

MINUTES OF MEETING
OTC COMMUNITY DEVELOPMENT DISTRICT

A regular meeting of the Board of Supervisors of the OTC Community Development District was held Wednesday, May 13, 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
Rocky Morris	Supervisor

Also present were:

Marilee Giles	District Manager
Mary Grace Henley	District Counsel
Joe Schofield	District Engineer

The following is a summary of the discussions and actions taken at the May 13, 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

Approval of Minutes of the February 11, 2026 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.

FOURTH ORDER OF BUSINESS

Public Hearing for the Purpose of Adopting Amended and Restated Rules of Procedure; Consideration of Resolution 2026-06

Ms. Henley stated that the rules of procedure are the administrative rules that govern the District. Most of the revisions are to get the rules in line with legislative changes, such as notice requirements, listing business hours for the district, emergency rule adoption procedures, etc.

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

There being no members of the public present, a motion to close the public hearing followed.

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

On MOTION by Mr. Morris seconded by Ms. Bock with all in favor Resolution 2026-06, adopting amended and restated rules of procedure was approved.

FIFTH ORDER OF BUSINESS**Acceptance of the Fiscal Year 2025 Audit Report**

Ms. Giles presented the fiscal year 2025 audit report noting there we no deficiencies or negative findings to report.

On MOTION by Mr. Morris seconded by Ms. Pierce with all in favor the fiscal year 2025 audit report was accepted.

SIXTH ORDER OF BUSINESS**Consideration of Resolution 2026-07, Approving the Proposed Budget for Fiscal Year 2027 and Setting a Public Hearing Date**

Ms. Giles presented the proposed fiscal year 2027 budget, noting there is no increase in assessments as carry forward surplus was used to keep the assessments level.

On MOTION by Mr. Morris seconded by Ms. Bock with all in favor Resolution 2026-07, approving the proposed budget for fiscal year 2027 and setting a public hearing for July 15, 2026 was approved.

SEVENTH ORDER OF BUSINESS**Staff Reports****A. District Counsel**

Ms. Henley reminded the board members to file their Form 1 by July 1st.

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B. District Engineer

Mr. Schofield stated that he inspected one of the control structures in the ponds as requested and he does not see a need for any further evaluation or modifications.

C. District Manager

1. Report on the Number of Registered Voters (0)

Ms. Giles informed the Board there are zero registered voters reported to be residing within the District's boundaries.

2. Reminder of Form 1 and Ethics Training

Ms. Henley covered this reminder under her report.

EIGHTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

Mr. Morris stated that there is erosion occurring on the sloped landscaping that should be addressed. Mr. Morris also mentioned there is a sign with crooked letters.

NINTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Income Statement

Copies of the financial statements March 31, 2026 were included in the agenda package.

B. Assessment Receipt Schedule

A copy of the assessment receipt schedule reflecting a 100% collection rate was included in the agenda package.

C. Approval of Check Register

A copy of the check register totaling \$17,826.58 was included in the agenda package.

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 – July 15, 2026 at 10:30 a.m. the offices of Kilinski | Van Wyk

ELEVENTH ORDER OF BUSINESS

Adjournment

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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