

**MINUTES OF MEETING  
SHADOWLAWN COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Shadowlawn Community Development District held a Regular Meeting on January 21, 2025 at 2:00 p.m., at Reinhold Corporation, 1845 Town Center Blvd., Suite 105, Fleming Island, Florida 32003.

**Present:**

Liam O'Reilly	Chair
George M. Egan	Vice Chair
Jacob F. Bryan	Assistant Secretary
Cooper Murphy	Assistant Secretary
Peter Williams (via telephone)	Assistant Secretary

**Also present:**

Craig Wrathell	District Manager
Cindy Cerbone (via telephone)	Wrathell, Hunt & Associates LLC (WHA)
Andrew Kantarzhi (via telephone)	Wrathell, Hunt & Associates LLC (WHA)
Katie Buchanan (via telephone)	District Counsel
Daniel Welch (via telephone)	District Engineer
Kelly Fitzpatrick Powell	Reinhold Corporation

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Wrathell called the meeting to order at 2:18 p.m. He recapped the results of the Landowners' Election, as follows:

Seat 3	Cooper Murphy	134 votes	4-Year Term
Seat 4	Pete Williams	133 votes	2-Year Term
Seat 5	Liam O'Reilly	135 votes	4-Year Term

- **Administration of Oath of Office to Elected Supervisors (Cooper Murphy - Seat 3, Pete Williams - Seat 4, Liam O'Reilly - Seat 5]**

**This item, previously the Third Order of Business, was presented out of order.**

Mr. Wrathell, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Murphy and Mr. O'Reilly. The Oath of Office was administered to Mr. Williams by a Notary at his location and was submitted before the meeting.

Supervisors O'Reilly, Egan, Murphy, and Bryan were present. Supervisor Williams attended via telephone.

**SECOND ORDER OF BUSINESS****Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Administration of Oath of Office to Elected Supervisors (Cooper Murphy - Seat 3, Pete Williams - Seat 4, Liam O'Reilly - Seat 5] (the following to be provided in separate package)**

This item was addressed during the First Order of Business.

All Supervisors are familiar with the following:

- 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**

**Consideration of Resolution 2025-02, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date**

Mr. Wrathell presented Resolution 2025-02. He repeated the results of the Landowners' Election, which were presented during the First Order of Business.

**On MOTION by Mr. Williams and seconded by Mr. Bryan, with all in favor, Resolution 2025-02, Canvassing and Certifying the Results of the Landowners' Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS****Consideration of Resolution 2025-03,  
Electing and Removing Officers of the  
District and Providing for an Effective Date**

Mr. Wrathell presented Resolution 2025-03. Mr. O'Reilly nominated the following:

Liam O'Reilly	Chair
George M. Egan	Vice Chair
Jacob F. Bryan	Assistant Secretary
P. Cooper Murray	Assistant Secretary
F. Peter Williams	Assistant Secretary

No other nominations were made.

The following prior appointments by the Board remain unaffected by this Resolution:

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

**On MOTION by Mr. O'Reilly and seconded by Mr. Bryan, with all in favor, Resolution 2025-03, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS****Consideration of Resolution 2025-01,  
Relating to the Amendment of the Budget  
for the Fiscal Year Beginning October 1,  
2024 and Ending September 30, 2025; and  
Providing for an Effective Date**

Mr. Wrathell presented Resolution 2025-01. He reviewed the amendment to the Fiscal Year 2025 budget, which was discussed at the last meeting. This amendment is related to the Cathedral Oak Parkway budget.

Mr. Wrathell stated that Mr. O'Reilly and Ms. Powell submitted questions in advance of the meeting. He noted that the recently completed draft Audit will be emailed to them and, if

additional revisions to the draft Audit are necessary, the Audit can be revised again before the June 30, 2025 submission deadline.

Mr. Wrathell stated the CDD is not required to prepare a Budget Amendment for audit purposes but the decision was made to prepare the amendment in order to better track the funds associated with the Capital Projects Fund. He reviewed the transactions related to Mobility Fee Credits and the updated Unaudited Financials dating back to December 2023.

Discussion ensued regarding approving the Amended Fiscal Year 2025 budget, the land transfer, the impact fee credits and approval of the amended Fiscal Year 2025 budget.

Mr. Wrathell stated that Ms. Powell is researching whether amounts shown on the November 2024 Unaudited Financials might accrue to the prior fiscal year. He noted that Mr. O'Reilly questioned the \$12.558 million note payable amount, reflected in the August 2024 Unaudited Financials, and a subsequent adjustment in September 2025 to \$12.463 million. Both questions will be addressed and reflected in the adjusted Audit, if necessary.

**On MOTION by Mr. O'Reilly and seconded by Mr. Murphy, with all in favor, Resolution 2025-01, Relating to the Amendment of the Budget for the Fiscal Year Beginning October 1, 2024 and Ending September 30, 2025, in substantial form, and authorizing the Chair to review and execute, subject to ratification at the next meeting; and Providing for an Effective Date, was adopted.**

#### **SEVENTH ORDER OF BUSINESS**

#### **Consideration of England-Thims & Miller, Inc., Work Authorization No. 06 [CR 218 Extension Roadway Construction Engineering & Inspection Services]**

Mr. O'Reilly presented England-Thims & Miller, Inc. (ETM), Work Authorization No. 06 for the CR 218 Extension Roadway Construction Engineering & Inspection Services, for extension of the construction schedule by approximately 30 days. The cost is offset by unused survey-related items, resulting in a zero dollar Change Order.

**On MOTION by Mr. Williams and seconded by Mr. O'Reilly, with all in favor, England-Thims & Miller, Inc., Work Authorization No. 06 for CR 218 Extension Roadway Construction Engineering & Inspection Services, was approved.**

- **Onsight Industries, LLC Agreement to Furnish and Install Street Signage for Parcel 61**

**This item was an addition to the agenda.**

Ms. Buchanan stated the Builder/Developer of Parcel 61 would like to utilize bond proceeds to fund that contract. An Agreement will be prepared accordingly.

**On MOTION by Mr. O'Reilly and seconded by Mr. Bryan, with all in favor, Onsight Industries, LLC Agreement to Furnish and Install Street Signage for Parcel 61, as described, was approved.**

#### **EIGHTH ORDER OF BUSINESS**

#### **Ratification Items**

- A. Updated Unaudited Financial Statements as of December 31, 2023 - August 31, 2024**
- B. Updated Financial Statements as of September 30, 2024**

**On MOTION by Mr. Murphy and seconded by Mr. Williams, with all in favor, the Updated Unaudited Financial Statements as of December 31, 2023 - August 31, 2024 and the Updated Financial Statements as of September 30, 2024, both in substantial form, pending Chair approval and subject to ratification at the next meeting, were ratified.**

- C. Requisition #27: Ferguson Waterworks [\$1,494.40]**
- D. Requisition #28: England-Thims & Miller (ETM) [\$10,734.00]**
- E. Requisition #29: Carter Environmental Services [\$2,117.55]**
- F. Requisition #30: Cathedral Oak, LLC [\$39,073.51]**
- G. Requisition #31: Ferguson Waterworks [\$319,983.40]**
- H. Requisition #32: Jax Utilities Management, Inc. [\$801,220.26]**
- I. Requisition #33: England-Thims & Miller (ETM) [\$14,043.50]**
- J. Requisition #34: Ferguson Waterworks [\$1,152.80]**
- K. Requisition #35: Jax Utilities Management, Inc. [\$1,668,157.11]**
- L. Requisition #36: ECS Florida, LLC [5,000.00]**
- M. Requisition #37: England-Thims & Miller (ETM) [\$2,869.23]**
- N. Requisition #38: Kutak Rock LLP [\$182.50]**
- O. Requisition #39: Ferguson Waterworks [\$3,493.00]**

- P. Requisition #40: Jax Utilities Management, Inc. [\$957,400.19]
- Q. Requisition #41: England-Thims & Miller (ETM) [\$28,649.92]
- R. Onsight Industries, LLC Agreement to Furnish and Install Street Signage

On MOTION by Mr. Williams and seconded by Mr. O'Reilly, with all in favor, Requisitions #27 through #41 and the Onsight Industries, LLC Agreement to Furnish and Install Street Signage, were ratified.

**NINTH ORDER OF BUSINESS****Acceptance of Unaudited Financial  
Statements as of November 30, 2024**

On MOTION by Mr. Murphy and seconded by Mr. O'Reilly, with all in favor, the Unaudited Financial Statements as of November 30, 2024, in substantial form, pending the Chair's review and approval, and subject to ratification at the next meeting, were accepted.

**TENTH ORDER OF BUSINESS****Approval of Minutes**

- A. October 22, 2024 Regular Meeting
- B. November 5, 2024 Landowners' Meeting

On MOTION by Mr. O'Reilly and seconded by Mr. Bryan, with all in favor, the October 22, 2024 Regular Meeting Minutes, and the November 5, 2024 Landowners' Meeting Minutes, as presented, were approved.

**ELEVENTH ORDER OF BUSINESS****Staff Reports**

- A. District Counsel: Kutak Rock LLP
- B. District Engineer: England-Thims & Miller, Inc.

There were no District Manager or District Engineer reports.

- C. District Manager: Wrathell, Hunt and Associates, LLC
  - NEXT MEETING DATE: May 20, 2025 at 2:00 PM
    - QUORUM CHECK

**TWELFTH ORDER OF BUSINESS****Board Members' Comments/Requests**

Mr. O'Reilly stated that Cathedral Oak Parkway will likely be completed by the end of March 2025; the turnover process with the County is underway. Upon conveyance, the County will transfer the balance of the impact fee credits and the \$2 million cash to the CDD. Discussions are ongoing with the County regarding an Interlocal Agreement for the maintenance of the road, which will likely not be open until the First Coast Expressway opens, but the landscaping and trees require maintenance. He suggested a proposal be obtained from the contractor who installed the landscaping for a six to twelve-month maintenance contract.

**On MOTION by Mr. Bryan and seconded by Mr. Williams, with all in favor, authorizing the Chair to request a proposal from Sunstate for landscape maintenance services for Cathedral Oak Parkway, commencing April 1, 2025, authorizing District Counsel to prepare a form of Agreement and authorizing the Chair to execute, subject to ratification at the next meeting, was approved.**

**On MOTION by Mr. Murphy and seconded by Mr. O'Reilly, with all in favor, authorizing the Chair to work with District Staff to negotiate an Interlocal Agreement between the CDD and the County for the CDD to maintain Cathedral Oak Parkway, and authorizing the Chair to execute, subject to ratification at the next meeting, was approved.**

Mr. O'Reilly estimated that the road will open at the end of 2025; he will ask the County to authorize barricading the road to protect landowners and secure the road until it opens.

Mr. Wrathell recalled budget discussions indicating that Parcel 61 will receive the permit applications under the General Fund once Cathedral Oak Parkway is officially completed. Mr. O'Reilly stated that it includes the maintenance contract; the landowner is comfortable with receiving a quote from Sunstate. Deficit Funding would begin when the road is complete.

#### **THIRTEENTH ORDER OF BUSINESS**

#### **Public Comments**

No members of the public spoke.

#### **FOURTEENTH ORDER OF BUSINESS**

#### **Adjournment**

**On MOTION by Mr. Bryan and seconded by Mr. Murphy, with all in favor, the meeting adjourned at 2:54 p.m.**



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Secretary/Assistant Secretary



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Chair/Vice Chair