

**MINUTES OF MEETING  
GREENBRIAR COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Greenbriar Community Development District held a Regular Meeting on March 13, 2025 at 3:00 p.m., at the offices of Regional Development, 50 Silver Forest Drive, Suite 203, St. Augustine, Florida 32092.

**Present:**

Joshua Breakstone  
Samantha Breakstone  
Kevin Kramer

Chair  
Assistant Secretary  
Assistant Secretary

**Also present:**

Ernesto Torres  
Mike Eckert (via telephone)  
Kate John (via telephone)  
Peter Ma  
Dave D'ambrosio  
Vince Sakowski

District Manager  
District Counsel  
Kutak Rock LLP  
District Engineer  
Development Team  
Resident

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Torres called the meeting to order at 3:00 p.m. Supervisors Joshua Breakstone, Kramer, and Samantha Breakstone were present. Supervisors Onorato and Noah Breakstone were not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Consideration of Resolution 2025-04, Directing the Chairman and District Staff to File a Petition with St. Johns County, Florida, Requesting the Passage of an Ordinance Amending the District's Boundaries, and Authorizing Such Other Actions as are Necessary in Furtherance of the Boundary Amendment Process; and Providing an Effective Date**

Mr. Torres presented Resolution 2025-04.

Mr. Eckert stated a request was received to subtract 56.57 acres from the CDD, which is not part of the assessment area that secures the current bonds. Staff recommends approval.

**On MOTION by Mr. Kramer and seconded by Mr. Joshua Breakstone, with all in favor, Resolution 2025-04, Directing the Chairman and District Staff to File a Petition with St. Johns County, Florida, Requesting the Passage of an Ordinance Amending the District's Boundaries, and Authorizing Such Other Actions as are Necessary in Furtherance of the Boundary Amendment Process; and Providing an Effective Date, was adopted.**

#### **FOURTH ORDER OF BUSINESS**

#### **Consideration of England-Thims & Miller, Inc. Work Authorization Number ETM-01 [Construction Engineering & Survey Services]**

Mr. Torres presented England-Thims & Miller, Inc. Work Authorization Number ETM-01 for Construction Engineering and Survey Services.

Mr. Eckert asked the Board to approve the Work Authorization in substantial form, pending District Counsel's review. Once reviewed, Mr. Eckert or Ms. John will forward it to Mr. Torres to disseminate for signatures.

**On MOTION by Mr. Joshua Breakstone and seconded by Mr. Kramer, with all in favor, England-Thims & Miller, Inc. Work Authorization Number ETM-01 for Construction Engineering & Survey Services, in the amount of \$34,060, in substantial form, was approved.**

#### **FIFTH ORDER OF BUSINESS**

#### **Consideration of Disclosure of Public Finance**

Mr. Torres presented the Disclosure of Public Finance.

Mr. Eckert stated when the CDD issues bonds, a Disclosure of Public Finance must be recorded in the County property records. This provides historical information about the CDD, including how it operates, what bonds were previously issued, the levying of debt and operations and maintenance assessments and maintenance components. Once approved, the document will be recorded in the property records.

**On MOTION by Mr. Kramer and seconded by Ms. Samantha Breakstone, with all in favor, the Disclosure of Public Finance, was approved.**

**SIXTH ORDER OF BUSINESS****Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services****A. Affidavit of Publication****B. RFQ Package****C. Respondents****I. Alliant Engineering, Inc.****II. England-Thims & Miller, Inc.****D. Competitive Selection Criteria/Ranking**

The Board and Staff discussed the respondents and completed the Evaluation Criteria Ranking Sheet. Mr. Eckert tabulated the rankings and scores as follows:

|    |                              |           |
|----|------------------------------|-----------|
| #1 | England-Thims & Miller, Inc. | 94 points |
| #2 | Alliant Engineering, Inc.    | 80 points |

**On MOTION by Mr. Kramer and seconded by Mr. Joshua Breakstone, with all in scoring and ranking of England-Thims & Miller, Inc., as the #1 ranked respondent to the RFQ for Engineering Services, with 94 points, and Alliant Engineering, Inc., as #2, with 80 points, was approved.**

**E. Award of Contract**

- **Consideration of Form of Agreement for Professional Engineering Services**

**On MOTION by Mr. Kramer and seconded by Mr. Joshua Breakstone, with all in favor, awarding the Engineering Services Contract to England-Thims & Miller, Inc., the #1 ranked respondent, authorizing District Counsel to prepare a Form of Agreement for Professional Engineering Services, and authorizing the Chair or Vice Chair to execute, was approved.**

**SEVENTH ORDER OF BUSINESS****Discussion: Builder's Insurance**

Mr. Torres presented an email he received from Egis Insurance regarding a direct purchase transaction that the CDD is doing. Part of the agreement requires the CDD to have Builder's Insurance, which is quoted at \$1,400 per month for close to \$1.5 million in coverage.

Mr. Ma explained that the CDD has a construction contract with a construction contractor that includes all the materials, labor, etc. In order to save on sales tax, CDDs sometimes direct purchase materials, which are then removed from the construction contractor's contract. It is necessary that, once the CDD purchases the materials, between delivery and project incorporation, they should be insured. If not, the CDD has the risk of loss.

Discussion ensued regarding whether to incur the insurance costs, a funding source, if the policy covers multiple vendors, insurance termination and insurance threshold.

Mr. Torres stated once the direct purchase is made, it will trigger the insurance. Staff and the construction manager will monitor to determine when to increase or terminate insurance.

**On MOTION by Ms. Samantha Breakstone and seconded by Mr. Joshua Breakstone, with all in favor, authorizing Staff to process a requisition for Builder's Insurance, in the amount of \$1,400 per month, and authorizing the District Engineer and the Chair to sign off on insurance documents, was approved.**

**EIGHTH ORDER OF BUSINESS****Acceptance of Unaudited Financial Statements as of January 31, 2025**

**On MOTION by Mr. Kramer and seconded by Mr. Joshua Breakstone, with all in favor, the Unaudited Financial Statements as of January 31, 2025, were accepted.**

**NINTH ORDER OF BUSINESS****Approval of January 22, 2025 Special Meeting Minutes**

**On MOTION by Mr. Kramer and seconded by Mr. Joshua Breakstone, with all in favor, the January 22, 2025 Special Meeting Minutes, as presented, were approved.**

**TENTH ORDER OF BUSINESS****Staff Reports****A. District Counsel: Kutak Rock LLP**

Mr. Eckert reported the following legislative items:

- A bill was introduced allowing CDDs to advertise on their websites versus in the newspaper; if it passes, this will result in cost-savings of approximately \$2,000.

➤ A bill was introduced to raise sovereign immunity limits from \$200,000 and \$300,000 to \$1 million and \$3 million per person and per occurrence.

**B. District Engineer (Interim): England-Thims & Miller**

Mr. D'Ambrosio provided an update on construction of the entry road to the Active Adult section. Mr. D'Ambrosio stated it is a short final extension of the CDD road.

Discussion ensued regarding the current construction project, construction plans, construction requisitions and the remaining project after the entry road is completed.

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

- **NEXT MEETING: April 10, 2025 at 3:00 PM**

- **QUORUM CHECK**

The next meeting will be held on April 10, 2025, unless canceled.

**ELEVENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**TWELFTH ORDER OF BUSINESS**

**Public Comments**

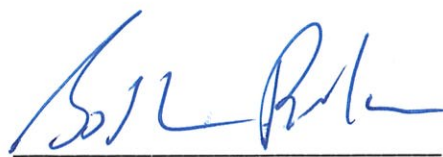
Resident Vince Sakowski asked about the number of home builders in the community, the number of gated communities in the development, number of homes and number of townhomes. Mr. D'Ambrosio stated the CDD has contracts with homebuilders that stipulate certain details be kept confidential until the builders close on the land. There are two sections behind gates and there are approximately 2,000 homes at this time and no townhomes. Asked if the builder or Developer will rent and remain in the community once construction is completed, Mr. Eckert stated the CDD is basically funding and managing the public infrastructure, which currently entails the road widening and the spine road; Staff does not anticipate the Developers staying in any of the communities that they establish.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Kramer and seconded by Mr. Joshua Breakstone, with all in favor, the meeting adjourned at 3:49 p.m.**

  
Secretary/Assistant Secretary

  
Chair/Vice Chair