

*Sweetwater Creek  
Community Development District*

*Agenda*

*June 6, 2024*

## *AGENDA*

**Sweetwater Creek  
Community Development District**

475 West Town Place, Suite 114  
St. Augustine, Florida 32092  
[www.SweetwaterCreekCDD.com](http://www.SweetwaterCreekCDD.com)

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May 30, 2024

Board of Supervisors  
Sweetwater Creek Community Development District  
**Call In #: 1-877-304-9269; Code 186663**

Dear Board Members:

The Sweetwater Creek Community Development District Board of Supervisors Meeting is scheduled for **Thursday, June 6, 2024 at 4:00 p.m. at the Fitness Center, 1865 N. Loop Parkway, St. Augustine, Florida 32095.**

Following is the agenda for the meeting:

- I. Roll Call
- II. Public Comment (limited to three minutes)
- III. Approval of the Consent Agenda
  - A. Minutes of the May 2, 2024 Board of Supervisors Meeting
  - B. Financial Statements
  - C. Check Register
  - D. Ratification of Requisition No. 131
- IV. Staff Reports
  - A. Landscape Team – Maintenance Report
  - B. District Engineer – Update on Onda Park Project and Consideration of Work Authorization for the Project
  - C. District Counsel
  - D. District Manager – Report on the Number of Registered Voters (1,517) and Reminder of Qualifying Period for General Election
  - E. Field Manager
    1. Report
    2. Quotes for Pine Straw

- 3. Quotes for Playground Decking
    - 4. Quotes for Fencing
  - F. Director of Amenities
    - 1. Report
    - 2. Proposals for Pool Pump Repairs
- V. Business Items
  - A. Consideration of Resolution 2024-03, Approving the Proposed Budget for Fiscal Year 2025 and Setting a Public Hearing Date for Adoption (budget to be provided under separate cover
  - B. Discussion of Responsibilities for Sidewalks and Areas Between Sidewalks
- VI. Other Business
- VII. Supervisor Requests / Public Comment
- VIII. Next Scheduled Meeting – Thursday, July 18, 2024 at the Fitness Center, 1865 N. Loop Parkway, St. Augustine, Florida 32095
- IX. Adjournment

**PUBLIC CONDUCT:** Members of the public are provided the opportunity for public comment during the meeting. Each member of the public is limited to three (3) minutes, at the discretion of the Presiding Officer, which may be shortened depending on the number of speakers. Speakers shall refrain from disorderly conduct, including launching personal attacks; the Presiding Officer shall have the discretion to remove any speaker that disregards the District's public decorum policies. Public comments are not a Q&A session; Board Supervisors are not expected to respond to questions during the public comment period.



### *THIRD ORDER OF BUSINESS*

*A.*

**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, May 2, 2024** at 4:00 p.m. at the Fitness Center, 1865 N. Loop Parkway, St. Augustine, Florida.

Present and constituting a quorum were:

Ron Cervelli	Chairman
John Smith	Vice Chairman
Rob Lisotta	Supervisor
Stephen Handler	Supervisor
Charles Usina	Supervisor

Also present were:

Jim Oliver	District Manager, GMS
Jennifer Kilinski <i>by Zoom</i>	District Counsel, KVW
Alex Acree <i>by Zoom</i>	District Engineer, Matthews DCCM
Erin Gunia <i>by Phone</i>	Director of Amenities, RMS
Dan Wright	Riverside Management Services
Mary Marchiano	Duval Landscape
Mary Grace Henley <i>by Zoom</i>	Kilinski   Van Wyk

*The following is a summary of the discussions and actions taken at the May 2, 2024 Sweetwater Creek Community Development District's Regular Board of Supervisors meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 4:00 p.m. Five Board members were physically present, constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment**

Mr. Cervelli stated that he was the one that raised the question of why the District pays for instructors on the fitness center side, but does not pay for instructors elsewhere, such as tennis and pickleball and questioned what the rationale is and whether there should be a policy for consistency. He noted the intention was never to eliminate any classes.

A resident stated that he was present to speak in favor of moving forward with the proposal for drain installation as he has noticed periodic flooding that occurs even during light to moderate rainstorms.

A Marshall Creek resident stated that she acknowledges landscape maintenance staff members who pause their work as people walk by on the trails and asked that those who don't be encouraged to do so as it can be a potential safety issue.

Mr. Usina stated that in the minutes of the last meeting it states that Mr. Handler asked that the request for the CDD to pay for fitness instructors be added to the next agenda. He asked if there was a difference between what Mr. Cervelli's intention was with the subject and what Mr. Handler's was.

Mr. Handler responded that they were both related.

A resident asked what the plan is for the slide.

Mr. Lisotta responded that the slide is Marshall Creek's responsibility, so she'd have to reach out to them.

### **THIRD ORDER OF BUSINESS**

### **Approval of the Consent Agenda**

#### **A. Minutes of the April 4, 2024 Board of Supervisors Meeting**

A copy of the minutes of the April 4, 2024 meeting were included in the agenda package for the Board's review.

#### **B. Financial Statements**

Copies of the financial statements were provided to the Board for their review.

#### **C. Check Register**

A copy of the check register was included in the agenda package for the Board's review.

#### **D. Ratification of Requisition No. 130**

Copies of requisition numbers 126 through 129 were included in the agenda package for the Board's review.

On MOTION by Mr. Lisotta, seconded by Mr. Usina, with all in favor, the consent agenda was approved 5-0.
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**FOURTH ORDER OF BUSINESS**

**Staff Reports**

**A. Landscape Team – Maintenance Report**

Ms. Marchiano provided an overview of the landscape maintenance report, a copy of which was included in the agenda package. She informed the Board that there are irrigation issues on one of the islands off Ovalo and from Glorietta down to Oleta and they're in the process of trying to locate valve boxes.

Mr. Lisotta asked that irrigation be increased during the dry periods between rainstorms.

Mr. Usina asked if the wax lilies between the guard shack and the old gates can be thinned out.

Mr. Handler stated that it's imperative that the irrigation managers be at the meeting to address the issues and provide more information to the Board.

Mr. Cervelli asked that Michael Wooldridge also be present for the next meeting.

The Board discussed the pine straw installation and the need to finish installing pine straw throughout the community.

Mr. Usina suggested using RMS to seek quotes for pine straw rather than going through Duval Landscape. He asked that Mr. Wright look at what areas have not yet been done and obtain quotes for those areas.

The following items were taken out of order of the agenda.

**FIFTH ORDER OF BUSINESS**

**Business Items**

**B. Discussion of Compensation of Fitness Instructors**

Mr. Lisotta stated that he's not sure a policy is necessary for funding fitness instructors is necessary as he thinks that line item is up to the amenity director to manage.

Mr. Usina stated that he is not in favor of taking away amenities and people have moved into the community with the perception that classes are included in the CDD fees so it should be left alone.

Mr. Smith concurred that the classes need to be managed by the amenity director.

**FOURTH ORDER OF BUSINESS**

**Staff Reports (Continued)**

**B. District Engineer**

Mr. Acree reported that the site plan for Onda Park is in the process of being finalized and he is working on finalizing the proposal that will include surveying, designing, permitting, landscape and irrigation to present to the Board.

Mr. Smith added that he estimates construction of the improvements will begin in 12 to 14 weeks.

**FIFTH ORDER OF BUSINESS**

**Business Items**

**E. Update Regarding Drainage Inspection; Consideration of Proposals for Drain Installation**

Mr. Acree reported that the pipes at Rincon Drive were vacuumed out. He does not believe a permit is needed to install an additional drain in that area.

Two proposals were included in the agenda package for installation of a drain, one totaling \$12,500, the other totaling \$19,885.35.

Mr. Lisotta stated that he has seen no evidence of how far up the water pushes and how long it stays there. He added that his yard also gets soggy during torrential rains and installing drains may be a bad precedent to set that could lead to increase in assessments. He questioned if the District can hold the developer responsible for not adding the drain per the plans. He also asked the affected residents to send him pictures of the area after a rainstorm.

Mr. Cervelli asked to table this item.

Ms. Kilinski stated that she will report back to the Board at the next meeting following a discussion with Mr. Acree and communication with Lennar.

**FOURTH ORDER OF BUSINESS**

**Staff Reports (Continued)**

**C. District Counsel**

Ms. Kilinski reminded the Board their Form 1s will be due to the Commission on Ethics in the next 45 days and the ethics training needs to be completed by December 31<sup>st</sup>. There were no substantive updates on the Marshall Creek / FEMA matter. She reported that a letter was sent to the Palencia POA regarding the Comcast communications discussed at the last meeting. Lastly, she reported that an encroachment letter was sent to a resident to remind them of the property lines and easements.

**D. District Manager**

Mr. Oliver reminded the Board that three of the Board of Supervisors seats will be filled through the general election process this year and noted the qualifying period is from noon on June 10<sup>th</sup> through noon on June 14<sup>th</sup>.

**E. Field Manager – Report**

A copy of the operations report was included in the agenda package for the Board's review.

Mr. Wright informed the Board that there are 25 crosswalks that are faded that need to be repainted. He presented two quotes totaling \$1,200 and \$2,000.

Mr. Usina asked how the street closures would work.

Mr. Wright responded that he is waiting to hear back from the vendors about that.

Mr. Handler asked if they would paint at night or during the daytime.

Mr. Wright responded that he would ask the vendor.

On MOTION by Mr. Lisotta, seconded by Mr. Handler, with all in favor, painting the crosswalks at an amount not to exceed \$2,000 was approved 5-0.
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**F. Director of Amenities – Report**

A copy of the amenities report was included in the agenda package for the Board's review.

Ms. Gunia informed the Board that she has requested estimates to replace damaged portions of the wood fence, and to replace all of the fencing with either similar wood fencing, or vinyl fencing. She also recommended considering a gravel bike parking area at the fitness center, and eventually a golf cart parking area as the parking lot is getting full.

Mr. Cervelli asked what should be done about the golfers parking at the fitness center.

Mr. Usina recommended conferring with the golf course as they have a policy that vehicles must be left at the clubhouse to get a golf cart.

Ms. Gunia stated that she would contact Jillian.

*The Board took a brief recess at this time. The following items were taken upon reconvening.*

**FIFTH ORDER OF BUSINESS**

**Business Items (Continued)**

**A. Discussion of Cost Share Matters**

This item was tabled as more information is needed.

**C. Discussion of Fiscal Year 2025 Budget Process**

Mr. Oliver stated that the budget will be approved at the June meeting, and adoption of the budget will be scheduled for August. He noted the August meeting will need to be pushed later in the month to allow for the required 60-days between approval and adoption of the budget.

**D. Update on Onda Park Project**

Mr. Smith stated that construction of the park improvements is estimated to begin in 12 to 14 weeks.

Mr. Usina asked about the possibility of allowing for water and/or electricity at the beginning of the walkway.

Mr. Smith responded that there is a fire hydrant near the parking area that can be tapped into for water, however it could cost around \$7,000 to \$10,000 to run electric lines from the irrigation box at the corner of Onda Park.

Mr. Usina stated that he'd like to see the spots shifted down and make one a drive through.

**SIXTH ORDER OF BUSINESS**

**Other Business**

Mr. Lisotta stated that he spoke to a Marshall Creek supervisor regarding the FEMA matter. The documents were completed by a professional and a representative from the State indicated they had never seen a rejection for this cause before, so at this time they do not feel that it is worth pursuing reimbursement for any perceived mistakes made in the FEMA filing. He recommended a joint workshop on a periodic basis with the two boards to discuss matters that would benefit the community at large, with the first workshop to be held at the end of July.

**SEVENTH ORDER OF BUSINESS**

**Supervisor Requests / Public Comment**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Next Scheduled Meeting – Thursday, June 6,  
2024 at 4:00 p.m. at the Fitness Center, 1865**



May 2, 2024

Sweetwater Creek CDD

**N. Loop Parkway, St. Augustine, Florida  
32095**

**NINTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Usina, seconded by Mr. Lisotta, with all in favor, adjourning the meeting was approved 5-0.
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Secretary/Assistant Secretary

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Chairman/Vice Chairman

*B.*

***Sweetwater Creek***  
***Community Development District***

***Unaudited Financial Reporting***  
***April 30, 2024***



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**Sweetwater Creek**  
**Community Development District**  
**Combined Balance Sheet**  
**April 30, 2024**

	General Fund	Debt Service Fund	Capital Reserve Fund	Capital Project Fund	Totals Governmental Funds
<b>Assets:</b>					
<b>Cash:</b>					
Operating Account General Fund	\$ 146,608	\$ -	\$ 167,896	-	\$ 314,504
Operating Account Amenity Account	142,397	-	-	-	142,397
Debit Card Account	4,567	-	-	-	4,567
Accounts Receivable	-	-	-	-	-
Assessments Receivable	-	-	-	-	-
Due from General Fund	-	-	-	-	-
Due from Others	596	-	1,733	-	2,329
Due from Amenity	-	-	-	-	-
Due from Debt Service	-	-	-	-	-
Due from Capital Reserve	-	-	-	-	-
Due from Capital Projects	-	-	-	-	-
<b>Investments:</b>					
State Board of Administration (SBA)	357,646	-	264,862	-	622,508
US Bank Custody Account	516,189	-	-	-	516,189
<b>Series 2019</b>					
Reserve - A-1	-	133,070	-	-	133,070
Reserve - A-2	-	108,331	-	-	108,331
Revenue	-	757,222	-	-	757,222
Prepayment	-	11,553	-	-	11,553
Excess Revenue	-	613	-	-	613
Construction	-	-	-	381,171	381,171
Prepaid Expenses	3,674	-	-	-	3,674
Deposits	-	-	-	-	-
<b>Total Assets</b>	<b>\$ 1,171,677</b>	<b>\$ 1,010,789</b>	<b>\$ 434,491</b>	<b>\$ 381,171</b>	<b>\$ 2,998,128</b>
<b>Liabilities:</b>					
Accounts Payable	\$ 38,641	\$ -	\$ -	\$ -	\$ 38,641
Accrued Expenses	-	-	-	-	-
Due to Debt Service	-	-	-	-	-
Due to Amenity Fund	-	-	-	-	-
Due to Capital Projects	-	-	\$ -	-	-
<b>Total Liabilities</b>	<b>\$ 38,641</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 38,641</b>
<b>Fund Balance:</b>					
<b>Nonspendable:</b>					
Prepaid Items	\$ 3,674	\$ -	\$ -	\$ -	\$ 3,674
Deposits	-	-	-	-	-
<b>Restricted for:</b>					
Debt Service	-	1,010,789	-	-	1,010,789
Capital Project	-	-	-	381,171	381,171
<b>Assigned for:</b>					
Capital Reserve Fund	-	-	434,491	-	434,491
Capital Reserves	-	-	-	-	-
Unassigned	1,129,362	-	-	-	1,129,362
<b>Total Fund Balances</b>	<b>\$ 1,133,036</b>	<b>\$ 1,010,789</b>	<b>\$ 434,491</b>	<b>\$ 381,171</b>	<b>\$ 2,959,487</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 1,171,677</b>	<b>\$ 1,010,789</b>	<b>\$ 434,491</b>	<b>\$ 381,171</b>	<b>\$ 2,998,128</b>

**Sweetwater Creek**  
Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance  
For The Period Ending April 30, 2024

	Adopted Budget	Prorated Budget Thru 04/30/24	Actual Thru 04/30/24	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 1,724,315	\$ 1,724,315	\$ 1,644,209	\$ (80,106)
Fitness Center Revenue	2,000	1,167	1,680	513
Cost Sharing - Marshall Creek Revenue	-	-	-	-
Interest	5,000	2,917	21,137	18,220
<b>Total Revenues</b>	<b>\$ 1,731,315</b>	<b>\$ 1,728,399</b>	<b>\$ 1,667,026</b>	<b>\$ (61,372)</b>
<b>Expenditures:</b>				
<b><u>General &amp; Administrative:</u></b>				
Supervisor Fees	\$ 9,600	\$ 5,600	\$ 6,000	(400)
Engineering	20,000	11,667	10,312	1,355
District Counsel	55,000	32,083	35,764	(3,680)
Annual Audit	3,800	-	-	-
Assessment Administration	5,000	5,000	5,000	-
Arbitrage Rebate	500	-	-	-
Dissemination Agent	5,300	3,092	3,092	(0)
Trustee Fees	3,800	3,800	3,143	657
Management Fees	42,500	24,792	24,792	(0)
Information Technology	1,425	831	831	-
Website Maintenance	1,000	583	583	0
Telephone	742	433	197	236
Postage & Delivery	3,000	1,750	1,584	166
Public Official Insurance	4,497	4,497	4,938	(441)
Copies	4,100	2,392	1,050	1,342
Legal Advertising	2,000	1,167	646	521
Miscellaneous	1,500	875	318	557
Dues, Licenses & Subscriptions	175	175	175	-
Cost Share Expense - Marshall Creek	20,000	-	-	-
<b>Total General &amp; Administrative</b>	<b>\$ 183,939</b>	<b>\$ 98,736</b>	<b>\$ 98,424</b>	<b>\$ 312</b>
<b><u>Operations &amp; Maintenance</u></b>				
<b>Utilities</b>				
Electric	\$ 75,000	\$ 43,750	\$ 44,069	(319)
<b>Other Physical Environment</b>				
General Insurance	6,058	6,058	5,507	551
Landscape Maintenance	291,276	169,911	169,911	-
Landscape Improvements	50,000	29,167	33,544	(4,377)
Mulch	50,000	29,167	25,000	4,167
Lake Maintenance	22,000	12,833	11,021	1,812
Fountain Maintenance	1,500	875	180	695
Irrigation Repairs & Maintenance	39,000	22,750	13,646	9,104
Storm Clean-Up	2,000	1,167	-	1,167
Field Repairs & Maintenance	26,000	15,167	29,202	(14,035)
Tree Removals	14,000	8,167	3,686	4,481
Streetlight Repairs	2,250	1,313	-	1,313
Signage Repairs	1,000	583	-	583
Holiday Decoration	5,000	2,917	-	2,917
Miscellaneous Field Supplies	3,500	2,042	567	1,475
Guardhouse Maintenance	2,500	1,458	-	1,458
Playground Repairs & Maintenance	2,500	1,458	36	1,422
<b>Subtotal Other Physical Environment</b>	<b>\$ 593,584</b>	<b>\$ 348,782</b>	<b>\$ 336,369</b>	<b>\$ 12,412</b>

**Sweetwater Creek**  
Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance  
For The Period Ending April 30, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/24	Thru 04/30/24	Variance
<b><u>Amenities</u></b>				
<b>Administrative</b>				
Property & Casualty Insurance	\$ 37,581	\$ 37,581	\$ 36,496	1,085
Payroll - Salaried	86,268	50,323	685	49,638
Payroll - Hourly	91,375	53,302	1,638	51,665
Payroll - Benefits	16,775	9,785	301	9,485
Payroll Taxes	14,730	8,593	264	8,329
Professional Services - Engineering	71,457	41,683	1,281	40,403
Professional Services - Information Technology	1,890	1,103	34	1,069
Travel & Per Diem	200	117	69	48
Training	400	233	477	(243)
Facility Management	-	-	155,641	(155,641)
Licenses & Permits	400	233	414	(181)
Subscriptions & Memberships	500	292	638	(346)
Office Supplies	3,000	1,750	1,685	65
Office Equipment	2,500	1,458	1,737	(279)
Communication - Telephone/Internet/TV	12,000	7,000	3,964	3,036
Internet/Telephone - Guard House	5,821	3,396	2,410	986
<b><u>Field</u></b>				
Field Management Fees	89,040	51,940	51,940	-
General Utilities	75,000	43,750	40,108	3,642
Refuse Removal	5,200	3,033	4,110	(1,077)
Security	60,000	35,000	36,287	(1,287)
Janitorial Services	13,978	8,154	24,631	(16,477)
Operating Supplies - Spa & Paper	4,000	2,333	2,438	(105)
Operating Supplies - Uniforms	500	292	-	292
Cleaning Supplies	12,500	7,292	4,847	2,445
Amenity Landscape Maintenance & Improvements	29,500	17,208	18,871	(1,663)
Gate Repairs & Maintenance	2,500	1,458	495	963
Dog Park Repairs & Maintenance	6,000	3,500	720	2,780
Park Mulch	5,000	2,917	2,200	717
Miscellaneous Field Supplies	4,100	2,392	236	2,156
Buildings Repairs & Maintenance	15,000	8,750	81,683	(72,933)
Pest Control	1,800	1,050	2,311	(1,261)
Pool Maintenance - Contract	25,349	14,787	9,360	5,427
Pool Repairs & Maintenance	3,000	1,750	2,538	(788)
Pool Chemicals	3,800	2,217	15,147	(12,930)
Signage & Amenity Repairs	300	175	500	(325)
Special Events	2,000	1,167	289	878
Park Repair & Maintenance	-	-	20,426	(20,426)
Pickleball Repair & Maintenance	-	-	1,688	(1,688)
<b><u>Fitness</u></b>				
Professional Services - Outside Fitness	55,515	32,384	28,300	4,083
Fitness Equipment Repairs & Maintenance	7,000	4,083	2,710	1,374
Fitness Equipment Rental	35,000	20,417	20,868	(451)
Miniature Golf Course Maintenance	500	292	-	292
Miscellaneous Fitness Supplies	6,300	3,675	948	2,727
Capital Outlay - Machinery & Equipment	6,400	3,733	7,680	(3,946)
<b>Subtotal Amenities</b>	<b>\$ 814,179</b>	<b>\$ 490,597</b>	<b>\$ 589,061</b>	<b>\$ (98,464)</b>
<b>Total Operations &amp; Maintenance</b>	<b>\$ 1,407,763</b>	<b>\$ 839,378</b>	<b>\$ 925,430</b>	<b>\$ (86,052)</b>

# Sweetwater Creek

## Community Development District

### General Fund

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending April 30, 2024

	Adopted Budget	Prorated Budget Thru 04/30/24	Actual Thru 04/30/24	Variance
<b>Total Expenditures</b>	<b>\$ 1,591,702</b>	<b>\$ 938,114</b>	<b>\$ 1,023,854</b>	<b>\$ (85,740)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 139,613</b>	<b>\$ 790,284</b>	<b>\$ 643,172</b>	<b>\$ (147,112)</b>
<b>Other Financing Sources/(Uses):</b>				
Capital Reserve Transfer Out	\$ (191,000)	\$ (191,000)	(191,000)	\$ -
<b>Total Other Financing Sources/(Uses):</b>	<b>\$ (191,000)</b>	<b>\$ (191,000)</b>	<b>\$ (191,000)</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ (51,387)</b>	<b>\$ 599,284</b>	<b>\$ 452,172</b>	<b>\$ (147,112)</b>
<b>Fund Balance - Beginning</b>	<b>\$ 51,387</b>		<b>\$ 680,864</b>	
<b>Fund Balance - Ending</b>	<b>\$ (0)</b>		<b>\$ 1,133,036</b>	



**Sweetwater Creek**  
**Community Development District**  
**Debt Service Fund Series 2019**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending April 30, 2024**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/24	Thru 04/30/24	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 741,613	\$ 741,613	\$ 706,372	\$ (35,241)
Special Assessments - Prepayments	-	-	10,898	10,898
Interest Income	6,300	3,675	18,563	14,888
<b>Total Revenues</b>	<b>\$ 747,913</b>	<b>\$ 745,288</b>	<b>\$ 735,833</b>	<b>\$ (9,455)</b>
<b>Expenditures:</b>				
<i>Series 2019 - A1</i>				
Interest - 11/01	\$ 85,328	\$ 85,328	\$ 85,328	\$ -
Interest - 05/01	85,328	-	-	-
Principal - 05/01	355,000	-	-	-
<i>Series 2019 - A2</i>				
Interest - 11/01	46,475	46,475	46,475	-
Interest - 05/01	46,475	-	-	-
Principal - 05/01	125,000	-	-	-
<b>Total Expenditures</b>	<b>\$ 743,606</b>	<b>\$ 131,803</b>	<b>\$ 131,803</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 4,307</b>	<b>\$ 613,485</b>	<b>\$ 604,030</b>	<b>\$ (9,455)</b>
<b>Other Financing Sources/(Uses):</b>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ 4,307</b>	<b>\$ 613,485</b>	<b>\$ 604,030</b>	<b>\$ (9,455)</b>
<b>Fund Balance - Beginning</b>	<b>\$ 155,434</b>		<b>\$ 406,759</b>	
<b>Fund Balance - Ending</b>	<b>\$ 159,741</b>		<b>\$ 1,010,789</b>	

**Sweetwater Creek**  
**Community Development District**

**Capital Reserve Fund**

**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending April 30, 2024**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/24	Thru 04/30/24	Variance
<b>Revenues</b>				
Interest	\$ 1,866	\$ 1,088	\$ 4,068	\$ 2,980
Miscellaneous Income	-	-	4,000	4,000
Insurance Proceeds	-	-	-	-
<b>Total Revenues</b>	<b>\$ 1,866</b>	<b>\$ 1,088</b>	<b>\$ 8,068</b>	<b>\$ 6,980</b>
<b>Expenditures:</b>				
Capital Outlay	\$ -	\$ -	\$ 11,420	\$ (11,420)
Repair & Maintenance	79,024	46,097	14,459	31,638
Other Current Charges	525	306	353	(46)
Reserve Study	-	-	2,925	(2,925)
<b>Total Expenditures</b>	<b>\$ 79,549</b>	<b>\$ 46,404</b>	<b>\$ 29,157</b>	<b>\$ 17,247</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (77,683)</b>		<b>\$ (21,089)</b>	
<b>Other Financing Sources/(Uses)</b>				
Capital Reserve Tarnsfer In	\$ 191,000	\$ 191,000	\$ 191,000	\$ -
<b>Total Other Financing Sources (Uses)</b>	<b>\$ 191,000</b>	<b>\$ 191,000</b>	<b>\$ 191,000</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ 113,317</b>		<b>\$ 169,911</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 263,780</b>		<b>\$ 264,580</b>	
<b>Fund Balance - Ending</b>	<b>\$ 377,097</b>		<b>\$ 434,491</b>	

**Capital Reserve Study**

	<u>General</u>	<u>Amenities</u>	<u>Combined</u>
<b>Description</b>	<b>FY 2024-Study (Pg. 17)</b>	<b>FY 2024-Study (Pg. 20)</b>	<b>Total - Study</b>
Reserves Beginning of Year	\$488,359	\$135,857	\$624,216
Contributions	191,100	63,400	254,500
Interest Income	9,255	2,527	11,782
Expenditures	(79,024)	(37,782)	(116,806)
Anticipated Balance	\$609,690	\$164,002	\$773,692

**Capital Reserve Fund - Actuals**

<b>Description</b>	<b>Actual</b>
Reserves Beginning of Year	\$ 264,580
Contributions	\$ 191,000
Interest Income/Misc Income/Insurance Proceeds	\$ 8,068
Expenditures	\$ 21,089
Actual Balance	\$484,737
<b>Variance Reserve Study Vs Actual</b>	<b>(\$288,955)</b>

**Sweetwater Creek**  
**Community Development District**  
**Capital Projects Fund Series 2019**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending April 30, 2024**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 04/30/24	Thru 04/30/24	Variance
<b>Revenues</b>				
Interest Income	\$ -	\$ -	\$ 14,842	\$ 14,842
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,842</b>	<b>\$ 14,842</b>
<b>Expenditures:</b>				
Capital Outlay	\$ -	\$ -	\$ 166,917	\$ (166,917)
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 166,917</b>	<b>\$ (166,917)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (152,076)</b>	<b>\$ (152,076)</b>
<b>Other Financing Sources/(Uses)</b>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>		<b>\$ (152,076)</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 533,247</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 381,171</b>	

**Sweetwater Creek**  
Community Development District  
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Revenues:</b>													
Special Assessments - Tax Roll	\$ -	\$ 228,251	\$ 285,271	\$ 956,056	\$ 137,540	\$ 34,748	\$ 2,343	\$ -	\$ -	\$ -	\$ -	\$ -	1,644,209
Fitness Center Revenue	210	-	440	-	-	-	1,030	-	-	-	-	-	1,680
Cost Sharing - Marshall Creek Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest	919	972	1,357	2,176	5,056	6,447	4,210	-	-	-	-	-	21,137
<b>Total Revenues</b>	<b>\$ 1,129</b>	<b>\$ 229,223</b>	<b>\$ 287,068</b>	<b>\$ 958,232</b>	<b>\$ 142,596</b>	<b>\$ 41,196</b>	<b>\$ 7,583</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>1,667,026</b>
<b>Expenditures:</b>													
<b>General &amp; Administrative:</b>													
Supervisor Fees	\$ 1,400	\$ 600	\$ -	\$ 800	\$ 800	\$ 1,600	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ -	6,000
#REF!	-	-	-	-	-	-	-	-	-	-	-	-	-
Engineering	791	430	919	2,044	2,561	1,026	2,541	-	-	-	-	-	10,312
District Counsel	7,296	3,481	5,761	6,672	6,189	6,367	-	-	-	-	-	-	35,764
Annual Audit	-	-	-	-	-	-	-	-	-	-	-	-	-
Assessment Administration	5,000	-	-	-	-	-	-	-	-	-	-	-	5,000
Arbitrage Rebate	-	-	-	-	-	-	-	-	-	-	-	-	-
Dissemination Agent	442	442	442	442	442	442	642	-	-	-	-	-	3,292
Trustee Fees	3,143	-	-	-	-	-	-	-	-	-	-	-	3,143
Management Fees	3,542	3,542	3,542	3,542	3,542	3,542	3,542	-	-	-	-	-	24,792
Information Technology	119	119	119	119	119	119	119	-	-	-	-	-	831
Website Maintenance	83	83	83	83	83	83	83	-	-	-	-	-	583
Telephone	43	25	28	25	25	25	27	-	-	-	-	-	197
Postage & Delivery	351	307	120	21	285	297	202	-	-	-	-	-	1,584
Public Official Insurance	4,938	-	-	-	-	-	-	-	-	-	-	-	4,938
Copies	161	41	110	238	166	147	187	-	-	-	-	-	1,050
Legal Advertising	94	280	-	88	94	90	-	-	-	-	-	-	646
Miscellaneous	62	1	10	11	11	12	12	-	-	-	-	-	118
#REF!	-	-	-	-	-	-	-	-	-	-	-	-	-
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
Cost Share Expense - Marshall Creek	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total General &amp; Administrative</b>	<b>\$ 27,638</b>	<b>\$ 9,350</b>	<b>\$ 11,133</b>	<b>\$ 14,085</b>	<b>\$ 14,316</b>	<b>\$ 13,748</b>	<b>\$ 8,153</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>98,424</b>

**Sweetwater Creek**  
Community Development District  
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b><u>Operations &amp; Maintenance</u></b>													
<b>Utilities</b>													
Electric	\$ 6,512	\$ 6,616	\$ 6,283	\$ 6,272	\$ 6,168	\$ 6,103	\$ 6,116	\$ -	\$ -	\$ -	\$ -	\$ -	44,069
<b>Other Physical Environment</b>													
General Insurance	5,507	-	-	-	-	-	-	-	-	-	-	-	5,507
Landscape Maintenance	24,273	24,273	24,273	24,273	24,273	24,273	24,273	-	-	-	-	-	169,911
Landscape Improvements	-	5,044	-	-	-	28,500	-	-	-	-	-	-	33,544
Mulch	-	-	25,000	-	-	-	-	-	-	-	-	-	25,000
Lake Maintenance	1,538	1,793	1,538	1,538	1,538	1,538	1,718	-	-	-	-	-	11,201
Fountain Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
Irrigation Repairs & Maintenance	4,805	710	4,920	413	2,799	-	-	-	-	-	-	-	13,646
Storm Clean-Up	-	-	-	-	-	-	-	-	-	-	-	-	-
Field Repairs & Maintenance	2,390	2,718	6,217	6,099	4,121	2,712	4,945	-	-	-	-	-	29,202
Tree Removals	1,200	-	1,786	350	350	-	-	-	-	-	-	-	3,686
Streetlight Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
Signage Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
Holiday Decoration	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous Field Supplies	-	-	-	-	567	-	-	-	-	-	-	-	567
Guardhouse Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
Playground Repairs & Maintenance	-	-	-	-	-	-	36	-	-	-	-	-	36
<b>Subtotal Other Physical Environment</b>	<b>\$ 46,225</b>	<b>\$ 41,154</b>	<b>\$ 70,017</b>	<b>\$ 38,944</b>	<b>\$ 39,815</b>	<b>\$ 63,126</b>	<b>\$ 37,088</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>336,369</b>
<b>Amenities</b>													
<i>Administrative</i>													
Property & Casualty Insurance	\$ 36,496	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	36,496
Payroll - Salaried	685	-	-	-	-	-	-	-	-	-	-	-	685
Payroll - Hourly	1,638	-	-	-	-	-	-	-	-	-	-	-	1,638
Payroll - Benefits	301	-	-	-	-	-	-	-	-	-	-	-	301
Payroll Taxes	264	-	-	-	-	-	-	-	-	-	-	-	264
Professional Services - Engineering	1,281	-	-	-	-	-	-	-	-	-	-	-	1,281
Professional Services - Information Technology	34	-	-	-	-	-	-	-	-	-	-	-	34
Travel & Per Diem	-	-	69	-	-	-	-	-	-	-	-	-	69
Training	-	-	-	-	477	-	-	-	-	-	-	-	477
Facility Management	21,341	22,486	22,516	22,841	22,131	22,983	21,341	-	-	-	-	-	155,641
Licenses & Permits	414	-	-	-	-	-	-	-	-	-	-	-	414
Subscriptions & Memberships	29	29	92	92	106	121	169	-	-	-	-	-	638
Office Supplies	449	253	300	57	608	8	9	-	-	-	-	-	1,685
Office Equipment	300	56	146	465	471	298	-	-	-	-	-	-	1,737
Communication - Telephone/Internet/TV	-	658	658	658	663	663	663	-	-	-	-	-	3,964
Internet/Telephone - Guard House	362	340	340	340	343	343	343	-	-	-	-	-	2,410

**Sweetwater Creek**  
Community Development District  
Month to Month

Field	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Field Management Fees</b>	7,420	7,420	7,420	7,420	7,420	7,420	7,420	-	-	-	-	-	51,940
<b>General Utilities</b>	4,565	4,781	5,436	6,512	6,782	6,639	5,393	-	-	-	-	-	40,108
<b>Refuse Removal</b>	414	519	955	519	664	519	519	-	-	-	-	-	4,110
<b>Security</b>	6,163	6,103	6,103	7,573	3,428	6,103	813	-	-	-	-	-	36,287
<b>Janitorial Services</b>	3,733	3,483	3,483	3,483	3,483	3,483	3,483	-	-	-	-	-	24,631
<b>Operating Supplies - Spa &amp; Paper</b>	428	52	194	413	612	192	546	-	-	-	-	-	2,438
<b>Operating Supplies - Uniforms</b>	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Cleaning Supplies</b>	1,636	191	110	1,175	499	1,170	65	-	-	-	-	-	4,847
<b>Amenity Landscape Maintenance &amp; Improvements</b>	1,906	1,906	1,906	4,521	1,906	4,820	1,906	-	-	-	-	-	18,871
<b>Gate Repairs &amp; Maintenance</b>	-	-	245	250	-	-	-	-	-	-	-	-	495
<b>Dog Park Repairs &amp; Maintenance</b>	-	-	324	-	396	-	-	-	-	-	-	-	720
<b>Park Mulch</b>	-	-	-	-	-	2,200	-	-	-	-	-	-	2,200
<b>Miscellaneous Field Supplies</b>	-	-	236	-	-	-	-	-	-	-	-	-	236
<b>Buildings Repairs &amp; Maintenance</b>	47,127	8,102	322	119	396	20,498	5,119	-	-	-	-	-	81,683
<b>Pest Control</b>	79	79	79	81	1,831	81	81	-	-	-	-	-	2,311
<b>Pool Maintenance - Contract</b>	-	1,560	1,560	1,560	1,560	1,560	1,560	-	-	-	-	-	9,360
<b>Pool Repairs &amp; Maintenance</b>	-	-	330	-	410	538	1,259	-	-	-	-	-	2,538
<b>Pool Chemicals</b>	1,920	2,999	1,920	2,055	2,055	2,142	2,055	-	-	-	-	-	15,147
<b>Signage &amp; Amenity Repairs</b>	-	-	500	-	-	-	-	-	-	-	-	-	500
<b>Special Events</b>	-	-	-	337	(48)	-	-	-	-	-	-	-	289
<b>Park Repair &amp; Maintenance</b>	19,145	631	-	522	128	-	-	-	-	-	-	-	20,426
<b>Pickleball Repair &amp; Maintenance</b>	1,059	70	77	-	-	-	483	-	-	-	-	-	1,688
<b>Fitness</b>													
<b>Professional Services - Outside Fitness</b>	4,480	3,388	4,373	4,500	3,100	3,835	4,625	-	-	-	-	-	28,300
<b>Fitness Equipment Repairs &amp; Maintenance</b>	2,147	-	-	221	342	-	-	-	-	-	-	-	2,710
<b>Fitness Equipment Rental</b>	2,927	2,927	2,927	2,927	3,053	3,053	3,053	-	-	-	-	-	20,868
<b>Miniature Golf Course Maintenance</b>	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Miscellaneous Fitness Supplies</b>	-	393	43	142	80	190	100	-	-	-	-	-	948
<b>Capital Outlay - Machinery &amp; Equipment</b>	-	1,505	-	4,919	1,256	-	-	-	-	-	-	-	7,680
<b>Subtotal Amenities</b>	\$ 168,744	\$ 69,933	\$ 62,662	\$ 73,703	\$ 64,153	\$ 88,861	\$ 61,006	\$ -	\$ -	\$ -	\$ -	\$ -	589,061
<b>Total Operations &amp; Maintenance</b>	\$ 214,969	\$ 111,087	\$ 132,679	\$ 112,647	\$ 103,968	\$ 151,987	\$ 98,093	\$ -	\$ -	\$ -	\$ -	\$ -	925,430
<b>Total Expenditures</b>	\$ 242,606	\$ 120,438	\$ 143,813	\$ 126,732	\$ 118,284	\$ 165,735	\$ 106,247	\$ -	\$ -	\$ -	\$ -	\$ -	1,023,854
<b>Excess (Deficiency) of Revenues over Expenditures</b>	\$ (241,477)	\$ 108,785	\$ 143,255	\$ 831,500	\$ 24,312	\$ (124,539)	\$ (98,664)	\$ -	\$ -	\$ -	\$ -	\$ -	643,172
<b>Other Financing Sources/(Uses):</b>													
<b>Capital Reserve Transfer Out</b>	-	-	-	-	(191,000)	-	-	-	-	-	-	-	(191,000)
<b>Total Other Financing Sources/Uses</b>	\$ -	\$ -	\$ -	\$ -	\$ (191,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(191,000)
<b>Net Change in Fund Balance</b>	\$ (241,477)	\$ 108,785	\$ 143,255	\$ 831,500	\$ (166,688)	\$ (124,539)	\$ (98,664)	\$ -	\$ -	\$ -	\$ -	\$ -	452,172

**Sweetwater Creek**  
**Community Development District**  
**Long Term Debt Report**

SERIES 2019A-1, SPECIAL ASSESSMENT REVENUE BONDS		
Interest Rate:	2.000%, 2.125%, 2.250%, 2.375%, 2.500%, 2.950%, 3.170%	
Maturity Date:	5/1/2038	
Reserve Fund Definition	MAXIMUM ANNUAL DEBT SERVICE	
Reserve Fund Requirement	\$133,070	
Reserve Fund Balance	133,070	
Bonds Outstanding - 7/30/19		\$7,825,000
Less: Principal Payment - 5/1/20		(\$330,000)
Less: Principal Payment - 5/1/20 (Special Call)		(\$15,000)
Less: Principal Payment - 11/1/20 (Special Call)		(\$40,000)
Less: Principal Payment - 5/1/21		(\$340,000)
Less: Principal Payment - 5/1/21 (Special Call)		(\$40,000)
Less: Principal Payment - 11/1/21 (Special Call)		(\$15,000)
Less: Principal Payment - 5/1/22		(\$340,000)
Less: Principal Payment - 11/1/22 (Special Call)		(\$15,000)
Less: Principal Payment - 5/1/23		(\$345,000)
<b>Current Bonds Outstanding</b>		<b>\$6,345,000</b>

SERIES 2019A-2, SPECIAL ASSESSMENT REVENUE BONDS		
Interest Rate:	3.560%, 4.020%	
Maturity Date:	5/1/2038	
Reserve Fund Definition	50% MAXIMUM ANNUAL DEBT SERVICE	
Reserve Fund Requirement	\$110,550	
Reserve Fund Balance	108,331	
Bonds Outstanding - 7/30/19		\$2,980,000
Less: Principal Payment - 5/1/20		(\$110,000)
Less: Principal Payment - 5/1/20 (Special Call)		(\$10,000)
Less: Principal Payment - 11/1/20 (Special Call)		(\$15,000)
Less: Principal Payment - 5/1/21		(\$115,000)
Less: Principal Payment - 5/1/21 (Special Call)		(\$15,000)
Less: Principal Payment - 11/1/21 (Special Call)		(\$5,000)
Less: Principal Payment - 5/1/22		(\$115,000)
Less: Principal Payment - 5/1/22 (Special Call)		(\$25,000)
Less: Principal Payment - 11/1/22 (Special Call)		(\$5,000)
Less: Principal Payment - 5/1/23		(\$120,000)
Less: Principal Payment - 5/1/23 (Special Call)		(\$20,000)
<b>Current Bonds Outstanding</b>		<b>\$2,425,000</b>

**Sweetwater Creek**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**Special Assessment Receipts - St. John's County**  
**Fiscal Year 2024**

Gross Assessments	\$	1,834,379.37	\$	788,070.96	\$	2,622,450.33
Net Assessments	\$	1,724,316.61	\$	740,786.70	\$	2,465,103.31

**ON ROLL ASSESSMENTS**

allocation in %	69.95%	30.05%	100.00%
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<i>Date</i>	<i>Distribution</i>	<i>Interest</i>	<i>Net Receipts</i>	<i>O&amp;M Portion</i>	<i>2019- Service</i>	<i>Debt</i>	<i>Total</i>
11/03/23	1		\$ 29,062.41	\$ 20,328.88	\$ 8,733.53	\$	29,062.41
11/17/23	2		106,668.40	74,613.54	32,054.86		106,668.40
11/22/23	3		190,579.18	133,308.35	57,270.83		190,579.18
12/14/23	4		185,636.89	129,851.26	55,785.63		185,636.89
12/22/23	5		222,189.87	155,419.73	66,770.14		222,189.87
01/09/24	6		1,360,677.55	951,781.16	408,896.39		1,360,677.55
01/11/24	INTEREST	\$ 6,111.28	6,111.28	4,274.78	1,836.50		6,111.28
02/12/24	7		196,629.49	137,540.48	59,089.01		196,629.49
03/20/24	8		49,676.85	34,748.49	14,928.36		49,676.85
04/10/24	INTEREST	3,349.04	3,349.04	2,342.62	1,006.42		3,349.04
			-	-	-		-
			-	-	-		-
<b>TOTAL</b>		<b>\$ 9,460.32</b>	<b>\$ 2,350,580.96</b>	<b>\$ 1,644,209.29</b>	<b>\$ 706,371.67</b>		<b>\$ 2,350,580.96</b>

<b>95.35%</b>	<b>Percent Collected</b>
<b>\$ 114,522.35</b>	<b>Balance Remaining to Collect</b>



**Sweetwater Creek**  
**COMMUNITY DEVELOPMENT DISTRICT**

**Special Assessment Revenue Bonds, Series 2019**

Date	Requisition #	Contractor	Description	Requisition
<b>Fiscal Year 2020</b>				
11/15/19	1	England Thims & Miller	Invoices: 191327, 191598, 191935 - Traffic Study & Certification Package	\$ 8,032.00
11/15/19	2	East Coast Wells & Pump Service	Invoice: 34301 - Replaced Irrigation Pump	\$ 4,293.70
1/3/20	3	Performance Painting Contractors, Inc.	Invoice: 9579 - Mobilization	\$ 8,090.00
1/3/20	4	AC Concrete Enterprise, Inc.	Invoice: AB - Sidewalk Addition	\$ 6,250.00
1/3/20	5	Reflections	Invoice: 191036 - Roof Clean	\$ 4,495.00
1/6/20	6	Rick Arsenault Certified Pool Consultant, Inc.	Invoice: SWCrefC120 - 40% Deposit to start services	\$ 46,000.00
1/6/20	7	Rick Arsenault Certified Pool Consultant, Inc.	Invoice: SWCrefD120 - 10% upon execution of the Agreement	\$ 11,500.00
2/6/20	8	East Coast Wells & Pump Service	Invoices: 34271 & 34167 - Fixed Pump Motor & Replaced Bad Motor	\$ 2,137.00
2/6/20	9	Rick Arsenault Certified Pool Consultant, Inc.	Invoice: SWCrefF120 - 10% Balance Upon Final Sign Off	\$ 11,500.00
2/24/20	10	JLC Construction Inc.	Invoice: 1/20/2020 - Deposit for Perogola Replacement	\$ 6,790.80
2/26/20	11	Performance Painting Contractors, Inc.	Invoice: 9578 - Power Wash and Paint	\$ 35,240.00
2/24/20	12	Rick Arsenault Certified Pool Consultant, Inc.	Invoice: SWCrefF220 - 40% Commencement of Filling	\$ 46,000.00
2/26/20	13	Rick Arsenault Certified Pool Consultant, Inc.	Invoice: SWCgtr220 - Gutter Grating Supports repaired	\$ 500.00
3/17/20	14	Walter Carucci AE	Invoice: 1 - Services for Palencia Fitness Center from 11/11/19 thru 3/2/19	\$ 5,034.68
3/17/20	15	Bob's Backflow & Plumbing Services, Inc.	Invoice: 65745 - Back Flow Testing	\$ 265.00
3/23/20	16	JLC Construction Inc.	Invoice: 3/20/2020 - Final payment for Perogola Replacement	\$ 6,790.80
4/8/20	17	England Thims & Miller	Invoice: 0193131 Traffic Study & Certification Package	\$ 3,000.02
4/16/20	18	England Thims & Miller	Invoice: 0193703 Traffic Study & Certification Package	\$ 1,062.00
5/20/20	19	Fitness International Associates Corp	Invoice: 2904 Flooring	\$ 4,000.44
6/9/20	20	Beacon Electrical Contractors Inc	Invoice: 200503 - Electrical work	\$ 16,357.00
6/15/20	21	Sundancer Sign Graphics	Invoice: 2564 - Street Sign	\$ 12,310.00
6/22/20	22	Yellowstone Landscape	Invoice: JAX120765 & JAX 120768 - Onda Field Full Irrigation & Sod	\$ 25,583.33
7/14/20	23	Hopping Green & Sams	Invoice: 113207, 113803, 114427, 115066 - Project Construction	\$ 1,053.50
7/31/20	24	Duval Asphalt	Invoice: 21750 - Stripping - Layout Stripe Crosswalks	\$ 1,458.00
8/7/20	25	Yellowstone Landscape	Invoice: AJAX120768 - Onda Field Irrigation & Sod	\$ 24,722.16
9/10/20	26	Radarsign	Invoice: 10761 - Solar Powered	\$ 7,888.00
9/10/20	27	Hopping Green & Sams	Invoice: 116998 - Legal Services	\$ 559.00
9/14/20	28	Sweetwater Creek CDD	Invoice: 2940 & 2904 Deposit paid via credit card for flooring	\$ 2,644.28
10/21/20	29	Hopping Green & Sams	Invoice: 114427 - Legal services	\$ 258.00
10/29/20	30	Hopping Green & Sams	Invoice #117953 - Project Construction Legal Services	\$ 1,075.00
11/16/20	31	Clark Advisory Services, LLC	Services Rendered June 2020-October 2020	\$ 5,034.00
2/17/21	32	Yellowstone Landscape	Invoice #173437 - Irrigation Repairs	\$ 58,703.67
2/17/21	33	Armstrong Fence Company	Invoice #20210221 - Deposit for Vinyl Coated chain-link Ensenda Park	\$ 2,570.79
5/13/21	34	Armstrong Fence Company	Invoice #20210547 Remaining balance for Vinyl Coated chain-link	\$ 2,570.78
5/13/21	35	Riverside Management Services	Invoice #13 Soccer Goals & Lacrosse Equipment	\$ 3,444.73
5/13/21	36	Hopping Green & Sams	Invoice: 121275 - Legal Services	\$ 210.00
3/8/22	37	England Thims & Miller	Invoice 0201371 - Engineer's Report	\$ 2,500.00
4/20/22	38	Invision Construction	Invoice #0001 Fitness Center Expansion Process	\$ 2,000.00
4/20/22	39	Basham & Lucas Desing Group Inc	Invoice #8851 Palencia Amenity & CDs	\$ 5,200.00
7/11/22	40	Basham & Lucas Desing Group Inc	Invoice #8929 Palencia Amenity & CDs	\$ 3,889.78
6/22/22	41	England Thims & Miller	Invoice #203006 Palencia Fitness Center Addition & Modification	\$ 3,750.00
6/22/22	42	KE Law Group PLLC	Invoice #2879 2019 Project Construction	\$ 217.00
7/11/22	43	Basham & Lucas Desing Group Inc	Invoice #8963 Palencia Amenity & CDs	\$ 13,600.00
8/8/22	44	KE Law Group PLLC	Invoice #2993 2019 Project Construction	\$ 344.50
8/8/22	45	England Thims & Miller	Invoice #203518 Palencia Fitness Center Addition & Modification	\$ 6,250.00
8/8/22	46	Basham & Lucas Desing Group Inc	Invoice #9014 Palencia Amenity & CDs	\$ 13,025.00
9/19/22	47	ECS Florida LLC	Palencia Fitness Center Addition Invoice #995173	\$ 3,500.00
9/19/22	48	England Thims & Miller	Invoice #204046 Palencia Fitness Center Addition & Modification	\$ 7,392.55
9/19/22	49	Basham & Lucas Desing Group Inc	Invoice #9028 Palencia Amenity & CDs	\$ 8,046.25
9/19/22	50	KE Law Group PLLC	Invoice #3599 2019 Project Construction	\$ 992.00
9/19/22	51	England Thims & Miller	Invoice #204510 Palencia Fitness Center Addition & Modification	\$ 7,375.00
9/19/22	52	KE Law Group PLLC	Invoice #3955 2019 Project Construction	\$ 726.00
11/8/22	53	Bartram Trail Surveying	Invoice # 5394 Palencia Fitness Center Topographic Survey	\$ 2,900.00
11/8/22	54	England Thims & Miller	Invoice #204943 Palencia Fitness Center Addition & Modification	\$ 15,013.75
11/8/22	55	KE Law Group PLLC	Invoice #3955 2019 Project Construction	\$ 248.00
11/8/22	56	Heartline Fitness Systems	Deposit Invoice #151945 50% deposit on Fitness Equipment	\$ 7,498.94
11/8/22	57	Heartline Fitness Systems	Deposit Invoice #151948 50% deposit on Flooring Material	\$ 3,535.61
12/5/22	58	England Thims & Miller	Invoice #205415 Palencia Fitness Center Addition & Modification	\$ 1,486.25
12/5/22	59	Sweetwater Creek CDD-Capital Reserve	Studio 1+ Professional Design Services Inv #21.069 Palencia Fitness Club	\$ 10,375.00
12/13/22	60	KE Law Group PLLC	Invoice #4873 2019 Project Construction	\$ 168.00
12/13/22	61	Invision Construction	Invoice #PAL_001 Initial deposit per agreement	\$ 42,531.00
12/13/22	62	England Thims & Miller	Invoice #204510 Palencia Fitness Center Addition & Modification	\$ 10,120.00
1/11/23	63	Sweetwater Creek CDD	Palencia Interior Renovation Change Order Id #PAL_002 Invision Construction Inc	\$ 13,315.00
1/11/23	64	England Thims & Miller	Invoice #205795 Palencia Fitness Center Addition & Modification	\$ 983.75
1/11/23	65	KE Law Group PLLC	Invoice #5089 2019 Project Construction	\$ 31.00
1/11/23	66	IT Systems of Jacksonville LLC	Invoice #1312 Deposit for New Audio System for Amenity Center	\$ 2,100.00
1/17/23	68	Bartram Trail Surveying Inc	Invoice #5651 Palencia Fitness Cneter Topographic Survey 1/4/23	\$ 3,080.00
2/14/23	67	Sweetwater Creek CDD	Invoice #1226 Mirrors for Fitness Room - Nassau Windows & Glass	\$ 5,300.00
2/14/23	69	England Thims & Miller	Invoice# 206344 Pickleball Courts Addition & Modifications	\$ 367.50
2/14/23	70	Sweetwater Creek CDD-Capital Reserve	Invoice# 01.10.2023 Anastasia Pool & Spa Inc Gas Heater Replacement for Pool and Invoice# PAL_004 Invision Construction Inc for Fitness Interior Renovation	\$ 16,218.00
2/14/23	71	Sweetwater Creek CDD	Invoice #1231 Nassau Windows & Glass Inc. Rain Glass installation for gym	\$ 850.00
2/28/23	73	Invision Construction	Final Payment per agreement for Palencia Interior Renovation	\$ 42,531.00
3/14/23	72	Bartram Trail Surveying Inc	Invoice #5789 Palencia Fitness Cneter Topographic Survey 2/7/23	\$ 770.00
4/4/23	74	England Thims & Miller	Invoice# 207105 Pickleball Courts Addition & Modifications	\$ 6,275.00
4/24/23	75	Design 2 Wellness	Invoice #41744 - Strength Equipment for remodel	\$ 21,441.00
4/24/23	76	England Thims & Miller	Invoice# 207521 Pickleball Courts Addition & Modifications	\$ 9,617.50
4/24/23	77	IT Systems of Jacksonville LLC	Invoice #1319 Wire work for coax for cameras	\$ 3,055.00
4/24/23	78	Heartline Fitness Systems	Deposit Invoice #154186-F Final payment on Flooring Materials	\$ 3,827.85
4/24/23	79	Sweetwater Creek CDD	Deposit Invoice #151945-F Final payment for Fitness Equipment	\$ 7,498.93
4/24/23	80	Motley Electric	Invoice #266805595 Install Addtl wiring/reconfigure circuits for Treadmill	\$ 1,020.00
4/24/23	81	Feather & Bloom	Invoice #000714 Moss Wall & Painting for Zen Room	\$ 2,775.00
5/9/23	82	Kilinski/Van Wyk PLLC	Invoice# 6480 2019 Project Construction	\$ 1,485.50
5/9/23	83	Sweetwater Creek CDD	Invoice #1312 IT Systems Install amplifier and speakers.	\$ 2,100.00
5/9/23	84	Sweetwater Creek CDD	Invoice # PAL_003 Invision Construction Additional Electrical items, HV AC pipe dryer vent, door, hall storage, trimming, painting, flooring, and plumbing washer.	\$ 15,000.00

**Sweetwater Creek**  
**COMMUNITY DEVELOPMENT DISTRICT**

**Special Assessment Revenue Bonds, Series 2019**

Date	Requisition #	Contractor	Description	Requisition
5/9/23	85	Invision Construction	Progress billing per agreement for Palencia Interior Renovation Change Order Id #PAL_004	\$ 5,190.00
5/15/23	86	England Thims & Miller	Invoice# 208098 Pickle ball Courts Addition & Modifications.	\$ 3,023.75
			Remaining Balance Invoice# 154021-F Final payment for Resistance Wall Gym & Cable Caddy	
5/15/23	87	Heartline Fitness Systems	Complete Kit and Training Ropes.	\$ 1,290.90
5/15/23	88	Heartline Fitness Systems	Remaining Balance Invoice# 151948-F Final payment for Flooring Materials.	\$ 2,624.08
6/5/23	89	Kilinski/Van Wyk PLLC	Invoice# 6585 2019 Project Construction	\$ 1,179.00
6/5/23	90	Invision Construction	Change Order 4 Emergency Light Invoice #PAL_006	\$ 600.00
6/5/23	91	Feather & Bloom	Invoice #000725 Lighting install and custom hanging wood paneling for Zen Room	\$ 3,300.00
6/13/23	92	England Thims & Miller	Invoice# 208489 Pickle ball Courts Addition & Modifications.	\$ 5,855.00
6/13/23	93	Kilinski/Van Wyk PLLC	Invoice# 6846 2019 Project Construction	\$ 2,661.50
7/7/23	94	England Thims & Miller	Invoice# 23159 Topography Survey for Onda Park	\$ 5,240.00
7/7/23	95	Hoffman Commercial Construction LLC	Palencia Pickleball Courts Pay App 2304-1	\$ 16,412.00
7/7/23	96	England Thims & Miller	Invoice# 208897 Pickle ball Courts Addition & Modifications.	\$ 2,076.25
7/24/23	97	Kilinski/Van Wyk PLLC	Invoice# 7090 2019 Project Construction	\$ 2,719.50
7/24/23	98	Hoffman Commercial Construction LLC	Palencia Pickleball Courts Pay App 2304-2	\$ 97,369.00
8/14/23	99	England Thims & Miller	Invoice # 209405 Pickleball Courts Addition & Modifications.	\$ 563.75
8/14/23	100	Kilinski/Van Wyk PLLC	Invoice # 7262 2019 Project Construction	\$ 482.00
8/16/23	101	Hoffman Commercial Construction LLC	Palencia Pickleball Courts Pay App 2304-3	\$ 111,695.00
9/15/23	102	England Thims & Miller	Invoice # 209910 Pickleball Courts Addition & Modifications.	\$ 820.00
9/15/23	103	Kilinski/Van Wyk PLLC	Invoice # 7481 2019 Project Construction	\$ 673.08
9/28/23	104	Hoffman Commercial Construction LLC	Palencia Pickleball Courts Pay App 2304-4	\$ 119,712.00
10/19/23	105	Poly-Wood LLC	Invoice # 873994 Vineyard Dining Arm chairs and 48" Round Dining Tables	\$ 7,420.00
10/17/23	106	Kilinski/Van Wyk PLLC	Invoice # 7759 2019 Project Construction	\$ 375.00
10/30/23	107	American Electrical Contracting Inc	Palencia Pickleball Courts Electrical Lighting Install Invoice #W61855	\$ 24,485.00
10/30/23	108	Hoffman Commercial Construction LLC	Palencia Pickleball Courts Pay App 2304-5	\$ 72,718.00
11/28/23	109	Kilinski/Van Wyk PLLC	Invoice # 7975 2019 Project Construction	\$ 106.00
11/28/23	110	Hoffman Commercial Construction LLC	Palencia Pickleball Courts Pay App 2304-6	\$ 22,208.00
11/29/23	111	England Thims & Miller	Invoice # 210296 Pickleball Courts Addition & Modifications.	\$ 256.25
12/7/23	112	England Thims & Miller	Invoice # 210807 Pickleball Courts Addition & Modifications.	\$ 367.45
			Pickball fees, sound system upgrade aerobics room, and Washer Dryer/Warranty for Amenity	
12/5/23	113	Sweetwater Creek CDD	Center paid with card.	\$ 2,959.95
12/6/23	114	England Thims & Miller	Invoice # 211276 Pickleball Courts Addition & Modifications.	\$ 205.00
1/10/24	115	Duval Landscape Maintenance	Invoice # 25237 Revamp amenity center irrigation.	\$ 12,917.16
1/10/24	116	Sweetwater Creek CDD-Capital Reserve	Dowling Douglas Invoice # 211276 Pickleball Courts Addition & Modifications – Nov 2023.	\$ 2,600.00
1/22/24	117	Kilinski/Van Wyk PLLC	Invoice # 8459 2019 Project Construction	\$ 124.00
2/13/24	118	Atlantic Security	Video Surveillance System Equipment and Installation 50% Dep Invoice #327381-Deposit	\$ 5,946.88
2/13/24	119	Alfred W Grover, Electrical Contractor	Invoice # 12524 - 6 Outdoor Motion Detector-LED light fixture for Pickleball Project	\$ 3,800.00
2/13/24	120	England Thims & Miller	Invoice # 212440 Pickleball Courts Addition & Modifications - Nov 2023.	\$ 1,571.25
2/14/24	121	Kilinski/Van Wyk PLLC	Invoice # 8723 2019 Project Construction	\$ 155.00
2/20/24	122	American Electrical Contracting Inc	Palencia Pickleball Courts Install two light deflectors Invoice #W64623	\$ 1,840.00
2/22/24	123	American Electrical Contracting Inc	Palencia Pickleball Courts Change timer to digital Invoice #W63086	\$ 140.65
2/22/24	124	American Electrical Contracting Inc	Palencia Pickleball Courts Change Order Lighting Project Invoice #W62910	\$ 3,227.30
2/27/24	125	Hoffman Commercial Construction LLC	Palencia Pickleball Courts Pay App 2304-7-Final Payment	\$ 25,623.00
3/12/24	126	Workman's Kwik Fix Plumbing Division	Invoice # 97146 – installed self close metering faucet in ensenada park per contract	\$ 1,280.00
			Invoice #212712 – CEI Services - Finalized documents and pay apps for Pickleball Court	
3/12/24	127	England Thims & Miller	closeout with SJC and Owner	\$ 307.50
			Invoice # 2313106. Furnished & installed 296' of 48" high 2-rail ascot style black aluminum	
3/12/24	128	Best Fence and Rail fo FL LLC	fence with (3) 4' gate	\$ 8,174.00
3/20/24	129	Kilinski/Van Wyk PLLC	Invoice # 8974 2019 Project Construction	\$ 1,437.50
	130	Matthews/DCCM	Invoice # 190784 - Due Diligence and Site Planning	\$ 2,168.75
TOTAL				\$ 1,295,650.79
Project (Construction) Fund at 08/30/19				\$ 1,540,777.96
Interest Earned and Transfer thru 3/31/24				\$ 136,043.89
Outstanding Requisitions				\$ 2,168.75
Requisitions Paid thru 3/31/24				\$ (1,295,650.79)
Remaining Project (Construction) Fund				\$ 383,339.81
FUTURE CAPITAL PROJECTS (CONSTRUCTION)				
Hoffman Construction	Pickleball Court Construction-Balance to Finish including Retainage			\$0.00
	Pickleball-Water Fountain/Cooler (Projection, not actual)			\$4,000.00
Atlantic	Camera System (Pickleball and Fitness Center) (Actual Cost)			\$5,946.88
	Park Enhancement Projects ( \$350,000 Budget - April 6, 2023 Mtg.)			
	Board approved Basketball Court and Playground equipment			\$115,000.00
	Remaining Budget for Parks, for projects not yet defined or approved			\$235,000.00
District Engineer Costs related to Projects	District Engineer Costs (Projection, not actual)			\$10,000.00
District Counsel Costs related to Projects	District Counsel Costs (Projection, not actual)			\$5,000.00
TOTAL PROJECTED PROJECTS				\$374,946.88
PROJECTED REMAINING PROJECTS (CONSTRUCTION) FUNDS				\$8,393

*C.*

**Sweetwater Creek**  
**COMMUNITY DEVELOPMENT DISTRICT**

**Fiscal Year 2024**  
**Check Register**

<i>Date</i>	<i>check #'s</i>	<i>Amount</i>
<b>General Fund</b>		
04/05/24	4034-4042	\$33,044.74
04/12/24	4043	25,000.00
04/19/24	4044-4047	3,660.39
04/25/24	4048-4051	10,672.42
<b>SUBTOTAL</b>		<b>\$72,377.55</b>

<i>Date</i>	<i>check #'s</i>	<i>Amount</i>
<b>Amenity Fund</b>		
04/05/24	2521-2525	\$40,347.73
04/12/24	2526-2538	5,294.24
04/19/24	2539-2544	2,665.56
04/25/24	2545-2555	1,690.00
<b>SUBTOTAL</b>		<b>\$49,997.53</b>

<i>Date</i>	<i>check #'s</i>	<i>Amount</i>
<b>Capital Reserve</b>		
04/12/24	31	\$3,453.38
04/19/24	32	2,925.00
<b>SUBTOTAL</b>		<b>\$6,378.38</b>

<b>TOTAL</b>		<b>\$128,753.46</b>
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CHECK DATE	VEND#	.....INVOICE..... DATE	...EXPENSED TO... INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT	.... #
4/05/24	00075	4/04/24	04042024 4/4/24 CDD BOARD MEETING	202404	310	51300	-11000			*	200.00		
CHARLES USINA III												200.00	004034
4/05/24	00089	4/04/24	04042024 4/4/24 CDD BOARD MEETING	202404	310	51300	-11000			*	200.00		
JOHN T SMITH												200.00	004035
4/05/24	00051	4/04/24	04042024 4/4/24 CDD BOARD MEETING	202404	310	51300	-11000			*	200.00		
ROBERT LISOTTA												200.00	004036
4/05/24	00040	4/04/24	04042024 4/4/24 CDD BOARD MEETING	202404	310	51300	-11000			*	200.00		
STEPHEN J HANDLER												200.00	004037
4/05/24	00042	4/02/24	11 AMORT SE2019A1 5/1 \$10K	202404	310	51300	-31300			*	100.00		
		4/02/24	11 AMORT SE2019A2 5/1 \$5K	202404	310	51300	-31300			*	100.00		
DISCLOSURE SERVICES LLC												200.00	004038
4/05/24	00086	4/01/24	26410 APR PALENCIA RENEWAL	202404	320	53800	-46200			*	24,273.00		
DUVAL LANDSCAPE MAINTENANCE												24,273.00	004039
4/05/24	00063	3/27/24	83185 MAR LAKE MAINTENANCE	202403	320	53800	-47000			*	1,538.00		
FUTURE HORIZONS												1,538.00	004040
4/05/24	00029	4/01/24	156 APR MANAGEMENT FEES	202404	310	51300	-34000			*	3,541.67		
		4/01/24	156 APR WEBSITE ADMIN	202404	310	51300	-35200			*	83.33		
		4/01/24	156 APR INFO TECH	202404	310	51300	-35100			*	118.75		
		4/01/24	156 APR DISSEM AGENT SRVCS	202404	310	51300	-31300			*	441.67		
		4/01/24	156 OFFICE SUPPLIES	202404	310	51300	-49000			*	11.83		
		4/01/24	156 POSTAGE	202404	310	51300	-42000			*	201.88		
		4/01/24	156 COPIES	202404	310	51300	-42500			*	186.60		
		4/01/24	156 TELEPHONE	202404	310	51300	-41000			*	26.89		
GOVERNMENTAL MANAGEMENT SERVICES												4,612.62	004041
SWCC SWEETWATER CRK BPEREGRINO													

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
4/05/24	00071	3/26/24 269	202402 320-53800-47301	FEB FACILITY MAINTENANCE	*	1,621.12	
				RIVERSIDE MANAGEMENT SERVICES			1,621.12 004042
4/12/24	00086	3/31/24 26605	202403 320-53800-46400	MAR PALENCIA RENEWAL	*	25,000.00	
				DUVAL LANDSCAPE MAINTENANCE			25,000.00 004043
4/19/24	00104	4/11/24 04112024	202404 320-53800-47301	OUTDOOR TRASH CAN	*	949.46	
				GLOBAL INDUSTRIAL			949.46 004044
4/19/24	00101	12/27/23 11800	202312 320-53800-47301	ANNUAL FIRE EXTINGUISHER	*	83.50	
				IMC FIRE PROTECTION			83.50 004045
4/19/24	00103	3/11/24 190663	202402 310-51300-31100	FEB ENGINEERING SERVICES	*	2,212.93	
				MATTHEWS DESIGN GROUP LLC			2,212.93 004046
4/19/24	00102	4/10/24 56795897	202404 320-53800-47301	CAMERA AND LOCATE ONLY	*	414.50	
				STEVEN ETTLINGER INC DBA ROTO			414.50 004047
4/25/24	00090	3/07/24 6333237	202403 310-51300-48000	NTC OF WORKSHOP #9904463	*	89.76	
				GANNETT FL LOCALIQ			89.76 004048
4/25/24	00086	4/22/24 26673	202402 320-53800-47300	FEB REPLACE VALVES	*	2,663.97	
				DUVAL LANDSCAPE MAINTENANCE			2,663.97 004049
4/25/24	00094	4/13/24 9225	202403 310-51300-31500	MAR GENERAL COUNSEL	*	6,367.00	
				KILINSKI VAN WYK, PLLC			6,367.00 004050
4/25/24	00071	4/16/24 272	202403 320-53800-47301	MAR FACILITY MAINTENANCE	*	1,551.69	
				RIVERSIDE MANAGEMENT SERVICES			1,551.69 004051
TOTAL FOR BANK A						72,377.55	
TOTAL FOR REGISTER						72,377.55	

SWCC SWEETWATER CRK BPEREGRINO

CHECK DATE	VEND#	.....INVOICE..... DATE	....EXPENSED TO... INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT	#
4/05/24	00130	4/01/24	04012024	202311	340-53800-34500					*	175.00		
			NOV23	FITNESS INSTRUCTOR									
		4/01/24	04012024	202312	340-53800-34500					*	140.00		
			DEC23	FITNESS INSTRUCTOR									
		4/01/24	04012024	202401	340-53800-34500					*	175.00		
			JAN24	FITNESS INSTRUCTOR									
		4/01/24	04012024	202402	340-53800-34500					*	140.00		
			FEB24	FITNESS INSTRUCTOR									
		4/01/24	04012024	202403	340-53800-34500					*	210.00		
			MAR24	FITNESS INSTRUCTOR									
									CRISPIN ZINSMEISTER			840.00	002521
4/05/24	00119	4/01/24	26409	202404	330-53800-46200					*	1,906.00		
			APR	CLUBHOUSE & DOG PARK									
									DUVAL LANDSCAPING MAINTENANCE			1,906.00	002522
4/05/24	00019	4/01/24	13129562	202404	330-53800-52002					*	2,054.80		
			APR	POOL CHEMICALS									
									POOLSURE			2,054.80	002523
4/05/24	00104	4/01/24	268	202404	330-53800-10000					*	9,922.92		
			APR	FITNESS CNTR MANAGER									
		4/01/24	268	202404	330-53800-10000					*	6,603.92		
			APR	ASSISTANT MANAGER									
		4/01/24	268	202404	330-53800-10000					*	4,814.50		
			APR	FRONT DESK ATTENDANTS									
		4/01/24	268	202404	330-53800-46500					*	3,482.92		
			APR	JANITORIAL SERVICES									
		4/01/24	268	202404	330-53800-52000					*	1,560.00		
			APR	POOL MAINTENANCE									
		4/01/24	268	202404	320-53800-12100					*	7,420.00		
			APR	FIELD MANAGEMENT									
		4/01/24	268A	202403	330-53800-10000					*	1,642.10		
			MAR	FRONT DESK ATTENDANTS									
									RIVERSIDE MANAGEMENT SERVICES, INC			35,446.36	002524
4/05/24	00005	12/07/23	41-27390	202312	330-53800-52100					*	100.57		
				CLEANING SUPPLIES									
									DOWNEY'S JANITORIAL SUPPLIES			100.57	002525
4/12/24	00129	4/05/24	04052024	202404	340-53800-34500					*	140.00		
			MAR/APR24	FIT INSTRUCTOR									
									AMYSUE LONG			140.00	002526
4/12/24	00130	4/05/24	04052024	202404	340-53800-34500					*	70.00		
			APR24	FITNESS INSTRUCTOR									
									CRISPIN ZINSMEISTER			70.00	002527
									SWCC SWEETWATER CRK BPEREGRINO				

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	....EXPENSED TO.... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT	#
4/12/24	00131	4/05/24 04052024	202404 340-53800-34500	MAR/APR24 FIT INSTRUCTOR	DIANE LAURA STOEVER	*	320.00	320.00	002528
4/12/24	00128	3/26/24 03262024	202404 340-53800-34500	MAR/APR24 FIT INSTRUCTOR	ELIANA N ROQUE	*	240.00	240.00	002529
4/12/24	00080	4/01/24 739640	202404 300-15500-10000	MAY GATE GRD MONITORING	HIDDEN EYES LLC DBA ENVERA SYSTEMS	*	3,428.05	3,428.05	002530
4/12/24	00139	4/01/24 04012024	202404 340-53800-34500	MAR/APR24 FIT INSTRUCTOR	GLENDA MALEWICKI DBA GLENDA'S YOGA	*	315.00	315.00	002531
4/12/24	00133	4/05/24 04052024	202403 340-53800-34500	MAR24 FITNESS INSTRUCTOR	HEATHER REBELLA	*	35.00	35.00	002532
4/12/24	00151	4/05/24 04052024	202403 340-53800-34500	MAR24 FITNESS INSTRUCTOR	JOSIE LYNN CARLETON	*	35.00	35.00	002533
4/12/24	00132	4/06/24 04062024	202403 340-53800-34500	MAR/APR24 FIT INSTRUCTOR	LAURA CORREA	*	140.00	140.00	002534
4/12/24	00135	4/03/24 04032024	202403 340-53800-34500	MAR/APR24 FIT INSTRUCTOR	MIRANDA BULGER	*	245.00	245.00	002535
4/12/24	00138	4/05/24 04052024	202402 340-53800-34500	JAN/FEB24 FIT INSTRUCTOR	RONALD C. CULLUM	*	140.00	140.00	002536
4/12/24	00138	4/05/24 04052024	202403 340-53800-34500	MAR24 FITNESS INSTRUCTOR	RONALD C. CULLUM	*	105.00	105.00	002537
4/12/24	00041	4/08/24 61894504	202404 340-53800-34400	APR PEST CONTROL	TURNER PEST CONTROL LLC	*	81.19	81.19	002538
4/19/24	00014	3/27/24 T480-94	202403 330-53800-52100	DISINFECTANT WIPES	LLOYD'S EXERCISE EQUIPMENT LLC	*	1,040.00	1,040.00	002539

SWCC SWEETWATER CRK BPEREGRINO



CHECK DATE	VEND#	.....INVOICE..... DATE	...EXPENSED TO... INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT	..... #
4/19/24	00104	4/10/24	270 FEB POOL COVER REMOVAL	2024	02	330-53800-52001			RIVERSIDE MANAGEMENT SERVICES, INC	*	82.50	82.50	002540
4/19/24	00104	4/10/24	271 POOL-RPLC DEPTH MARKERS	2024	04	330-53800-52001			RIVERSIDE MANAGEMENT SERVICES, INC	*	434.50	434.50	002541
4/19/24	00042	4/01/24	350009 PHONE LINE BURGLARY MONIT	2024	04	330-53800-48400			VILLAGE KEY & ALARM INC	*	60.00	60.00	002542
4/19/24	00042	4/07/24	408600 DETEX ALARM EXIT DEVICE	2024	04	330-53800-52001			VILLAGE KEY & ALARM INC	*	810.00	810.00	002543
4/19/24	00042	4/16/24	408924 4 REKEYS/10 KEYAWAYS	2024	04	330-53800-47800			VILLAGE KEY & ALARM INC	*	238.56	238.56	002544
4/25/24	00129	4/19/24	04192024 APR24 FITNESS INSTRUCTOR	2024	04	340-53800-34500			AMYSUE LONG	*	140.00	140.00	002545
4/25/24	00130	4/22/24	04222024 APR24 FITNESS INSTRUCTOR	2024	04	340-53800-34500			CRISPIN ZINSMEISTER	*	140.00	140.00	002546
4/25/24	00128	4/09/24	04092024 APR24 FITNESS INSTRUCTOR	2024	04	340-53800-34500			ELIANA N ROQUE	*	80.00	80.00	002547
4/25/24	00139	4/18/24	04182024 APR24 FITNESS INSTRUCTOR	2024	04	340-53800-34500			GLENDA MALEWICKI DBA GLENDA'S YOGA	*	455.00	455.00	002548
4/25/24	00151	4/22/24	04222024 APR24 FITNESS INSTRUCTOR	2024	04	340-53800-34500			JOSIE LYNN CARLETON	*	105.00	105.00	002549
4/25/24	00132	4/20/24	04202024 APR24 FITNESS INSTRUCTOR	2024	04	340-53800-34500			LAURA CORREA	*	140.00	140.00	002550
4/25/24	00152	3/28/24	03282024 MAR24 FITNESS INSTRUCTOR	2024	03	340-53800-34500			MARILYN J COSTANZO	*	140.00	140.00	002551
SWCC SWEETWATER CRK BPEREGRINO													

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
4/25/24	00152	4/04/24 04042024	202404 340-53800-34500	APR24 FITNESS INSTRUCTOR	*	70.00	
				MARILYN J COSTANZO			70.00 002552
4/25/24	00135	4/17/24 04172024	202404 340-53800-34500	APR24 FITNESS INSTRUCTOR	*	245.00	
				MIRANDA BULGER			245.00 002553
4/25/24	00141	4/22/24 04222024	202404 340-53800-34500	APR24 FITNESS INSTRUCTOR	*	35.00	
				PATRICIA SCOTT			35.00 002554
4/25/24	00138	4/18/24 04182024	202404 340-53800-34500	APR24 FITNESS INSTRUCTOR	*	140.00	
				RONALD C. CULLUM			140.00 002555
TOTAL FOR BANK B						49,997.53	
TOTAL FOR REGISTER						49,997.53	

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
4/12/24	00018	3/03/24 3324	202402 600-58400-61000	LAKOS SAND SEPARATOR	*	3,453.38	
				TYLER SCHELLPEPER DBA PUMPS DONE			3,453.38 000031
4/19/24	00020	4/09/24 181014	202404 600-58400-62000	LV 2 STUDY W/SITE VISIT	*	2,925.00	
				RESERVE ADVISORS LLC			2,925.00 000032
TOTAL FOR BANK A						6,378.38	
TOTAL FOR REGISTER						6,378.38	

*D.*

**SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT**  
**SPECIAL ASSESSMENT BONDS, SERIES 2019**

The undersigned, an Authorized Officer of Sweetwater Creek Community Development District (the "District") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the District to U.S. Bank National Association, Orlando, Florida, as trustee (the "Trustee"), dated as of July 1, 2019 (the "Master Indenture"), as amended and supplemented by the First Supplemental Trust Indenture from the District to the Trustee, dated as of July 1, 2019 (the Master Indenture as amended and supplemented is hereinafter referred to as the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

(A) Requisition Number: 131

(B) Name and address of Payee: Matthews | DCCM  
7 Waldo Street  
St. Augustine, FL 32084

(C) Amount Payable: \$2,037.50

(D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): Invoice # 190937 – Due Diligence and Site Planning

(E) Fund or Account and subaccount, if any, from which disbursement to be made: Series 2019 Construction Account

The undersigned hereby certifies that:

☐ obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the Series 2019A Acquisition and Construction Account and the subaccount, if any, referenced above, that each disbursement set forth above was incurred in connection with the acquisition and construction of the Series 2019 Project and each represents a Cost of the Series 2019 Project, and has not previously been paid

OR

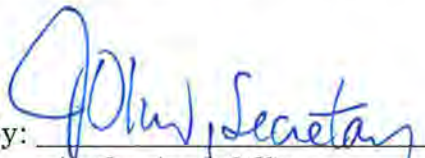
☐ this requisition is for Costs of Issuance payable from the Costs of Issuance Account that has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the District is at the date of such certificate entitled to retain.

Originals or copies of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested are on file with the District.

**SWEETWATER CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

By:   
Authorized Officer

**CONSULTING ENGINEER'S APPROVAL FOR  
NON-COST OF ISSUANCE REQUESTS ONLY**

If this requisition is for a disbursement from other than the Costs of Issuance Account, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Series 2019 Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Series 2019 Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer attached as an exhibit to the First Supplemental Indenture, as such report shall have been amended or modified on the date hereof.

  
Consulting Engineer

Project Manager Alex Acree



Jim Oliver  
Sweetwater Creek CDD  
C/O Governmental Management Services, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

April 9, 2024  
Invoice No: 190937

Project 23273.01 Onda Park Project

This invoice includes charges for tasks performed for your project, including:

- Coordination with District Manager
- Park Discussions with John
- Additional Concept Layouts
- Zoning Coordination with SJC

Please call Alex Acree if you have any questions or concerns regarding your project.

For billing inquiries, please contact our Accounting Department.

**Professional Services through March 31, 2024**

Phase 001 Due Diligence and Site Planning

	Hours	Rate	Amount
Vice President of Production	.75	290.00	217.50
Landscape Architecture Division Lead	4.00	275.00	1,100.00
Sr. Planner 1	1.00	210.00	210.00
Engineering Tech 2	3.00	170.00	510.00
<b>Total Labor</b>			<b>2,037.50</b>
<b>Total Due:</b>			<b>\$2,037.50</b>

**Billed to Date**

	Current Due	Prior Billed	Billed to Date
Labor	2,037.50	2,168.75	4,206.25
<b>Totals</b>	<b>2,037.50</b>	<b>2,168.75</b>	<b>4,206.25</b>

7 Waldo Street, St. Augustine, FL 32084 | P: 904.826.1334 | F: 904.826.4547 | [www.MDGinc.com](http://www.MDGinc.com)

Invoices are due upon receipt. Prompt payments are critical to keeping your project on schedule. Matthews | DCCM accepts all major credit cards for a 3.5% convenience fee. **Payments not received within 30 days of the invoice date are considered past due and all work and submittals will be placed on hold until payment is received along with finance charges of 18% annual accrued.** We appreciate your business and cooperation with timely payments.

## *FOURTH ORDER OF BUSINESS*



*A.*



**DUVAL  
LANDSCAPE  
MAINTENANCE, LLC**

With

**Sweetwater Creek  
Community Development  
District**

**Monthly Reporting  
June 2024**



# **DUVAL LANDSCAPE MAINTENANCE, LLC**

## **Monthly Reporting June 2024**

### **In Progress:**

1. Redesign of entrance beds - Completion of Phase 1 (approved work) and Take out Flower Beds at Street Entrances (Phase 2).
2. Flower installation to be scheduled 2nd of 4 for 2024 and Confirmation of New Flower Locations - Six areas in total.

### **Completed:**

1. Transplanted some plants to preserve side of Ensenada Drive from the right side of Ensenada at Medio closest to N Loop.
2. Transplanted some plants to preserve side of Ensenada Drive from the left side of Ensenada at Medio closest to N Loop.
3. Plant removal on Ensenada Drive and Corner of Ensenada and Medio (by Torcidio) on Right.
4. Removed failing grasses from the area between street and walkway on Ensenada Drive in preparation of sod installation.

### **Attachments:**

1. The Irrigation Summary Report and Irrigation Wet Check Reports for May 2024 are attached.

Thank you,

### **YOUR DUVAL TEAM**

Mary Marchiano  
Account Manager

Michael Wooldridge  
Branch Manager

Preston Moody  
Irrigation Manager

Torre Dunham  
Fertilization Manager



**DUVAL LANDSCAPE MAINTENANCE, LLC**  
7011 Business Park Blvd N  
Jacksonville, FL 32256  
(904) 900-1127



## Sweetwater Creek CDD

### Flower Locations June 2024 and forward...

Area 1	Triangle at Ensenada and N Loop Parkway	9 flats
Area 2	Roundabout - Ensenada Entrance	9 flats
Area 3	Roundabout - Las Calinas Far Side of Entrance	9 flats
Area 4	Roundabout - No Street	9 flats
Area 5	Roundabout - Las Calinas Front Side of Entrance	9 flats
Area 6	Front Island Bed at Gate House at Las Calinas Entrance	38 flats



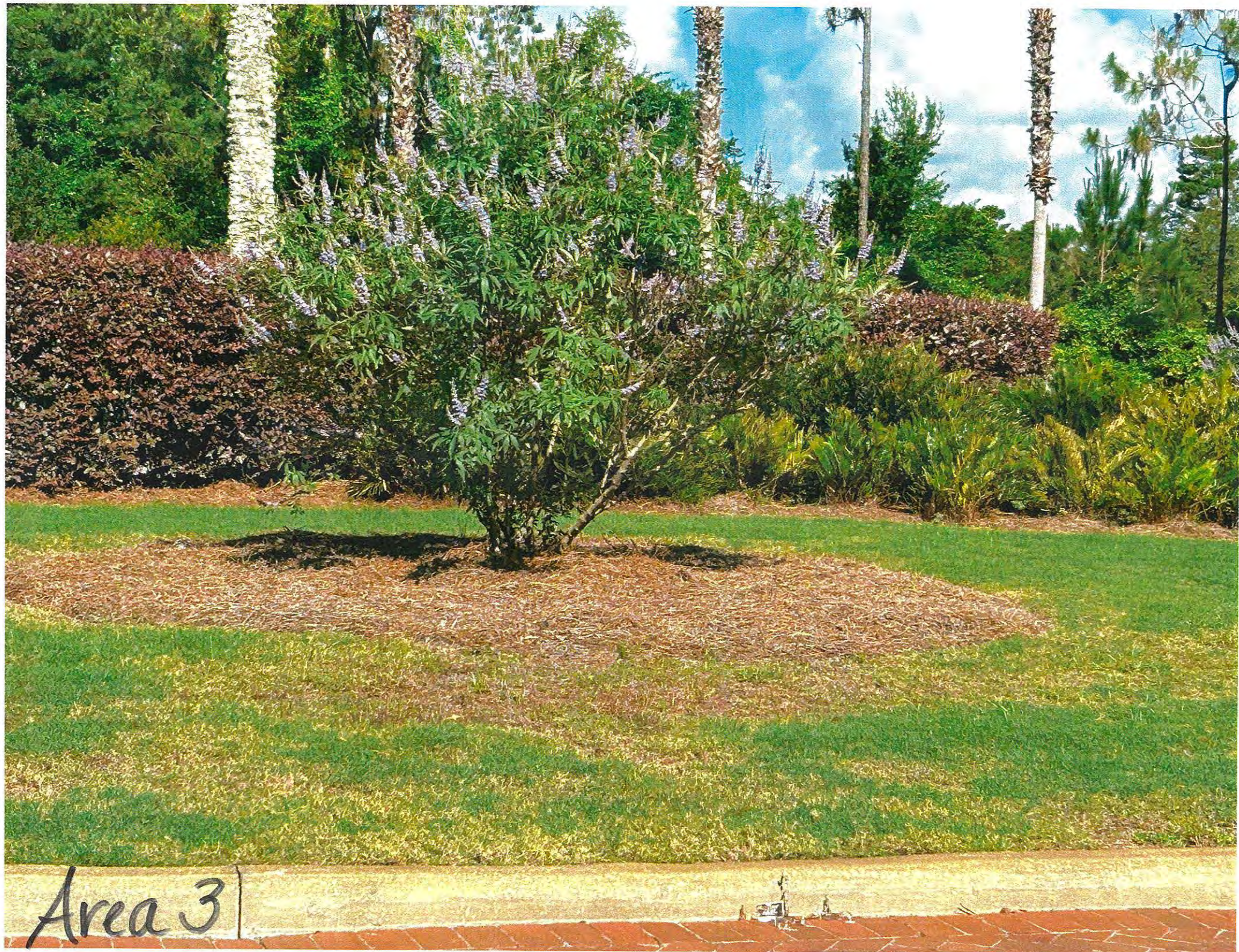






Area 2





Area 3





Area 4





Area 5





Area 6

Front Entrance  
Island Before  
Gate House on  
Las Calinas





# Duval Landscape

MAINTENANCE

## Irrigation Technical Inspection Report

Irrigation Controller			Point of Connection			Site Name	Sweetwater entry						
Location	Front sign		Location	Front sign		Location	Las colinas						
Type	ICC2		Size	5hp		Technician	Mark						
Rain Guage	Y	N	Source	Meter	Well	Date	5/1/2024						
Power on	Y	N				Program	A	B	C				
General Information			Backflow			Start Times	10:00 PM	10:00 PM	12:00 PM				
Valve Type			PRV	Y	N	Run Times	5H20M	5Hrs	40Mins				
Coverage	Good		MV	Y	N	Days of Week	S	M	T	W	Th	F	S

Zone	Head Type	Turf	Shrub	Flowers	Lateral Line Break	Zone Not Responding	Low pressure	Zone not Shutting Down	4" Spray	6" Spray	12" Spray	4" Rotor	Fixed Riser	Cleaned/Replaced Nozzle	Adjusted Spray Pattern	Straightened	Capped	Raised/Lowered	Locations of Zones	
1	s	x	x											x					SW/ Curb at clock	
2	r	x	x									1		x					SW/ Woodline at clock	
3	s	x	x	x						1				1	x				Oltero SW/ Curb	
4	r	x	x	x									1	x					Oltero shrubs SW/ Curb exit side	
5	s	x	x		1									x					Island past guard gate	
6	s	x	x	x										x					Entry island	
7	s	x	x			1								x					Exit side beds outside gate	
8	s	x	x			1								x					Curb S/W Exit side	
9	r	x	x											x					Lipizzon both sides	
10	s	x	x											x					Left of lipizzon Curb S/W	
11	s	x	x											x					Curb S/W Middle exit side	
12		x	x											x						
13	s	x	x											x					S/W End exit side	
14	r	x	x			1								x					Back S/W Both sides at bend	
15	s	x	x											x					Curb at bend	
16	s	x	x											x					S/W curb middle entry side	
17	r	x	x											x					Esmeralda Back S/W Entry	
18	s	x	x											x					Esmeralda S/W curb Entry	
19	r	x	x											x					Esmeralda Both sides entry	
20	s	x	x											x					Lift station	
21	s	x	x											x					Esmeralda to lift entry side	
22	s	x	x											x					Before gate entry side	
23	s	x	x							1				1	x				Entry curb	
24	s	x	x											x					S/W curb Past entry	

[illegible]





# Duval Landscape MAINTENANCE

## Irrigation Technical Inspection Report

Irrigation Controller			Point of Connection			Site Name		SweetWater					
Location	Right of circle		Location	Right of circle		Location	Right of round about						
Type	RB		Size			Technician	mark						
Rain Gauge	Y	N	Source	Meter	Well	Date	5/1/2024						
Power on	Y	N				Program	A	B	C				
General Information			Backflow			Start Times	10:00 PM	10:00 PM	12:00 PM				
Valve Type			PRV	Y	N	Run Times	4H30M	8H10M	20M				
Coverage	Good		MV	Y	N	Days of Week	S	M	T	W	Th	F	S

Zone	Head Type	Turf	Shrub	Flowers	Lateral Line Break	Zone Not Responding	Low pressure	Zone not Shutting Down	4" Spray	6" Spray	12" Spray	4" Rotor	Fixed Riser	Cleaned/Replaced Nozzle	Adjusted Spray Pattern	Straightened	Capped	Raised/Lowered	Locations of Zones
1	r	x	x											x					Center of round about
2	s	x	x											x					Along curb right of lazo court
3	s	x	x											x					Along sidewalk left of enrede
4	s	x	x	x										x					Right of lazo along sidewalk
5	s	x	x	x										1	x				Left of Lazo to roundabout
6	r	x	x											x					From lazo to roundabout
7	s	x	x											x					Right side of roundabout
8	r	x	x											x					Along berm on Ensenada
9	s	x	x											x					Right side between curb and walk
10	r	x	x											x					Along berm on Ensenada
11	s	x	x			1								x					NA
12	r	x	x											x					Along berm on Ensenada
13	s	x	x											1	x				Right side at bend
14	s	x	x											x					Right side between curb and walk
15	s	x	x											x					Back sidewalk right of enrede
16	s	x	x											x					Between curb and walk b4 enrede
17	r	x	x											x					Between enrede and medio
18	s	x	x											x					Left of enrede
19	s	x	x								1			1	x				Right of medio on corner
20	s	x	x											x					Left of park entry
21	s	x	x			1								x					Left side along Endenada
22	s	x	x											1	x				Back sidewalk on Ensdenada
23	s	x	x											x					Left side along Endenada
24	s	x	x											x					Left side along Endenada

25	s	x	x											1	x				Back sidewalk on Ensdenada
26	s	x	x												x				Left side along Endenada
27	s	x	x												x				Back sidewalk on Ensdenada
28	s	x	x												x				Left side along Endenada
29	s	x	x												x				back sidewalk before round about
30	s	x	x											1	x				Before round about
31	s	x	x												x				Right of round about



**Duval Landscape**  
MAINTENANCE





# Duval Landscape

MAINTENANCE

## Irrigation Technical Inspection Report

Irrigation Controller			Point of Connection			Site Name		SweetWater	
Location		Lft Round	Location		Left of roundabout	Location		Left of roundabout	
Type		RB	Size			Technician		Mark	
Rain Guage		Y	N	Source		Meter	Well	Date	
Power on		Y	N				Program	A	B
								C	
General Information			Backflow			Start Times		10:00 PM	
Valve Type			PRV			Run times		2H20M	
Coverage			Good			Days of Week		S M T W Th F S	

Zone	Head Type	Turf	Shrub	Flowers	Lateral Line Break	Zone Not Responding	Low pressure	Zone not Shutting Down	4" Spray	6" Spray	12" Spray	4" Rotor	Fixed Riser	Cleaned/Replaced Nozzle	Adjusted Spray Pattern	Straightened	Capped	Raised/Lowered	Locations of Zones
1	s	x	x											x					Right of endrede
2	r	x	x	x										x					Right of endrede back sidewalk
3	s	x	x											x					Middle btw endred + Roundabout
4	r	x	x											x					Back of sidewalk left roundabout
5	s	x	x											x					Btw curb and sidewalk Left
6	s	x	x											x					Left of the roundabout



Duval Landscape

MAINTENANCE



# Duval Landscape MAINTENANCE

## Irrigation Technical Inspection Report

Irrigation Controller			Point of Connection			Site Name		SweetWater	
Location	Right corner		Location	Right corner		Location	Rincon dr and ensenada		
Type	RB		Size			Technician	Waylon		
Rain Guage	Y	N	Source	Meter	Well	Date	5/1/2024		
Power on	Y	N				Program	A	B	C
General Information			Backflow			Start Times	10:00 PM	10:00 PM	12:00 PM
Valve Type			PRV	Y	N	Run times	6H	6H	20M
Coverage	Good		MV	Y	N	Days of Week	S	M	T W Th F S

Zone	Head Type	Turf	Shrub	Flowers	Lateral Line Break	Zone Not Responding	Low pressure	Zone not Shutting Down	4" Spray	6" Spray	12" Spray	4" Rotor	Fixed Riser	Cleaned/Replaced Nozzle	Adjusted Spray Pattern	Straightened	Capped	Raised/Lowered	Locations of Zones
1	s	x	x											1	x				Across from Park right
2	s	x	x												x				Right of rincon
3	s	x	x												x			1	Around controller
4	s	x	x												x				BTW curb and sidewalk left side
5	s	x	x												x				Right side ensanada 1/2 way
6	s	x	x												x				Right side ensanada 3/4 way
7	s	x	x												x				Right side ensanada end
8	s	x	x	x							1			1	x				Ensanada/ Rincon right side flowers
9	s	x	x	x						1				1	x				Ensanada/Rincon Left side flowers
10	s	x	x												x				Rincon 300-248
11	s	x	x												x				Rincon 238-202
12	s	x	x												x				Rincon 190*150
13	s	x	x												x				Rincon 130-88
14	s	x	x												x				Rincon 78-clock
15	r	x	x												x				Rincon Pond clock-98
16	r	x	x												x				Rincon pond 108-290
17	r	x	x												x				Rincon pond to ensanada
18	r	x	x												x				Ensanada Pond at clock
19	s	x	x											2	x				Ensanada left side at park
20	s	x	x												x				Ensanada left side 1/4 way
21	s	x	x							1				1	x				Ensanada left side 1/2 way
22	s	x	x												x				Ensanada left side 3/4 way
23	s	x	x												x				Ensanada left side end
24	r	x	x												x				Park lift station



25	r	x	x									1			x				Park right side
26	r	x	x												x				Park left side
27	s	x	x									1			1	x			Park beds
28	s	x	x												x				Around park
29	s	x	x									1			1	x			Between 78-62
30	s	x	x												x				Between 228-214
31																			



**Duval Landscape**  
MAINTENANCE



# Duval Landscape MAINTENANCE

## Irrigation Technical Inspection Report

Irrigation Controller			Point of Connection			Site Name	SweetWater		
Location	Right lake		Location	Right lake		Location	Torcido controller		
Type	RB		Size			Technician	Mark		
Rain Guage	Y	N	Source	Meter	Well	Date	5/3/2024		
Power on	Y	N				Program	A	B	C
General Information			Backflow			Start Times	10:00 PM	10:00 PM	8:00 PM
Valve Type			PRV	Y	N	Run times	3H10M	3H20M	30M
Coverage	Good		MV	Y	N	Days of Week	S	M	T W Th F S

Zone	Head Type	Turf	Shrub	Flowers	Lateral Line Break	Zone Not Responding	Low pressure	Zone not Shutting Down	4" Spray	6" Spray	12" Spray	4" Rotor	Fixed Riser	Cleaned/Replaced Nozzle	Adjusted Spray Pattern	Straightened	Capped	Raised/Lowered	Locations of Zones
1																			No wire
2	s	x	x											x					Island Parking Lot
3	s	x	x											x					Entry island left curb
4																			
5	r	x	x											x					Woodline back of clubhouse
6	r	x	x											x					Dog park Rt Clubhouse
7																			
8																			
9	s	x	x											x					Parking island palm island
10																			
11																			
12	s	x	x			1								x					Park
13	s	x	x			1								x					Park
14	s	x	x											x					Ensanada Flowers
15	s	x	x											x					Ensanada Curb
16	s	x	x											x					Ensanada Medio-across st
17	s	x	x			1								x					Ensanada Across st
18	s	x	x											x					Torcido shrubs 80-140
19	s	x	x							1				1	x				Torcido turf 80-end
20	s	x	x											x					Torcido shrubs 140-end
21	r	x	x									2		x					Park



Duval Landscape





# Irrigation Technical Inspection Report

[illegible]



# Duval Landscape

MAINTENANCE

## Irrigation Technical Inspection Report

Irrigation Controller			Point of Connection			Site Name		SweetWater													
Location		Lake bank		Location		Location		Brasilia + Glorieta Drive													
Type		RB		Size		Technician		Mark													
Rain Guage		Y	N	Source		Meter	Well	Date		5/1/2024											
Power on		Y	N				Program		A	B	C										
General Information				Backflow				Start Times		10:00 PM											
Valve Type				PRV		Y	N	Run times		2H40M											
Coverage		Good		MV		Y	N	Days of Week		S	M	T	W	Th	F	S					
Zone	Head Type	Turf	Shrub	Flowers	Lateral Line Break	Zone Not Responding	Valve Leaking	Zone not Shutting Down	4" Spray	6" Spray	12" Spray	4" Rotor	Fixed Riser	Cleaned/Replaced Nozzle	Adjusted Spray Pattern	Straightened	Capped	Raised/Lowered	Locations of Zones		
1	s	x	x												x				Left corner of brasilia		
2	s	x	x	x											x				Btw curb and sidewalk lft brasilia		
3	r	x	x												x				Back curb left of brasilia		
4	s	x	x												x				Right corner of brasilia		
5	r	x	x												x				Back of sidewalk right side		
6	s	x	x												x				Btw curb and sidewalk Right		
7	r	x	x												x				Back of sidewalk right side		



Duval Landscape

MAINTENANCE





# Irrigation Technical Inspection Report

[illegible]



# Duval Landscape MAINTENANCE

## Irrigation Technical Inspection Report

<b>Irrigation Controller</b>			<b>Point of Connection</b>			<b>Site Name</b>		Del norte											
Location	Lift station		Location	Lift station		Location	Rio Del norte												
Type	Hunter		Size	5hp		Technician	Mark												
Rain Guage	Y	N	Source	Meter	Well	Date	5/1/2024												
Power on	Y	N				Program	A	B	C										
<b>General Information</b>			Backflow			Start Times	10:00 PM	12:00 PM											
Valve Type			PRV	Y	N	Run Time	1H40M	30Min											
Coverage	Good		MV	Y	N	Days of Week	S	M	T										
							W	Th	F										
							S												
Zone	Head Type	Turf	Shrub	Flowers	Lateral Line Break	Zone Not Responding	Low pressure	Zone not Shutting Down	4" Spray	6" Spray	12" Spray	4" Rotor	Fixed Riser	Cleaned/Replaced Nozzle	Adjusted Spray Pattern	Straightened	Capped	Raised/Lowered	Locations of Zones
1																			
2	r	x	x										1	1	x				Island back of Del norte
3	s	x	x	x						2				2	x				Both sides at stop sign
4	r	x	x	x											x				Right side back of sidewalk
5	r	x	x												x				Island at mailboxes



# No Wet Check Report



**Duval Landscape**  
MAINTENANCE

## Irrigation Technical Inspection Report

Irrigation Controller			Point of Connection			Site Name		Sweet Water											
Location		By sidewalk	Location			Location		Orla Lane											
Type		RB	Size			Technician													
Rain Gauge	Y	N	Source	Meter	Well	Date													
Power on	Y	N				Program	A	C											
General Information			Backflow			Start Times													
Valve Type			PRV	Y	N	Set to run	Odd	Even	Interval										
Coverage	Good		MV	Y	N	Days of Week	S	M	T										
							W	Th	F										
							S												
Zone	Head Type	Turf	Shrub	Flowers	Lateral Line Break	Zone Not Responding	Low pressure	Zone not Shutting Down	4" Spray	6" Spray	12" Spray	4" Rotor	Fixed Riser	Cleaned/Replaced Nozzle	Adjusted Spray Pattern	Straightened	Capped	Raised/Lowered	Location of Zones
1	r	x	x			1								x					Open Field
2	r	x	x	x		1								x					Open Field
3	r	x	x			1								x					Open Field
4	r	x	x			1								x					Open Field
5	r	x	x			1								x					Open Field
6	r	x	x			1								x					Open Field
7	r	x	x			1								x					Open Field
8	r	x	x			1								x					Open Field
9	s	x	x			1								x					Between curb and sidewalk
10	r	x	x			1								x					Open Field
11	r	x	x			1								x					Open Field



**Duval Landscape**  
MAINTENANCE





# Duval Landscape

MAINTENANCE

## Irrigation Technical Inspection Report

Irrigation Controller			Point of Connection			Site Name		SweetWater								
Location		Right lake		Location		Right lake		Location		Middle lift station						
Type		RB		Size				Technician		Waylon						
Rain Guage		Y	N	Source		Meter	Well	Date		5/27/2024						
Power on		Y	N					Program		A	B	C				
General Information				Backflow				Start Times		10:00 PM	10:00 PM	12:00 PM				
Valve Type				PRV		Y	N	Run Times		5H	7H	1H				
Coverage		Good		MV		Y	N	Days of Week		S	M	T	W	Th	F	S

Zone	Head Type	Turf	Shrub	Flowers	Lateral Line Break	Zone Not Responding	Low pressure	Zone not Shutting Down	4" Spray	6" Spray	12" Spray	4" Rotor	Fixed Riser	Cleaned/Replaced Nozzle	Adjusted Spray Pattern	Straightened	Capped	Raised/Lowered	Locations of Zones
1	s	x	x											1	x				Left side towards round about
2	r	x	x											x					Right corner of Oleta
3	s	x	x											x					Along left sidewalk to roundabout
4	s	x	x											x					Along left curb Oleta to round
5	s	x	x											x					Along right curb Oleta to round
6	s	x	x											x					Along sidewalk right side
7	s	*	*																Back sw ovalo las calinas
8	r	x	x											x					Both sides of road at lakes
9	s	x	x											x					Left side of Oleta
10	s	x	x			1								x					Along left side BTW Oleta+Glorieta
11	s	x	x											1	x				Along curb lift to oleta
12	s	x	x											x					Along sidewalk lift to oleta
13	s	x	x			1								x					Back sidewalk lift to oleta
14	r	x	x			1								x					Ovalo court
15	r	x	x											x					Around controller
16	s	x	x											x					Along sidewalk by controller
17	s	x	x											x					Along curb by controller
18	s	x	x											x					Along curb across from controller
19	s	x	x											x					Left of Glorieta
20	s	x	x											x					Left of dosel
21	r	x	x									1		x					Back of sidewalk across controller
22	s	x	x											x					Right of codo
23	s	x	x											x					Left of lift station
24	r	x	x											x					Around lake



25	r	x	x												x				Around lake
26	r	x	x												x				around lake
27	r	x	x												x				Berm Left Glorieta
28	r	x	x												x				Berm right of Glorieta
29	r	x	x												x				pond on oletta way.



**Duval Landscape**  
MAINTENANCE

*B.*

**Work Authorization 1**  
**Onda Park Site Plan Development and Permitting Services**

Sweetwater Creek Community Development District  
St. Johns County, Florida

Subject: **Work Authorization Number 1**  
**Sweetwater Creek Community Development District**

Dear Chairperson, Board of Supervisors:

Matthews Design Group, LLC (the “**Engineer**”) is pleased to submit this work authorization to provide engineering services for the Sweetwater Creek Community Development District (the “**District**”). We will provide these services pursuant to our current agreement dated February 1, 2024 (“**Engineering Agreement**”) as follows:

**I. Scope of Work**

The District will engage the Engineer to provide the services described in the proposal attached hereto as **Exhibit A** related to the planned Onda Park improvement (the “**Project**”), including survey services, construction plans preparation, landscape/hardscape plans, irrigation design, permit application/preparation, and general meetings and coordination services, as well as general oversight related to the Project.

**II. Fees**

The District will compensate the Engineer pursuant to the unit prices identified in **Exhibit A** and the hourly rate schedule contained in the Engineering Agreement, in a total amount not to exceed **\$20,800**. The District will reimburse the Engineer all incidental costs which include items such as transportation, travel, postage, handling of drawings and specifications, et cetera, pursuant to the terms of the Engineering Agreement.

This proposal, together with the Engineering Agreement, represent the entire understanding between the District and the Engineer with regard to the referenced work authorization. If you wish to accept this work authorization, please return an executed copy to our office. Upon receipt, we will promptly schedule our services.

APPROVED AND ACCEPTED

Sweetwater Creek Community Development District

By: \_\_\_\_\_  
Authorized Representative

Date: \_\_\_\_\_

Sincerely,

Matthews Design Group, LLC

By: \_\_\_\_\_  
Authorized Representative

Date: \_\_\_\_\_



May 28, 2024

Jim Oliver  
Sweetwater Creek CDD  
C/O Governmental Management Services LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32092  
Phone Number  
[joliver@gmsnf.com](mailto:joliver@gmsnf.com)

**Re: Additional Services Proposal for Professional Engineering and Landscape Services**  
**Project Name: ONDA PARK**  
**Project No.:23273.01**

Dear Jim:

**Matthews | DCCM** is pleased to offer you this additional services proposal to provide continued engineering services associated with the Surveying, Design and permitting for the ONDA Park (Project) located at 1865 N. Loop Pkwy in St. Augustine, Florida in St. Johns County, Florida.

Matthews | DCCM proposes to furnish professional services as described per "Exhibit A, Scope of Work," and per "Exhibit B, General Terms & Conditions," which are attached hereto and made a binding part hereof by this reference, for an estimated fee of **\$20,800**, plus direct reimbursable expenses.

Services or work items not specifically set forth in this proposal are excluded. Should additional scope be requested by the Project Client, a change order for the additional services will be negotiated, and a change order proposal outlining costs will be fully executed before the additional work shall commence.

We appreciate your consideration of our firm to provide these important services. Do not hesitate to contact us if you have any questions. We look forward to partnering with you and having our dedicated team of industry experts help make your project a success.

Sincerely,  
**Matthews | DCCM**

A handwritten signature in blue ink, appearing to read "A. Acree".

Alex R. Acree, PE  
Vice President of Production

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## **EXHIBIT A SCOPE OF WORK**

### **II – Survey Services**

Matthews | DCCM will provide surveying services for this development that includes the following tasks: Topographic survey with “Tree” locations delivered on a “Map of Survey”, referred to hereafter as the “Survey”.

1. Including a final record of survey showing easements (as associated with parcel ID per county website and/or recorded plat, (Part of Track “K” per Map Book 73, page 6 & 7 and cross section of Las Calinas BLVD per Map Book 79, Page 40) right of way lines, centerline of road.
2. Horizontal improvements for entire site.
3. Topographic Survey of subject area being approximately 125’x225’ feet, more or less.
4. Topographic survey to include all accessible utility inverts and locations.
5. Two (2) site Benchmarks to be placed on the subject parcel. With datum, location, and elevation information to be displayed on the delivered survey.
6. “Trees” will be added to the survey per SJC (St Johns County) tree ordinance or code.

*Fees for survey services will be billed on a lump sum fee basis for a total of \$3,000, plus direct reimbursable expenses.*

### **III – Construction Plans Preparation**

Based on the Client approved conceptual site plan, Matthews | DCCM will prepare construction plans for the Project to depict limits of the proposed park improvements with associated access, parking and stormwater drainage. Plans will detail the construction work to be completed by the selected contractor, including details and specifications in conformance with SJC and SJRWMD. Specifically, these plans will include:

1. Site plan describing site layout and site improvements. Development will include a single driveway connection to Las Calinas Blvd with associated parking.
2. Demolition plan describing items to be removed/retained on the existing site.
3. Grading plan describing site grading details and contours.
4. Construction details as needed to expand on the information in the above plan sets.
5. Stormwater Pollution Prevention Plan (SWPPP).

*Fees for construction plans preparation services will be billed on a lump sum fee basis for a total of \$8,000, plus direct reimbursable expenses.*

### **IV – Code Minimum Landscape**

Matthews | DCCM will prepare detailed code minimum landscape plans in conformance with St. Johns County (SJC) land development code and as required for SJC submittal. Landscape plans will include the landscape design, specifications and details, and tree mitigation calculations.

*Fees for landscape/hardscape services will be billed on a lump sum fee basis for a total of \$3,800, plus direct reimbursable expenses.*

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#### **V – Permit Application & Preparation**

Matthews | DCCM will prepare permit application packages with supporting documents to apply for the following construction permits:

1. St. Johns County (SJC) Development Review Permit
2. St. Johns River Water Management District (SJRWMD) ERP Modification

Matthews | DCCM's proposal includes addressing reasonable comments for up to three rounds of Requests for Information (RFI) from the permitting agencies relating to the scope of work provided by our firm.

*Fees for permit application & preparation services will be billed on a time and materials (T&M) basis, with an initial estimated fee of \$4,500, and in accordance with Exhibit B, General Terms & Conditions, plus direct reimbursable expenses.*

#### **VI – Meetings & Coordination**

Matthews | DCCM will attend all necessary meetings with the client and reviewing agencies during the permitting process. This includes meeting with County staff, SJRWMD, client, and contractor. This task also includes any coordination time with subconsultants, such as geotechnical and surveying.

*Fees for meetings & coordination services will be billed on a time and materials (T&M) basis, with an initial estimated fee of \$1,500, and in accordance with Exhibit B, General Terms & Conditions, plus direct reimbursable expenses.*

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**FEE SUMMARY**

The following list summarizes costs associated with work items as described above. For your convenience, we have outlined the fees previously associated with the original scope of work and additional fees covering the expanded scope of work for this project.

	<b>Initial Proposed Fee</b>	<b>Add'l Scope Cost</b>	<b>Total Fee</b>
I – Due Diligence & Site Planning			(T&M)
II – Survey Services	N/A	\$ 3,000	\$ 3,000 (Lump Sum)
III – Construction Plans Preparation	N/A	\$ 8,000	\$ 8,000 (Lump Sum)
IV – Code Minimum Landscape	N/A	\$ 3,800	\$ 3,800 (Lump Sum)
V – Permit Application & Processing	N/A	\$ 4,500	\$ 4,500 (T&M)
VI – Meetings & Coordination	N/A	\$ 1,500	\$ 1,500 (T&M)
<b>Total Estimated Cost:</b>		<b>\$20,800*</b>	<b>\$20,800*</b>

**\*Plus direct reimbursable expenses and permit fees**

Matthews | DCCM will initiate services on this project immediately following receipt of the fully executed contract, included as Exhibit C.

## EXHIBIT B GENERAL TERMS & CONDITIONS

Revised: 08/22/2023

- a) **Scope of Work.** The Scope of Work details the services Matthews | DCCM is agreeing to provide along with the associated costs for these services and assumes normal engineering and design services along with up to up to two submittals. Additional submittals, work performed outside the scope of services detailed in this proposal, or changes due to requests or revisions from the Client or any government agency will require a signed Change Order that defines the additional scope and billing terms PRIOR to the out-of-scope work commencing. Costs will be based on the current schedule of fees/rates or renegotiation of this Agreement to the satisfaction of both parties. Unless specifically noted otherwise, service fees proposed in this Agreement exclude costs for the following fees and work types, but are not limited to: all permit application and governing agency fees, consumptive use permitting, wetlands mitigation, threatened/endangered species studies, geotechnical studies, traffic studies, shared parking studies, landscape architecture, irrigation designs, site lighting, structural/MEP engineering, architecture, agency construction inspection and as-built reviews, impact and clearance sheet fees, construction stakeout, other inspection services, other subconsultant fees, and reimbursable items as outlined in General Terms & Conditions.
- b) **Estimates.** The rates quoted in this proposal are good for 90 days. If a signed contract is not executed within this 90-day period, lump sum amounts will be revised, and time and material billing rates will change to reflect Matthews | DCCM's standard hourly rates in effect at the time the contract is signed and executed. Current billing rates are listed in bullet 'g' below. All billing rates are subject to change according to our annual billing rate increases. For lump sum contracts lasting more than a year, Matthews | DCCM reserves the right to adjust the lump sum contract amounts in accordance with the annual bill rate increase. Prior to any such rate changes, Matthews | DCCM will provide the Client with a 30-day notification of any rate changes.
- c) **Documents.** All plans, drawings, reports, information, etc. prepared or assembled by Matthews | DCCM's data creator [Engineer] under this Contract are for the Client's use in completing scope of work identified for use on the Project. The Client further agrees that they shall not be made available to any individual or organization for any other use, or reuse by others, without the prior written approval of Matthews | DCCM.
- d) **Compensation & Payments.** The Client agrees to pay Matthews | DCCM the compensation for its services as described under Scope of Services of this Agreement, with hourly rates computed based upon the established billing rates. Billing occurs monthly and is based on documented project progress. Payments may be made by check, ACH deposit, or credit card (a 3.5% transaction fee is assessed for credit card payments). Payment is due upon receipt of the invoice. **DELAYS IN MAKING PAYMENTS WILL CAUSE DEFINITE DELAYS IN PROJECTS BEING COMPLETED.**
- **PAYMENTS NOT RECEIVED WITHIN 30 DAYS OF THE INVOICE DATE ARE CONSIDERED DELINQUENT AND ALL SUBMITTALS WILL BE PUT ON HOLD FOR THE CLIENT'S PROJECTS UNTIL FULL PAYMENT IS RECEIVED.**
  - **Interest at the rate of 1.5% per month (or 18% per annum) will be added to any unpaid balance after 30 days from the invoice date. All work will cease until full payment is received, and the project will be delayed with new milestone dates being reassigned once payment in full is received.**
  - **Delinquencies lasting more than 70 days will result in a Claim of Lien recorded against the property.**



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- Invoice balances aged over 90 days will incur a reinstatement fee of 15% of the total outstanding invoice balance. This reinstatement fee must be paid in full in addition to the full outstanding invoice balance in order for Matthews | DCCM to resume work on the project.
  - Matthews | DCCM will stop all work and hold submittals in the case of a bounced check until a replacement check has cleared the bank.
  - The Client will be responsible for payment of any legal, collection, application, and permitting fees. Clients are responsible for paying application and permit fees prior to Matthews | DCCM making submittals.
  - Subcontractor services and fees paid by Matthews | DCCM on behalf of the client will include a 15% surcharge. Services performed by Project staff on a time and materials basis will be billed at the hourly rates listed herein.
- e) **Certification.** Represented by a signed or sealed statement of a professional landscape architect or engineer means that services performed were based upon his/her knowledge, information, and belief in accordance with commonly accepted procedures and applicable standards of practice but is not a guarantee or warranty.
- f) **Work Performed.** All plans, designs, and documents will be prepared consistent with normal professional standards of care but does not guarantee success, approval, or issuance of permits. Matthews | DCCM will not accept back charges on corrective action without written agreement of both parties.
- g) **Billing Rates.** Below are the current billing rates. Billing rates are revised annually.

Personnel Classification	Rate Range
PRINCIPAL/SENIOR LEADS	
Principal	\$365.00
VP	\$275.00 - \$300.00
Division Lead	\$260.00 - \$285.00
Program Manager	\$240.00 - \$265.00
SENIOR PROFESSIONAL	
Senior Professional Engineer	\$200.00 - \$270.00
Senior Planner	\$210.00 - \$230.00
Senior Landscape Architect	\$220.00 - \$260.00
Senior Construction Inspector	\$195.00 - \$210.00
PROFESSIONAL	
Professional Engineer	\$230.00 - \$240.00
Project Engineer	\$160.00 - \$190.00
Planner	\$160.00 - \$190.00
Landscape Architect	\$170.00 - \$190.00
Construction Inspector	\$170.00 - \$180.00
DESIGNER	
Senior CAD Designer and Senior Engineering Tech	\$180.00 - \$200.00
Senior Landscape Designer	\$180.00 - \$200.00
CAD Designer and Engineering Tech	\$130.00 - \$170.00

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SUPPORT STAFF	
Controller	\$150.00 - \$200.00
Graphic Designer	\$100.00 - \$140.00
Senior Graphic Designer	\$140.00 - \$180.00
Project Administrator and Project Coordinator	\$95.00 - \$120.00
ARCHITECTURE	
Project Manager, Architect	\$200.00 - \$255.00
Project Architect	\$170.00 - \$190.00
Project Coordinator, Architect	\$140.00 - \$170.00
Intern Architect	\$115.00 - \$140.00
CA, Architect	\$220.00 - \$240.00
Specifications Writer	\$220.00 - \$240.00
SURVEYING	
Project Director, Survey	\$215.00 - \$245.00
Senior Surveyor	\$170.00 - \$200.00
Senior GIS Enterprise Administrator	\$170.00 - \$200.00
Project Surveyor	\$155.00 - \$185.00
Project GIS Developer, Survey	\$155.00 - \$185.00
Staff Surveyor	\$135.00 - \$165.00
Staff GIS Analyst	\$135.00 - \$165.00
Four Man Field Crew	\$215.00 - \$245.00
Three Man Field Crew	\$195.00 - \$215.00
Two Man Field Crew	\$170.00 - \$200.00
One Man Field Crew	\$150.00 - \$180.00
One Man Crew (GPS/RTK)	\$200.00 - \$230.00
Two Man Crew (GPS/RTK)	\$215.00 - \$245.00
CADD Technician, Survey	\$115.00 - \$145.00
GIS Technician	\$115.00 - \$145.00
Field Technician, Survey	\$95.00 - \$125.00

h) **Reimbursable/Direct Expenses.** Unless specifically stated, direct expenses will be billed in addition to our lump sum fees. Examples of expenses include, but are not limited to:

- Mileage will be billed per current IRS rates.
- Production costs will be billed at the following rates:
  - Paper copies:
    - 8½"x11" B&W - \$0.27 each
    - 8½"x11" Color - \$0.50 each
    - 11"x17" B&W - \$0.55 each
    - 11"x17" Color - \$0.88 each
  - Plots 24" x 36":
    - Black line plots - \$2.20 each
    - Color plots - \$55.00 each
    - Mylar - \$44.00 each
  - Binding: \$5.50 per book
  - Foam Board Mounted Color Plots: \$71.50 each
  - CD containing project data (i.e., CAD files, photographs, documents, etc.): \$13.20/each

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The following will be billed at cost plus 15%:

- Travel and hotel expenses
- Shipping and delivery, including UPS shipping and courier services

- i) **Compliance.** All work will be performed in accordance with appropriate city, county, and state or other governmental regulations.
- j) **Transfer or Termination.** The Client or Matthews | DCCM may terminate this Agreement by notifying the other party in writing. Termination will become effective one (1) calendar day after receipt of the termination notice. Irrespective of which party shall initiate termination or the cause therefore, the Client shall, within thirty (30) calendar days of termination, remunerate Matthews | DCCM for services rendered and costs incurred, in accordance with Matthews | DCCM's prevailing fee schedule and expense reimbursement policy. Services shall include those rendered up to the time of termination, as well as any travel or demobilization costs associated with termination itself.
- k) **Retainer.** If a retainer is required, **it will be kept for the duration of the Project and applied to the final invoice.** Any remaining balance after applying the retainer will be refunded to the Client. At the completion of the Project, if no monies are remaining due in which to apply the retainer, Matthews | DCCM will refund the full retainer amount.
- l) **Supplemental Owner's responsibilities - Surveying Services.**  
If an owner / client elects to contract directly with the surveyor, it must be understood surveys directly affect the accuracy and quality of the engineering design. Therefore, Owners / Clients that choose to contract directly with the surveyor are responsible for the following:
- Obtaining a detailed survey scope from Matthews | DCCM to provide to the surveyor that describes in detail what Matthews | DCCM requires of the surveyor in order to correctly complete the engineering services for the project.
  - Providing Matthews | DCCM with the surveyor's service agreement to review and approve prior to engagement of the surveyor to ensure the surveyor's service agreement includes the items outlined in the survey scope provided by Matthews | DCCM.
  - Agreeing work from Matthews | DCCM will not commence until a complete survey is provided to Matthews | DCCM.
  - Providing Matthews | DCCM the signed and sealed copies of the survey documents prior to the production of final construction plans.
  - Agreeing changes to the scope of design services may require additional survey information and deliverables resulting in modification to the scope of the survey, thus requiring the owner/client to contract with the surveyor for additional required services
  - Agreeing the schedule of completion for engineering design is directly affected by the receipt of the accurate and complete survey deliverables.
  - **Alternatively;** Agreeing if Matthews | DCCM is supplied with previously surveyed information, additional or updated survey information prior to commencement of engineering services may be required. The owner/client takes responsibility and liability for the supplied survey being a correct representation of the current existing conditions of the project site.
- m) **Liability.** Any claims made by the Client for losses, injuries, expenses, or damages shall not exceed the total fee of the project and shall include, but is not limited to, negligence, errors, omissions, strict liability, breach of contract, or breach of warranty.

Proposal – 23273.01

May 28, 2024

Page 9

- n) **Terms Acceptance.** Regardless of if this proposal is signed, the verbal or written acceptance, approval, notice to proceed, or request for services performed by Matthews Design Group, LLC (Matthews | DCCM) constitutes acceptance of the prices and terms contained in this proposal and agreement to pay for services rendered by Matthews | DCCM.

PURSUANT TO FLORIDA STATUTES, SECTION 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

Proposal – 23273.01

May 28, 2024

Page 10

**EXHIBIT C  
CONTRACT AGREEMENT**

Upon acceptance, please sign, date, and return this Agreement to our office. We will return a fully executed copy of this Contract Agreement for your file, which will serve as Authorization to Proceed with services as described above.

The undersigned have executed this Agreement on the day and year set forth below.

---

*Authorized Signature*

---

*Date*On Behalf of **Matthews | DCCM**

Alex Acree, PE, Vice President of Production

7 Waldo Street

St. Augustine, FL 32084

904.826.1334

Alex@MDGinc.com

**CLIENT ACCEPTANCE AND AUTHORIZATION**

---

*Authorized Signature*

---

*Date*

Jim Oliver

Secretary

---

*Name, Title*

On Behalf of

---

*Company/Client Name*Billing Contact Jim OliverBilling Email Address joliver@gmsnf.comAdditional Billing Email Address (Copy to) joliver@gmsnf.comBilling Address Billing Address

---

*Address*

---

*City, State, Zip Code*

---

*City, State, Zip Code*Billing Phone No. Billing Phone No.

ARA/kb

23273.01AS1p2

Certificate Of Completion

Envelope Id: 7F5256DA79484D96B222B04E89EE58A4

Subject: Proposal from Matthews | DCCM: 23273.01ASp2\_Onda Park

Source Envelope:

Document Pages: 10

Certificate Pages: 5

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Sent

Envelope Originator:  
Matthews | DCCM  
PO Box 3126  
PO Box 3126  
St. Augustine, FL 32085  
accounting@mdginc.com  
IP Address: 50.204.239.74

Record Tracking

Status: Original  
5/28/2024 4:55:36 PM

Holder: Matthews | DCCM  
accounting@mdginc.com

Location: DocuSign

Signer Events

Signature

Timestamp

Jim Oliver  
joliver@gmsnf.com  
Secretary  
Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
Accepted: 5/29/2024 9:22:13 AM  
ID: 72293706-83f1-4285-9328-4fbfd531dda9

Sent: 5/28/2024 5:03:51 PM  
Viewed: 5/29/2024 9:22:13 AM

Alex Acree  
accounting@mdginc.com  
Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

In Person Signer Events

Editor Delivery Events

Agent Delivery Events

Intermediary Delivery Events

Certified Delivery Events

Carbon Copy Events

MDG project file  
saprojectfile@mdginc.com  
Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

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Sent: 5/28/2024 5:03:50 PM

Alex Acree  
alex@mdginc.com  
Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
Accepted: 7/22/2021 7:44:29 AM  
ID: ea089f19-0c6b-4d97-9912-80c4150b891f

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Sent: 5/28/2024 5:03:50 PM

Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/28/2024 5:03:50 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Matthews Design Group (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**



Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

#### **How to contact Matthews Design Group:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [danielle@mdginc.com](mailto:danielle@mdginc.com)

#### **To advise Matthews Design Group of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [danielle@mdginc.com](mailto:danielle@mdginc.com) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

#### **To request paper copies from Matthews Design Group**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [danielle@mdginc.com](mailto:danielle@mdginc.com) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

#### **To withdraw your consent with Matthews Design Group**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [danielle@mdginc.com](mailto:danielle@mdginc.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Matthews Design Group as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Matthews Design Group during the course of your relationship with Matthews Design Group.

*D.*

April 26, 2024

Sweetwater Creek Community Development District  
Attn: Courtney Hogge, Recording Secretary  
475 West Town Place, Ste. 114  
St. Augustine, FL 32092

Dear Ms. Hogge:

In response to your request regarding Section 190.006(3)(a)(2)(d), Florida Statutes, the following information is applicable for:

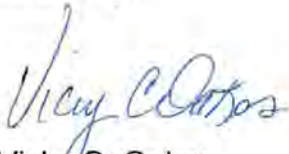
Sweetwater Creek CDD

1517 registered voters in St. Johns County

This number is based on the streets within the legal description on file with this office as of April 15, 2024.

Please contact us if we may be of further assistance.

Sincerely,



Vicky C. Oakes  
Supervisor of Elections

VO/db

*E.*



*1.*

# Sweetwater Creek

**Community Development**

**District**

**Field Operations Report**

6/6/2024

**Dan Wright**  
Field Operations Manager  
Riverside Management  
Services, INC.

# Sweetwater Creek

Community  
Development  
District

Field Operations  
Report

May 2nd, 2024

**To:** The Board of  
Supervisors

**From:** Dan Wright, Field  
Operations Manager

**RE:** Sweetwater Creek  
Operations Report - June  
6th, 2024.

The following is a  
summary of items related  
to the field operations and  
maintenance of  
Sweetwater Creek CDD.

# Completed Projects



Crosswalks along  
Ensenada/ Las Calinas  
re-striped (25)



# Completed Projects



Installed 3rd sign at Las Calinas gates to help with gate strike issues



# Completed Projects



Removed stakes and straps  
off of all trees alongside  
Dosel fence line



# Completed Projects



Replaced swing at  
Ensenada Park

## **RMS Operations Report (5/2/24)**

In an effort to maintain compliance with the Florida Sunshine Law, please do not reply globally to this notification. Any questions should be directed to the sending party only or to the District Office at (904) 940-5850

1. Had fountain at Isle of Palencia fixed
2. Received quotes for fence at Fitness center
3. Called FWC to remove gator in oleta pond
4. Ordered/installed sign for Las Calinas gates
5. Sealed crack in mens restroom at fitness center
6. Received quotes for for Ensenada park items
7. Changed out dead lights at fitness center
8. Replaced photocell for broken light at isle of Palencia
9. Installed 3rd gate sign at Las Calinas gates
10. Tv in fitness center mounted
11. 25 cross walks painted (Ensenada/Las Calinas)
12. Ordered new flags for La Palma park
13. Removed all tree stakes and straps from pines on Dosel
14. Met with engineer regarding 2765 Las Calinas drainage issue
15. Ordered bike rack for Enrede corner
16. Replaced wall outlet at fitness center
17. Installed yoga mat rack at fitness center
18. Installed swing at Ensenada Park
19. Received quotes for pine straw



# Conclusion

For any questions or comments regarding the above information or for any future maintenance requests and concerns please contact:

[dwright@rmsnf.com](mailto:dwright@rmsnf.com)

[jlambert@rmsnf.com](mailto:jlambert@rmsnf.com)

Respectfully,

***Riverside Management Services***



2.



**Proposal #97642**

Date: 5/8/2024

Jesse Knaust

**Customer:**

Daniel Wright  
9655 Florida Mining Blvd  
Jacksonville, FL 32257

**Property:**

Palencia  
605 Palencia Blvd  
St Augustine, FL 32095

**2,000 Bales of Pine Straw added to beds at Palencia**

2,000 bales of pine straw added to the natural area beds

<b>Default Group</b>	<b>\$16,000.00</b>
----------------------	--------------------

	Quantity	Price/Unit	Price
<b>Property Improvements</b>			<b>\$16,000.00</b>
2,000 Bales of Pine Straw Installed to natural area beds	2,000.00	\$8.00	\$16,000.00
<b>PROJECT TOTAL:</b>			<b>\$16,000.00</b>

**Terms & Conditions**

By \_\_\_\_\_

Jesse Knaust

Date 5/8/2024

United Land Services

By \_\_\_\_\_

Date \_\_\_\_\_

Palencia



2133



HUNTER TAYLOR PINESTRAW LLC

P.O. BOX 1132

GLEN ST. MARY, FL 32040

904-545-6694

## STRAIGHT BILL OF LADING

Date: 5 17 12 Crew \_\_\_\_\_

Trailer # \_\_\_\_\_ Field \_\_\_\_\_

Carrier Co. \_\_\_\_\_

Delivery Date \_\_\_\_\_ Time \_\_\_\_\_

Shipped To: Sweetwater Creek CDD  
2000 bales installed  
@ 5.50 per bale

Phone: dwnight@rmsnf.com

Total Bale Count: # 11000

Estimated Weight: \_\_\_\_\_

  
Authorized Signature

Thank You!



U.S. MULCHING - JACKSONVILLE

409 Queen Anne Court  
St.Augustine, FL 32092



ESTIMATE

Sweetwater Palencia  
Dan Wright  
Riverside Management Services

DATE May 29, 2024  
PO number  
TERMS

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
2,000	Install Pine straw: Palencia Sweetwater	\$6.00	\$12,000.00
		SUBTOTAL	12,000.00
		TAX	0.00
			\$12,000.00
DIRECT ALL INQUIRIES TO: Javi Sowers (904) 422-5927 email: <a href="mailto:usmulchingjax@bellsouth.net">usmulchingjax@bellsouth.net</a> <a href="http://www.usmulchingjax.com">www.usmulchingjax.com</a>			PAY THIS AMOUNT

THANK YOU FOR YOUR BUSINESS!

3.



**Recreational  
Products & Services**

10271 Deer Run Farms Road, Suite 1  
Fort Myers, FL 33966  
(239) 791-2400 (239) 791-2401 fax  
(888) 886-3757 toll free  
www.playmoreonline.com

# QUOTATION

04/29/24

Job Number: 19452

Client: Sweetwater Creek  
1865 North Loop Parkway  
St. Augustine FL 32095

Revision:  
Job: Palencia PG Platforms  
1303 Prince Rd  
St. Augustine FL 32086

Contact: Dan Wright

Phone: 845-544-3290

Fax:

Email: Daniel Wright <dwright@rmsnf.com>

Sales Rep: Mary Cyr

Terms: Due With Order

Item	Description	Quantity	Cost	Subtotal
<b>1 EQUIPMENT</b>				
ZZCH0616	SQUARE COATED DECK ASSEMBLY *Consists of (1) square platform	1	\$1,349.00	\$1,349.00
ZZCH0629	LONG COATED DECK ASSEMBLY *Consists of (2) square platforms	1	\$2,092.00	\$2,092.00
BPM0240	WALK THE PLANK PLATFORM	1	\$1,208.52	\$1,208.52
**CHOOSE PLATORM COLORS - BROWN OR GRAY - AT TIME OF ORDER				
			<b>Subtotal:</b>	<b>\$4,649.52</b>
<b>2 FREIGHT</b>				
Freight	PLAYWORLD FREIGHT	1	\$550.00	\$550.00
			<b>Subtotal:</b>	<b>\$550.00</b>
<b>3 SALES TAX</b>				
ST. JOHNS COUNTY SALES TAX -		1	\$302.22	\$302.22
			<b>Subtotal:</b>	<b>\$302.22</b>

Notes: ORIGINAL SO# 1411244

DOES NOT INCLUDE ANY ADDITIONAL HARDWARE, TOOLS, OR OTHER PRODUCTS & SERVICES.

REPLACEMENT PARTS ARE BASED ON INFORMATION RECEIVED FROM THE CUSTOMER.  
PLAYMORE WILL NOT BE RESPONSIBLE FOR ANY ERRORS OR OMISSIONS TO  
REPLACEMENT PARTS.



10271 Deer Run Farms Road, Suite 1  
Fort Myers, FL 33966  
(239) 791-2400 (239) 791-2401 fax  
(888) 886-3757 toll free  
www.playmoreonline.com

# QUOTATION

04/29/24


Job Number: 19452  
Revision:

Client: Sweetwater Creek  
1865 North Loop Parkway  
St. Augustine FL 32095

Job: Palencia PG Platforms  
1303 Prince Rd  
St. Augustine FL 32086

Item	Description	Quantity	Cost	Subtotal
<b>4 INSTALLATION</b>				
PSI Installation	Install Playworld Equip. Includes removal of damaged equip.	1	\$3,000.00	\$3,000.00
***DISPOSAL ON SITE***				
CUSTOMER WILL RECEIVE & STORE ITEMS UNTIL INSTALL CAN BE SCHEDULED.				
			<b>Subtotal:</b>	<b>\$3,000.00</b>
			<b>Grand Totals:</b>	<b>\$8,501.74</b>



 <b>Recreational Products &amp; Services</b>	<b>10271 Deer Run Farms Road, Suite 1 Fort Myers, FL 33966</b>  <b>(239) 791-2400 (239) 791-2401 fax (888) 886-3757 toll free</b>	<h1 style="text-align: center;">Standard Terms and Conditions</h1>
---	---	--

### General Terms:

Acceptance by a signature, purchase order, or contract based on this proposal indicates that you are in full agreement with all terms and conditions of this proposal, including the following:

- Prices are valid for 30 days, unless otherwise noted. After 30 days, prices are subject to change without notice.
- Sales Tax will be charged unless a valid Sales Tax Exemption Certificate is presented with order.
- Specify all colors and options in writing. Any discrepancies that arise due to oral selections will be the responsibility of the customer.
- If the customer is installing equipment, all equipment is to be installed according to the manufacturer's instructions and applicable guidelines.
- Installation, site work, permits, engineering, etc. are not included unless noted.

**Warranties.** All equipment, surfacing, and installation is warranted by Playmore for a period of one year from substantial completion date. After one year, any additional manufacturer's warranties will remain in effect. Manufacturer's warranty claims to be processed by manufacturer. Playmore assumes no responsibility for these additional warranties.

**Playground Surfacing.** All playground equipment is to be installed over safety surfacing per CPSC guidelines and ASTM standards. If the customer installs something contrary to the guidelines, they accept all responsibility for any liability and future litigation that may arise.

### Installation Standard Services Include (as required):

- |  |   |
|--|---|
| • Shipping Notification/Receiving Instructions   | • Layout of Equipment                                       |
| • Pre-Installation On-Site Meeting               | • Installation of Equipment per Manufacturer's Instructions |
| • Public Utility Check (Sunshine State One Call) | • Trash Clean Up (Leave on-site)                            |
| • Moving New Equipment at Job Site               | • Post-Installation Walk Through                            |

### Installation Customer Responsibilities (unless otherwise noted in proposal):

- |  |  |
|--|--|
| • Site Plans and Surveys               | • Private Utility Locates                    |
| • Trash Disposal or Dumpsters          | • Removal of Existing Equipment              |
| • Provide Area for Storage and Staging | • Site Prep, Grading, Drainage Systems, etc. |
| • Site Security                        | • Accept Deliveries and Unload Equipment     |

### Building Permits:

Building permits are the responsibility of the owner. If a building permit is required for your project, 5% will be added to the total price if not already included in the proposal.

NOTE – All zoning, planning, health, environmental, architectural, etc. permits, reviews, and approvals are the responsibility of others as well as any required site plans or other supporting documents. If signed and sealed engineered drawings are needed, additional charges will apply if not included in the proposal.

**Theft/Vandalism.** The customer is responsible for securing the site and equipment and accepts all responsibility for theft and vandalism. Any additional equipment and labor required to replace such equipment is the responsibility of the customer.

**Access/Utilities.** Access must be provided to the installation area for heavy trucks and equipment. Access of equipment and personnel is the obligation of the customer to provide until the project is fully completed. We will take every precaution to avoid damage, however any damage caused by the normal installation of our product, such as to sod, concrete sidewalks, private underground utilities, etc., will be the responsibility of the customer, as will any additional costs associated with limiting damage, such as providing plywood over sod for access unless included in proposal. If access is not reasonably close to the jobsite, any additional costs incurred due to having to transport materials and/or supplies will be the responsibility of the customer if not included in the proposal.

**Rock/Foreign Object Clause.** Most installations require digging of holes and footing equipment in concrete below finished grade. Removal of existing ground covers such as asphalt, concrete, tan bark, sand, pea gravel, wood fiber, rubber matting, poured-in-place rubber surfacing, or any other material that interferes or delays the digging of holes, is the responsibility of others, unless otherwise noted. If excessive underground obstructions such as rocks, coral, asphalt, concrete, pipes, drainage systems, root systems, water, or any other unknown obstructions are discovered, charges will be added to the original proposal.

Any other responsibilities must be clearly outlined in the proposal.

# NSP

## PARK SERVICES



Company Address PO BOX 471026  
Lake Monroe, Florida 32747  
US

Created Date 5/3/2024  
Quote Number 00000252

Prepared By Paige Larson  
Phone (904) 466-3645  
Email paige@nsparkservices.com

Bill To Name Sweetwater Creek  
Bill To 1865 North Loop Parkway  
St. Augustine, FL 32095  
United States

Project Location Ensenada Park  
Name

Product	Line Item Description	Sales Price	Quantity	Total Price
Removal and Installation	Removal and installation of 3 replacement decks on Playworld Ship structure.	\$2,500.00	1.00	\$2,500.00

Subtotal \$2,500.00  
Discount 0.00%  
Grand Total \$2,500.00

Thank you for the opportunity!

This quote is only valid for 30 days from the date it is sent. All locations, colors, job details, etc. must be provided prior to tentative scheduling. Please note that there will be a 10% surcharge added if the park is not shut down properly causing damage by people during the curing process.

Please sign all lines below in acceptance of this quote and return via email.

If you are sending a Purchase Order (public entities only), please send to [custsvc@nsparkservices.com](mailto:custsvc@nsparkservices.com). All private organizations must pay via check or credit/debit card through the link on the invoice at time of order unless specified otherwise. A convenience fee of 3.00% will be assessed to each credit/debit card transaction. If paying via check, please advise so the convenience fee can be removed.

All checks with signed quote to be mailed to:  
PO Box 471026  
Lake Monroe, FL 32747

If mailing check via FedEx or UPS, please advise beforehand so an alternative address can be provided.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





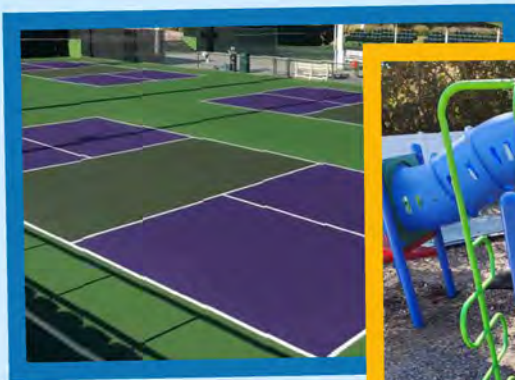
**NSP**  
PARK SERVICES



**A full-service premier  
playground  
installation & court  
resurfacing company!**

**The Best Park  
Maintenance &  
Reconditioning Company**

NSP Park Services was created with a mission to provide safer play for local communities through maintenance, reconditioning, installation and inspection services.



**Our Services**

- Play equipment & shade installation
- Contracted parts installation
- Sports court recoating and repair
- Certified Inspections & Consulting

- Professional play equipment refurbishment:
  - Rust removal & parts replacement
  - Professional painting of play systems, shade posts and amenities
  - Coating of faded plastics
  - Application of deck coating
  - Pressure washing / cleaning
  - Softwashing of shade fabric

**View our Project Gallery:**



Financing options available through



4.



## Contract

Hardwick Fence  
 2410 Water Plant road  
 St. Augustine, FL 32092  
 (904) 599-8644

### Contact:

Riverside Management  
 Dan Wright  
 1865 N Loop Pkwy  
 St. Augustine, FL 32095  
 (845) 544-3290  
 Wright@rmsnf.com

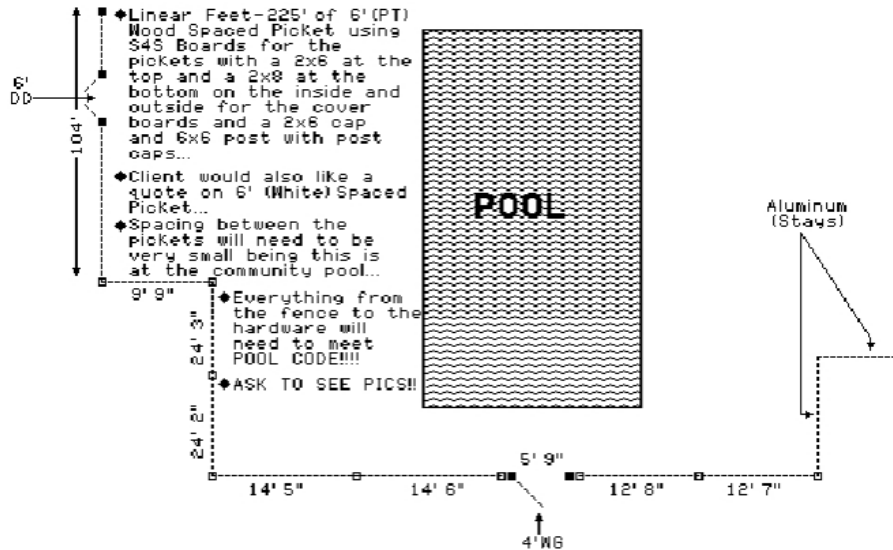
### Job Location:

1865 N Loop Pkwy  
 St. Augustine, FL 32095

### Estimate Info:

Date: 05/07/2024  
 Estimate: Riverside Mgmt.. -  
 Palencia Pool (Dan Wright)  
 Rep: Michael Blanton  
 Job #958

\*\*\* 6'H White Vinyl Spaced Picket Option \*\*\*



## PALENCIA AMENITY CENTER

### Terms & Conditions

By signing this contract, you agree to the Terms & Conditions on the following pages.

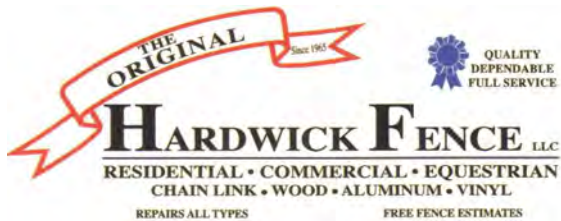
Grand Total \$15,042.04

Amount Due \$15,042.04

I understand and agree with the enclosed contract.

Customer Name \_\_\_\_\_ Date \_\_\_\_\_

Company Name \_\_\_\_\_ Date \_\_\_\_\_



## Contract

Hardwick Fence  
2410 Water Plant road  
St. Augustine, FL 32092  
(904) 599-8644

- \*Payment Terms: 70% down and balance due on completion.
- \*Quote is based on our current insurance coverage.
- \*No permitting included, if required.
- \*Client must assume all responsibility for the placement of the fence.
- \*Hardwick Fence reserves the right to exercise the provisions provided under the Florida Mechanics Lien Law.
- \*Any alteration from the above specifications will be executed upon a written change order.
- \*All agreements are contingent upon deliveries, weather or delays beyond our control.
- \*Client is responsible for marking any private utilities.
- \*Hardwick Fence, LLC is not responsible for any damage to any underground obstructions such as utilities, pipes, irrigation, cables, etc.
- \*Manufacturer's warranty (if applicable) will be provided upon the client's request.
- \*If the contract is put on hold for any amount of time by the client, prices are subject to change.
- \*Should you cancel this contract, you are subject to a re-stocking fee plus 10% of your deposit.
- \*By signing this contract, you agree that you have read and understand your liability.

## Contract

Hardwick Fence  
 2410 Water Plant road  
 St. Augustine, FL 32092  
 (904) 599-8644

### Contact:

Riverside Management  
 Dan Wright  
 1865 N Loop Pkwy  
 St. Augustine, FL 32095  
 (845) 544-3290  
 Wright@rmsnf.com

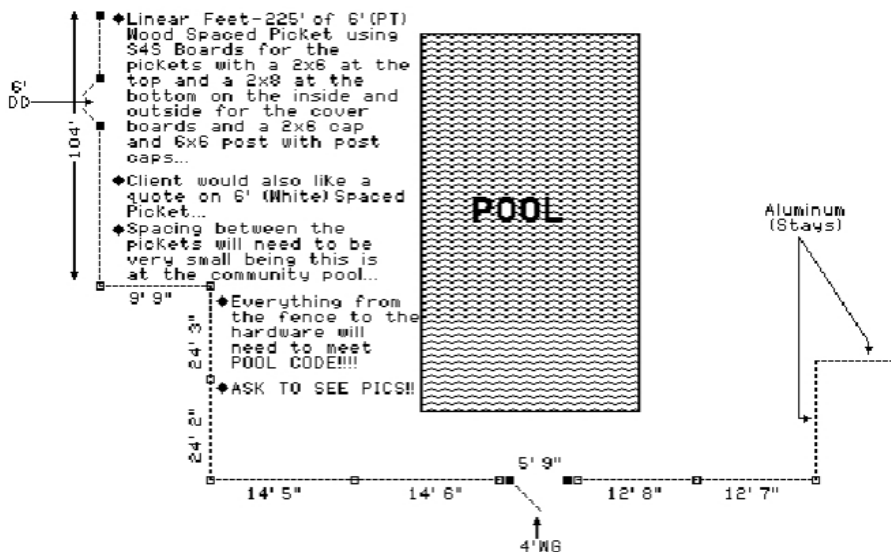
### Job Location:

1865 N Loop Pkwy  
 St. Augustine, FL 32095

### Estimate Info:

Date: 05/07/2024  
 Estimate: Riverside Mngt-  
 Palencia Pool WOOD (Dan  
 Wright)  
 Rep: Donnie Mills  
 Job #959

### \*\*\* 6'H Wood Spaced Picket Fence Option \*\*\*



## PALENCIA AMENITY CENTER

### Terms & Conditions

By signing this contract, you agree to the Terms & Conditions on the following pages.

Grand Total \$10,578.32

Amount Due \$10,578.32

I understand and agree with the enclosed contract.

Customer Name

Date

Company Name

Date



## Contract

Hardwick Fence  
2410 Water Plant road  
St. Augustine, FL 32092  
(904) 599-8644

- \*Payment Terms: 50% down and balance due on completion.
- \*Quote is based on our current insurance coverage.
- \*No permitting included, if required.
- \*Client must assume all responsibility for the placement of the fence.
- \*Hardwick Fence reserves the right to exercise the provisions provided under the Florida Mechanics Lien Law.
- \*Any alteration from the above specifications will be executed upon a written change order.
- \*All agreements are contingent upon deliveries, weather or delays beyond our control.
- \*Client is responsible for marking any private utilities.
- \*Hardwick Fence, LLC is not responsible for any damage to any underground obstructions such as utilities, pipes, irrigation, cables, etc.
- \*Manufacturer's warranty (if applicable) will be provided upon the client's request.
- \*If the contract is put on hold for any amount of time by the client, prices are subject to change.
- \*Should you cancel this contract, you are subject to a re-stocking fee plus 10% of your deposit.
- \*By signing this contract, you agree that you have read and understand your liability.





7380 Philips Hwy, Suite 103B.....Office (904) 268-1638  
 Jacksonville, FL 32256.....Fax (904) 230-2780

**3 Year Labor Warranty ~ Lifetime Manufacture's Warranty on Materials**

### PROPOSAL/CONTRACT

FENCE HEIGHT: ☐ 3' ☐ 4' ☐ 4.5' ☐ 5' ☐ 6' ☐ 8'

TERRAIN: ☐ Even ☐ Slight ☐ Steep ☐ N/A

CLEARING: ☐ Best Fence ☐ Customer ☐ N/A

OLD FENCE: ☐ Best Fence ☐ Customer ☐ N/A

GRADE: ☐ Top Level ☐ Follow Grade ☐ N/A

HOA/ARB: ☐ Best Fence ☐ Customer ☐ N/A

Customer: \_\_\_\_\_

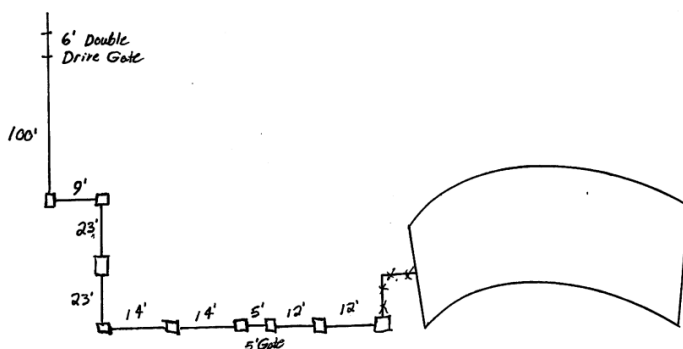
Address: \_\_\_\_\_

Community: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### \*\*Custom Order\*\*



Furnish and install 212' of 6' high Clay Textured tongue and groove vinyl privacy style fence. Install (1) 6' double drive gate, and (1) 5' wide gate. Gates include keyed latch, drop rod and self closing hinges. All posts are to be set in concrete.

Tear down and haul away 212' of existing 6' high cap and facial wood fence, with 6"x6" wood posts.

Customer must assume responsibility for placement of fence unless all appropriate survey pins (metal pipes) or concrete monuments are uncovered prior to installation. Best Fence & Rail will assist owner in locating pins if provided copy of survey. All materials will remain property of Best Fence & Rail until paid in full.

By signing, customer agrees to proposal including materials, prices, terms & limitations as outlined above. Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Best Fence & Rail is not responsible for damage to underground obstructions such as utilities, sprinkler lines, pipes, etc. Returned checks are subject to a \$45.00 service fee. **Cancelled orders will be subject to a 50% restocking fee.**

Job #

Total Feet	Total Price
Sub Total	Deposit
	Balance due
	Proposal is good for 30 days
Payment Terms <b>Half down, Balance due at completion.</b>	
Best Fence:	Date:
Customer:	Date:

*F.*

*1.*

**From:** egunia@rmsnf.com   
**Subject:** May ops report  
**Date:** May 28, 2024 at 1:28 PM  
**To:** Courtney Hogge chogge@gmsnf.com, Jim Oliver joliver@gmsnf.com, ron cervelli ron.cervellisweetwater@outlook.com, Robert Lisotta rlisotta.sccdd@gmail.com, John Smith johnsmith.sccdd@gmail.com, Charles Usina cusina.swccdd@gmail.com, STEPHEN HANDLER stephen.handlercdd@gmail.com

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#### Building:

AC: Trane came out for a clog.

New Smart TV installed in the Group Fitness Room. This will allow connections for meetings as well as casting virtual classes from phones for individual resident use.

Water Heater adjustment-a setting for the flow had to be changed to accommodate our usage.

Power washed windows and pool furniture

Deep clean/mop of gym floor

The roof leaked again. FCC came out within an hour and fixed it. It was an area that was in their original repair.

I created our own Pandora account for the music in the Fitness building. We now have a new box and it is up and running. Previously, we were sharing an account with Marshall Creek CDD.

#### Equipment:

Bike and Treadmill repair-I have planned on adding Quarterly Maintenance through the vendor. That should begin in the new fiscal year.

Spin Bike maintenance-this is done monthly as well as "as needed" and is a part of the cost of the lease.

Rearranged some equipment with R. Lissota to try to create better circulation in the strength area.

#### Pickleball:

Tournament went well. Full participation. CDD provided sandwiches, water and trophies.

A Summer Social league will begin in June. This would be for all levels, residents and their guests. There will be one meeting a week. Day pending.

Court Reserve has a total of 550 accounts at this time.

Bike Rack arrived and will be installed once the Pickleball area is prepared.

#### Pool:

Estimates for pump-repair needed. Estimates ranging from \$1000 to \$6000. Two are attached. One vendor (Arsenault) is still waiting on a quote from a parts dealer but verbally gave an estimate of approximately \$6000.

Swim team started their Developmental Program for the summer. This will conclude July 25<sup>th</sup>.

#### Community:

FUR Bark and Stroll meetings and email blasts

Swim Across America meetings and arrangements made for the August fundraiser.

#### Zen Room updates:

Two meditation classes a week and individual use increasing. The room is occupied multiple times a day with one to three residents using it for meditation.

I have added two yoga mats and a set of resistance bands in the room to encourage its use. The functional fitness room is getting crowded at times and I have asked the trainers to have their clients warm up and cool down in the Zen Room if it is available.



Attendance:

The average attendance for the Cardio/Weight area is as follows:

Monday-289

Tuesday-281

Wednesday-258

Thursday-230

Friday-210

Saturday-150

Sunday-144

Not included in these numbers are Guests and Pickleball swipe-ins.

We have hit capacity in the parking lot several times.

I reached out to the Country Club regarding golfers going to the range and parking in our lot. The General Manager said that she would send out an email to the members reminding them to not park in our parking lot.

Erin Gunia

Director of Amenities

Sweetwater Creek CDD

904-829-8488

egunia@rmsnf.com

**Pool Pump repair 2.docx**

60 KB



**Pool Pump repair 1.docx**

20 KB



2.

**Florida Pump Service, Inc.**

192 Industrial Loop  
Orange Park, FL 32073

Tel: 904.269.0202

www.floridapumpservice.com

Fax: 904.269.5842

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**"SERVING NORTH FLORIDA & SOUTH GEORGIA SINCE 1948"**

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Quote Number: 17011

Sales Rep: Kim Easterling

Date: 5/3/2024

Subject: pool pump

To: Sweetwater Creek  
1865 N Loop Parkway  
St Augustine, fla 32095

Tel: 904 829-8584

Fax:

Email: erin.gunia@rmsnf.com

Cell:

Job Location: Same

Attn: Erin

**Background and Scope of Work:**

As you are aware, your 15 hp vertical pool pump is making a bearing noise and needs to be pulled. Price below includes setting up our gantry, disassembling motor from pump, and pulling it out with gantry. Price below includes this work with job labor to complete.

Note: After we disassemble your motor, we can give you a quote to repair and reinstall.



Continued on page 2

**Contract Terms and Agreements:**

Subtotal: \$950.00

1. Delivery: **5 to 7 days Upon Receipt of Signed Quote or P.O. Number** Tax: \$0.00

2. Warranties: Total: \$950.00

3. Prices subject to applicable state and local sales tax.

4. Additional undiscovered work performed will be billed at time and materials.

5. Terms: **Deposit:** None **Balance:** Net 30 Days

6. Quote good for: **10 days**

7. Cancelled quotes are subject to a restocking fee of up to 25%

8. This quote/contract is invalid without the following attachments:



None



Well WaiverShallow



WellRock



Well



Fountain



WaiverArtesian WelOther

Attachments must be signed where applicable and returned with this signed contract.

Submitted by: \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

PO#: \_\_\_\_\_

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Customer acceptance

***"WE MAKE WATER HAPPEN"***



DATE  
10/31/2023

TOTAL  
\$5,726.21



**Estimate 1227**

152 Lipizzan Trail  
Saint Augustine, FL 32095  
clayton@cbussenterprises.com  
www.cbussenterprises.com

ADDRESS	SHIP TO
Sweet Water Creek CDD 9655 Florida Mining Blvd. Suite 305	Jacksonville, FL 32257 Sweet Water Creek CDD 1879 N. Loop Pkwy Saint Augustine, FL 32095

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	<b>POOL REPAIR</b>	15HP PREMIUM EFFICIENCY MOTOR 3-PHASE 1800RPM	1	4,023.59	4,023.59
	<b>POOL REPAIR</b>	COMPLETE SEAL KIT -MOTOR SEAL -PAPER GASKETS -SHAFT SLEEVE	1	502.62	502.62
	<b>LABOR</b>	INSTALLATION LABOR	1	1,200.00	1,200.00

SUBTOTAL	5,726.21
TAX	0.00

TOTAL	<b>\$5,726.21</b>
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THANK YOU.

Accepted By

Accepted Date

*FIFTH ORDER OF BUSINESS*

*A.*

**OPTION 1:**  
**ASSESSMENT INCREASE**



## RESOLUTION 2024-03

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2024/2025; DECLARING SPECIAL ASSESSMENTS TO FUND THE PROPOSED BUDGETS PURSUANT TO CHAPTERS 190, 170, AND/OR 197, FLORIDA STATUTES; SETTING PUBLIC HEARINGS; ADDRESSING PUBLICATION; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the Sweetwater Creek Community Development District ("**District**") prior to June 15, 2024, proposed budgets ("**Proposed Budget**") for the fiscal year beginning October 1, 2024, and ending September 30, 2025 ("**Fiscal Year 2024/2025**"); and

**WHEREAS**, it is in the best interest of the District to fund the administrative and operations services (together, "**Services**") set forth in the Proposed Budget by levy of special assessments pursuant to Chapters 190, 170, and/or 197, Florida Statutes ("**Assessments**"), as set forth in the preliminary assessment roll included within the Proposed Budget; and

**WHEREAS**, the District hereby determines that benefits would accrue to the properties within the District, as outlined within the Proposed Budget, in an amount equal to or in excess of the Assessments, and that such Assessments would be fairly and reasonably allocated as set forth in the Proposed Budget; and

**WHEREAS**, the Board has considered the Proposed Budget, including the Assessments, and desires to set the required public hearings thereon;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT:**

**1. PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2024/2025 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

**2. DECLARING ASSESSMENTS.** Pursuant to Chapters 190, 170, and/or 197, Florida Statutes, the Assessments shall defray the cost of the Services in the total estimated amounts set forth in the Proposed Budget. The nature of, and plans and specifications for, the Services to be funded by the Assessments are described in the Proposed Budget and in the reports (if any) of the District Engineer, all of which are on file and available for public inspection at the "**District's Office**," 475 West Town Place, Suite 114, St. Augustine, Florida 32092. The Assessments shall be levied within the District on all benefitted lots and lands, and shall be apportioned, all as described in the Proposed Budget and the preliminary assessment roll included therein. The preliminary assessment roll is also on file and available for public inspection at the District's Office. If levied pursuant to Chapter 170, Florida Statutes, the Assessments shall be paid in one or more installments pursuant to a bill issued by the District in November of 2024, or, if levied pursuant to the *Uniform Method* as set forth in Chapter 197, Florida Statutes, the Assessments shall be collected on the tax roll of St. Johns County, Florida, and paid as directed therein.

**3. SETTING PUBLIC HEARINGS.** Pursuant to Chapters 170, 190, and 197, Florida Statutes, public hearings on the approved Proposed Budget and the Assessments are hereby declared and set for the following date, hour and location:

DATE: August \_\_, 2024  
HOUR: 4:00 p.m.  
LOCATION: 1865 N. Loop Parkway  
St. Augustine, Florida 32095

**4. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL-PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to St. Johns County at least 60 days prior to the hearing set above.

**5. POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 3, and to ensure the Proposed Budget remains on the website for at least 45 days.

**6. PUBLICATION OF NOTICE.** Notice of the public hearings shall be published in the manner prescribed in Florida law.

**7. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**8. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 6TH DAY OF JUNE 2024.**

ATTEST:

**SWEETWATER CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
Its: \_\_\_\_\_

**Exhibit A:** Proposed Budget

**OPTION 2:**  
**NO ASSESSMENT INCREASE**

## RESOLUTION 2024-03

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2024/2025 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the Sweetwater Creek Community Development District ("**District**") prior to June 15, 2024, proposed budgets ("**Proposed Budget**") for the fiscal year beginning October 1, 2024, and ending September 30, 2025 ("**Fiscal Year 2024/2025**"); and

**WHEREAS**, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT:**

**1. PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2024/2025 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

**2. SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE:	August __, 2024
HOUR:	4:00 p.m.
LOCATION:	1865 N. Loop Parkway St. Augustine, Florida 32095

**3. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL-PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to St. Johns County at least 60 days prior to the hearing set above.

**4. POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 2 and shall remain on the website for at least 45 days.

**5. PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

**6. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.



**7. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 6TH DAY OF JUNE 2024.**

ATTEST:

**SWEETWATER CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
Its: \_\_\_\_\_

**Exhibit A:**      Proposed Budget