

**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 September 17, 2025 at 11:00 a.m., at Brevard County Government Center (Space Coast Room), 2725 Judge Fran Jamieson Way, Viera, Florida 32940.

Present:

Shelley Kaercher	Chair
Roger Van Auker	Assistant Secretary
Craig Hotop	Assistant Secretary
Chris Williams	Assistant Secretary

Also present:

Jamie Sanchez	District Manager
Jere Earlywine (via telephone)	District Counsel
Emily Wainwright	Field Operations
Dan Eshleman	Forestar

**DUE TO TECHNICAL DIFFICULTIES, AUDIO WAS NOT AVAILABLE
MINUTES TRANSCRIBED FROM THE MEETING NOTES**

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Sanchez called the meeting to order at 11:06 a.m.

Supervisors Kaercher, Williams, Hotop and Van Auker were present. Supervisor-elect Chris Tyree was not present.

SECOND ORDER OF BUSINESS

Public Comments

Ms. Sanchez explained the protocols for public comments.

No members of the public spoke.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Elected Supervisor Chris Tyree [Seat 4] (the following to be provided under separate cover)

This item was deferred.

- A. Required Ethics Training and Disclosure Filing**
 - **Sample Form 1 2023/Instructions**
- B. Membership, Obligations and Responsibilities**
- C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers**

FOURTH ORDER OF BUSINESS

Ratification of Resolution 2025-07, Electing and Removing Officers of the District and Providing for an Effective Date

Ms. Sanchez presented Resolution 2025-07, which was presented at the last meeting and is being ratified.

On MOTION by Ms. Kaercher and seconded by Mr. Van Auker, with all in favor, Resolution 2025-07, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was ratified.

- **Acceptance of Resignation of Roger Van Auker from Seat 1 and Consideration of Appointment to Fill Unexpired Term of Seat 1 and Administration of Oath of Office to Newly Appointed Supervisor**

This item was an addition to the agenda.

On MOTION by Ms. Kaercher and seconded by Mr. Hotop, with all in favor, the resignation of Roger Van Auker from Seat 1, was accepted.

Ms. Kaercher nominated Dan Eshleman to fill Seat 1.

No other nominations were made.

On MOTION by Ms. Kaercher and seconded by Mr. Hotop, with all in favor, the appointment of Dan Eshleman to fill Seat 1, was approved.

Ms. Sanchez, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Dan Eshleman. Mr. Eshleman is familiar with the items listed in the Third Order of Business.

FIFTH ORDER OF BUSINESS

Consideration of Proposals in Response to RFP for Landscape & Irrigation Maintenance Services

A. Respondents

Ms. Sanchez discussed the responses received from the following respondents:

- I. Brightview Landscape Services, Inc.**
- II. Yellowstone Landscape-Southeast, LLC**

B. Board Discussion and Evaluation/Ranking

Ms. Sanchez presented her scores and ranking, as follows:

#1	Yellowstone Landscape-Southeast, LLC	90 Points
#2	Brightview Landscape Services, Inc.	74 Points

The Board concurred with Ms. Sanchez’s scores and ranking.

C. Authorization to Issue Notice of Intent to Award and Enter into Landscape Contract

On MOTION by Ms. Kaercher and seconded by Mr. Eshleman, with all in favor, accepting the scores, ranking and recommendation, as presented, ranking Yellowstone Landscape-Southeast, LLC, as the #1 ranked respondent to the RFP for Landscape & Irrigation Maintenance Services, as the Board’s own scores and ranking; and awarding the Landscape & Irrigation Maintenance Services contract to Yellowstone Landscape-Southeast, LLC, the #1 ranked respondent, in the amount up to the contract amount and subject to Mr. Hotop negotiating the annual price with Yellowstone Landscape-Southeast, LLC to meet the Fiscal Year 2026 Landscaping budget line item amount, was approved.

SIXTH ORDER OF BUSINESS

Discussion: Meeting Location for Fiscal Year 2025/2026

The consensus was to continue meeting at the Brevard County Government Center.

SEVENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of July 31, 2025

On MOTION by Ms. Kaercher and seconded by Mr. Williams, with all in favor, the Unaudited Financial Statements as of July 31, 2025, were accepted.

EIGHTH ORDER OF BUSINESS

Approval of August 20, 2025 Public Hearings and Regular Meeting Minutes

The following changes was made:

Line 259: Change "Ashland" to "Eshleman"

After Line 22: Insert "Dan Eshleman" and "Forestar"

On MOTION by Ms. Kaercher and seconded by Mr. Williams, with all in favor, the August 20, 2025 Public Hearings and Regular Meeting Minutes, as amended, were approved.

NINTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel: Kutak Rock LLP**
- B. District Engineer: Dewberry Engineers, Inc.**

There were no reports from District Counsel or the District Engineer.

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

- **NEXT MEETING DATE: October 15, 2025 at 11:00 AM**
 - **QUORUM CHECK**

The October 15, 2025 meeting will be cancelled.

- **Electing and Removing Officers of the District and Providing for an Effective Date**
This item was an addition to the agenda.

With the appointment of Mr. Eshleman to the Board, it is necessary to consider the slate of officers.

Ms. Kaercher nominated the following:

Shelley Kaercher	Chair
Chris Tyree	Vice Chair
Craig Hotop	Assistant Secretary

Chris Williams	Assistant Secretary
Dan Eshleman	Assistant Secretary

No other nominations were made.

This Resolution removes the following from the Board:

Roger Van Auker	Assistant Secretary
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The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell	Secretary
Cindy Cerbone	Assistant Secretary
Jamie Sanchez	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

A Resolution will be prepared to commemorate this action and will be presented at the following meeting.

<p>On MOTION by Ms. Kaercher and seconded by Mr. Hotop, with all in favor, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was approved.</p>
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TENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

ELEVENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

TWELFTH ORDER OF BUSINESS

Adjournment

<p>On MOTION by Ms. Kaercher and seconded by Mr. Williams, with all in favor, the meeting adjourned at 11:58 a.m.</p>
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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair