MINUTES OF MEETING

LONGLEAF PINE COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS MEETING
Thursday, April 17, 2025, at 2:00 p.m.
680 Crosswater Parkway
Ponte Vedra, FL 32081

Board Members present at roll call in person or via 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
Kwame Jackson	Asst. District Manager - PFM Group Consulting LLC (via phone)
Amy Champagne	District Accountant - PFM Group Consulting LLC (via phone)
Katie Buchanan	District Counsel - Cobb Cole
Mike Veazey	Project Manager - ICI Homes

FIRST ORDER OF BUSINESS **Call to Order and Roll Call**

Ms. Carvalho called the meeting to order at 2:04 p.m. and a quorum was established.

Public Comment Period

There were no public comments at this time.

SECOND ORDER OF BUSINESS **Administrative Matters**

Nominations for Vacant Seat 5

This item was deferred until the next Board meeting.

Administer Oath of Office to Newly Appointed Board Member to Seat 5

This item was deferred until the next Board Meeting.

Consideration of Resolution 2025-04, Election of Officers

Ms. Carvalho stated this resolution would add Mr. Jackson as an additional Assistant Secretary.

> ON MOTION by Ms. White, seconded by Mr. Hagan, with all in favor, the Board approved the Resolution 2025-04, Election of Officers with the slate of officers remaining the same and Kwame Jackson added as Assistant Secretary.

<u>THIRD ORDER OF BUSINESS</u> **General Business Matters**

Consideration of the Minutes of the January 16, 2025, Board of Supervisors Meeting

The Board reviewed the minutes.

> ON MOTION by Mr. Stowers, seconded by Mr. Hagan, with all in favor, the Board approved the Minutes of the January 16, 2024, Board of Supervisors' Meeting.

Consideration of the VGlobalTech Website Maintenance Proposed Fee Increase

Ms. Carvalho introduced the item and noted that the increase is factored into the proposed budget.

> ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board approved the VGlobalTech Website Maintenance Proposed Fee Increase.

Consideration of the PFM Group Consulting LLC District Management Proposed Fee Increase

Ms. Carvalho introduced the item and noted that the increase is factored into the proposed budget.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board approved the PFM Group Consulting LLC District Management Proposed Fee Increase.

Consideration of Resolution 2025-05, Approving a Preliminary (Budget for Fiscal Year 2025/2026 and Setting a Public Hearing Date

Ms. Carvalho reviewed the proposed budget and stated the recommended date for the Public Hearing to be July 10, 2025, at 2 p.m., at the same location.

ON MOTION by Ms. White, seconded by Mr. Hagan, with all in favor, the Board approved Resolution 2025-05, Approving a Preliminary Budget for Fiscal Year 2025/2026 and Setting the Public Hearing Date for July 10, 2025, at 2 p.m.

Review and Acceptance of Fiscal Year 2024 Financial Audit Report

Ms. Carvalho stated this was a clean audit and once approved, the audit report will be placed on the District website.

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the Board accepted the Fiscal Year 2024 Financial Audit Report.

Ratification of Payment Authorizations # 102-111

The Board reviewed the payment authorizations.

ON MOTION by Mr. Stowers, seconded by Mr. Hagan, with all in favor, the Board ratified Payment Authorizations #102-111.

Ratification of Requisition # 74

The Board reviewed the requisition.

ON MOTION by Mr. Stowers, seconded by Mr. Hagan, with all in favor, the Board ratified Requisition #74.

Review of District Financial Statements

The Board reviewed the District Financials.

There were no comments from the Board.

FOURTH ORDER OF BUSINESS **Other Business**

Staff Reports

District Counsel – No report.

District Engineer – No report.

District Manager – Ms. Carvalho stated the next meeting is July 10, 2025, at the same location, at 2:00pm. The next meeting will include the public hearing on the fiscal year 2026 budget.

Audience Comments and Supervisors Requests

There were no audience comments or Supervisor requests at this time.

FIFTH ORDER OF BUSINESS **Adjournment**

ON MOTION by Ms. White, seconded by Mr. Stowers, with all in favor, the April 17, 2025, Board of Supervisors' Meeting of Longleaf Pine CDD was adjourned at 2:08 p.m.

Secretary / Assistant Secretary

Kelly White
Chairperson / Vice Chairperson