

Blackburn Creek Community Development District

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The meeting of the Board of Supervisors for the **Blackburn Creek Community Development District** will be held **Tuesday, July 8, 2025, at 11:00 a.m.** located at **6853 Energy Ct, Lakewood Ranch, FL 34240**. The following is the proposed agenda for this meeting.

Call in number: 1-844-621-3956

Passcode: 2538 286 6774 #

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Call to Order
- Roll Call
- Public Comment Period *[for any members of the public desiring to speak on any proposition before the Board]*

General Business Matters

1. Consideration of the Minutes of June 10, 2025, Board of Supervisors' Meeting
2. Discussion Regarding Finn Outdoor contract
3. District Engineer Project Update
 - a. Inspected Curb Inlets and Manholes- Phase 3
 - b. Stormwater System Inspection Phase 3
4. Discussion Regarding CDD and HOA Workshop
5. Discussion Regarding Open Grand Palm HOA Requests
6. Ratification of Payment Authorization Nos. 240-241
7. Review of District Financial Statements (under separate cover)

Other Business

- Staff Reports
 - District Counsel
 - District Engineer
 - District Manager
 - District Accountant
- Audience Comments
- Supervisors Requests

Adjournment





Blackburn Creek Community Development District

**Consideration of the Minutes of June 10, 2025,
Board of Supervisors' Meeting**

MINUTES OF MEETING

BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS MEETING MINUTES

Tuesday, June 10, 2025, at 11:00 a.m.

6853 Energy Ct., Lakewood Ranch, FL 34240

Board Members Present via Speaker or in Person:

Kevin Johnson	Chairperson	
Kirk Fegley	Vice Chairperson	
Michael Sprout	Assistant Secretary	
Phil Davis	Assistant Secretary	(via phone)
James Sverapa	Assistant Secretary	

Also Present via Speaker or in Person:

Venessa Ripoll	District Manager- PFM Group Consulting LLC	
Rick Montejano	Accountant - PFM Group Consulting LLC	(via phone)
Gazmin Kerr	ADM - PFM Group Consulting LLC	(via phone)
Andy Cohen	District Counsel	
Robert Dvorak	District Engineer	(via phone)
Resident present via phone		

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

The Board of Supervisors' Meeting for the Blackburn Creek CDD was called to order at approximately 11:00 a.m. by Ms. Ripoll. She proceeded with roll call and confirmed quorum. Those in attendance are outlined above either in person or via speaker phone.

On MOTION by Mr. Fegley, seconded by Mr. Sprout, with all in favor, the Board approved to allow Mr. Davis to vote via phone.

Public Comment Period

There were no public comments at this time.

SECOND ORDER OF BUSINESS

General Business Matters

**Consideration of the Minutes of the May
13, 2025, Board of Supervisors Meeting**

The Board reviewed the minutes.

On MOTION by Mr. Sprout, seconded by Mr. Johnson, with all in favor, the Board approved the Minutes of the May 13, 2025, Board of Supervisors' Meeting.

District Engineer Project Update

a. Inspected Curb Inlets and Manholes- Phase 3

b. Stormwater System Inspection Phase 3

c. Discussion Regarding Finn Outdoor Contract

Mr. Dvorak gave an update and noted the Phase 3 items were reviewed at the last meeting.

Mr. Dvorak has reached out to Finn Outdoor regarding a new open-ended maintenance agreement. This will come before the Board in July or August, once received. He noted he emailed Ms. Ripoll the draft as a maintenance guideline and provided an overview to the Board. He also reviewed the landscape items that were included. He recommended having photos to go with the guidelines for reference.

There was brief discussion regarding the reference photos.

The Board agreed and it was noted that this also lets the HOA know what needs to be maintained. Mr. Dvorak recommended having a Town Hall meeting with the HOA to review the guidelines. Mr. Johnson recommended having two meetings, a Town Hall for the general public, and a workshop for the HOA Board and their maintenance/property management teams.

There was discussion regarding the SwiftMud permits and the HOA bridge. The HOA has stated they have contacted Solitude regarding the bridge cleanup, but no update has been received regarding the permits. Mr. Johnson requested Mr. Dvorak to send another email in regard to turning over the SwiftMud permits.

There was discussion on what areas the HOA owns and the maintenance of those areas.

Mr. Dvorak will update the Maintenance Guidelines Report to add photos and a glossary. This will then be posted on the District's website.

Mr. Johnson requested Mr. Dvorak to check on River Road in a few weeks. Mr. Dvorak confirmed. He noted he has been in contact with the main contractor and will follow up as needed.

Discussion Regarding Open Grand Palm HOA Requests

Mr. Davis will follow up regarding the requests.

There was discussion regarding the requests and the HOA's response. It was recommended that resident emails sent to the HOA should also be sent to the Master (Judy).

There was also discussion regarding the bridges and their location.

Mr. Johnson will follow up with Judy to get clarification and let Ms. Ripoll know the outcome. Ms. Ripoll will send out the response to the Board.

There was brief discussion regarding setting up the HOA Workshop. Ms. Ripoll will follow up to get a few available dates in July or September. The workshop would take place at the Clubhouse and via Zoom.

Ratification of Payment Authorization No. 239

Ms. Ripoll stated these are for contractual obligations. This is solely for ratification.

On MOTION by Mr. Fegler, seconded by Mr. Sprout, with all in favor, the Board ratified Payment Authorization No. 239.

Review of District Financial Statements

Ms. Ripoll stated that the District financials were through May 2025.

The Board reviewed the outstanding bonds.

On MOTION by Mr. Fegley, seconded by Mr. Sverapa, with all in favor, the Board approved the District Financials.

THIRD ORDER OF BUSINESS

Staff Reports

District Counsel – No report.

District Engineer – No report.

District Manager – Ms. Ripoll congratulated the Supervisors on their completion of their Form 1. The next Board meeting is July 8, 2025, at 11:00 a.m., at the same location.

FOURTH ORDER OF BUSINESS

Audience Comments and Supervisor Requests

There were no further comments or supervisor requests at this time.

FIFTH ORDER OF BUSINESS

Adjournment

There was no additional business to discuss. Ms. Ripoll requested a motion to adjourn.

ON MOTION by Mr. Davis, seconded by Mr. Sverapa, with all in favor, the June 10, 2025, Meeting of the Board of Supervisors of the Blackburn Creek Community Development District was adjourned at approximately 11:33 a.m.

Secretary/Assistant Secretary

Chair/Vice Chair



Blackburn Creek Community Development District

Discussion Regarding Finn Outdoor contract



Blackburn Creek Community Development District

District Engineer Project Update

- a. Inspected Curb Inlets and Manholes- Phase 3**
- b. Stormwater System Inspection Phase 3**



Blackburn Creek Community Development District

Discussion Regarding CDD and HOA Workshop



Blackburn Creek Community Development District

Discussion Regarding Open Grand Palm HOA Requests



Blackburn Creek Community Development District

Ratification of Payment Authorization Nos. 240-241

**BLACKBURN CREEK
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 240

5/28/2025

Item Number	Payee	Invoice Number	GF FY25
1	Bretic Dvorak Engineering Services Through 04/30/2025	1917	\$ 3,885.00
2	PFM Group Consulting May District Management Fee April Postage	DM-05-2025-04 OE-EXP-05-2025-07	\$ 3,025.00 39.91
3	Supervisor Fees - 05/13/2025 Meeting Michael Sprout Phil Davis Kirk Fegley Kevin Johnson James Sverapa	2025.05.13 2025.05.13 2025.05.13 2025.05.13 2025.05.13	\$ 200.00 200.00 200.00 200.00 200.00
TOTAL			\$ 7,949.91

**BLACKBURN CREEK
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 241
6/18/2025

Item Number	Payee	Invoice Number	GF FY25
1	Brletic Dvorak Engineering Services Through 05/30/2025	1964	\$ 1,215.00
2	Persson, Cohen, Mooney, Fernandez & Jackson District Counsel May 2025	6024	\$ 684.00
3	PFM Group Consulting June District Management Fee	DM-06-2025-04	\$ 3,025.00
4	VGlobalTech June Website Maintenance	7375	\$ 135.00
			SUBTOTAL \$ 5,059.00
			TOTAL \$ 5,059.00



Blackburn Creek Community Development District

**Review of District Financial Statements
(under separate cover)**



Blackburn Creek Community Development District

Staff Reports