

**MINUTES OF MEETING  
CYPRESS BAY WEST  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Cypress Bay West Community Development District held a Regular Meeting on February 15, 2023 at 11:00 a.m., at the US Coast Guard Auxiliary Building, 1455 Main Street, NE, Palm Bay, Florida 32905.

**Present at the meeting were:**

William (Bill) Fife	Vice Chair
Roger Van Auker	Assistant Secretary
John Wiggins	Assistant Secretary

**Also present were:**

Cindy Cerbone	District Manager
Jamie Sanchez	Wrathell, Hunt and Associates, LLC (WHA)
Andrew Kantarzhi	Wrathell, Hunt and Associates, LLC (WHA)
Jere Earlywine (via telephone)	District Counsel
Molly Barfield (via telephone)	District Engineer

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Sanchez called the meeting to order at 11:02 a.m. Supervisors Fife, Van Auker and Wiggins were present, in person. Supervisors Tyree and Bronson were not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Consideration of Access Residential Management, LLC, D/B/A Access Management, Field Operations Agreement**

Ms. Sanchez presented the Field Operations Agreement, which will be effective March 1, 2023. She asked for contact information for the Field Operations Manager to be provided.

**On MOTION by Mr. Wiggins and seconded by Mr. Fife, with all in favor, the Field Operations Agreement with Access Residential Management, LLC, D/B/A Access Management and authorizing the Chair to execute, was approved.**

**FOURTH ORDER OF BUSINESS**

**Ratification of Engagement with Jere Earlywine at Kutak Rock LLP**

Mr. Earlywine stated that he changed firms; his new firm is Kutak Rock LLP.

**On MOTION by Mr. Wiggins and seconded by Mr. Van Auker, with all in favor, the engagement of Jere Earlywine for District Counsel Services and the Kutak Rock LLP Engagement Letter, were ratified.**

**FIFTH ORDER OF BUSINESS**

**Discussion: Yellowstone Landscape for Landscape Maintenance Services Proposal**

Ms. Sanchez presented the Yellowstone Landscape proposal. Ms. Cerbone noted that District Counsel will draft an agreement. The effective date will be determined at the guidance of a Board Member.

**On MOTION by Mr. Van Auker and seconded by Mr. Wiggins, with all in favor, the Yellowstone Landscape proposal for Landscape Maintenance Services, in the annual amount of \$38,004, in substantial form, and authorizing District Counsel to prepare an Agreement, with Mr. Wiggins providing District Counsel and District Management with the effective date, was approved.**

**SIXTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of December 31, 2022**

Ms. Sanchez presented the Unaudited Financial Statements as of December 31, 2022.

**On MOTION by Mr. Fife and seconded by Mr. Van Auker, with all in favor, the Unaudited Financial Statements as of December 31, 2022, were accepted.**

**SEVENTH ORDER OF BUSINESS**

**Approval of Minutes**

Ms. Sanchez presented the following:

- A. July 5, 2022 Emergency Meeting
- B. August 17, 2022 Public Hearing and Regular Meeting

On MOTION by Mr. Fife and seconded by Mr. Van Auker, with all in favor, the July 5, 2022 Emergency Meeting and August 17, 2022 Public Hearing and Regular Meeting Minutes, as presented, were approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: *Kutak Rock LLP***

Mr. Earlywine noted that the bond issuance is not happening soon.

Discussion ensued regarding the status of the current and future work, the future bond issuance and when the Board should next meet.

**B. District Engineer: *Dewberry Engineers, Inc.***

There was no report.

**C. District Manager: *Wrathell, Hunt and Associates, LLC***

- **NEXT MEETING DATE: March 15, 2023 at 11:00 AM**
  - **QUORUM CHECK**

The March 15, 2023 meeting will probably be cancelled, unless necessary, and the next meeting will likely be held in April 2023.

**NINTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**TENTH ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Wiggins and seconded by Mr. Fife, with all in favor, the meeting adjourned at 11:19 a.m.

  
Secretary/Assistant Secretary

  
Chair/Vice Chair