MINUTES OF MEETING
OTC COMMUNITY DEVELOPMENT DISTRICT

A regular meeting of the Board of Supervisors of the OTC Community Development District was held Wednesday, August 13, 2025 at 10:30 a.m. at the offices of Kilinski | Van Wyk, 2529 Herschel Street, Jacksonville, Florida.

Present and constituting a quorum were:

Michelle Pierce	Chairperson
Rose Bock	Vice Chairperson
Rocky Morris	Supervisor
Rodney Thompson	Supervisor

Also present were:

Marilee Giles	District Manager
Chris Loy	District Counsel
Andrew Mansen	District Engineer
Jonathan Smith	KPR Centers

The following is a summary of the discussions and actions taken at the August 13, 2025 meeting.

FIRST ORDER OF BUSINESS **Roll Call**

Ms. Giles called the meeting to order at 10:38 a.m. and called the roll.

SECOND ORDER OF BUSINESS **Audience Comments**

There being no audience members present, the next item followed.

THIRD ORDER OF BUSINESS **Organizational Matters**

A. Consideration of Appointing a New Supervisor to Fill the Vacancy (11/2027)

This item was tabled.

B. Oath of Office for Newly Appointed Supervisor

This item was tabled.

C. Consideration of Resolution 2025-03, Designating Officers

This item was tabled.

FOURTH ORDER OF BUSINESS **Approval of the Minutes of the May 14, 2025 Audit Committee and Board of Supervisors Meetings**

There were no comments on the minutes.

On MOTION by Ms. Pierce seconded by Mr. Morris with all in favor the minutes of the May 14, 2025 Audit Committee meeting and Board of Supervisors meeting were approved.

FIFTH ORDER OF BUSINESS **Consideration of Resolution 2025-04, Ratifying Changing the Date of the Public Hearing to Adopt the Fiscal Year 2026 Budget to August 13, 2025**

On MOTION by Mr. Morris seconded by Ms. Pierce with all in favor Resolution 2025-04, ratifying changing the date of the public hearing to adopt the Fiscal Year 2026 budget to August 13, 2025 was approved.

SIXTH ORDER OF BUSINESS **Public Hearings for the Purpose of Adopting the Fiscal Year 2026 Budget**

Mr. Loy stated that resolution 2025-05 confirms that all procedures required by Chapter 190 were followed, appropriates funds, and formally adopts the budget. Resolution 2025-06 determines the benefit and imposes the assessments for fiscal year 2026.

Ms. Giles provided an overview of the fiscal year 2026 budget, noting carry forward surplus was used to keep the budget flat.

On MOTION by Mr. Morris seconded by Ms. Pierce with all in favor the public hearing was opened.

There were no members of the public present.

On MOTION by Mr. Morris seconded by Ms. Pierce with all in favor the public hearing was closed.

A. Consideration of Resolution 2025-05, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2026

Mr. Morris stated that England Thims & Miller is still listed in the narrative.

Ms. Giles stated that will be corrected.

On MOTION by Ms. Bock seconded by Ms. Pierce with all in favor Resolution 2025-05, relating to annual appropriations and adopting the budget for fiscal year 2026 was approved.

B. Consideration of Resolution 2025-06, Imposing Special Assessments and Certifying an Assessment Roll

> On MOTION by Ms. Pierce seconded by Mr. Morris with all in favor Resolution 2025-06, imposing special assessments and certifying an assessment roll was approved.

SEVENTH ORDER OF BUSINESS **Consideration of Resolution 2025-07, Designating a Date, Time and Location for a Landowner's Election**

Ms. Giles stated that seats 1, 4 and 5 are up for election in November of 2025.

Ms. Peirce stated that she was not available on the proposed date of November 12, 2025.

The Board's consensus was to set the landowner's election for November 5, 2025.

> On MOTION by Mr. Morris seconded by Ms. Pierce with all in favor Resolution 2025-07, setting a landowner's election for November 5, 2025 at 10:30 a.m. at the offices of Kilinski | Van Wyk was approved.

EIGHTH ORDER OF BUSINESS **Acceptance of the Audit Committee's Recommendation**

Ms. Giles stated that the audit committee recommended selecting Grau & Associates as the District's audit firm.

> On MOTION by Mr. Morris seconded by Ms. Bock with all in favor accepting the audit committee's recommendation to select Grau & Associates as the #1 audit proposer was approved.

NINTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel

Mr. Loy reminded the Board members of the requirement to complete four hours of ethics training by December 31st.

B. District Engineer – Consideration of Proposal to Prepare an Annual Engineer's Report

Ms. Giles presented a proposal from Alliant Engineering to prepare an annual engineer's report as required by the bond indenture. The fee for preparation of the report is $1,550.

> On MOTION by Mr. Morris seconded by Ms. Pierce with all in favor the proposal from Alliant to prepare an annual engineer's report was approved.

C. District Manager

1. Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2026

Ms. Giles presented a proposed meeting schedule including meetings in November, February, May and July. She noted the November meeting date will be amended to November 5, 2025.

> On MOTION by Ms. Bock seconded by Mr. Morris with all in favor the fiscal year 2026 meeting schedule was approved as revised.

2. Consideration of Goals and Objectives for Fiscal Year 2026

Ms. Giles presented a proposed list of goals and objectives, noting this is a requirement of Florida Statutes. It was noted later in the meeting that Ms. Giles will work with Chairperson Pierce to finalize the fiscal year 2025 goal and objectives list.

> On MOTION by Mr. Morris seconded by Ms. Pierce with all in favor the goals and objectives for fiscal year 2026 were approved.

TENTH ORDER OF BUSINESS Supervisor's Requests and Audience Comments

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Income Statement

Copies of the financial statements through July 31, 2025 were included in the agenda package.

B. Assessment Receipt Schedule

A copy of the assessment receipt schedule reflecting a 100.3% collection rate was included in the agenda package.

C. Approval of Check Register

A copy of the check register totaling $33,801.21 was included in the agenda package.

On MOTION by Mr. Morris seconded by Ms. Bock with all in favor the Check Register was approved.

TWELFTH ORDER OF BUSINESS **Next Scheduled Meeting – November 5, 2025 at 10:30 a.m. at the offices of Kilinski | Van Wyk**

THIRTEENTH ORDER OF BUSINESS **Adjournment**

On MOTION by Mr. Morris seconded by Mr. Thompson with all in favor the meeting was adjourned.

Signed by:
Marilee Giles
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Secretary/Assistant Secretary

Signed by:
Michelle Pierce
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Chairman/Vice Chairman