

**MINUTES OF MEETING
COLBERT LANDINGS COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Colbert Landings Community Development District held a Regular Meeting and Audit Committee Meeting on May 1, 2025 at 12:30 p.m., at the Flagler County Government Services Building, 1769 E. Moody Blvd., Bldg. 2, 1st Floor Conference Room, Bunnell, Florida 32110.

Present:

Martha Schiffer
Michael Owens
Megan Germino
Rose Bock
Cecil Camacho

Chair
Vice Chair
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present:

Daniel Rom
Kristen Thomas (via telephone)
Jennifer Kilinski (via telephone)
Louise Gray
Richard Rodriguez

District Manager
Wrathell, Hunt and Associates, LLC
District Counsel
Public
Public

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Rom called the meeting to order at 12:38 p.m. All Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Consideration of Resolution 2025-01,
Approving a Proposed Budget for Fiscal
Year 2026 and Setting a Public Hearing
Thereon Pursuant to Florida Law;
Addressing Transmittal, Posting and
Publication Requirements; Addressing**

Severability; and Providing an Effective Date

Mr. Rom reviewed the proposed Fiscal Year 2026 budget, highlighting increases, decreases and adjustments, compared to the Fiscal Year 2025 budget, and explained the reasons for any changes. A portion of the Fiscal Year 2026 budget will be funded via on-roll assessments and the remainder will be funded by Landowner contributions. As this is the first time any assessments will be on roll, a Mailed Notice will be sent to the property owners.

Mr. Rom presented an updated version of Resolution 2025-01 and noted that this version is necessary since some assessments will be on roll.

The updated Resolution title is depicted in the motion box.

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, Resolution 2025-01, Approving a Proposed Budget for Fiscal Year 2026; Declaring Special Assessments to Fund the Proposed Budget Pursuant to Chapters 170, 190 and 197, Florida Statutes; Setting Public Hearings on August 7, 2025 at 12:30 p.m., at the Flagler County Government Services Building, 1769 E. Moody Blvd., Bldg. 2, 1st Floor Conference Room, Bunnell, Florida 32110; Addressing Publication; Addressing Severability; and Providing an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS**Consideration of Resolution 2025-02, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for the Fiscal Year 2025/2026 and Providing for an Effective Date**

Mr. Rom presented Resolution 2025-02. The following change was made to the Fiscal Year 2026 Meeting Schedule:

DATE: Delete January 2026 meeting

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, Resolution 2025-02, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for the Fiscal Year 2025/2026, as amended, and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS**Recess Regular Meeting/Commencement
of Audit Selection Committee Meeting**

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, the Regular Meeting recessed and the Audit Selection Committee Meeting commenced.

SIXTH ORDER OF BUSINESS**Review of Responses to Request for
Proposals (RFP) for Annual Audit Services****A. Affidavit of Publication****B. RFP Package****C. Respondent(s)**

Mr. Rom stated all three respondents are qualified to conduct the CDD's audit.

I. Berger, Toombs, Elam, Gaines & Frank

Bid: \$3,700 for the year ended September 30, 2024. Plus \$1,400 per bond issuance.

II. DiBartolomeo, McBee, Hartley & Barnes, P.A.

Bid: \$3,150 for year ended September 2024, and optional years at \$3,300 for year ended September 2025, \$3,450 for year ended September 2026, \$3,600 for year ended September 2027, and \$3,750 for year ended September 2028. Fees for bond debt issuance fees may be adjusted as mutually agreed upon.

III. Grau & Associates

Bid: \$3,800 for 2024, \$3,900 for 2025, \$4,000 for 2026, \$4,100 for 2027 and \$4,200 for 2028. Plus \$1,500 for bond issuance.

D. Auditor Evaluation Matrix/Ranking

Mr. Rom discussed his scores and ranking. The Audit Selection Committee agreed to Mr. Rom's scores, ranking and recommendation and accepting them as its own scores, ranking and recommendation.

Mr. Rom tabulated the scores and reported the scores and ranking, as follows:

#1 DiBartolomeo, McBee, Hartley & Barnes, P.A. 100 points

#2	Grau & Associates	98 points
#3	Berger, Toombs, Elam, Gaines & Frank	84 points

SEVENTH ORDER OF BUSINESS**Termination of Audit Selection Committee Meeting/Reconvene Regular Meeting**

On MOTION by Ms. Schiffer and seconded by Mr. Camacho, with all in favor, the Audit Selection Committee Meeting terminated and the Regular Meeting reconvened.

▪ **Award of Annual Audit Services Contract**

This item was an addition to the agenda.

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, accepting the Audit Selection Committee scores, ranking and recommendation to rank DiBartolomeo, McBee, Hartley & Barnes, P.A., as the #1 ranked respondent to the RFP for Annual Audit Services as the Board's own scores and ranking; and awarding the Annual Audit Services contract to DiBartolomeo, McBee, Hartley & Barnes, P.A., subject to their fee with bond issuance being comparable to the other respondents; was approved.

EIGHTH ORDER OF BUSINESS**Consideration of Resolution 2025-03, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date**

Mr. Rom presented Resolution 2025-03. This Agreement was previously approved and is being presented due to some updates to the Agreement.

Ms. Kilinski discussed the benefits of the Agreement and noted that the CDD would more likely be the recipient of aid from other governmental entities than a provider of aid.

On MOTION by Ms. Schiffer and seconded by Mr. Camacho, with all in favor, Resolution 2025-03, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date, was adopted.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2025-04 Designating the Location of the Local District Records Office and Providing an Effective Date

Mr. Rom presented Resolution 2025-04.

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, Resolution 2025-04 Designating The Amenity Center, 5 Armoyan Drive, Palm Coast, Florida 32137, as the Location of the Local District Records Office and Providing an Effective Date, was adopted.

TENTH ORDER OF BUSINESS

Discussion: Rules for Stormwater Ponds and Wetland Areas

Ms. Kilinski stated that Rules for Stormwater Ponds and Wetland Areas can be incorporated into the Amenity Rules and Policies and be presented at the next meeting.

ELEVENTH ORDER OF BUSINESS

Ratification Items:

- A. Fiscal Year 2025 Funding Agreements
 - I. Meritage Homes of Florida, Inc.**
 - II. Taylor Morrison of Florida, Inc.****
- B. Acquisition of District Improvements [Phase 1]**
- C. Wal-Rose, Inc. Acquisition and Warranty Acknowledgement**
- D. FPL LED Lighting Agreement [Phase 2 Colbert Landings]**
- E. The Lake Doctors, Inc. Agreement for Lake Management Services**
- F. OnSight Industries, LLC Proposal W000394439 for Pond Signs**

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, Items A through F, as presented, were ratified.

TWELFTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of March 31, 2025

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, the Unaudited Financial Statements as of March 31, 2025, were accepted.

THIRTEENTH ORDER OF BUSINESS**Approval of August 1, 2024 Public Hearing and Regular Meeting Minutes**

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, the August 1, 2024 Public Hearing and Regular Meeting Minutes, as presented, were approved.

FOURTEENTH ORDER OF BUSINESS**Staff Reports****A. District Counsel: Kilinski|Van Wyk, PLLC**

Ms. Kilinski reminded the Board to complete the required ethics training by December 31, 2025. The legislative session is underway, and the Board will be advised of any actions affecting special districts.

Discussion ensued regarding acquisition of amenities; documents will likely be presented at the next meeting.

B. District Engineer: Gulfstream Design Group, LLC

There was no report.

C. District Manager: Wrathell, Hunt and Associates, LLC**• UPCOMING MEETINGS**

- **June 5, 2025 at 12:30 PM**
- **August 7, 2025 at 12:30 PM**
- **September 4, 2025 at 12:30 PM**

All Supervisors confirmed their attendance at the June 5, 2025 meeting.

FIFTEENTH ORDER OF BUSINESS**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

SIXTEENTH ORDER OF BUSINESS**Public Comments**

Mr. Richard Rodriguez, a member of the public, asked how the CDD keeps the ponds from stagnating, such as by installing fountains. It was noted that there are no plans to install fountains; there was an initial clean up and the lake maintenance contractor treats the lakes once or twice per month.

Ms. Louise Gray, a member of the public, asked what the lake maintenance contractor does. It was noted that they spray for algae, growth, exotic plant species and insects; the goal is to keep the water as clear as possible. Ms. Gray asked if the ponds are interconnected. A Board Member replied affirmatively.

Mr. Rom discussed the scope and frequency of services.

SEVENTEENTH ORDER OF BUSINESS**Adjournment**

On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, the meeting adjourned at 1:23 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair