

**MINUTES OF MEETING
ORANGE BRANCH COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Orange Branch Community Development District held a Regular Meeting and Audit Committee Meeting on April 20, 2026 at 11:00 a.m., at the Del Webb Saint Johns, 91 Skipping Stone Court, St. Johns, Florida 32259.

Present:

Justin Dudley	Chair
Willam Messina	Vice Chair
Zachary Decker	Assistant Secretary
Brett North	Assistant Secretary

Also present:

Ernesto Torres	District Manager
Felix Rodriguez	Wrathell, Hunt and Associates, LLC (WHA)
Jennifer Kilinski (via telephone)	District Counsel
George Katsaras (via telephone)	District Engineer
Caytlin Belanger	FirstService Residential
Monica Hodges	FirstService Residential
Justin Burke	FirstService Residential
Jenna Brut Garces	Lifestyle Director
Laurie Gardner	Resident
Mitchell Levinson	Resident
Jeff Key	Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Rodriguez called the meeting to order at 11:02 a.m.

Supervisors Dudley, Messina, Decker and North were present. Supervisor Larza was absent.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Consideration of Resolution 2026-08, Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2024 and Ending September 30, 2025; and Providing for an Effective Date

Mr. Rodriguez presented Resolution 2026-08, and stated the Resolution aligns the Fiscal Year 2025 budget with actual expenditures of the District’s transition to full operation.

On MOTION by Mr. Dudley and seconded by Mr. Decker, with all in favor, Resolution 2026-08, Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2024 and Ending September 30, 2025; and Providing for an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2026-09, to Designate Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Amended Amenity Rules and Rates of the District; and Providing an Effective Date

Mr. Rodriguez presented Resolution 2026-09, and the Amended Amenity Policies and Rates. Anytime there is an adjustment in the amenity rates and fees, a public hearing must be scheduled and held.

Mr. Dudley stated the Amended Amenity Policies and Rates outlines the cap rate on the fees, which must be voted on by the Board. If the maximum proposed rates are ever exceeded, another public hearing will have to be held for the Board to approve or reject the increase.

Asked if the public hearing is specific to the amenity pool fees, Mr. Rodriguez replied affirmatively. Asked who will set the fees, Mr. Rodriguez stated, once the proposed fees are discussed, the Board will set the fees.

On MOTION by Mr. Dudley and seconded by Mr. Decker, with all in favor, Resolution 2026-09, to Designate July 20, 2026 at 11:00 a.m., at the Del Webb Saint Johns, 91 Skipping Stone Court, St. Johns, Florida 32259, as the Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Amended Amenity Rules and Rates of the District; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of FirstService Residential of Florida, Inc. Agreement Regarding Revenue Collection & Petty Cash

Mr. Rodriguez presented the FirstService Residential of Florida, Inc. Agreement Regarding Revenue Collection & Petty Cash.

Ms. Kilinski stated the Agreement allows for spending authority up to a \$2,000 line of credit. The District will be sent all invoices directly and will make accounting for it. This policy can be adjusted upwards or downwards at any time at a Regular Board Meeting and will not require a public hearing.

Asked if the Agreement states that up to \$2,000 will be funded, and that there is a spending limit that may not exceed \$1,500 per month, Ms. Kilinski stated that is correct.

On MOTION by Mr. Dudley and seconded by Mr. Decker, with all in favor, the FirstService Residential of Florida, Inc. Agreement Regarding Revenue Collection & Petty Cash, was approved.

SIXTH ORDER OF BUSINESS

Recess Regular Meeting/Commencement of Audit Selection Committee Meeting

On MOTION by Mr. Dudley and seconded by Mr. Decker, with all in favor, the Regular Meeting recessed and the Audit Selection Committee Meeting commenced.

SEVENTH ORDER OF BUSINESS

Review of Responses to Request for Proposals (RFP) for Annual Audit Services

- A. Affidavit of Publication**
- B. RFP Package**

These items were included for informational purposes.

- C. Respondent(s)**

Mr. Rodriguez discussed the qualifications and pricing for each of the following respondents.

- I. Berger, Toombs, Elam, Gaines & Frank**

Bid: \$2,800 for the year ended September 30, 2025, and \$3,500 for the years ended September 30, 2026 and 2027, plus an additional \$1,400 with bond issuance.

II. DiBartolomeo, McBee, Hartley & Barnes, P.A.

Bid: \$4,250 for Fiscal Year 2025, \$4,450 for Fiscal Year 2026, \$4,650 for Fiscal Year 2027, \$4,850 for Fiscal Year 2028 and \$5,000 for Fiscal Year 2029, plus an additional not-to-exceed \$1,250 with bond issuance.

III. Grau & Associates

Bid: \$3,200 for Fiscal Year 2025, \$3,300 for Fiscal Year 2026 and \$3,400 for Fiscal Year 2027, plus an additional \$1,500 with bond issuance.

IV. McIntosh CPA

Bid: \$5,500 for Fiscal Year 2025, \$7,000 for Fiscal Year 2026, including bond issue and \$7,200 for Fiscal Year 2027, and an additional \$200 annually for Fiscal Year 2028 and beyond.

D. Auditor Evaluation Matrix/Ranking

Mr. Rodriguez presented his Auditor Evaluation Matrix scores and ranking. The Board, sitting as the Audit Selection Committee, agreed with Mr. Rodriguez’s scores and ranking, as follows:

#1	Grau & Associates	98 Points
#2	Berger, Toombs, Elam, Gaines & Frank	97 Points
#3	DiBartolomeo, McBee, Hartley & Barnes, P.A.	90 Points
#4	McIntosh CPA	85 Points

On MOTION by Mr. Dudley and seconded by Mr. Decker, with all in favor, accepting Mr. Rodriguez’s scores, ranking and recommendation ranking Grau & Associates, as the #1 ranked respondent to the RFP for Annual Audit Services, as the Audit Selection Committee’s own scores, ranking and recommendation, was approved.

EIGHTH ORDER OF BUSINESS

Termination of Audit Selection Committee Meeting/Reconvene Regular Meeting

On MOTION by Mr. Dudley and seconded by Mr. Decker, with all in favor, the Audit Selection Committee Meeting terminated and the Regular Meeting reconvened.

NINTH ORDER OF BUSINESS

Consider Recommendation of Audit Selection Committee

- **Award of Contract**

On MOTION by Mr. Dudley and seconded by Mr. Decker, with all in favor, accepting the Audit Selection Committee’s scores, ranking and recommendation ranking Grau & Associates, as the #1 ranked respondent to the RFP for Annual Audit Services, as the Board’s own scores and ranking and awarding the Annual Audit Services Contract to Grau & Associates, the #1 ranked respondent, and authorizing Staff to engage Grau & Associates and to work with the Chair to finalize the Agreement, was approved.

TENTH ORDER OF BUSINESS

Ratification Items

- A. Landcare Group, Inc.**
 - I. Proposal #1570 Roebelenii Replacement**
 - II. Landscape & Irrigation Maintenance Services Agreement**
- B. C. Buss Enterprises, Inc. Agreement for Pool Maintenance Services**
- C. Acquisition of Improvements Package – Landings at Greenbriar Phase 1B**

On MOTION by Mr. Dudley and seconded by Mr. Decker, with all in favor, Landcare Group Proposal #1570 for Roebelenii Replacement, and the Landscape & Irrigation Maintenance Services Agreement; the C. Buss Enterprises, Inc. Agreement for Pool Maintenance Services, and the Acquisition of Improvements Package for Landings at Greenbriar Phase 1B, were ratified.

ELEVENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of February 28, 2026

On MOTION by Mr. Dudley and seconded by Mr. Decker, with all in favor, the Unaudited Financial Statements as of February 28, 2026, were accepted.

TWELFTH ORDER OF BUSINESS

Approval of February 23, 2026 Regular Meeting Minutes

On MOTION by Mr. Dudley and seconded by Mr. Decker, with all in favor, the February 23, 2026 Regular Meeting Minutes, as presented, were approved.

THIRTEENTH ORDER OF BUSINESS**Staff Reports****A. District Counsel: Kilinski | Van Wyk PLLC**

Ms. Kilinski recapped the bills that passed during the 2026 legislative session, including an increase in the sovereign immunity limits and a bill placing reasonable restrictions on e-bike use. Staff will continue working on the potential bond issuances once interest rates settle down.

Asked if the CDD is able to obtain insurance based on the new sovereign immunity caps, Mr. Rodriguez stated the CDD's insurance carrier is updating the premium to reflect the change; once the updates are completed, Staff will proceed with securing the insurance coverage.

B. District Engineer: England-Thims & Miller, Inc.

There was no report.

C. District Manager: Wrathell, Hunt and Associates, LLC

- **139 Registered Voters in District as of April 15, 2026**

Ms. Kilinski explained that, under Florida Statutes, for the first six years of the District's life cycle, Board Supervisors are Landowner-elected officials. At six years and 250 registered voters, two seats will go to General Election, and, at eight years, two more seats will go to General Election; the Board will become resident-electoral controlled once the last seat transitions.

- **Completion of Form 8B**

Regarding filing Form 8B, related to potential conflicts of interest, Ms. Kilinski stated the statute is very clear that, while the Landowner controls the Board, voting on matters that lead to the benefit of the Landowner is not a conflict of interest; however, out of an abundance of caution, Staff recommends that Supervisors complete Form 8B to declare that they are Landowner-elected officials and everything that they will vote on, especially the acquisition of infrastructure or bond issuances, be put on the record.

In response to Mr. Messina’s question, Ms. Kilinski stated Staff will update his employer information changing it from Pulte to Greenbriar. She advised him not to execute the version of Form 8B that was previously forwarded and to e-sign an amended version that will be sent.

- **NEXT MEETING DATE: May 18, 2026 at 11:00 AM [Presentation of FY2027 Proposed Budget]**
 - **QUORUM CHECK**

All Supervisors present confirmed their attendance at the May 18th meeting.

FOURTEENTH ORDER OF BUSINESS

Board Members’ Comments/Requests

There were no Board Member comments or requests.

FIFTEENTH ORDER OF BUSINESS

Public Comments

A resident asked about RV storage pricing and how many lots will be released.

Mr. Rodriguez stated the RV storage cap will be set at \$500, but the Board has yet to set a monthly fee. Asked when the monthly storage fees will be set, Mr. Rodriguez stated at the July 2026 meeting.

Asked what the Board will use as a metric to determine the pricing, Mr. Dudley stated the Board will use some of the pricing within the area, probably with some level of premium given that it is within the CDD.

Mr. Dudley, Mr. Rodriguez and Mr. Torres responded to questions regarding RV lot limitations, insurance liability for the RV lot, generators, the July 20, 2026 public hearing, the general election process, the CDD’s provision of audited and unaudited financials, and where the revenue from the RV lot will be placed.

SIXTEENTH ORDER OF BUSINESS

Adjournment

<p>On MOTION by Mr. Dudley and seconded by Mr. Decker, with all in favor, the meeting adjourned at 11:44 a.m.</p>
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Secretary/Assistant Secretary



Chair/Vice Chair