# *Town Center at Palm Coast Community Development District*

## September 18, 2026

## Agenda Package

**TEAMS MEETING INFORMATION**
MEETING ID: 287 233 660 547 1 PASSCODE: fk2c2Cj9

or
**DIAL BY PHONE:**
1-646-838-1601
Phone Conference ID: 958437831#

2005 Pan Am Circle, Suite 300, Tampa, Florida 33607

CLEAR PARTNERSHIPS

COLLABORATION LEADERSHIP EXCELLENCE ACCOUNTABILITY RESPECT

# Town Center at Palm Coast
# Community Development District

**Board of Supervisors**
Jeffrey Douglas, Chairman
Greg Eckley, Vice Chairperson
Frances Estrada, Assistant Secretary
Dr. Pamela Jackson-Banks, Assistant Secretary
Vacant, Assistant Secretary

**District Staff**
Howard Neal, District Manager
Vincent Sullivan, District Counsel
Robert Gaylord, District Engineer
Clint Smith, Field Services Manager
Diana Lopez, District Accountant
Kareen Baker, District Admin

**Regular Meeting Agenda**

Friday, September 18, 2026, at 10:00 a.m.

---

The Regular Meeting of the **Town Center at Palm Coast Community Development District** will be held on **Friday, September 18, 2026, at 10:00 a.m. at the Hilton Garden Inn Palm Coast/Town Center, located at 55 Town Center Boulevard, Palm Coast, Florida 32164.** Please let us know at least 24 hours in advance if you are planning to call into the meeting. Following is the Agenda for the Meeting:

**Join the meeting now**

**Meeting ID**: 287 233 660 547 1 **Passcode:** fk2c2Cj9
**Dial-In by Phone:** 1-646-838-1601 **Phone Conference ID:** 958437831#

**THE REGULAR MEETING OF THE BOARD OF SUPERVISORS**

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF AGENDA**
3. **AUDIENCE COMMENTS**
   *(Each individual has the opportunity to comment and is limited to three (3) minutes for such comment)*
4. **STAFF REPORTS**
   **A.** District Counsel
   **B.** District Engineer
   **C.** Field Services Manager
   **D.** District Manager
5. **BUSINESS ITEMS**
   **A.** Consideration of Resolution 2026-10, Designation of Officers………………………………… Page 4
   **B.** Ratification of My Clean Roof Estimate for Pressure Washing ………………………………… Page 5
   **C.** Review and Completion of DRI Entitlement Monitoring Form Regarding Removal of Lot Numbers 106 Through to 109 at Retreat at Town Center……………………………………….. Page 7
   **D.** Ratification of Grau & Associates Fiscal Year 2026 Audit Engagement Letter………………… Page 8

**6. CONSENT AGENDA**



**7. BOARD OF SUPERVISORS REQUESTS AND COMMENTS**

**8. ADJOURNMENT**

***The next meeting is scheduled for Friday, November 20, 2026, at 10:00 a.m.***

# RESOLUTION 2026-10

**A RESOLUTION OF THE BOARD OF SUPERVISORS DESIGNATING THE OFFICERS OF TOWN CENTER AT PALM COAST COMMUNITY DEVELOPMENT DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS** Town Center at Palm Coast Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

**WHEREAS,** the Board of Supervisors (hereinafter the "Board") now desires to designate the Officers of the District per Chapter 190, Florida Statutes.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF TOWN CENTER AT PALM COAST COMMUNITY DEVELOPMENT DISTRICT:**

1. The following persons are elected to the offices shown, to wit:

| | |
|---|---|
| Douglas Nelson | Chair |
| Greg Eckley | Vice-Chair |
| Jennifer Goldyn | Secretary |
| Stephen Bloom | Treasurer |
| Angela Montagna | Assistant Treasurer |
| Howard Neal | Assistant Secretary |
| Dr. Pamela Jackson-Banks | Assistant Secretary |
| Frances Estrada | Assistant Secretary |

2. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 18th day of September 2026.

**ATTEST:**

**TOWN CENTER AT PALM COAST COMMUNITY DEVELOPMENT DISTRICT**

______________________________

Name: ______________________________
Secretary / Assistant Secretary

______________________________

Name: ______________________________
Chair / Vice Chair of the Board of Supervisors

My Clean Roof

# ESTIMATE

Date 8/10/26

Clint
Smith

Town Center at Palm Coast CDD
11555 Heron Bay Blvd.
Suite 201
Coral Springs, FL 33076

| Date completed | Job | Payment Terms | Due Date |
|---|---|---|---|
| N/A | Town Center pressure washing | | N/A |

| | | | | |
|---|---|---|---|---|
| | 1) Pressure wash all roadway signs | | $1600.00 | |
| | 2) Pressure wash all entry signs, walls, and columns<br>3) Pressure wash columns on both roundabouts | | $900.00 | |
| | 4) Pressure wash pavers, walls and columns on both plazas on City Pl | | $600.00 | |
| | | | | |
| | | | | |

| | | | |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | Total | $ 3100.00 |

Make all checks payable to My Clean Roof

***Thank you for your business!***

My Clean Roof 4771 Harpers Ferry Lane Jax FL 32257 Phone: 904-210-6342 James@mycleanroof.us

Approved 8/11/2026

Field Services Mgr.

city of PALM COAST

Community Development Department
Planning Division

160 Lake Avenue
Palm Coast, FL 32164
386-986-3736

# DRI ENTITLEMENT MONITORING FORM

## Town Center

Sales Date ____________________________

Tract Number(s) Sold ____________________________________________________________

Purchaser(s) _____________________________________________________________________

Purchaser's Contact Person and Contact Information ____________________________________

_______________________________________________________________________________

With this sales transaction the developer of the entire DRI has transferred the following allocation of residential units and non-residential gross building square footage to purchaser.

________ Number of Allocated Residential Units

________ Commercial Building Allocated Square Feet

________ Office Building Allocated Square Feet

________ Industrial Building Allocated Square Feet

________ Institutional Building Allocated Square Feet

The developer of the entire DRI certifies the transfer of the above described tract numbers and transfer of allocation of residential units and non-residential building square footage to purchaser.

________________________________________ ______________________________

Printed Name/Title Signature

**NOTARY:** This instrument was acknowledged before me on this ___ day of _________________, 20____, by ______________________________________ who is personally known to me, or who has produced a ________________________________ as identification.

________________________________ SEAL

Signature of Notary Public, State of _________________

___________________________ Notary Printed Name My Commission Expires: _________________

*(Purchaser shall submit this form to the City of Palm Coast with the initial Subdivision Master Plan Application)*

Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

1001 Yamato Road ▪ Suite 301
Boca Raton, Florida 33431
(561) 994-9299 ▪ (800) 299-4728
Fax (561) 994-5823
www.graucpa.com

August 12, 2026

To Board of Supervisors
Town Center at Palm Coast Community Development District
2005 Pan Am Circle, Suite 300
Tampa, FL 33607

We are pleased to confirm our understanding of the services we are to provide Town Center at Palm Coast Community Development District, Flagler County, Florida ("the District") for the fiscal year ended September 30, 2026, with the option of two (2) additional one-year renewals. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Town Center at Palm Coast Community Development District as of and for the fiscal year ended September 30, 2026, with the option of two (2) additional one-year renewals. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes.

Accounting principles generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis
2) Budgetary comparison schedule

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information:

1) Compliance with FL Statute 218.39 (3) (c)

**Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We will also issue a management letter as required by Chapter 10.550, Rules of the Auditor General of the State of Florida. As part of our audit, we will apply financial condition assessment procedures pursuant to Section 218.39(5), Florida Statutes, and Rule 10.556(8), Rules of the Auditor General, and will report, as applicable, whether the District met any of the conditions described in Section 218.503(1), Florida Statutes.

**Examination Objective**

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

**Other Services**

We will assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

**Management Responsibilities**

Management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for designing, implementing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

**Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

**Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards.*

**Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

**Engagement Administration, Fees, and Other**

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.

This agreement provides for a contract period of one (1) year with the option of two (2) additional one-year renewals upon the written consent of both parties. Our fee for these services will not exceed $4,600 for the September 30, 2026 audit, unless there is a change in activity by the District which results in additional audit work or if Bonds are issued. The fees for the fiscal years, 2027 and 2028 will not exceed $4,800 and $5,000 respectively, unless there is a change in activity by the District which results in additional audit work or if Bonds are issued.

Grau & Associates and its subcontractors warrant compliance with all federal immigration laws and regulations that relate to their employees. Grau agrees and acknowledges that the District is a public employer subject to the E-Verify requirements as set forth in Section 448.095, Florida Statutes, and that the provisions of Section 448.095, Florida Statutes apply to this Agreement. If the District has a good faith belief that the Grau has knowingly hired, recruited or referred an alien who is not authorized to work by the immigration laws or the Attorney General of the United States for employment under this Agreement, the District shall terminate this Agreement. If the District has a good faith belief that a subcontractor performing work under this Agreement knowingly hired, recruited or referred an alien who is not duly authorized to work by the immigration laws or the Attorney General of the United States for employment under this Agreement, the District shall promptly notify Grau and order Grau to immediately terminate the contract with the subcontractor. Grau shall be liable for any additional costs incurred by the District as a result of the termination of a contract based on Grau's failure to comply with E-Verify requirements evidenced herein.

We will complete the audit within prescribed statutory deadlines, with the understanding that your employees will provide information needed to perform the audit on a timely basis.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate.

This agreement may be renewed each year thereafter subject to the mutual agreement by both parties to all terms and fees. The fee for each annual renewal will be agreed upon separately.

The District has the option to terminate this agreement with or without cause by providing thirty (30) days written notice of termination to Grau & Associates. Upon any termination of this agreement, Grau & Associates shall be entitled to payment of all work and/or services rendered up until the effective termination of this agreement, subject to whatever claims or off-sets the District may have against Grau & Associates.

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2025 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Town Center at Palm Coast Community Development District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Grau & Associates

Antonio J. Grau

RESPONSE:

This l DocuSigned by: forth the understanding of Town Center at Palm Coast Community Development District.

By: F629EC310FCB44F...

Title: president

Date: 8/29/2026

FICPA
Florida Institute of Certified Public Accountants

AICPA Peer Review Program
Administered in Florida
by the Florida Institute of CPAs

November 18, 2025

Antonio Grau
Grau & Associates
1001 W. Yamato Road, Suite 301
Boca Raton, FL 33431-4403

Dear Antonio Grau:

It is my pleasure to notify you that on November 18, 2025, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2028. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

FICPA Peer Review Committee

Peer Review Team
FICPA Peer Review Committee
paul@ficpa.org
850.224.2727, x5957

cc: Daniel Hevia, David Caplivski

Firm Number: 900004390114 Review Number: 616829

# MINUTES OF MEETING
# TOWN CENTER AT PALM COAST
# COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Town Center at Palm Coast Community Development District was held on Friday, July 24, 2026, at 10:00 a.m. at the Hilton Garden Inn Palm Coast/Town Center, 55 Town Center Boulevard, Palm Coast, Florida.

Present and constituting a quorum were:

| | |
|---|---|
| Jeffrey Douglas | Chairperson |
| Greg Eckley | Vice Chairperson |
| Frances Estrada | Assistant Secretary |
| Dr. Pamela Jackson-Banks | Assistant Secretary |

Also present either in person or via electronic communications were:

| | |
|---|---|
| Samantha Harvey | District Manager |
| Clint Smith | Field Services Manager |

***This is not a certified or verbatim transcript but rather represents the context and summary of the meeting. The full meeting is available in audio format upon request. Contact the District Office for any related costs for an audio copy.***

**FIRST ORDER OF BUSINESS** **Call to Order and Roll Call**

Ms. Harvey called the meeting to order and called the roll; a quorum was established.

**SECOND ORDER OF BUSINESS** **Approval of Agenda**

> On MOTION by Mr. Eckley, seconded by Mrs. Jackson-Banks, with all in favor, the agenda was approved as presented. 3-0

**THIRD ORDER OF BUSINESS** **Audience Comments**

There were no audience comments.

**FOURTH ORDER OF BUSINESS** **Staff Reports**

**A. District Counsel**

No report.

**B. District Engineer**
No report.

**C. Field Services Manager**
**i. VerdeGo Landscape Maintenance Summary**
Mr. Smith reviewed the report with the Board. He reported that correspondence had been received from the City's Code Enforcement department regarding landscaping and aesthetic-related items. Discussion ensued regarding the steps needed to address the City's comments and coordinate efforts with the landscape contractors.

The Board discussed the upcoming Urban Forestry meeting scheduled for the following week. Following discussion, the Board directed staff to coordinate with VerdeGo Landscape to investigate several trees that appeared to be in decline and to address concerns related to the holiday and pathway trees.

**ii. SOLitude Lake Management Stormwater Pond Summary**
Mr. Smith reviewed the Stormwater Pond Maintenance report. Discussion ensued regarding the Florida streetlight lease agreement. Staff reported that the District's existing 20-year lease agreement had expired in phases and that guidance was being sought from District Counsel regarding the appropriate process for entering into a replacement agreement. The Board was advised that newer lease agreements are typically structured with 10-year terms, which could result in reduced costs for the District. Discussion also included the possibility of the City assuming responsibility for the streetlight costs.

**D. District Manager**
**i. Requisition for Disbursement**
Ms. Harvey presented the requisition for disbursement.

| |
|---|
| On MOTION by Mr. Eckley, seconded by Mrs. Jackson-Banks, with all in favor, the requisition for disbursement was approved. 3-0 |

**FIFTH ORDER OF BUSINESS Business Items**

**A. Public Hearings to Adopt the Fiscal Year 2027 Budget and Levy of Non-Ad Valorem Assessments**

| |
|---|
| On MOTION by Mr. Eckley, seconded by Ms. Estrada, with all in favor, the public hearing was opened. 4-0 |

Ms. Harvey reviewed the proposed Fiscal Year 2027 Budget. She confirmed that the public hearing had been properly advertised and noticed in accordance with Florida law. There were no public comments regarding the budget.

**i. Consideration of Resolution 2026-06, Annual Appropriations, and Adopting the Fiscal Year 2027 Budget**

Ms. Harvey outlined the Resolution.

| |
|---|
| On MOTION by Mr. Douglas, seconded by Mr. Eckley, with all in favor, Resolution 2026-06, Relating to the Annual Appropriations of the District and Adopting the Budget for the Fiscal Year Beginning October 1, 2026, and Ending September 30, 2027, and Referencing the Maintenance and Benefit Special Assessments to be Levied by the District for Said Fiscal Year was adopted. 4-0 |

**ii. Consideration of Resolution 2026-07, Levying of Non-Ad Valorem Assessments**

Ms. Harvey outlined the Resolution.

| |
|---|
| On MOTION by Mr. Eckley, seconded by Ms. Estrada, with all in favor, Resolution 2026-07, Levying and Imposing a Non-Ad Valorem Maintenance Special Assessment for Town Center at Palm Coast Community Development District for Fiscal Year 2027 was adopted. 4-0 |

| |
|---|
| On MOTION by Mr. Eckley, seconded by Ms. Estrada, with all in favor, the public hearing was closed. 4-0 |

**B. Consideration of Resolution 2026-08, Adopting Fiscal Year 2027 Meeting Schedule**

| |
|---|
| On MOTION by Mr. Douglas, seconded by Mrs. Jackson-Banks, with all in favor, Resolution 2026-08, Adopting Fiscal Year 2027 Meeting Schedule, was adopted. 4-0 |

**C. Consideration of Resolution 2026-09, Adopting Goals and Objectives for Fiscal Year 2027**

| |
|---|
| On MOTION by Ms. Estrada, seconded by Mrs. Jackson-Banks, with all in favor, Resolution 2026-09, Adopting Goals and Objectives for Fiscal Year 2027 was adopted. 4-0 |

**D. LLS Tax Solutions Inc. Arbitrage Rebate Report – Capital Improvement Revenue Bonds, Series 2005 Bonds for the Annual Period Ending March 27, 2026**

| |
|---|
| On MOTION by Ms. Estrada, seconded by Mrs. Jackson-Banks, with all in favor, LLS Tax Solutions Inc. Arbitrage Rebate Report for the Capital Improvement Revenue Bonds, Series 2025 Bonds for the Annual Period Ending March 27, 2026, was accepted. 4-0 |

**E. Acceptance of Grau & Associates Fiscal Year 2025 Audit Report**

| |
|---|
| On MOTION by Mr. Douglas, seconded by Ms. Estrada, with all in favor, the Grau & Associates Fiscal Year 2025 Audit Report was accepted. 4-0 |

**SIXTH ORDER OF BUSINESS Consent Agenda**

**A. Consideration of Minutes from the Meeting held on May 22, 2026**

**B. Financial Snapshot as of July 13, 2026**

The Board reviewed the Consent Agenda items. During the discussion of the financial snapshot, the Board inquired about current assessment collection levels compared to the prior fiscal year. Staff reported that approximately 96% of assessments had been collected to date and advised that the District had recently received approximately $269,000 on July 9, 2026. Staff further advised that collection levels were expected to approach 100% following the final distribution in August. At the Board's request, the District Accounting staff agreed to provide a memorandum outlining the current assessment collection status.

On MOTION by Ms. Estrada, seconded by Mr. Eckley, with all in favor, the Consent agenda was approved as presented. 4-0

**SEVENTH ORDER OF BUSINESS** **Board of Supervisors Requests and Comments**

Mr. Douglas discussed the District's law enforcement agreement with the Sheriff's Office. He noted that the Board had previously requested detailed monthly activity reports documenting enforcement services provided within the District. The Board discussed that these reports were no longer being received and expressed concerns regarding both the visibility and level of services currently being provided.

The Board stated they had not observed a visible law enforcement presence and requested clarification regarding the services currently being rendered. The Board discussed the possibility of terminating the agreement if sufficient documentation and service records could not be provided. In a prior meeting, District Counsel advised the Board regarding its options under the existing agreement and the documentation that should be requested from the City and Sheriff's offices.

On MOTION by Mr. Douglas, seconded by Mr. Eckley, with all in favor, staff was directed to notify the Sheriff's Office that, unless a detailed service log and supporting documentation of services rendered were provided, the District would pursue discussions regarding termination of the agreement. 4-0

District Counsel further recommended that notice be provided to the City advising that should the City fail to provide the requested information and uphold its obligations under the agreement within five days, the District would consider termination of the agreement.

**EIGHTH ORDER OF BUSINESS** **Adjournment**

There being no further business,

On MOTION by Ms. Estrada, seconded by Mr. Eckley, with all in favor, the meeting was adjourned at 10:42 a.m. 4-0

______________________________ ______________________________
Secretary/Assistant Secretary Chairperson/Vice Chairperson

# TOWN CENTER AT PALM COAST COMMUNITY DEVELOPMENT DISTRICT

## Financial Snapshot
## Sept 8, 2026

- **Current Cash Balances:**
  - BankUnited Operating: $351,486
  - BankUnited MMA: $1,447,031
- **Assessment collections:**.
  - The District is 93% collected on the tax roll.
- **Other Misc. Revenue:**
  - Inframark reimbursed the District for an October 2025 overpayment for mgmt. fees.
- **Expenses:**
  - Current expenses make up about 88%of the combined expenses compared to the annual budget through the end of Aug 2026.
    Total expenses for the first 10 months for all 3 funds are approximately $1,1978,000.

# Town Center at Palm Coast

Cash Flow Projection

9/8/2026

| | Balances | Interest Rate |
|---|---|---|
| Operating Account - BankUnited | 351,486.12 | 3.55% |
| MMA - SBA Prime | 1,447,031.35 | 3.55% |
| Less: Current Outstanding AP | (115.97) | |
| Estimated Cash Available Today | 1,798,401.50 | |
| | | |
| Outstanding FY26 Tax Roll | 231,611.00 | |
| | | |
| Estimated Total Cash Available with Tax Roll | 2,030,012.50 | |
| | | |
| **Projections:** | | |
| Monthly Average Spend (October - Sep) | *149,749.25* | |
| | | |
| Total Monthly Average Spend | 149,749.25 | |
| | | |
| Average Spend to YE (1 month September) | (149,749.25) | |
| | | |
| **Expected Cash Flow at YE (9/30/26)** | **2,179,761.75** | |
| | | |
| Average Spend 1st QTR FY27 (3 mos avg spend) | 449,247.75 | |
| | | |
| **Expected Need through 1st QTR FY27** | **1,730,514.00** | |

**tax roll revenue for the new FY is received in December*