

# Blackburn Creek Community Development District

3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817

Phone 407-723-5900; Fax 407-723-5901

[www.blackburncreekcdd.com](http://www.blackburncreekcdd.com)

The meeting of the Board of Supervisors for the **Blackburn Creek Community Development District** will be held **Tuesday, December 9, 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 the November 11, 2025, Board of Supervisors Meeting
2. Review and Consideration of Resolution 2026- 02, Election of Officers
3. Update on Grand Palm Master Proposals:
  - a. Transfer Southwest Florida Water Management District Permits to Master HOA
  - b. Discussion to Manage and Maintain on a Fee Basis all HOA Stormwater Components and Permit Inspections/Reporting
4. Ratification of the Engagement Letter with GNP Services for the Series 2015A Arbitrage
5. Ratification of Payment Authorization No. 250
6. Review of District Financial Statements *(provided under separate cover)*

### **Other Business**

- Staff Reports
  - District Counsel
  - District Engineer
  - District Manager
    - Next Meeting January 13, 2026
  - District Accountant
- Audience Comments
- Supervisors Request

### **Adjournment**





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# **Blackburn Creek Community Development District**

## **Consideration of the Minutes of the November 11, 2025, Board of Supervisors Meeting**

## **MINUTES OF MEETING**

### **BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS MEETING MINUTES**

**Tuesday, November 11, 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	
James Sverapa	Assistant Secretary	(via phone)

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	
Carla Armstrong	District Counsel	
Kirk Glover	District Engineer - BDI	(via phone)
Robert Dvorak	District Engineer - BDI	(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. Davis, seconded by Mr. Fegley, with all in favor, the Board approved to allow Mr. Sverapa to vote by 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  
October 14, 2025, Board of Supervisors'  
Meeting**

The Board reviewed the minutes.

Mr. Sprout requested clarification on the maintenance responsibility for pond wears. Mr. Dvorak gave clarification and noted that the CDD is responsible for maintaining the drainage in the roadways.

Mr. Dvorak will provide a maintenance responsibility map to the Board. It is currently being worked on.

On MOTION by Mr. Johnson, seconded by Mr. Davis, with all in favor, the Board approved the Minutes of the October 14, 2025, Board of Supervisors' Meeting.

**Review and Consideration of  
Resolution 2026-01, Adopting a  
Revised Budget for FY25**

Ms. Ripoll noted the overall budget remains the same, but line items have been adjusted as needed. This is for auditing purposes.

The Board reviewed the revised line items. It was noted that once approved, the revised budget will be posted on the District's website.

On MOTION by Mr. Fegley, seconded by Mr. Sprout, with all in favor, the Board approved Resolution 2026-01, Adopting a Revised Budget for FY25.

**Update on Grand Palm Master  
Proposals:**

- a. Transfer Southwest Florida Water Management District Permits to Master HOA**
- b. Discussion to Manage and Maintain on a Fee Basis all HOA Stormwater Components and Permit Inspections/Reporting**

Ms. Ripoll noted a letter has been sent to the HOA President, but they are in an election period.

Mr. Johnson gave an overview of the permitting and noted everything has been sent to the HOA. He is awaiting signatures and once finalized, will be sent to Southwest Florida Water Management District.

Mr. Dvorak noted that Southwest Florida Water Management District is aware of the change in responsibility and once transferred, all past due inspections will be addressed.

There was brief discussion regarding communication with Southwest Florida Water Management District and the permitting.

Mr. Johnson gave an overview of the stormwater permit inspections and reporting. He noted this will most likely not be addressed until January with the HOA. He requested a liaison to work with the HOA on this item.

There was brief discussion on working with the HOA.

This item will be kept on the agenda.

#### **Ratification of Payment Authorization Nos. 249**

Ms. Ripoll stated this is for contractual obligations. This is solely for ratification.

On MOTION by Mr. Fegley, seconded by Mr. Sprout, with all in favor, the Board ratified Payment Authorization Nos. 249.

#### **Review of District Financial Statements**

Ms. Ripoll stated that the District financials are updated through October 2025.

The Board reviewed the financial statements.

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

### **THIRD ORDER OF BUSINESS**

#### **Staff Reports**

##### **District Counsel –**

It was noted the annual Ethics Training is due by December 31, 2025. Mr. Cohen will send the resources memo to Ms. Ripoll for distribution to the Board.

##### **District Engineer –**

Mr. Dvorak noted there is a different phase of inspection done every year regarding drainage. Phase 1 and Phase 3 have been completed in previous years.

There was brief discussion regarding the drainage inspection this year and locations within the phases. Mr. Johnson will send a map to the District Engineer of the different phases. It was noted Destin Loop, River Road, Collier, and Sebring need to be inspected, along with the new construction.

Mr. Dvorak noted Finn Outdoors will be doing their clean out maintenance.

There was discussion regarding the Collier and Sebring swale area and the need for drainage. This included discussion of the maintenance responsibility for this area.

District Counsel recommended requesting this topic be put on the HOA's meeting agenda and have a CDD Board Supervisor attend. Ms. Ripoll noted this will be the purpose of the workshop.

There was continued discussion regarding communication with the HOA and maintenance responsibility.

Ms. Ripoll noted once the map is received, she will send it to the HOA and contact them for a follow-up.

Mr. Glover noted the Pond 28 bank needs to be raised, which the landscaping vendor can do. It is not an emergency but does need to be fixed.

There was brief discussion regarding the pond bank. It was noted an estimated cost is around \$1,500.00.

The District Engineer will get a proposal for the pond bank and wear repair and bring back to the December Board meeting.

### **District Manager – FY 2025 Goals and Objectives**

Ms. Ripoll noted the next Board meeting is December 9, 2025, at 11:00 a.m., at the same location.

Ms. Ripoll noted the District has met the FY 2025 Goals and Objectives. Once approved, these will be placed on the District's website.

On MOTION by Mr. Sprout, seconded by Mr. Davis, with all in favor, the Board approved FY 2025 Goals and Objectives.

It was noted everything the District Engineer has completed for the FY 2025 Goals and Objectives are on the District's website.

**FOURTH ORDER OF BUSINESS****Audience Comments and Supervisor Requests**

Mr. Johnson will be stepping down as Chair but will continue as a Board Supervisor. Ms. Ripoll noted this will be a resolution at the December Board meeting.

There were no 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. Johnson, seconded by Mr. Davis, with all in favor, the November 12, 2025, Meeting of the Board of Supervisors of the Blackburn Creek Community Development District was adjourned at approximately 11:44 a.m.

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Secretary/Assistant Secretary

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Chair/Vice Chair



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# **Blackburn Creek Community Development District**

## **Review and Consideration of Resolution 2026- 02, Election of Officers**



## RESOLUTION 2026-02

### A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT ELECTING THE OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

**WHEREAS**, the BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

**WHEREAS**, pursuant to Section 190.006(6), Florida Statutes, as soon as practicable after each election or appointment to the Board of Supervisors (the "Board"), the Board shall organize by electing one of its members as chair and by electing a secretary, and such other officers as the Board may deem necessary.

### NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT:

Section 1. \_\_\_\_\_ is elected Chairperson.

Section 2. \_\_\_\_\_ is elected Vice Chairperson.

Section 3. Venessa Ripoll is elected Secretary.  
\_\_\_\_\_ is elected Assistant Secretary.  
\_\_\_\_\_ is elected Assistant Secretary.  
\_\_\_\_\_ is elected Assistant Secretary.  
Vivian Carvalho is elected Assistant Secretary.  
\_\_\_\_\_ is elected Assistant Secretary.

Section 4. Amanda Lane is elected Treasurer.

Section 5. Jennifer Glasgow is elected Assistant Treasurer.  
Rick Montejano is elected Assistant Treasurer.  
Verona Griffith is elected Assistant Treasurer.  
Amy Champagne is elected Assistant Treasurer.

Section 6. All resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 7. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 9th DAY of DECEMBER, 2025**

**ATTEST:**

**BLACKBURN CREEK  
COMMUNITY DEVELOPMENT  
DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/Vice-Chairman



# **Blackburn Creek Community Development District**

## **Update on Grand Palm Master Proposals:**

- a. Transfer Southwest Florida Water Management District Permits to Master HOA**
- b. Discussion to Manage and Maintain on a Fee Basis all HOA Stormwater Components and Permit Inspections/Reporting**



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# **Blackburn Creek Community Development District**

**Ratification of the Engagement Letter with GNP  
Services for the Series 2015A Arbitrage**

**Tax Exempt Compliance Services, LLC**  
**(Wholly owned subsidiary of GNP Services, CPA, PA)**

P.O. Box 1179  
Orange Park, FL 32067-1179  
linda@dufresnecpas.com or tisha@gnpcpas.com  
904-327-8377

November 12, 2025

Ms. Venessa Ripoll, District Manager, LCAM  
Public Financial Management  
3501 Quadrangle Blvd., Suite 270  
Orlando, Florida 32817

RE: Blackburn Creek Community Development District \$8,765,000 Special  
Assessment Revenue Bonds, Series 2015A-1 and Series 2015A-2 (Grand  
Palm Project)

Dear Ms. Ripoll:

This letter is to confirm and specify the terms of our prospective engagement to provide arbitrage rebate services for the Bond listed on the attached schedule (the "Bonds") and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom services are to be performed to confirm the following understanding.

We will perform mathematical computations to calculate the arbitrage rebate liability for the Bonds. We will also prepare any Internal Revenue Service forms that are required to be filed in connection with the arbitrage rebate liability for the Bonds.

The mathematical computations will be performed using information that you or the Bonds trustee will furnish to us. We will make no audit or other verification of the data you submit, although we may need to ask you for clarification of some of the information.

It is your responsibility and that of the Bonds trustee to provide all the information required for the preparation of the complete and accurate calculation of the arbitrage rebate liability. You represent that the information you are supplying to us is accurate and complete to the best of your knowledge. You should retain all the documents and other data that form the basis of the calculation of the arbitrage rebate liability. These may be necessary to prove the accuracy and completeness of any returns required to be filed with a taxing authority.

Our work in connection with the preparation of the calculation of the arbitrage rebate liability does not include any procedures designed to discover defalcation or other irregularities, should any exist.

We will use our judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. We plan to perform reasonable research to support positions taken in your returns. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible.

The law provides for a penalty to be imposed on any underpayment that results from negligence or disregard of rules or regulations. Negligence "includes any failure to make a reasonable attempt to comply..." with the code. Disregard "includes any careless, reckless or intentional disregard". The law also provides various other penalties that may be imposed when taxpayers understate their tax liability. If the tax authorities assess penalties, you agree to be responsible for their payment and not to look to us for reimbursement.

Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we recommend that you hire a competent professional to represent you. We will be available, upon request, to represent you and will render additional invoices for the time and expenses incurred.

Our fee for these services will be as set forth on Schedule A. Payment is due on receipt. Invoices not paid within ten days are subject to interest at the rate of 1% per month, prorated for the applicable number of days. After ninety days if the invoice remains unpaid, the account may be turned over to a collection agency. Any costs related to collection will be your responsibility.

Our report will be delivered to the email address you specify on the attachment to this engagement letter. Please complete the name, title, phone number and email address for each recipient to whom you would like the report to be sent.

We will not be providing any services nor preparing any returns for you that are not covered by this agreement. If you do not accept the above conditions we will be unable to provide any services. If you have any questions regarding anything in this letter, you may contact me using the information shown above. We want to express our appreciation for this opportunity to work with you.

Sincerely,

*Tax Exempt Compliance Svcs, LLC*

Tax Exempt Compliance Services, LLC

**SCHEDULE A**  
**FEES FOR INSTALLMENT COMPUTATION PERIOD**  
**REBATABLE ARBITRAGE LIABILITY CALCULATIONS**

Blackburn Creek Community Development District  
 \$8,765,000 Special Assessment Revenue Bonds,  
 Series 2015A-1 and Series 2015A-2 (Grand Palm Project)

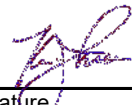
Installment Computation Period Fees (10/26/15 - 10/26/20)		
Bond Year 1	\$	1,000
Bond Years 2-5		2,500
Total Installment Computation Period Fees for years 1-5	\$	<u>3,500</u> (*)

Installment Computation Period Fees (10/26/20 - 10/26/25)		
Bond Years 6-10	\$	2,500
Total Installment Computation Period Fees for years 6-10	\$	<u>2,500</u> (*)

(\*) The fee does not include providing any services to allocate commingled funds or any of the services listed below.

Additional Fees, if applicable:		
Preparation of IRS forms	\$	250
Commingled funds	\$	250
Refunding/refunded issue	\$	250
Yield restriction test	\$	250

Proposal to perform installment date arbitrage rebate calculation is accepted  
 as evidenced by the signature below:

 _____ Signature	Chairman, Blackburn Creek CDD _____ Title
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Kevin Johnson  
 \_\_\_\_\_  
 Printed Name

(407) 723-5900  
 \_\_\_\_\_  
 Telephone Number

kjohnson4@blackburncreekcdd.com  
 \_\_\_\_\_  
 Email

**Report Recipients:**

_____	_____	_____	_____
Printed Name	Title	Telephone Number	Email

_____	_____	_____	_____
Printed Name	Title	Telephone Number	Email

_____	_____	_____	_____
Printed Name	Title	Telephone Number	Email

_____	_____	_____	_____
Printed Name	Title	Telephone Number	Email



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# **Blackburn Creek Community Development District**

**Ratification of Payment Authorization No. 250**

**BLACKBURN CREEK  
COMMUNITY DEVELOPMENT DISTRICT**

**Payment Authorization No. 250**  
11/10/2025

Invoice No	Supplier	Invoice Date	Fiscal Year	Invoice Amount
2126	Brletic Dvorak Inc (BLACKB)	09/30/2025	FY 2025	5,480.00
2169	Brletic Dvorak Inc (BLACKB)	10/31/2025	FY 2026	2,400.00
0007402899	Gannett Florida LocaliQ (BLACKB)	10/31/2025	FY 2026	139.50
2025.11.11	James Sverapa (BLACKB)	11/11/2025	FY 2026	200.00
2025.11.11	Kevin Johnson (BLACKB)	11/11/2025	FY 2026	200.00
2025.11.11	Kirk Fegley (BLACKB)	11/11/2025	FY 2026	200.00
2025.11.11	Michael Sprout (BLACKB)	11/11/2025	FY 2026	200.00
6458	Persson, Cohen, Mooney, Fernan (BLACKB)	11/04/2025	FY 2026	388.75
OE-EXP-11-2025-06	PFM Group Consulting (BLACKB)	11/04/2025	FY 2026	65.17
2025.11.11	Phil Davis (BLACKB)	11/11/2025	FY 2026	200.00
7877	VGlobalTech (BLACKB)	11/01/2025	FY 2026	145.00
<b>Total:</b>				<b>9,618.42</b>





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# **Blackburn Creek Community Development District**

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



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# **Blackburn Creek Community Development District**

## **Staff Reports**