Consideration of Resolution 2026-02, Adopting Goals, Objectives, and Performance Measures and Standards

Ms. Carvalho noted this is an annual requirement that began last year. The goals and objectives are all items the district does on a regular basis. The report once executed will be posted on the district's website prior to December 1, 2025.

ON MOTION by Ms. White, seconded by Mr. Prikasky, with all in favor, the Board approved Resolution 2026-02, Adopting Goals, Objectives, and Performance Measures and Standards.

Public Hearing on the Revised Amenity Rules & Policies

- a. Public Comments and Testimony
- b. Board Comments
- c. Consideration of Resolution 2026-03, Adopting the Revised Amenity Rules & Policies

ON MOTION by Ms. White, seconded by Mr. Middleton, with all in favor, the Board opened the Public Hearing on the Revised Amenity Rules and Policies.

Ms. Buchanan gave an overview of the revised policies and changes. It was noted these documents can evolve and be updated based on the needs of the community.

Ms. Buchanan noted there will be two cards per lot allowed, not two in total. This will be adjusted on the document. It was also noted that pickleball policies and blackout dates have been added. Rental rate adjustments have been made and noted in the document.

Ms. White noted there have been a few core revisions for clarification. She gave an overview of these revisions.

There were no further Board comments.

A resident, Ms. Waugaman, commented regarding the amenity center rental updates. She noted there has been confusion in the past.

Another resident commented regarding the park pet policies and signage being posted related to these policies.

It was noted the rules and policies will be posted on the district's website. Mr. Veazey will follow up regarding signage once the policies have been approved.

There was brief discussion regarding the updated park policies.

ON MOTION by Mr. Stowers, seconded by Ms. White, with all in favor, the Board closed the Public Hearing on the Revised Amenity Rules and Policies.

ON MOTION by Ms. White, seconded by Mr. Middleton, with all in favor, the Board approved Resolution 2026-03, Adopting the Revised Amenity Rules and Policies.

**Review and Consideration of
Suspension and Termination of
Access Rule Hearing for Open
Resident Violation Pertaining to
Club Room Reservation**

Ms. Waugaman gave an overview of the issue pertaining to her Club Room reservation. She noted the application was very confusing and other residents were not notified of the rental reservations. She also noted the police were called during the event.

Ms. Buchanan noted that the rental privileges were only suspended through the current meeting date. It is up to the Board to reinstate those privileges.

Ms. White gave an overview of the rental process and noted the revisions within the amenity policies should now clear any future confusion. She noted the Lifestyle Manager must follow the rules, with no deviations.

There was brief discussion regarding the confusion and the rules.

ON MOTION by Ms. White, seconded by Mr. Prikasky, with all in favor, the Board approved the Lifting of Suspension of the Resident's Access Pertaining to the Club Room Reservation.

**Review and Consideration of
Assignment and Assumption of
Construction Contract for Epic
Park Phase 2**

Ms. Buchanan gave an overview of the agreement. She noted this is a standard agreement. The district will be the owner of the contract moving forward.

Ms. White will hold the document for signatures.

ON MOTION by Ms. White, seconded by Mr. Middleton, with all in favor, the Board approved the Assignment and Assumption of Construction Contract for Epic Park Phase 2.

**Review and Consideration of General
Warranty Deed**

Ms. Buchanan gave an overview of the deed. She noted this is related to the new construction.

Ms. White will hold the document for signatures.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board approved the General Warranty Deed.

Review and Consideration of Work Authorization No. 19 for General Consulting Engineering Services

Mr. Wild gave an overview of the work authorization. He noted this is for a fee of \$14,000.00 and reviewed the hourly fee schedule for the current fiscal year.

There was brief discussion regarding revised bills.

Ms. White noted previous bills will be reviewed to confirm rate amount.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board approved Work Authorization No. 19 for General Consulting Engineering Services.

Review and Consideration of Ace Door & Window Proposal

Mr. Veazey noted this is for the district to put locks on the sliding doors of the amenities.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board approved the Ace Door and Window Proposal.

Review and Consideration of Verdego Landscape Maintenance Proposal

Mr. Veazey noted this is to add more common areas with the new phase.

ON MOTION by Ms. White, seconded by Mr. Middleton, with all in favor, the Board approved the Verdego Landscape Maintenance Proposal.

**Ratification of Vallencourt
Construction Change Order Nos.
15 & 16**

Ms. White noted this is for the final lifts.

ON MOTION by Mr. Stowers, seconded by Mr. Prikasky, with all in favor, the Board ratified the Vallencourt Construction Change Order Nos. 15 and 16.

**Ratification of Adkins Electric, Inc.
Agreement for the Primary
Conduit System**

The Board reviewed the agreement.

ON MOTION by Mr. Middleton, seconded by Mr. Prikasky, with all in favor, the Board ratified the Adkins Electric, Inc. Agreement for the Primary Conduit System.

**Ratification of Air-Max Heating &
Cooling Proposal**

The Board reviewed the proposal.

ON MOTION by Mr. Stowers, seconded by Mr. Middleton, with all in favor, the Board ratified the Air-Max Heating and Cooling Proposal.

**Ratification of Lake Doctors, Inc
Addendum to the Lake
Maintenance Service Agreement**

The Board reviewed the addendum.

ON MOTION by Mr. Middleton, seconded by Mr. Prikasky, with all in favor, the Board ratified the Lake Doctors, Inc. Addendum to the Lake Maintenance Service Agreement.

**Ratification of Grau & Associates
Auditor Engagement Letter for FY
2025 Audit**

The Board reviewed the letter.

ON MOTION by Mr. Prikasky, seconded by Mr. Middleton, with all in favor, the Board ratified the Grau and Associates Auditor Engagement Letter for FY 2025 Audit.

**Ratification of Sterling Specialties
Fence Proposal**

Ms. Carvalho gave an overview of the proposal. It was noted this is solely for ratification.

ON MOTION by Mr. Stowers, seconded by Ms. White, with all in favor, the Board ratified Sterling Specialties Fence Proposal.

**Ratification of Series 2024A
Requisition Nos. 74 & 77 – 96**

The Board reviewed the requisitions.

ON MOTION by Mr. Middleton, seconded by Mr. Prikasky, with all in favor, the Board ratified Series 2024A Requisitions Nos. 74 & 77-96.

**Ratification of Payment
Authorization Nos. 176 - 189**

The Board reviewed the payment authorizations.

ON MOTION by Mr. Prikasky, seconded by Mr. Stowers, with all in favor, the Board ratified Payment Authorizations Nos. 176-189.

Review of District Financial Statements

Ms. Carvalho gave an overview of the District Financial Statements and noted they are as of September 2025.

There were no further questions or comments.

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 presented and gave an overview of Resolution 2026-04, Pertaining to Trespassing. This resolution can be modified as needed.

There was discussion regarding the order for the point of contact. It was noted this is to have a list of those who are authorized to make the trespassing decision.

ON MOTION by Ms. White, seconded by Mr. Prikasky, with all in favor, the Board approved Resolution 2026-04, Pertaining to Trespassing, with the exhibits in substantial form.

District Engineer – No report.

District Manager – Ms. Carvalho noted that the next Board meeting is scheduled for January 15, 2026. All calendar invites have been sent out.

Audience Comments and Supervisors Requests

Mr. Stowers commented regarding the amenity center policy updates.

There was brief discussion regarding charging for classes at the amenities. It was noted this is not allowed, unless approved by the district. This is noted in the rules and policies.

It was noted the trespass authority list will be kept with the amenity staff for reference. There can be signs posted at the park as needed.

There were no further audience comments or Supervisor requests.

FOURTH ORDER OF BUSINESS

Adjournment

There was no further business to discuss.

ON MOTION by Ms. White, seconded by Mr. Middleton, with all in favor, the October 16, 2025, Board of Supervisors' Meeting of the Boggy Branch Community Development District was adjourned at 12:44 p.m.


Secretary/Assistant Secretary


Chairperson/Vice Chairperson