

MINUTES OF MEETING
OTC COMMUNITY DEVELOPMENT DISTRICT

A regular meeting of the Board of Supervisors of the OTC Community Development District was held Wednesday, February 11, 2026 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
Rodney Thompson	Supervisor

Also present were:

Marilee Giles	District Manager
Mary Grace Henley	District Counsel
Andrew Mansen	District Engineer

The following is a summary of the discussions and actions taken at the February 11, 2026 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

Organizational Matters

A. Consideration of Resolution 2026-02, Canvassing and Certifying the Results of the Landowner's Election

Ms. Giles stated that the landowner's election was held on November 12, 2025, at which time Michelle Pierce was elected to Seat 1 and Rodney Thompson was elected to Seat 5 by virtue of votes cast in their favor for a four-year term. Rocky Morris was elected to Seat 2 for a two-year term.

Ms. Henley pointed out that the resolution lists Rocky Morris as having a four-year term. The resolution will be revised.

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On MOTION by Ms. Pierce seconded by Ms. Bock with all in favor Resolution 2026-02, canvassing and certifying the results of the landowner’s election was approved in substantial form.

B. Consideration of Resolution 2026-03, Designating Officers

Ms. Giles stated that the current slate of officers is Ms. Pierce as Chair, Ms. Bock as Vice Chair, Mr. Morris and Mr. Thompson as Assistant Secretaries, Ms. Giles as Secretary and Treasurer, and Jim Oliver, Darrin Mossing, Daniel Laughlin and Matt Biagetti as Assistant Treasurers and Assistant Secretaries.

There being no changes to the slate of officers, a motion to approve the slate as-is followed.

On MOTION by Ms. Bock seconded by Ms. Pierce with all in favor Resolution 2026-03, designating officers as listed above was approved.

FOURTH ORDER OF BUSINESS Approval of Minutes

A. November 5, 2025 Board of Supervisors Meeting

There were no comments on the minutes.

On MOTION by Ms. Pierce seconded by Ms. Bock with all in favor the minutes of the November 5, 2025 meeting were approved.

B. November 12, 2025 Landowner’s Election

There were no comments on the minutes.

On MOTION by Ms. Pierce seconded by Mr. Thompson with all in favor the minutes of the November 12, 2025 landowner’s election meeting were approved.

FIFTH ORDER OF BUSINESS Consideration of Resolution 2026-04, Re-Designating the Local Records Location

Ms. Giles stated that the District is required to designate a local district records office, which is being changed to 1200 Riverplace Boulevard, Jacksonville, Florida.

On MOTION by Ms. Pierce seconded by Mr. Thompson with all in favor Resolution 2026-04, designating the district’s local records office as 1200 Riverplace Boulevard was approved.

SIXTH ORDER OF BUSINESS Discussion of Amended and Restated Rules

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**of Procedure; Consideration of Resolution
2026-05, Setting a Public Hearing Date**

Ms. Henley presented a redline version of the proposed changes to the rules of procedure, noting that the changes are substantially associated with changes made during the 2025 legislative session. The District is required to adopt the rules of procedure following a public hearing, which was proposed to take place on May 13, 2026.

On MOTION by Ms. Pierce seconded by Mr. Thompson with all in favor Resolution 2026-05, setting a public hearing date of May 13, 2026 was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Henley informed the Board that she would taking over as the District’s Counsel moving forward.

B. District Engineer

1. Acceptance of the 2025 Annual Engineer’s Report

Ms. Giles reminded the Board that the 2025 annual engineer’s report and the public facilities report were tabled at the last meeting to allow more time for review. There were some administrative changes made between meetings.

Mr. Mansen stated that there were a few deficiencies noted in the report, including erosion around the perimeter of the pond caused by the grass dying, algae growth in the pond, debris in the pond, and a control structure that may be lower than it should be. He also noted the report would be updated to remove references to the sidewalks, curb and gutters as the District is not responsible for those.

On MOTION by Ms. Pierce seconded by Ms. Bock with all in favor the 2025 annual engineer’s report was approved in substantial form.

2. Acceptance of the Public Facilities Report

Mr. Mansen presented the public facilities report, which provides a list of the District’s facilities. Ms. Giles noted the public facilities report is required to be completed every seven years per the Florida Statutes.

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On MOTION by Ms. Pierce seconded by Mr. Thompson with all in favor the public facilities report was accepted.

C. District Manager

Ms. Giles reported that the fiscal year 2027 proposed budget will be presented at the next meeting. She asked the Board to provide any feedback they may have prior to then.

EIGHTH ORDER OF BUSINESS

Supervisor’s Requests and Audience Comments

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Income Statement

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

B. Assessment Receipt Schedule

A copy of the assessment receipt schedule reflecting a 97% collection rate was included in the agenda package.

C. Approval of Check Register

A copy of the check register totaling \$556,265.41 was included in the agenda package. Ms. Giles noted the check register includes the assessments that were collected in the general fund and moved to the debt service fund.

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

TENTH ORDER OF BUSINESS

Next Scheduled Meeting – May 13, 2026 at 10:30 a.m. the offices of Kilinski | Van Wyk

ELEVENTH ORDER OF BUSINESS

Adjournment

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On MOTION by Ms. Pierce 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