

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

The Board of Supervisors of the Liberty Cove Community Development District held a Regular Meeting on May 22, 2024 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  
Chris Wood  
William Howell

Chair  
Vice Chair  
Assistant Secretary

**Also present:**

Ernesto Torres  
Wes Haber (via telephone)

District Manager  
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, Howell and Wood were present. Supervisors Roberts and Moran were not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Consideration of Resolution 2024-03, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date**

Mr. Torres presented Resolution 2024-03. He reviewed the proposed Fiscal Year 2025 budget, noting that it is identical to the Fiscal Year 2024 budget. This is a Landowner-funded budget with expenses funded as they are incurred.

**On MOTION by Mr. Matovina and seconded by Mr. Howell, with all in favor, Resolution 2024-03, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law on July 24, 2024 at 1:00 p.m., at the Nassau County Chamber of Commerce, 961687 Gateway Blvd., Suite 101-G, Fernandina Beach, Florida 32034; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.**

#### **FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date**

Mr. Torres presented Resolution 2024-04.

The following changes were made to the Fiscal Year 2025 Meeting Schedule:

DATE: Insert November 28, 2024 for Regular Meeting

TIME: Insert 1:00 PM for November 5, 2024 Landowners' Meeting

**On MOTION by Mr. Matovina and seconded by Mr. Howell, with all in favor, Resolution 2024-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025, as amended, and Providing for an Effective Date, was adopted.**

#### **FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-05, Designating a Date, Time and Location for Landowners' Meeting and Election; Providing for Publication, Providing for Severability and an Effective Date**

The Landowners' Meeting will be held on November 5, 2024 at 1:00 p.m., at the Nassau County Chamber of Commerce, 961687 Gateway Blvd., Suite 101-G, Fernandina Beach, Florida 32034, and was adopted as part of Resolution 2024-04, adopting the Fiscal Year 2025 Meeting Schedule.

**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**

**Acceptance of Unaudited Financial Statements as of April 30, 2024**

<p><b>On MOTION by Mr. Matovina and seconded by Mr. Howell, with all in favor, the Unaudited Financial Statements as of April 30, 2024, were accepted.</b></p>
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**NINTH ORDER OF BUSINESS**

**Approval of November 15, 2023 Regular Meeting Minutes**

<p><b>On MOTION by Mr. Matovina and seconded by Mr. Howell, with all in favor, the November 15, 2023 Regular Meeting Minutes, as presented, were approved.</b></p>
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**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: Kutak Rock LLP**

Mr. Haber reported the following:

- The Boundary Amendment to add the small parcel was completed.
- Supervisors must file Form 1 electronically, no later than July 1, 2024, on the Florida Commission on Ethics (FCOE) website, rather than via hard copy submitted to the Supervisor of Elections, as was required in previous years.
- Supervisors must complete four hours of ethics continuing education by December 31, 2024. An email including links to recommended courses will be re-sent this afternoon.
- Completion of the required ethics training will be reported by checking a box on Form 1 when filing it in 2025.

**B. District Engineer (Interim): Connelly & Wicker**

There was no report.

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

- **NEXT MEETING DATE: July 24, 2024 at 1:00 PM**
  - **QUORUM CHECK**

Discussion ensued regarding scheduling an additional meeting on June 14, 2024 at 10:00 a.m., for financing purposes. Supervisors Matovina, Wood and Howell confirmed their attendance at the June 14, 2024 meeting.

**ELEVENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

A Board Member asked when electing Board Members through the General Election process will begin.

Mr. Haber stated General Elections will not begin until the CDD has been in existence for six years and the CDD has at least 250 qualified electors within the CDD boundaries. A qualified elector is defined as those 18 years and older, whose primary residence is within the CDD, and who are registered to vote in Nassau County. He noted that multiple qualified electors may reside in a single residence. When both conditions are met, the transition to a resident Board will begin, with two Seats up for election at the General Election. Those two Seats would be required to be filled by a qualified elector resident of the CDD. If the Developer or Landowner

still owns the majority of the property, they will control the Landowner Election in the same year, in which three Seats would be elected by the Developer or Landowner.

**TWELFTH ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

<p><b>On MOTION by Mr. Matovina and seconded by Mr. Howell, with all in favor, the meeting adjourned at 1:19 p.m.</b></p>
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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair