

MINUTES OF MEETING  
ELEVATION POINTE  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Elevation Pointe Community Development District was held Friday, April 26, 2024 at 9:30 a.m. at the Offices of GMS-NF, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida.

Present and constituting a quorum were:

Owais Khanani	Chairman
Fernanda Loza	Assistant Secretary
Maria Rust	Assistant Secretary

Also present were:

Jeremy LeBrun	District Manager
Jonathan Johnson <i>by phone</i>	District Counsel
Brian Deitsch <i>by phone</i>	District Engineer

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. LeBrun called the meeting to order and called the roll. Three Board members were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. LeBrun noted that only Board members and staff were present at the meeting.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of January 26, 2024 Meeting**

Mr. LeBrun presented the minutes of the January 26, 2024 Board of Supervisors meeting and asked for any comments or corrections to the minutes. The Board had no changes to the minutes.

On MOTION by Mr. Khanani, seconded by Ms. Rust, with all in favor, the Minutes of the January 26, 2024 Board of Supervisors Meeting, were approved as presented.
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**FOURTH ORDER OF BUSINESS**

**Ratification of Series 2022 Requisitions  
#128 – #131; #133 – #135**

Mr. LeBrun stated that these requisitions were included in the agenda for the Board to review and have been approved prior to the meeting. He offered to answer any questions and stated that they would be looking for a motion to ratify the requisitions.

On MOTION by Mr. Khanani, seconded by Ms. Rust, with all in favor, Series 2022 Requisitions #128 – #131 and #133 – #135, were ratified.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-05  
Approving the Proposed Fiscal Year 2025  
Budget and Setting a Public Hearing**

Mr. LeBrun presented the resolution to the Board and stated that a copy of the proposed budget was included in the agenda. The suggested hearing date was proposed for the regularly scheduled meeting on July 26, 2024 where the Board will adopt the budget with any changes made. He summarized the budget briefly for the Board and offered to answer any questions before asking for a motion of approval.

On MOTION by Mr. Khanani, seconded by Ms. Rust, with all in favor, Resolution 2024-05 Approving the Proposed Fiscal Year 2025 Budget and Setting a Public Hearing, was approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

- i. CDD Ethics Training Requirement**
- ii. Memorandum on Public Records Designation and Appointments**

Mr. Johnson stated that the Board will now have continuing education requirements that have to be completed by the end of the year. Counsel has provided an email with links provided with free continuing education seminars for Board use. Four hours are required of completion between now and December 31<sup>st</sup> and those hours will be recorded on the Form 1 that is a statutory requirement.

The public records designation and appointments was also provided in the agenda which is informational for the Board. Mr. LeBrun stated there is exhibit attached for Board approval appointing himself and Stacie Vanderbilt from the GMS office as custodian of public records and records management liaison officer.

On MOTION by Mr. Khanani, seconded by Ms. Loza, with all in favor, the Memorandum on Public Records Designation and Appointments, was approved.

**B. Engineer**

Mr. Deitsch had nothing new to report to the Board and offered to answer any questions. There being none, the next item followed.

**C. District Manager’s Report**

**i. Balance Sheet and Income Statement**

Mr. LeBrun presented the unaudited financials through March 31<sup>st</sup> and there is no action required by the Board at this time.

**ii. Consideration of Funding Request #48**

Mr. LeBrun presented finding report #48 and offered to answer any Board questions. There being none, there was a motion of approval.

On MOTION by Ms. Rust, seconded by Ms. Loza, with all in favor, Funding Request #48, was approved.

**iii. Presentation of Number of Registered Voters – 0**

Mr. LeBrun noted that this is an annual requirement and there are currently zero registered voters within the District.

**iv. Designation of November 22, 2024 as Landowners’ Meeting Date**

Mr. LeBrun suggested the meeting date for the regularly scheduled meeting on November 22, 2024 and asked for a motion of approval from the Board.

On MOTION by Mr. Khanani, seconded by Ms. Rust, with all in favor, Designation of November 22, 2024 as Landowners’ Meeting Date, was approved.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Supervisors Requests**

There being no comments, the next item followed.

**NINTH ORDER OF BUSINESS**

**Next Meeting Date – May 24, 2024**

Mr. LeBrun stated the next meeting is May 24, 2024, at the same time and same location. He noted if there are no pressing business items, the Board can look at cancelling that meeting.

**TENTH ORDER OF BUSINESS**

**Adjournment**

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

On MOTION by Mr. Khanani, seconded by Ms. Rust with all in favor, the meeting was adjourned.



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Secretary/Assistant Secretary



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Chairman/Vice Chairman