

MINUTES OF MEETING
LANDINGS
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Landings Community Development District was held Friday, May 16, 2025 at 11:30 a.m. at the Hilton Garden Inn Palm Coast, 55 Town Center Boulevard, Palm Coast, Florida.

Present and constituting a quorum were:

Jeff Douglas	Chairman
Toby Tobin	Assistant Secretary
Walker Douglas	Assistant Secretary
Bill Fife	Assistant Secretary

Also present were:

George Flint	District Manager
Jeremy LeBrun	District Manager
Vincent Sullivan	District Counsel
Daniel Welch <i>by phone joined late</i>	District Engineer

FIRST ORDER OF BUSINESS

Roll Call

Mr. LeBrun called the meeting to order and called the roll. Four Board members were in attendance, constituting a quorum. Mr. LeBrun noted that Mr. Tobin and Mr. Fife were sworn in prior to the meeting.

SECOND ORDER OF BUSINESS

Public Comment Period

There being no comments, the next item followed. Mr. LeBrun noted there were no members of the audience were present.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Administration of Oaths of Office to Newly Elected Board Members

Mr. LeBrun stated the new Board members Mr. Tobin and Mr. Fife were sworn in prior to the meeting.

B. Consideration of Resolution 2025-01 Canvassing and Certifying the Results of the Landowners' Election

Mr. LeBrun stated there was a landowner election held in November, and the results were Mr. Fife received 306 votes, Mr. Eckley received 306 votes, and Mr. Tobin received 304 votes. Bill Fife will serve a 4-year term, Greg Eckley serves a 4-year term and Toby Tobin serves a 2-year term. This resolution certifies those results.

On MOTION by Mr. W. Douglas, seconded by Mr. Fife, with all in favor, the Resolution 2025-01 Canvassing and Certifying the Results of the Landowners' Election, was approved.

C. Electing Officers

Mr. LeBrun stated anytime there is an election it requires electing officers.

D. Consideration of Resolution 2025-02 Electing Officers

Mr. LeBrun stated this resolution is for election of officers. He noted the Board had options to keep it as it currently is and the officers currently are Jeff Douglas is Chair, Bill Fife is Vice Chair and Toby Tobin, Walker Douglas, and the remainder of members are Assistant Secretaries. He noted there are some various GMS personnel in various positions. He noted the Board could make any changes they desire. The Board made a motion to keep the officers the same.

On MOTION by Mr. Fife, seconded by Mr. J. Douglas, with all in favor, Resolution 2025-02 Electing Officers with Mr. Douglas as Chair, Mr. Fife as Vice Chair, Mr. Tobin, Mr. Walker and Mr. Eckley as Assistant Secretaries, was approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the September 20, 2024 Board of Supervisors' Meeting and the November 5, 2024 Landowners' Meeting

Mr. LeBrun presented the minutes from the September 20, 2024 Board of Supervisors Meeting and the November 5, 2024 Landowners' Meeting and he asked for any comments, corrections, or changes. The Board had no changes to the minutes.

On MOTION by Mr. J. Douglas, seconded by Mr. W. Douglas, with all in favor, the Minutes of the September 20, 2024 Board of Supervisors Meeting were approved as presented, and the November 5, 2024 Landowners' Meeting, were accepted.

FIFTH ORDER OF BUSINESS

**Ratification of Series 2024 Requisitions #4-
#18**

Mr. LeBrun noted Series 2024 Requisitions #4-#18. These have already been processed.

On MOTION by Mr. J. Douglas, seconded by Mr. Tobin, with all in favor, the Series 2024 Requisitions #4-#18, were ratified.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2025-03
Approving the Proposed Fiscal Year 2026
Budget and Setting a Public Hearing**

Mr. LeBrun stated this resolution is for approving the proposed Fiscal Year 2026 budget and setting a public hearing. He noted the process is approving a proposed budget and then officially adopting the budget. This resolution details that resolution and sets the public hearing for the July 18th meeting. He stated that will meet the need for a 60-day requirement.

There was a problem with having a quorum. After discussion the Board decided to hold the public hearing on August 15th.

**Mr. Welch joined the meeting by Zoom at this time.*

Mr. LeBrun reviewed the proposed budget and noted this sets the ceiling for the assessment and they could make changes but not increase the amount after this approval. He noted the first section details with the revenues, the general funds, and the administrative costs for running the District. He discussed the categories and actuals to adjust the budget.

Mr. LeBrun noted the operations and maintenance details of any areas the CDD has planned to maintain for that fiscal year that runs from October 1, 2025 through September 30, 2026. He added this was based on the information from the developer and plats and what is expected to be maintained by the CDD. They also reached out to the vendors and gave them the expectations of what is to be maintained and got some prices for estimation purposes. He noted it was mainly the stormwater ponds and the landscape maintenance of the stormwater ponds.

The assessment table is shown on the last page and the narrative that describes each of the funding of the line items. Mr. Flint pointed out the assessment table reflects the 40' 104 units at .8 ERU, and the gross per unit is \$304.44 and net is \$286.17. He added for single family 50' is 135 units at a 1.0 ERU at a gross per unit at \$380 and a net at \$357. He noted the single family 60' are 156 units at a 1.20 ERU and the gross is \$456.66 and the net is at \$429.26 and the unplatted is listed. That is based on planned units prorated share of administrative costs and is broken up for the unplatted.

Mr. Flint stated they are basically assuming they are only maintaining the north tract during the fiscal year. He added rather than operating under funding agreement we are putting in an administrative direct assessment on all of the areas outside of the tract.

Board members stated the next week or week after we should have our first sales. Mr. Flint stated we won't have to send out those funding request that are split 3 ways and we need to make sure they don't get lost. He explained the platted will be on the tax bill.

Board members asked what is being pulled out of the gross to get to the net per unit. Mr. Flint stated we must gross it up for early payments and the cost that the county charges us to put it on the tax bill. It was noted we must assess a \$1.06 to collect a \$1.00 so the gross is what is on the tax bill, the net is without. We must assume everyone is going to take advantage of the 4% discount on the early payment and then the county charges us 2 or 3% to put it on the tax bill. So, on the direct bills we don't gross up, so when you direct bill it is just the net amount.

On MOTION by Mr. W. Douglas, seconded by Mr. Tobin, with all in favor, Resolution 2025-03 Approving the Proposed Fiscal Year 2026 Budget and Setting a Public Hearing for August 15, 2025, was approved.

Mr. LeBrun noted that staff will set this up and they would advertise the meeting according to the State statute.

SEVENTH ORDER OF BUSINESS

Review and Acceptance of Fiscal Year 2024 Audit Report

Mr. LeBrun noted this item is for acceptance of the Fiscal Year 2024 audit report. He noted every year the District is required to do an independent third-party audit. The Board selected Grau & Associates as your independent auditor. He added the report contains a letter that reflects that the District has met requirements, and this is a clean audit. This approval allows us to submit the audit to the State.

On MOTION by Mr. W. Douglas, seconded by Mr. Fife, with all in favor, the Fiscal Year 2024 Audit Report, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Sullivan had nothing to report.

B. Engineer

Mr. Welch provided updates to the Board on the construction of phase 1, it has been completed and will go through a closing out process. He added the southwest tract work is done, and they are working through the project.

Board member asked when we will have the acceptance from the City of the utility of the lift station. Mr. Welch stated at this point it was an administrative request from staff, and we are working through that and there are no updates or modifications that need to be done, so once the forms are completed, we can move. It could be 2 to 4 weeks. Board member asked that a copy of the forms be sent to him.

C. District Manager's Report**i. Balance Sheet and Income Statement**

Mr. LeBrun presented the balance sheet and the income statement. He indicated that those were the unaudited financials through April 30, 2025. No action is required.

ii. Ratification of Funding Requests #18A-C – #22A-C

Mr. LeBrun stated these requests are #18A-C and #22A-C. He added they are looking for ratification.

On MOTION by Mr. W. Douglas, seconded by Mr. Tobin, with all in favor, Funding Requests #18A-C and #22A-C, were ratified.

iii. Presentation of Number of Registered Voters – 0

Mr. LeBrun stated the number of registered voters in the District as of April 15, 2025 is 0. He added this becomes important as the District reaches 6 years since the formation of the District and 250 registered voters for starting the transitioning process to the residents.

NINTH ORDER OF BUSINESS**Other Business**

Mr. LeBrun noted for next month in June there is proposed bond closing of the southwest tract. Mr. Fife commented he will have a problem with scheduling but will work it out. Mr. Flint noted this meeting was for bonds.

After discussion they decided to do this in June. The staff will do a check for quorums before the date.

TENTH ORDER OF BUSINESS**Supervisors Requests**

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Adjournment

Mr. LeBrun asked for a motion to adjourn the meeting.

On MOTION by Mr. W. Douglas, seconded by Mr. Tobin with all in favor, the meeting was adjourned.


Secretary/Assistant Secretary


Chairman/Vice Chairman