

SOUTHAVEN COMMUNITY DEVELOPMENT DISTRICT

District Office · St. Augustine, Florida · (904) 436-6270
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VACANT CDD BOARD SEAT

This notice is to inform you that the District currently has one (1) vacant seat on its Board of Supervisors and is seeking to appoint a resident of Markland to fill that vacancy for a term ending November of 2026. More information about the District and the requirements to serve in this position follow:

The Board

The District is a special-purpose unit of local government that is established pursuant to and governed by Chapter 190, Florida Statutes. The District is governed by a five-member Board of Supervisors (“Board”). Members of the Board (“Board Member” or “Supervisors”) were elected in accordance with Section 190.006, Florida Statutes through the general election process conducted by the St. Johns County Supervisor of Elections. Upon election to office, Supervisors serve four-year terms of office which coincide with the general election cycle.

The District’s Board typically meets five (5) times per year but may meet more often if necessary. Board meetings typically last two to three hours, depending upon the business to be conducted by the Board. Prior to the meeting, each Supervisor is supplied with an agenda package that will contain the documents pertaining to the business to be considered by the Board at a particular meeting. A Supervisor should be willing to spend time reviewing these agenda packages prior to each meeting and may consult with District Staff (legal, management, and engineering) concerning the business to be addressed.

Qualifications of Supervisors

The District seeks a Board Member that is at least 18 years of age, a citizen of the United States, a legal resident of Florida and of the District, and registered to vote with the St. Johns County Supervisor of Elections.

Responsibilities of Supervisors

A position on the Board of Supervisors is that of an elected local public official. As such, each Board Member, upon taking office, subscribes to an oath of office. Each Board Member is subject to the same financial disclosure requirements, code of ethics, and annual training requirements as any other local elected official. Specific responsibilities differ but the basic requirement is to act in the District’s best interest when making policy decisions affecting the landowners within the District.

How to Apply

To apply to serve on the District’s Board, please submit your resume to the attention of the District Manager, Melissa Dobbins by email at mdobbins@rizzetta.com by Friday, April 19, 2024. Please note that any document submitted to the District is subject to Florida’s public records laws.

The current Board will review the resumes at its May 1, 2024, board meeting at 10:00 am and requests that all applicants attend this meeting. If the Board appoints someone at this time the chosen Supervisor will be sworn in, and the term of office then commences.

If you have any questions about what is contained in this notice, please contact the District Manager’s office at 904-436-6270. Thank you.