

**MINUTES OF MEETING  
SWEETWATER CREEK  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Sweetwater Creek Community Development District was held on Thursday, **October 7, 2021** at 4:00 p.m. at 625 Palencia Club Drive, St. Augustine, Florida.

Present and constituting a quorum were:

Rob Lisotta	Chairman
Stephen Handler	Vice Chairman
Scott McNary <i>by phone</i>	Supervisor
Charles Usina	Supervisor

Also present were:

Ernesto Torres	District Manager, GMS
Jennifer Kilinski	KE Law
Lauren Gentry	KE Law
Erin Gunia	Amenity Manager
Paul Hutchinson	District Engineer
Alison Mossing	RMS
Jerry Lambert	RMS
Jordan Tyndall	
Cheryl Graham	RMS

*The following is a summary of the minutes and actions taken at the October 7, 2021 meeting. A copy of the proceedings can be obtained by contacting the District Manager.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Lisotta called the meeting to order at 4:00 p.m. Four Board members were present, constituting a quorum. Mr. McNary participated via zoom.

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Sweetwater Creek CDD

**SECOND ORDER OF BUSINESS**

**Public Comment**

There were no public comments.

**THIRD ORDER OF BUSINESS**

**Approval of the Consent Agenda**

**A. Minutes of the September 2, 2021 Meeting**

Mr. Lisotta presented the September 2, 2021 meeting minutes and asked for any comments or corrections from the Board. Mr. Usina noted his name was misspelled in several areas.

**B. Financial Statements**

The financial statements were provided in the agenda and were for informational purposes.

**C. Check Register**

Mr. Lisotta presented the check register. The Board had no questions.

**D. Ratification of ETM Work Authorization No. 9 for a Limited Topographic/Tree Survey**

Mr. Lisotta noted this was a problem in the back of homes with drainage. District Engineer has been requested to do survey.

**E. Ratification of Field Operations Management Services Agreement with Riverside Management Services, Inc.**

Mr. Lisotta noted this is a revised trial period. The Board had no comments.

**F. Ratification of Engagement Letter with McDirmit Davis for the Fiscal Year 2021 Audit**

Mr. Lisotta presented the engagement letter for approval of McDirmit Davis to complete the Fiscal Year 2021 Audit.

On MOTION by Mr. Handler, seconded by Mr. Usina, with all in favor, the Consent Agenda, was approved.

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**FOURTH ORDER OF BUSINESS**

**Engineer Report of Survey for Areas**

*\*This item was taken out of order*

Mr. Hutchinson reviewed the survey that identified all the CDD owned lands. He expanded on the specific areas and what would be allowed on these areas. After discussion, the Board decided to review further at a later meeting.

**FIFTH ORDER OF BUSINESS**

**Public Comment on Board’s Intent to Terminate Child Watch Services Effective February 1, 2022**

*\*This item was not discussed.*

**FIFTH ORDER OF BUSINESS**

**Consideration of Proposals for Geotechnical Road Inspection**

Mr. Hutchinson summarized Phase 1 and the road inspection. No action was taken.

**SIXTH ORDER OF BUSINESS**

**Discussion on Architectural RFQ**

It was noted that no RFQs were received, and Ms. Kilinski added the Board had the options of going back out and placing an ad, being more aggressive in reaching an architectural service, or to go to direct contacting. Several others architectural services were mentioned. No action was taken.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Amended/Restated Interlocal Agreement**

Ms. Kilinski reviewed the Interlocal Agreement issues of 2014. It was noted that Marshall Creek is maintaining outside the fitness center and Sweetwater pays them to maintain.

On MOTION by Mr. Usina, seconded by Mr. Handler, with all in favor, the Restated Interlocal Agreement as amended, was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of ETM Work Authorization No. 10 to Update the Engineer’s Report**

It was stated this was an update to the Engineer’s report recently submitted for the bond issuance. This will allow the renovation of the fitness center not to exceed \$2500.

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On MOTION by Mr. Usina, seconded by Mr. Handler, with all in favor, the ETM Work Authorization No. 10 to Update the Engineer’s Report, was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-01, Approving Waiver of Rule 1.3 of the District Rules of Procedure**

Ms. Kilinski explained the current rules and procedures provide that all regular meetings are required by statute to have notice of all meetings. This resolution allows the Board to rely on the annual meeting schedule that has been published, with all additional meeting to be advertised. It was noted that a rescheduled meeting would need a notice.

On MOTION by Mr. Handler, seconded by Mr. Usina, with all in favor, Resolution 2022-01 Approving Waiver of Rule 1.3 of the District Rules of Procedure, was approved.

**TENTH ORDER OF BUSINESS**

**Discussion on Non-Resident User Fees**

Mr. Torres stated this topic will be covered at the next meeting.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-02, Approving Change of Designating Registered Agent and Registered Office**

Ms. Kilinski stated that Hopping Green and Sams will change the registered agent to the District Manager’s office.

On MOTION by Mr. Usina, seconded by Mr. Lisotta, with all in favor, Resolution 2022-02, Approving the Change of Designating Registered Agent and Register Office, was approved.

**TWELTH ORDER OF BUSINESS**

**Staff Reports**

**A. Landscape Maintenance Team**

A representative from Duval Landscaping was present at the meeting. It was noted they had started maps of the property to show details of their services. Irrigation services were also discussed.

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**B. District Counsel – Stormwater Management Memo**

Ms. Kilinski explained the storm water management requirements as stated in the memo and further reports will be shared with Board. Costs were mentioned as a concern. Ms. Kilinski introduced her colleague, Lauren Gentry, to the Board. She also updated the Board on Lennar improvements and costs.

**C. District Engineer – Discussion of Land Survey Results**

There were no further updates.

**D. Field Manager – Memorandum**

Mr. Lambert had no further updates. Discussion ensued on the video incidents and if the license plates were captured.

**E. District Manager**

Mr. Torres noted he was working with the Chair on the damages reported on 219 Oleta Way. He will also work with counsel to retrieve any reimbursements on the damages for the resident.

**F. Amenity Facilities Manager – Monthly Report**

Ms. Gunia gave a report to the Board that included pool resurfacing costs, expansion project, and the child watch ages tracking that is being completed. It was noted this will be discussed at the next meeting.

**THIRTEENTH ORDER OF BUSINESS      Supervisor Requests/Public Comment**

**Resident Comments:**

- A comment was made about landscaping concerns. Mr. Lambert commented on his recent tour of the property and concerns he noted to address.
- Another comment was made about the Reserve Study and the funds needed for all issues. Resident Smith commented on the study of the playground area he had completed. It was
- asked that he share that with the Board via email.

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**Supervisor Comments:**

- Supervisor Lisotta commented that child watch was less than 1% of the budget.
- A Supervisor asked for a timeline on construction.
- Supervisor Scott McNary asked that the Board accept his resignation from his position on the Board.

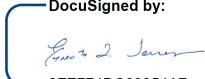
On MOTION by Mr. Lisotta, seconded by Mr. Usina, with all in favor, the Resignation of Supervisor Scott McNary, was approved.

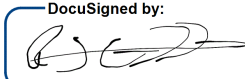
**FOURTEENTH ORDER OF BUSINESS      Next Scheduled Meetings – Thursday, November 8, 2021 at 4:00 p.m. at 625 Palencia Club Drive, St. Augustine, Florida 32095**

Mr. Lisotta stated next Board of Supervisors meeting on Thursday, November 8, 2021 at 4:00 p.m. at 625 Palencia Club Drive, St. Augustine, Florida 32095. This is a change due to attendance and needing a quorum.

**FIFTEENTH ORDER OF BUSINESS      Adjournment**

On MOTION by Mr. Usina, seconded by Mr. Handler, with all in favor, the Meeting was adjourned.

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 Secretary/Assistant Secretary

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 Chairman/Vice Chairman