

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

The Board of Supervisors of the Colbert Landings Community Development District held Public Hearings and a Regular Meeting 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.

**Present:**

Martha Schiffer	Chair
Michael Owens	Vice Chair
Megan Germino	Assistant Secretary
Rose Bock	Assistant Secretary
Cecil Camacho	Assistant secretary

**Also present:**

Daniel Rom	District Manager
Chris Loy (via telephone)	District Counsel
Amber Caballero	Resident
Johathan Caballero	Resident
Elizabeth Napier	Resident
Connie Kellner	Resident
Anne Cestone	Resident

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Rom called the meeting to order at 12:34 p.m.

Supervisors Schiffer, Germino, Bock and Camacho were present. Supervisor Owens was not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

Resident Ann Cestone referred to a communication she received from the HOA. Mr. Rom stated that this is a CDD meeting, not an HOA meeting. Ms. Cestone stated that she did not realize the HOA and CDD are different entities.

Resident Elizabeth Napier stated she spoke to Steve, at the HOA. She asked how the HOA is enforcing anything and discussed violations she has observed. Mr. Rom reiterated that this is the CDD meeting, not the HOA. Ms. Napier contended that the CDD oversees Steve for the work the CDD engaged him to perform. Mr. Rom stated that the CDD engaged Steve’s company to manage the CDD property, not any private or HOA property. Ms. Napier asked who to contact regarding enforcing the documents she received at closing with regard to the HOA Rules. Ms. Schiffer stated she should contact Steve. Ms. Napier stated she emailed Steve several times.

Resident Connie Kellner noted that the meeting is being held in a County building and asked if Mr. Rom is a County employee and if not, who Mr. Rom reports to. Mr. Rom stated that he is the District Manager of the CDD and is employed by Wrathell, Hunt and Associates, LLC., who was hired to manage the CDD. It was noted that the Board Members are appointed. Mr. Rom explained what a CDD is and its purpose. Ms. Kellner ask how often the CDD meets. Mr. Rom stated every CDD meeting is open to the public. The CDD meets as business dictates. Statutes require at least two meetings per year, with one being to approve the proposed budget and set the public hearing and the other to hold the public hearing and adopt the budget. The CDD has a website that contains information about the CDD and various documents.

**THIRD ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year 2025/2026 Budget**

**A. Affidavit of Publication**

This item was included for informational purposes.

**B. Consideration of Resolution 2025-07, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026; Authorizing Budget Amendments; and Providing an Effective Date**

Mr. Rom presented Resolution 2025-07. He 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. He noted there were minor changes since the proposed Fiscal Year 2026 budget was first presented.

Mr. Rom noted that “Janitorial” is listed at \$9,600; however, an updated proposal was received and the cost is now \$12,000.

Mr. Rom noted that Unassigned Fund Balance will be used to offset any line item increases in order to keep the assessments the same as proposed.

Mr. Rom reviewed the proposed Fiscal Year 2026 per unit assessments compared to the Fiscal Year 2025 assessments. He noted that the Operation and Maintenance (O&M) portion of the assessments can fluctuate from year-to-year.

**On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, the Public Hearing was opened.**

Ms. Napier inquired about the streetlights and moving them. Ms. Schiffer stated streetlights are a Developer and Florida Power & Light (FPL) matter with regard to the number, design, installation, etc.

Resident Amber Caballero discussed issues she has with the landscaping at the front entrance. Ms. Schiffer stated they would look at it. She asked how many times per year the area is mowed. Ms. Schiffer reviewed the mowing, maintenance and pest control schedule. Ms. Caballero asked when the contract goes out to bid. Ms. Schiffer stated generally it will occur when work is falling short and is not rectified. Mr. Rom noted that the current landscaping expense falls below the threshold that would require the formal bid process but the contract could be bid if the Board wants to.

Resident Johathan Caballero asked if the landscape company is the same as the one who installs irrigation. The answer was no. The Developer hired a company to install all the common area landscaping but that company did not offer maintenance, so another company was engaged for maintenance. Mr. Caballero asked about irrigation system installation at individual homes. Ms. Schiffer stated questions about irrigation at individual homes are a matter for the builder; it does not involve the Developer or CDD.

Ms. Kellner discussed an area that is not being mowed. It was noted, if it is a common area, the CDD landscaper will be asked about it. Ms. Kellner discussed potholes and stated she asked the Developer about it and was told they would be patched. It was noted that the CDD does not control that; it is a Developer choice.

Discussion ensued regarding the cleaning, maintenance and landscaping schedules; trees; and mulch.

Mr. Caballero asked if the Developer plans to build a pool area at the back of the community. Ms. Schiffer stated no, there is just one amenity.

A comment was made that Ashley Goldberg is doing a terrific job.

No other affected property owners or members of the public spoke.

**On MOTION by Ms. Schiffer and seconded by Ms. Bock, with all in favor, the Public Hearing was closed.**

**On MOTION by Ms. Schiffer and seconded by Mr. Camacho, with all in favor, Resolution 2025-07, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026, as amended to use fund balance to offset the "Janitorial" expense increase; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**FOURTH ORDER OF BUSINESS**

**Public Hearing to Hear Comments and Objections on the Imposition of Maintenance and Operation Assessments to Fund the Budget for Fiscal Year 2025/2026, Pursuant to Florida Law**

**A. Proof/Affidavit of Publication**

**B. Mailed Notice(s) to Property Owners**

These items were included for informational purposes.

**C. Consideration of Resolution 2025-08, Confirming a Prior Determination of Benefit and Providing for the Collection and Enforcement of Debt Service Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date**

Mr. Rom presented Resolution 2025-08.

**On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, the Public Hearing was opened.**

Ms. Kellner stated that she could not follow the details of the budget. Mr. Rom pointed out the O&M assessments and increase for Ms. Kellner's size of lot and the other lots. Ms. Kellner asked if there is an increase. Mr. Rom replied affirmatively. Ms. Kellner asked for the difference between O&M assessments and Debt Service assessments. Mr. Rom stated that the O&M portion of the assessments is related to the O&M of the CDD and the Debt Service portion of the assessments is related to the bonds. The total combined assessment amount will be on the tax bill.

Mr. Caballero asked if the corner lots are 60' lots.

Discussion ensued regarding which lots are 60', drainage system, smaller lots that can accommodate larger homes than 60' lots due to drainage, etc.

Mr. Rom reminded everyone, especially those with homes with an easement, to go through the application process with the HOA and pull the necessary permit before installing anything, such as a fence, pool, etc.

No other affected property owners or members of the public spoke.

**On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, the Public Hearing was closed.**

**On MOTION by Ms. Schiffer and seconded by Mr. Camacho, with all in favor, Resolution 2025-08, Confirming a Prior Determination of Benefit and Providing for the Collection and Enforcement of Debt Service Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

Mr. Loy asked if District Management has a copy of the assessment roll on file for the purpose of these assessments.

Mr. Rom replied affirmatively.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-09, Amending Resolution 2025-06 to Re-Designate Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure and Amenity Rates and Disciplinary Rules; and Providing an Effective Date**

Mr. Rom presented Resolution 2025-09.

**On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, Resolution 2025-09, Amending Resolution 2025-06 to Re-Designate Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure and Amenity Rates and Disciplinary Rules; and Providing an Effective Date.**

**FIFTH ORDER OF BUSINESS**

**Public Hearing on Rules, Policies, and Fees Regarding Amenity Facilities**

**A. Affidavits of Publication**

This item was included for informational purposes.

**B. Consideration of Resolution 2025-10, Adopting Amenity Policies and Rates of the District; and Providing a Severability Clause; and Providing an Effective Date**

Mr. Rom presented Resolution 2025-10. He presented the Amenity Policies and Rates.

**On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, the Public Hearing was opened.**

Inaudible discussion ensued.

In response to a question regarding whether pool expenses will be prorated when the pool opens, the response was that the expenses will not be incurred until necessary. Mr. Rom stated, if expenses are under budget at the end of the fiscal year, the unused funds fall to fund balance/reserves.

A resident asked if an HOA meeting will be held. Mr. Rom indicated he does not know; the CDD has nothing to do with the HOA.

**On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, the Public Hearing was closed.**

The following change was made to the Exhibit A Amenity Rates:

Annual User Fee: Change "\$2,000.00 - \$4,000.00" to "\$3,500"

Regarding whether adoption should be "as amended" Mr. Loy stated the Resolution and Policies and Rates can be approved as is. His office will update the dates and the Annual User Fee and send it out; just accepting it is fine.

**On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, Resolution 2025-10, Adopting Amenity Policies and Rates of the District; and Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of ProServe Pools Items**

- A. **Swimming Pool Service Agreement**
- B. **Estimate #11030**

**On MOTION by Ms. Schiffer and seconded by Mr. Camacho, with all in favor, the ProServe Pools Swimming Pool Service Agreement and Estimate #11030, were approved.**

**EIGHTH ORDER OF BUSINESS**

**Consideration of J & G Commercial Cleaning Services, LLC Proposal for Janitorial Maintenance**

Mr. Rom presented the J & G Commercial Cleaning Services, LLC Proposal for Janitorial Maintenance.

**On MOTION by Mr. Camacho and seconded by Ms. Schiffer, with all in favor, the J & G Commercial Cleaning Services, LLC Proposal for Janitorial Maintenance, and authorizing District Counsel to draft an Agreement, was approved.**

**NINTH ORDER OF BUSINESS**

**Consideration of Special Districts Performance Measures and Standards Reporting FY2026**

Mr. Rom presented the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards.

**On MOTION by Ms. Schiffer and seconded by Mr. Camacho, with all in favor, the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards, were approved.**

- **Authorization of Chair to Approve Findings Related to 2025 Special Districts Performance Measures and Standards Reporting**

Mr. Rom noted that it will be necessary to authorize the Chair to approve the findings related to the 2025 Performance Measures and Standards Reporting so they can be posted in case another meeting is not held between now and when they must be posted.

**On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, authorizing the Chair to approve the findings related to the 2025 Special Districts Performance Measures and Standards Reporting, was approved.**

**TENTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of June 30, 2025**

**On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, the Unaudited Financial Statements as of June 30, 2025, were accepted.**

**ELEVENTH ORDER OF BUSINESS**

**Approval of June 5, 2025 Regular Meeting Minutes**

Mr. Rom presented the June 5, 2025 Regular Meeting Minutes.

**On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, the June 5, 2025 Regular Meeting Minutes, as presented, were approved.**

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

- A. **District Counsel: Kilinski | Van Wyk, PLLC**

Mr. Loy stated his office is working with the contractors, engineers and architects for the Amenity Center acquisition. The acquisition package was approved in substantial form at

the last meeting. The only document pending was the warranty and assignment from RVI Planning (RVI); comments were received today. His office is reviewing those and, once finalized, it will be returned to RVI for execution and then all items can be assembled and presented for ratification at the next meeting.

**B. District Engineer: Gulfstream Design Group, LLC**

There were no District Counsel or District Engineer reports.

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

- **23 Registered Voters as of April 15, 2025**
- **NEXT MEETING DATE: September 4, 2025 at 12:30 PM**
  - **QUORUM CHECK**

The next meeting will be on September 4, 2025, unless canceled.

**THIRTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**FOURTEENTH ORDER OF BUSINESS**

**Public Comments**


No members of the public spoke.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor, the meeting adjourned at 1:31 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
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Secretary/Assistant Secretary

  
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Chair/Vice Chair