

COQUINA SHORES
Community Development District

MARCH 20, 2025

AGENDA

**Coquina Shores
Community Development District**
475 West Town Place, Suite 114
St. Augustine, Florida 32092
www.coquinashorescdd.com

March 13, 2025

Board of Supervisors
Coquina Shores CDD
Call-in #: 1-877-304-9269; Code 3006875

Dear Board Members and Staff:

The Coquina Shores Community Development District Board of Supervisors Meeting is scheduled for **Thursday, March 20, 2025 at 2:00 p.m. at the Hilton Garden Inn Palm Coast Town Center, 55 Town Center Boulevard, Palm Coast, Florida 32164.**

Following is the agenda for the meeting:

- I. Call to Order
- II. Public Comment
- III. Organizational Matters
 - A. Consideration of Appointing a New Supervisor to Seat 4
 - B. Oath of Office for Newly Appointed Supervisor
 - C. Consideration of Resolution 2025-02, Designating Officers
- IV. Update on Status of Bond Issue
- V. Approval of Minutes of the January 16, 2025 Meeting
- VI. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
- VII. Financial Reports
 - A. Financial Statements as of January 31, 2025
 - B. Consideration of Funding Request No. 19

VIII. Other Business

IX. Supervisors' Requests and Audience Comments

X. Next Scheduled Meeting – Thursday, April 17, 2025 at 2:00 p.m. at the Hilton Garden Inn Palm Coast Town Center

XI. Adjournment

THIRD ORDER OF BUSINESS

C.

RESOLUTION 2025-02

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
COQUINA SHORES COMMUNITY DEVELOPMENT
DISTRICT DESIGNATING THE OFFICERS OF THE
DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Coquina Shores Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Flagler County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

NOW, THEREFORE, be it resolved by the Board of Supervisors of Coquina Shores Community Development District:

SECTION 1. _____ is appointed Chairman.

SECTION 2. _____ is appointed Vice Chairman.

SECTION 3. _____ is appointed Secretary and Treasurer.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Treasurer.

_____ is appointed Assistant Secretary.

SECTION 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 20TH DAY OF MARCH, 2025.

ATTEST

**COQUINA SHORES COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman/Vice Chairman

FIFTH ORDER OF BUSINESS

MINUTES OF MEETING
COQUINA SHORES COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Coquina Shores Community Development District was held on Thursday, January 16, 2025 at 2:00 p.m. at the Hilton Garden Inn Palm Coast Town Center, 55 Town Center Boulevard, Palm Coast, Florida 32164.

Present and constituting a quorum were:

Blaz Kovacic	Chairman
Marcy McBride	Vice Chair
Matthew Fossler	Supervisor
Preston Doub	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber <i>by phone</i>	District Counsel
Scott Lockwood <i>by phone</i>	District Engineer

The following is a summary of the discussions and actions taken at the January 16, 2025 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at approximately 2:00 p.m.

SECOND ORDER OF BUSINESS

Public Comment

There being no members of the public present, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation of Aaron Lyman

On MOTION by Mr. Kovacic seconded by Mr. Doub with all in favor Aaron Lyman's resignation was accepted.

B. Consideration of Appointing a New Supervisor to Fill the Vacancy (11/2025)

Mr. Kovacic motioned to appoint Matthew Fossler to Sear 3.

On MOTION by Mr. Kovacic seconded by Ms. McBride with all in favor appointing Matthew Fossler to the Board of Supervisors was approved.

C. Oath of Office for Newly Appointed Supervisor

Mr. Oliver, being a notary public for the State of Florida, administered an oath of office to Mr. Fossler. Next, he gave a brief overview of the Sunshine Law and Public Records Law.

D. Consideration of Resolution 2025-01, Designating Officers

Mr. Kovacic nominated Marcy McBride for the Vice Chair position.

Mr. Oliver stated that the remaining slate will be Mr. Kovacic as Chair, the remaining two supervisors as Assistant Secretaries, Mr. Oliver as Secretary and Treasurer, and Marilee Giles, Darrin Mossing, Daniel Laughlin and Matt Biagetti as Assistant Secretaries and Assistant Treasurers.

On MOTION by Mr. Kovacic seconded by Mr. Doub with all in favor Resolution 2025-01, designating officers as listed above was approved.

FOURTH ORDER OF BUSINESS

Update on the Status of Bond Issue

Mr. Kovacic stated that the developer is awaiting the appropriate permits to be issued.

FIFTH ORDER OF BUSINESS

Approval of Minutes of the August 15, 2024 Meeting

There were no comments on the minutes.

On MOTION by Mr. Kovacic seconded by Mr. Doub with all in favor the minutes of the August 15, 2024 meeting were approved as presented.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

B. District Engineer

There being nothing to report, the next item followed.

C. District Manager

There being nothing to report, the next item followed?

SEVENTH ORDER OF BUSINESS

A. Financial Statements as of November 30, 2024

Copies of the financial statements were included in the agenda package for the Board’s review.

B. Ratification of Funding Request Nos. 14-17

Copies of funding request numbers 14 through 17 were included in the agenda package for the Board’s review.

On MOTION by Mr. Kovacic seconded by Ms. McBride with all in favor Funding Request numbers fourteen through seventeen were ratified.

C. Consideration of Funding Request No. 18

A copy of funding request number 18, totaling \$4,017.88 was included in the agenda package for the Board’s review.

On MOTION by Mr. Kovacic seconded by Ms. McBride with all in favor funding request number eighteen was approved.

EIGHTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Supervisors’ Requests and Audience Comments

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Next Scheduled Meeting – Thursday, February 20, 2025 at 2:00 p.m. at the Hilton Garden Inn Palm Coast Town Center

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Kovacic seconded by Ms. McBride with all in favor the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SEVENTH ORDER OF BUSINESS

A.

Coquina Shores
Community Development District

Unaudited Financial Reporting
January 31, 2025



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Coquina Shores
Community Development District
Combined Balance Sheet
January 31, 2025

		<i>General Fund</i>
Assets:		
<u>Cash:</u>		
Operating Account	\$	16,267
Due from Developer		-
Total Assets	\$	16,267
Liabilities:		
Accounts Payable	\$	4,100
Total Liabilities	\$	4,100
Fund Balance:		
Nonspendable:		
Prepaid Items	\$	-
Deposits		-
Unassigned		12,167
Total Fund Balances	\$	12,167
Total Liabilities & Fund Balance	\$	16,267

Coquina Shores
Community Development District
General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending January 31, 2025

	Adopted Budget	Prorated Budget Thru 01/31/25	Actual Thru 01/31/25	Variance
Revenues:				
Developer Contributions	\$ 140,453	\$ 21,820	\$ 21,820	\$ -
Total Revenues	\$ 140,453	\$ 21,820	\$ 21,820	\$ -
Expenditures:				
General & Administrative:				
Supervisor Fees	\$ 12,000	\$ 4,000	\$ 200	\$ 3,800
FICA Expense	918	306	15	291
Engineering	12,000	4,000	914	3,086
Attorney	25,000	8,333	19	8,314
Annual Audit	3,200	1,067	-	1,067
Assessment Administration	7,500	-	-	-
Arbitrage	600	-	-	-
Dissemination Agent	7,500	-	-	-
Trustee Fees	4,600	-	-	-
Management Fees	45,000	15,000	15,000	-
Information Technology	1,908	636	636	-
Website Maintenance	1,272	424	424	-
Telephone	500	167	12	155
Postage & Delivery	1,500	500	32	468
Insurance	5,500	5,500	5,200	300
Printing & Binding	1,200	400	4	396
Legal Advertising	5,000	1,667	88	1,579
Other Current Charges	4,080	1,360	388	972
Office Supplies	1,000	333	0	333
Dues, Licenses & Subscriptions	175	175	175	-
Total General & Administrative	\$ 140,453	\$ 43,868	\$ 23,107	\$ 20,761
Excess (Deficiency) of Revenues over Expenditures	\$ -	\$ -	\$ (1,287)	\$ -
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ -	\$ -	\$ (1,287)	\$ -
Fund Balance - Beginning	\$ -	\$ -	\$ 13,455	\$ -
Fund Balance - Ending	\$ -	\$ -	\$ 12,167	\$ -

Coquina Shores
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Developer Contributions	\$ 9,549	\$ 4,218	\$ 4,035	\$ 4,018	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	21,820
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	\$ 9,549	\$ 4,218	\$ 4,035	\$ 4,018	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	21,820
Expenditures:													
General & Administrative:													
Supervisor Fees	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	200
FICA Expense	-	-	-	15	-	-	-	-	-	-	-	-	15
Engineering	914	-	-	-	-	-	-	-	-	-	-	-	914
Attorney	19	-	-	-	-	-	-	-	-	-	-	-	19
Annual Audit	-	-	-	-	-	-	-	-	-	-	-	-	-
Assessment Administration	-	-	-	-	-	-	-	-	-	-	-	-	-
Arbitrage	-	-	-	-	-	-	-	-	-	-	-	-	-
Dissemination Agent	-	-	-	-	-	-	-	-	-	-	-	-	-
Trustee Fees	-	-	-	-	-	-	-	-	-	-	-	-	-
Management Fees	3,750	3,750	3,750	3,750	-	-	-	-	-	-	-	-	15,000
Information Technology	159	159	159	159	-	-	-	-	-	-	-	-	636
Website Maintenance	106	106	106	106	-	-	-	-	-	-	-	-	424
Telephone	12	-	-	-	-	-	-	-	-	-	-	-	12
Postage & Delivery	1	28	1	3	-	-	-	-	-	-	-	-	32
Insurance	5,200	-	-	-	-	-	-	-	-	-	-	-	5,200
Printing & Binding	4	-	-	-	-	-	-	-	-	-	-	-	4
Legal Advertising	-	59	-	29	-	-	-	-	-	-	-	-	88
Other Current Charges	339	12	18	19	-	-	-	-	-	-	-	-	388
Office Supplies	0	0	0	0	-	-	-	-	-	-	-	-	0
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
Total General & Administrative	\$ 10,678	\$ 4,115	\$ 4,034	\$ 4,281	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	23,107
Excess (Deficiency) of Revenues over Expenditures	\$ (1,129)	\$ 103	\$ 1	\$ (263)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(1,287)
Other Financing Sources/Uses:													
Transfer In/(Out)	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Financing Sources/Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Net Change in Fund Balance	\$ (1,129)	\$ 103	\$ 1	\$ (263)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(1,287)

**Coquina Shores Community Development District
Developer Contributions/Due from Developer**

Funding Request #	Date Prepared	Date Payment Received	Check Amount	Total Funding Request FY24	Total Funding Request FY25	Capital Projects Fund Request FY24	Over and (short) Balance Due
1	8/3/23	10/6/23	\$ 28,685.60	\$ -		\$ -	\$ -
2	9/14/23	10/6/23	5,935.60	-		-	-
3	10/10/23	12/7/23	18,338.27	5,247.91		-	-
4	11/9/23	12/5/24	4,987.81	4,253.81		-	-
5	12/29/23	2/9/24	6,809.85	6,809.85		-	-
6	1/10/24	2/9/24	4,083.12	4,083.12		-	-
7	1/26/24	2/9/24	9,676.25	322.50		9,353.75	-
8	2/7/24	2/9/24	4,302.80	4,302.80		-	-
9	4/30/24	5/10/24	14,276.96	11,504.46		2,772.50	-
10	5/9/24	6/28/24	4,003.97	4,003.97		-	-
11	6/12/24	6/28/24	13,030.61	7,250.61		5,780.00	-
12	7/11/24	8/23/24	5,756.55	5,756.55		-	-
13	8/7/24	9/20/24	5,747.87	5,747.87		-	-
14	9/12/24	10/4/24	10,165.77	4,965.77	5,200.00	-	-
15	10/9/24	12/13/24	4,650.42	301.50	4,348.92	-	-
16	11/13/24	12/13/24	4,218.23		4,218.23	-	-
17	12/17/24	1/10/25	4,995.22	960.50	4,034.72	-	-
18	1/9/25	1/31/25	4,017.88	4,017.88		-	-
			-	-			
Due from Developer			\$ 153,682.78	\$ 65,511.22	\$ 21,819.75	\$ 17,906.25	\$ -
Total Developer Contributions				\$ 65,511.22	\$ 21,819.75	\$ 17,906.25	\$ -

B.

Coquina Shores

Community Development District

FY 25 Funding Request #19

March 11, 2025

PAYEE	GENERAL FUND	CAPITAL PROJECTS
1 England-Thims & Miller Inv #216867 - October Consulting Engineer	\$ 53.75	
2 Governmental Management Services Inv #19 - Management Fees - February 2025 Inv #20 - Management Fees - March 2025	4,209.40 4,026.62	
3 Kutak Rock LLP Inv #3536561 January General Counsel	146.00	
4 Supervisor Meeting 1/16/25 Meeting	200.00	
TOTAL	\$ 8,635.77	\$ -
TOTAL FUNDING REQUEST		\$ 8,635.77

Please make check payable to:

Coquina Shores Community Development District
475 West Town Place Ste 114
St Augustine FL 32092

Governmental Management Services, L.L.C.
 Coquina Shores Community Development District
 475 W Town Place
 Suite 114
 St. Augustine, FL 32092

November 05, 2024
 Invoice No: 216867

Total This Invoice **\$53.75**

Project 22515.00000 Coquina Shores Community Development District
 EMAIL TO: B KOVACIC@BBXCAPITAL.COM

Professional Services rendered through October 26, 2024

Phase 01. Petition for Establishment Support
 CDD Meeting Online

Billing Limits	Current	Prior	To-Date
Total Billings	0.00	13,061.25	13,061.25
Limit			25,000.00
Remaining			11,938.75
Total this Phase			0.00

Phase 02. Consulting Tasks for CDD
 Work Description: Prepare plans for offsite bid and markups for contractor to FTP site with phasing.

Labor

	Hours	Rate	Amount
Senior Engineer/Senior Project Manager			
Lockwood, Scott 10/5/2024	.25	215.00	53.75
Totals	.25		53.75
Total Labor			53.75
Total this Phase			\$53.75

Phase XP Expenses

Total this Phase **0.00**

Total This Invoice **\$53.75**

Outstanding Invoices

Number	Date	Balance
215955	10/2/2024	860.00
Total		860.00

Total Now Due **\$913.75**

Governmental Management Services, LLC

475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 19
Invoice Date: 2/1/25
Due Date: 2/1/25
Case:
P.O. Number:

Bill To:

Coquina Shores CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Management Fees - February 2025		3,750.00	3,750.00
Website Administration - February 2025		106.00	106.00
Information Technology - February 2025		159.00	159.00
Copies		194.40	194.40
Total			\$4,209.40
Payments/Credits			\$0.00
Balance Due			\$4,209.40

Governmental Management Services, LLC

475 West Town Place, Suite 114
 St. Augustine, FL 32092

Invoice

Invoice #: 20
Invoice Date: 3/1/25
Due Date: 3/1/25
Case:
P.O. Number:

Bill To:

Coquina Shores CDD
 475 West Town Place
 Suite 114
 St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Management Fees - March 2025		3,750.00	3,750.00
Website Administration - March 2025		106.00	106.00
Information Technology - March 2025		159.00	159.00
Copies		5.55	5.55
Telephone		6.07	6.07
		Total	\$4,026.62
		Payments/Credits	\$0.00
		Balance Due	\$4,026.62

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

March 7, 2025

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

ACH/Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3536561

Client Matter No. 44223-1

Notification Email: eftgroup@kutakrock.com

Mr. Jim Oliver
Coquina Shores CDD
C/O Governmental Management Services
Suite 114
475 West Town Place
St. Augustine, FL 32092

Invoice No. 3536561
44223-1

Re: General Counsel

For Professional Legal Services Rendered

01/16/25	W. Haber	0.40	146.00	Prepare for and participate in Board meeting
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TOTAL HOURS	0.40			
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TOTAL FOR SERVICES RENDERED				\$146.00
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TOTAL CURRENT AMOUNT DUE				<u>\$146.00</u>
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