

Blackburn Creek Community Development District

3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817

Phone 407-723-5900

www.blackburncreekcdd.com

The meetings of the Board of Supervisors and Auditor Selection Committee for the **Blackburn Creek Community Development District** will be held **Tuesday, July 7, 2026, 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 #

AUDITOR SELECTION COMMITTEE MEETING AGENDA

- Call to Order
- Public Comment Period
- 1. **Review of Auditing Services Proposal (s)** *(provided under separate cover)*
- 2. **Ranking of Auditing Services Proposal (s)** *(provided under separate cover)*
- Adjournment

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Call to Order
- Roll Call
- Public Comment Period *(where members of the public desiring to speak on a specific agenda item may address the Board, limited to 3 minutes per person)*

Administrative Matter

1. Review and Consideration of the
 - Minutes of the June 9, 2026 Board of Supervisors Meeting

Old Business Matters

2. Update on District Engineer Project(s)
 - Review and Consideration of Finn Proposal *(provided under separate cover)*
3. Discussion of Exhibit of Major Facilities and Ownership Mapping
 - a. Consideration of the Memorandum of Understanding of Major Drainage facilities Maintenance Responsibilities for the Blackburn Creek CDD and Grand Palm Master Association
4. Discussion of Workshop

New Business Matters

5. Discussion of FY 2027 Assessments
6. Ratification of Payment Authorization Nos. 264-266
7. Review of District Financial Statements



Other Business

- Staff Reports
 - District Counsel
 - District Engineer
 - District Manager
 - Next Meeting August 11, 2026
 - District Accountant

Supervisors Request & Comments

Adjournment



Blackburn Creek Community Development District

Review of Auditing Services Proposal (s)
(provided under separate cover)



Blackburn Creek Community Development District

Ranking of Auditing Services Proposal (s)
(provided under separate cover)



Blackburn Creek Community Development District

**Consideration of the Minutes of the
June 9, 2026, Board of Supervisors Meeting**

MINUTES OF MEETING

BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS MEETING MINUTES

Tuesday, June 9, 2026, at 11:00 a.m.

6853 Energy Ct., Lakewood Ranch, FL 34240

Board Members Present via Speaker or in Person:

Kevin Johnson	Assistant Secretary	(via phone)
Kirk Fegley	Chairperson	
Michael Sprout	Vice Chairperson	
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	
Gazmin Kerr	ADM - PFM Group Consulting LLC	(via phone)
Rick Montejano	Accountant - PFM Group Consulting LLC	(via phone)
Andy Cohen	District Counsel	
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 11:01 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 Mr. Johnson and Mr. Sverapa to vote via phone.

Public Comment Period

There were no members of the public present at this time.

SECOND ORDER OF BUSINESS

General Business Matters

Consideration of the Minutes of the May 12, 2026, Board of Supervisors Meeting

The Board reviewed the minutes.

There was brief discussion regarding the District Engineer Project discussion within the minutes. It was requested to have it noted that it was funded by the Master HOA.

On MOTION by Mr. Sprout, seconded by Mr. Davis, with all in favor, the Board approved the Minutes of the May 12, 2026, Board of Supervisors' Meeting, with amended changes.

**Consideration of the Minutes of the May
12, 2026, Auditor Selection Committee
Meeting**

The Board reviewed the minutes.

On MOTION by Mr. Johnson, seconded by Mr. Sprout, with all in favor, the Board approved the Minutes of the May 12, 2026, Auditor Selection Committee Meeting.

Update on District Engineer Project(s)

Mr. Dvorak gave an update on the project that was funded by the Master HOA. The project has been completed.

**Discussion of Exhibit of Major Facilities
and Ownership Mapping
a. Water Management Primer Draft**

Ms. Ripoll noted an updated map has been received, along with an exhibit of the major facilities.

Mr. Dvorak gave an overview of the list of Major Facilities and Ownership Mapping. He recommended notating maintenance responsibilities as well.

There was discussion regarding the list.

Mr. Cohen recommended using the map rather than the list.

There was lengthy discussion regarding the maintenance responsibilities. Mr. Johnson noted it was previously discussed that the CDD would do the inspection and direct the HOA to make modifications as required.

Mr. Cohen noted that public funds cannot be spent on private property.

There was brief discussion regarding cross culverts. Mr. Dvorak gave an overview and noted those are a part of the roadway. It was recommended that they be called roadway culverts.

Mr. Cohen noted that the Bond Engineering Report includes curbs and gutters, stormwater culverts, stormwater pipes and similar drainage facilities.

There was continued discussion regarding the maintenance responsibilities and updating the Exhibit draft.

Mr. Dvorak will update the Exhibit as discussed and Mr. Cohen will draft the MOU document.

Mr. Sprout will follow up with District Management.

This item will be included in a workshop discussion with the HOA.

There was brief discussion regarding the updates to the Exhibit. Mr. Dvorak noted he will notate the difference between inlets and man-holes.

Discussion of Workshop

Ms. Ripoll noted that once all documents have been reviewed by the Board, she will work on setting up a workshop with the HOA.

Ratification of Payment Authorization No. 263

Ms. Ripoll stated these are for contractual obligations and solely for ratification.

The Board reviewed the payment authorization.

On MOTION by Mr. Johnson, seconded by Mr. Fegley, with all in favor, the Board ratified Payment Authorization Nos. 263.

Review of District Financial Statements

Ms. Ripoll stated that the District financials are updated through May 2026.

The Board reviewed the financial statements.

There was discussion regarding the assessments tentatively being lowered and the reserve study.

Mr. Montejano will send out the funding comparison of the reserve study to the Board. This will be on the July agenda.

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 –** Mr. Cohen noted he will not be in attendance at the July 14, 2026 meeting.
- District Engineer –** Mr. Dvorak noted that the first week of summer, prior to the rainy season, is when Finn Outdoor would complete the maintenance. A proposal will be brought back to the next meeting.
- District Manager –** Ms. Ripoll recommended the next meeting be adjusted so District Counsel can attend. The Board agreed that the next Board meeting will be July 7, 2026, at 11:00 a.m., at the current location.
- Mr. Sprout will follow up with the HOA.
- Ms. Ripoll reminded the Board of the Form 1 deadline of July 1. Board members should receive a reminder email.

FOURTH ORDER OF BUSINESS

Audience Comments and Supervisor Requests

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. Davis, seconded by Mr. Sprout, with all in favor, the June 9, 2026, Meeting of the Board of Supervisors of the Blackburn Creek Community Development District was adjourned at approximately 11:47 a.m.

Secretary/Assistant Secretary

Chair/Vice Chair



Blackburn Creek Community Development District

Update on District Engineer Project(s)

- **Review and Consideration of Finn Proposal** *(provided under separate cover)*



Blackburn Creek Community Development District

Discussion of Exhibit of Major Facilities and Ownership Mapping

a. Consideration of the Memorandum of Understanding of Major Drainage facilities Maintenance Responsibilities for the Blackburn Creek CDD and Grand Palm Master Association

This instrument prepared by
and return to:

Andrew H. Cohen, Esq.
6853 Energy Court
Lakewood Ranch, FL 34240

**MEMORANDUM OF UNDERSTANDING
MAJOR DRAINAGE FACILITIES MAINTENANCE RESPONSIBILITIES FOR
BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT AND
GRAND PALM MASTER ASSOCIATION, INC.**

This Memorandum of Understanding is made and entered into this ____ day of _____, 2026 by and between:

Blackburn Creek Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, located in Sarasota County, Florida, whose address is 3501 Quadrangle Blvd, Suite 270, Orlando, FL 32817 (the "District" or "CDD") and

Grand Palm Master Association, Inc., a Florida not-for-profit corporation, whose address is 1900 Observation Boulevard, Venice, Florida 34293 (the "HOA"), each individually a "Party" and collectively the "Parties."

WITNESSETH

WHEREAS, the District is a local unit of special-purpose government established by ordinance of the Board of County Commissioners of Sarasota County, Florida, for the purpose of planning, financing, constructing, installing, operating and/or maintaining certain infrastructure; and

WHEREAS, the HOA is a private not-for-profit corporation serving as an association of certain property owners, including but not limited to property owners within the boundaries of the District, with a purpose of managing and maintaining certain common property and amenities in the community; and

WHEREAS, the District and the HOA have a mutual interest in insuring that the District facilities and community property are managed and maintained to the highest standards; and

WHEREAS, the District and the HOA agree that it is in the best interest of the Blackburn Creek community to have the HOA and District to each perform certain maintenance, repair and replacement responsibilities with respect to the District facilities and common property to ensure efficiency, consistency and continuity of the maintenance tasks; and

WHEREAS, both Parties are willing and able to perform certain maintenance, repair and replacement responsibilities of the District facilities and the common property in accordance with this Memorandum of Understanding ("MOU"); and

NOW, THEREFORE, in consideration of the mutual covenants and obligations contained in this Memorandum of Understanding, the parties hereby agree as follows:

1. **Responsibilities.** Each Party will perform the respective maintenance, repair and replacement responsibilities listed in the Major Drainage Facilities – Maintenance Responsibilities list at Exhibit “A” (“Drainage Facilities Maintenance”) ensuring full compliance with all applicable statutes including the governing documents of both Parties, applicable permit requirements and all applicable law.

2. **Funding.** Each Party will be solely responsible for funding for the respective maintenance, repair and replacement responsibilities provided in the Drainage Facilities Maintenance.

3. **Effective Date.** This MOU shall be effective after execution by both the District and the HOA.

4. **Termination.** This MOU shall commence on the Effective Date and shall continue until terminated as provided herein, amended, or replaced with a new MOU. This MOU may be terminated with or without cause upon a thirty (30) day written notice to the other party.

5. **Amendments and Waivers.** Amendments to and waivers of the provisions contained in this MOU may be made only by an instrument in writing which is executed by both the District and the HOA.

6. **Notices.** All notices and correspondence related to this MOU shall be directed to the individuals identified below.

If to the District: Blackburn Creek Community Development District
3501 Quadrangle Blvd., Suite 270
Orlando, FL 32817
Attn: District Manager

With a copy to: Andrew H. Cohen, Esq.
Persson, Cohen, Mooney, Fernandez & Jackson, P.A.
6853 Energy Court
Lakewood Ranch, FL 34240

If to the HOA: Grand Palm Master Association, Inc.
1900 Observation Boulevard
Venice, FL 34293

7. **Public Records.** The HOA understands and agrees that all documents of any kind provided to the District in connection with this MOU may be public records and may be treated as such in accordance with Florida law.

8. **Limitations on Governmental Liability.** Nothing in this MOU shall be deemed as a waiver of immunity or limits of liability of the District beyond any statutory limited waiver of

immunity or limits of liability which may have been adopted by the Florida Legislature in Section 768.28, Florida Statutes or other statute, and nothing in this MOU shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

9. **Third Party Beneficiary.** This MOU is solely for the benefit of the Parties and no right or cause of action shall accrue upon or by reason hereof, to or for the benefit of any third party.

10. **Assignment.** This MOU may not be assigned in whole or in part without the written approval of all parties.

11. **Execution in Counterparts.** This MOU may be executed in any number of counterparts, each of which, when executed and delivered, shall constitute an original, and such counterparts together shall constitute one and the same instrument.

12. **Severability.** The invalidity or unenforceability of any one or more provisions of this MOU shall not affect the validity or enforceability of the remaining portions, or any part, of this MOU not held to be invalid or unenforceable.

13. **Entire Agreement.** This MOU with all incorporated exhibits represents the entire MOU between the parties.

Signatures to follow on next page(s)

IN WITNESS WHEREOF, the parties hereto have made and executed this MOU the day and year referenced above.

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Witnesses:

Name _____
Address _____

By: Print Name _____
Its: Chairman _____

Address: 3501 Quadrangle Blvd., Ste. 270
Orlando, FL 32817

Name _____
Address _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 2026, by ____ physical presence or ____ online notarization by _____, as _____ of the Blackburn Creek Community Development District, who is personally known to me or has produced _____ as identification.

Notary Public
Print Name: _____
My Commission Expires: _____

**GRAND PALM MASTER ASSOCIATION,
INC.**

Witnesses:

Name _____
Address _____

By: Print Name _____
Its: _____
Address: _____

Name _____
Address _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____,
2026, by ____ physical presence or ____ online notarization by _____,
as _____ of the Grand Palm Master Association, Inc., who is personally known to
me or has produced _____ as identification.

Notary Public
Print Name: _____
My Commission Expires: _____

Exhibit A: Major Drainage Facilities – Maintenance Responsibilities

Exhibit A

Exhibit A

Major Drainage Facilities - Maintenance Responsibilities

Ownership	Replace or Major Repair	Maintain	COMMENTS
CDD			
Roadways			
Curbs & gutters	CDD	HOA	CDD to perform all physical repairs and HOA to perform surface cleaning
Curb inlets	CDD	HOA	CDD to perform all physical repairs and desilting, and HOA to perform surface cleaning
Storm sewer pipe system	CDD	CDD	All physical repairs and desilting
Manholes	CDD	CDD	All physical repairs and desilting
Cross culverts	CDD	CDD	All physical repairs and desilting
HOA			
Stormwater Management Ponds			
Pond banks	HOA	HOA	All physical repairs and mowing
Control Structures	HOA	HOA	All physical repairs and desilting
Discharge pipe system	HOA	HOA	All physical repairs and desilting
End Sections and inflow pipe system	HOA	HOA	All physical repairs and desilting
Manholes	HOA	HOA	All physical repairs and desilting
Aquatic plants	HOA	HOA	All maintenance of native species and removal of non-native species
Sediment	HOA	HOA	Removal of excess sediment accumulation
SWFWMD Permits	HOA	HOA	ERP permit compliance inspections and recertifications
Stormwater Swales			
Inlets and stormwater pipe system	HOA	HOA	All physical repairs and desilting
Manholes	HOA	HOA	All physical repairs and desilting
Vegetation	HOA	HOA	Mowing and clearing of excess vegetation
Sediment	HOA	HOA	Removal of excess sediment accumulation
Wall weir control structures	HOA	HOA	All physical repairs and maintenance
Wetland Sloughs/Preservation Areas			
Vegetation	HOA	HOA	Removal of native and non-native species to maintain stormwater flow
Cross culverts	HOA	HOA	All physical repairs and desilting
Wall weir control structures	HOA	HOA	All physical repairs and maintenance
Sediment	HOA	HOA	Removal of sediment accumulation to maintain stormwater flow
Parking Lots			
Curbs and gutters	HOA	HOA	All physical repairs and surface cleaning
Manholes	HOA	HOA	All physical repairs and desilting
Inlets	HOA	HOA	All physical repairs, desilting and surface cleaning
Storm sewer pipe system	HOA	HOA	All physical repairs and desilting
Cross culverts	HOA	HOA	All physical repairs and desilting



Blackburn Creek Community Development District

Discussion of Workshop



Blackburn Creek Community Development District

Discussion of FY 2027 Assessments



Blackburn Creek Community Development District

Ratification of Payment Authorization Nos. 263

**BLACKBURN CREEK
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 263
5/13/2026

Invoice No	Supplier	Invoice Date	Property	Invoice Amount
2437	Brletic Dvorak Inc (BLACKB)	05/01/2026	Blackburn Creek CDD	1,455.00
2026.05.12	James Sverapa (BLACKB)	05/12/2026	Blackburn Creek CDD	200.00
2026.05.12	Kevin Johnson (BLACKB)	05/12/2026	Blackburn Creek CDD	200.00
2026.05.12	Kirk Fegley (BLACKB)	05/12/2026	Blackburn Creek CDD	200.00
2026.05.12	Michael Sprout (BLACKB)	05/12/2026	Blackburn Creek CDD	200.00
6957	Persson, Cohen, Mooney, Fernan (BLACKB)	05/04/2026	Blackburn Creek CDD	699.75
DM-05-2026-4	PFM Management Services LLC (BLACKB)	05/05/2026	Blackburn Creek CDD	3,327.50
OE-EXP-05-2026-06	PFM Management Services LLC (BLACKB)	05/06/2026	Blackburn Creek CDD	4.02
2026.05.12	Phil Davis (BLACKB)	05/12/2026	Blackburn Creek CDD	200.00
Total:				6,486.27



Blackburn Creek Community Development District

Review of District Financial Statements
(provided under separate cover)



Blackburn Creek Community Development District

Staff Reports