

MINUTES OF MEETING
OTC COMMUNITY DEVELOPMENT DISTRICT

A regular meeting of the Board of Supervisors of the OTC Community Development District was held Wednesday, November 5, 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

The following is a summary of the discussions and actions taken at the November 5, 2025 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 10:30 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

Approval of the Minutes of the August 13, 2025 Audit Committee and Board of Supervisors Meetings

There were no comments on the minutes.

On MOTION by Mr. Morris seconded by Ms. Bock with all in favor the minutes of the August 13, 2025 Audit Committee meeting and Board of Supervisors meeting were approved.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2026-01, Ratifying Re-Designating the Date of the Landowner's Election to November 12, 2025

November 5, 2025

OTC CDD

On MOTION by Mr. Morris seconded by Ms. Pierce with all in favor Resolution 2026-01, ratifying changing the date of the landowner’s election to November 12, 2025 was approved.

FIFTH ORDER OF BUSINESS

Ratification of Engagement Letter with Grau & Associates for the Fiscal Year 2025 Audit

A copy of the engagement letter for the fiscal year 2025 audit was enclosed in the agenda package for the Board’s review.

On MOTION by Ms. Pierce seconded by Mr. Morris with all in favor the engagement letter with Grau & Associates for the fiscal year 2025 audit was ratified.

SIXTH 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

1. Acceptance of the 2025 Annual Engineer’s Report

Ms. Giles presented the 2025 annual engineer’s report prepared by Alliant.

Mr. Loy stated that there were some concerns about some debris and algae in the stormwater system, which is the District’s responsibility, however there are also items like cracking on the sidewalk that he does not believe is the District’s responsibility, so he would like to clarification on what is or isn’t the responsibility of the District before approving the report.

This item was tabled.

2. Acceptance of the Public Facilities Report

This item was tabled to clarify what is and isn’t the District’s responsibility.

C. District Manager – Update on the Fiscal Year 2025 Goals & Objectives

Ms. Giles presented the previously adopted goals and objectives for fiscal year 2025, noting they have all been met.

November 5, 2025

OTC CDD

On MOTION by Ms. Pierce seconded by Ms. Bock with all in favor declaring the goals and objectives for fiscal year 2025 completed was approved.

SEVENTH ORDER OF BUSINESS **Supervisor’s Requests and Audience Comments**

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS **Financial Reports**

A. Balance Sheet and Income Statement

Copies of the financial statements September 30, 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 \$24,787.23 was included in the agenda package.

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

NINTH ORDER OF BUSINESS **Next Scheduled Meetings – Landowner’s Election on November 12, 2025 at 10:30 a.m. and Regular Board of Supervisors Meeting on February 11, 2026 at the offices of Kilinski | Van Wyk**

TENTH ORDER OF BUSINESS **Adjournment**

On MOTION by Mr. Morris seconded by Ms. Pierce 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