

**MINUTES OF MEETING
LIBERTY COVE
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Liberty Cove Community Development District held a Regular Meeting on November 15, 2023, at 1:00 p.m., at the Nassau County Chamber of Commerce, 961687 Gateway Blvd., Suite 101-G, Fernandina Beach, Florida 32034.

Present at the meeting

Gregory Matovina	Chair
Chris Wood	Vice Chair
Matt Roberts	Assistant Secretary

Also present:

Ernesto Torres	District Manager
Wes Haber (via telephone)	District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Torres called the meeting to order at 1:04 p.m.

Supervisors Matovina, Roberts and Wood were present. Supervisors Howell and Moran were not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Consideration of Connelly & Wicker, Inc.,
Interim Engineering Services Agreement**

Mr. Torres stated that it is typical to engage an Interim District Engineer while the CDD goes through the Request for Qualifications (RFQ) process.

On MOTION by Mr. Matovina and seconded by Mr. Roberts, with all in favor, the Interim Engineering Services Agreement with Connelly & Wicker, Inc., was approved.

FOURTH ORDER OF BUSINESS

Consider Authorization of Request for Qualifications (RFQ) for Engineering Services

Mr. Torres presented the RFQ for Engineering Services. The responses will be presented at the next meeting.

On MOTION by Mr. Matovina and seconded by Mr. Roberts with all in favor, the RFQ for Engineering Services and authorizing Staff to advertise the RFQ, were approved.

FIFTH ORDER OF BUSINESS

Consideration of Bids

This item will be discussed during the Eighth Order of Business.

Mr. Matovina stated that this item can be removed from future agendas, as the decision was made not to bid through the CDD and instead assign the contract(s) to the CDD.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2024-01, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date

This item was deferred.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2024-02, Designating the Location of the Local District Records Office and Providing an Effective Date

This item was deferred.

EIGHTH ORDER OF BUSINESS

Discussion Items

A. Construction Bidding

Mr. Matovina reported the following:

- The Developer used the same public bidding process Mr. Haber counseled them on to go out to bid.
- The bids consist of four components:
 - 1) right-of-way (ROW) plat for the first phase, which is the spine roads;
 - 2) Phase 1 Unit 1, which is 112 of the 210 townhome lots;
 - 3) Phase 1 Unit 3, which is 67 of the 118 Single Family Units; and
 - 4) Honor Way, another spine road that was not included in the initial plans.
- Upon review of the responses, the earthwork contractor Glenn Smith Trucking and roadway utility contractor Burnham Construction were selected and will attend the “kick off” meeting next week.

B. Bond Financing

Mr. Matovina discussed his conversations with Mr. Kessler and the possibility of delaying issuing bonds until late next year, since the apartments must close by the end of December, which will give them sufficient cash internally to carry well into next year.

Mr. Kessler noted the market dropped 40 basis points.

NINTH ORDER OF BUSINESS**Acceptance of Unaudited Financial Statements as of September 30, 2023**

On MOTION by Mr. Matovina and seconded by Mr. Wood, with all in favor, the Unaudited Financial Statements as of September 30, 2023, were accepted.

TENTH ORDER OF BUSINESS**Approval of July 26, 2023 Public Hearing and Regular Meeting Minutes**

On MOTION by Mr. Matovina and seconded by Mr. Wood, with all in favor, the July 26, 2023 Public Hearing and Regular Meeting Minutes, as presented, were approved.

ELEVENTH ORDER OF BUSINESS**Staff Reports****A. District Counsel: Kutak Rock LLP**

Mr. Haber stated there are typically no responses to the RFQ once an Interim Engineer is engaged. He suggested advising Connely & Wicker, the Interim District Engineer, to respond to the RFQ for Engineering Services.

Mr. Haber asked Mr. Matovina to keep him updated on the improvements outlined in the Capital Improvement Plan (CIP), as they might need to prepare a Bill of Sale to the CDD, if the improvements are completed before assigning the contracts to the CDD. This will ensure the Developer is reimbursed out of the bond proceeds.

B. District Engineer (Interim): Connely & Wicker

There was no report.

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

- **NEXT MEETING DATE: May 22, 2024 at 1:00 PM**
 - **QUORUM CHECK**

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

There were no Board Member comments or requests.

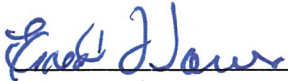
THIRTEENTH ORDER OF BUSINESS**Public Comments**

There were no public comments.

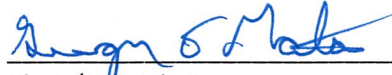
FOURTEENTH ORDER OF BUSINESS**Adjournment**

On MOTION by Mr. Matovina and seconded by Mr. Wood, with all in favor, the meeting adjourned at 1:17 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair