

Minutes of Meeting
Darby
Community Development District

The regular meeting of the Board of Supervisors of the Darby Community Development District was held Wednesday, December 17, 2025 at 10:34 a.m. at the offices of Corner Lot Development, 1000 Riverside Avenue, Suite 600, Jacksonville, Florida

Present and constituting a quorum were:

George Leone	Chairman
Shannon Acevedo	Vice Chair
Andre Green	Supervisor
Matt Allen	Supervisor

Also present were:

Daniel Laughlin	District Manger
Wes Haber	District Counsel by telephone
Beth Leaptrott	Engineer, Connelly & Wicker by telephone
Kelly Mullins	GMS

Following is a summary of the actions taken at the December 17, 2025 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Laughlin called the meeting to order at 10:34 a.m. and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Consideration of Minutes of the October 14, 2025 Meeting

On MOTION by Mr. Leone seconded by Mr. Allen with all in favor the minutes of the October 14, 2025 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Discussion Regarding Amenity Center Opening

December 17, 2025

Darby Community Development District

Mr. Laughlin stated we did the opening on Friday, we had access cards and we had a few people contact us to get access cards assigned.

Ms. Mullins stated I have been going about once a week.

Mr. Laughlin stated one of the main things is a proposal for janitorial and pool maintenance and we want to adopt amenity policies. I understand there is a plan to do security cameras.

Mr. Allen stated there is a plan, we have all the backbone, wiring and internet.

Mr. Laughlin stated the pool chemical equipment is out in the open right now. Typically, we have it fenced, the insurance company is adamant about that being done. The insurance company typically points out the signage at the pool and right now we have the state required, standard sign. Once we adopt the policies we can have a sign made with certain rules, hours and age limits.

Mr. Leone stated whatever you have done in your other communities, send it over and we will get it done as far as the signage. Also, if there are certain places you want trashcans just let us know and we can get them for you.

FIFTH ORDER OF BUSINESS

Consideration of Proposal from GMS for Janitorial and Pool Maintenance Services

Mr. Laughlin stated next is the proposal for janitorial and pool maintenance services that match what is in the budget currently.

On MOTION by Mr. Leone seconded by Ms. Acevedo with all in favor the proposal from GMS for janitorial and pool maintenance services was approved.

SIXTH ORDER OF BUSINESS

Consideration of Amenity Center Policies

Mr. Laughlin stated these can be changed at any time by the board. Typically, districts start with something then adapt them as they see how the community works. We can determine the fees and have a resolution to set a public hearing to adopt those. There is a requirement to have a non-owner user fee, which is a person who does not live in the community will be able to purchase access to the amenity center. I have \$3,000 from the template I used, typically I see it at least the amount the residents pay. Right now the highest amount is \$2,000 for the biggest lot so we can do the \$3,000.

December 17, 2025

Darby Community Development District

The other fee is for replacement of lost access cards. We typically give two to every household for free and if they lose it they need to purchase a new one we charge \$30.

Guest policies, districts will allow one resident to have X number of guests, the average is five but the board can set that number.

Mr. Leone stated we will lean on you for that.

Mr. Laughlin stated we can set it and if too many guests are coming, we can change it later. The last one is if there is a check returned for insufficient funds we charge \$50, which covers the bank fees and everything.

On MOTION by Mr. Leone seconded by Mr. Allen with all in favor the amenity center policies were approved in substantially final form.

Mr. Haber stated the policies are able to be changed by vote of the board, the fees and suspension policies are set at a public hearing and can only be changed at a public hearing. The public hearing will address both of those. Once adopted they cannot be changed without holding another public hearing.

Mr. Laughlin stated the resolution just includes the rates. Are we able to include the suspension policy as well?

Mr. Haber stated yes, you can approve the resolution in substantial form subject to adding the suspension policy.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2026-01 Setting a Public Hearing Date to Adopt Amenity Center Rates

Mr. Laughlin stated Resolution 2026-01 sets a public hearing to adopt the amenity center rates and we will approve this in substantial form to include the suspension policy. It is set for the March 10th meeting.

On MOTION by Mr. Leone seconded by Ms. Acevedo with all in favor Resolution 2026-01 was approved in substantial form to include the suspension policy.

EIGHTH ORDER OF BUSINESS

Staff Reports

December 17, 2025

Darby Community Development District

A. Attorney

There being none, the next item followed.

B. Engineer

Ms. Leaptrott stated I just got confirmation so I need to update the supplemental for Phase 3 and I will send that out shortly.

Ms. Acevedo asked what is the timing of the CDD taking ownership of the amenity?

Mr. Laughlin stated I think we are doing that now. The tracts just got turned over and the meters were turned over yesterday. There is one inspection needed for the electrical meter.

C. Manager – Reminder of Ethics Training

Mr. Laughlin stated just a reminder that the ethics training needs to be done by December 31st.

NINTH ORDER OF BUSINESS

Supervisors Requests

Ms. Mullins asked back to the amenity center, would you want to consider a bulletin board or something around the mailboxes? It might be nice to have a way to post announcements.

Mr. Laughlin stated I will get with Juston on that too.

TENTH ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Next Scheduled Meeting – January 13, 2026 at 10:30 a.m.

Mr. Laughlin stated the next meeting is scheduled for January 13, 2026 at 10:30 a.m. in the same location.

On MOTION by Mr. Leone seconded by Ms. Acevedo with all in favor the meeting adjourned at 10:58 a.m.

December 17, 2025

Darby Community Development District

Signed by:

Daniel Laughlin

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Secretary/Assistant Secretary

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George Leone

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Chairman/Vice Chairman