

**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, June 6, 2024** at 4:00 p.m. at the Fitness Center, 1865 N. Loop Parkway, St. Augustine, Florida.

Present and constituting a quorum were:

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| Ron Cervelli | Chairman |
| John Smith | Vice Chairman |
| Stephen Handler by phone | Supervisor |
| Charles Usina | Supervisor |

Also present were:

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| Jim Oliver | District Manager, GMS |
| Mary Grace Henley <i>by Zoom</i> | District Counsel, KVW |
| Alex Acree <i>by Zoom</i> | District Engineer, Matthews DCCM |
| Erin Gunia | Director of Amenities, RMS |
| Dan Wright <i>by Zoom</i> | Riverside Management Services |
| Mary Marchiano | Duval Landscape |
| Joshua Boucher | Duval Landscape |
| Michael Woolridge | Duval Landscape |

The following is a summary of the discussions and actions taken at the June 6, 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. Three Board members were physically present, constituting a quorum, and two were in attendance remotely.

SECOND ORDER OF BUSINESS

Public Comment

A resident asked if an update will be given on the status of the Rincon drainage issue. He also stated that there's was difficulty determining what was supposed to be in that area and asked if there is a central repository where maps and plats are kept to maintain a history as staff changes.

Mr. Wright stated that there were no blockages reported by Roto Rooter.

The resident added that there are three missing drains according to the maps.

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Mr. Cervelli stated that the Board will need to review the pictures that were provided of the flooding before discussing the issue further.

The resident requested a copy of the map showing the drain locations.

Mr. Oliver stated that he would email the map to the resident and the Board.

THIRD ORDER OF BUSINESS

Approval of the Consent Agenda

A. Minutes of the May 2, 2024 Board of Supervisors Meeting

A copy of the minutes of the May 2, 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

A copy of requisition number 130 payable to Matthews DCCM in the amount of \$2,168.75 was included in the agenda package for the Board's review.

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| On MOTION by Mr. Smith, seconded by Mr. Usina, with all in favor, the consent agenda was approved 4-0. |
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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 recommended redesigning the roundabout landscaping.

Mr. Usina stated that he was okay with a redesign so long as they remain in budget, and they move toward longer-term flowers.

The Board questioned the process for irrigation repairs. Mr. Usina asked that for any irrigation zones that have been reported to have issues, they provide a summary of the corrective action taken.

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B. District Engineer – Update on Onda Park Project and Consideration of Work Authorization for the Project

Mr. Acree reported that he is continuing to work with Mr. Smith on the Onda Park project. The final survey should be complete shortly after the meeting.

C. District Counsel

Ms. Henley reminded the Board members that their Form 1 financial disclosures are due by July 1st.

D. District Manager – Report on the Number of Registered Voters (1,517) and Reminder of Qualifying Period for General Election

Mr. Oliver informed the Board there are 1,517 registered voters reported to be residing within the District’s boundaries as of April 15th. He also reminded the Board the qualifying period for the general election runs from noon on June 10th through noon on June 14th.

E. Field Manager

1. Report

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

Mr. Usina stated that there were a couple areas of the road surfaces that were not painted including the stop bar at the corner of North Loop and the community entrance.

Mr. Wright stated that the goal was to get the areas that were most faded, but he can ask the contractor to come back out.

Mr. Usina asked if there have been fewer gate strikes now that signs have been installed at the gates.

Mr. Wright responded that they do appear to be helping.

Mr. Usina asked for an update on the drainage issue at 2765 Las Calinas.

Mr. Wright responded that there is a drain that flows to the lake behind the home and the lake is eroding at the edge of their backyard into the pond. Upon review by the engineer’s team, it was determined the pipe would need to be extended.

2. Quotes for Pine Straw

The Board reviewed three proposals for pine straw ranging from \$11,000 to \$16,000.

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Mr. Usina suggested outsourcing mulch applications in the future as well.

On MOTION by Mr. Usina, seconded by Mr. Smith, with all in favor, the proposal from U.S. Mulching totaling \$12,000 was approved 4-0.

The Board discussed reviewing the Duval Landscape contract with District Counsel to confirm the obligation to honor unit pricing for mulch and pine straw and if District Counsel determines there are holes in the contract, the District can proceed with the proposal from U.S. Mulching for the remainder of the pine straw.

3. Quotes for Playground Decking

Mr. Wright informed the Board that a resident that works for a playground company reported that there are some platforms on the playground that are rusted and deteriorating. While it will continue to progress, the damage is currently cosmetic, so it can wait until the next budget. He noted the equipment will need to be bought from Playmore, however another company can install the equipment.

4. Quotes for Fencing

Mr. Wright presented quotes for fencing for the fitness center.

Ms. Gunia noted that the permitting process could take some time with the ADA requirements related to the gate. She also added that while wood would look better, vinyl fencing would require less maintenance and would last longer.

Mr. Wright stated that Best Fence has a vinyl option that is textured to look more like wood.

Mr. Usina suggested removing the aluminum fencing and taking the new fencing all the way across. He also asked that a sample of the textured vinyl fencing be brought to the next meeting.

F. Director of Amenities

1. Report

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

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2. Proposals for Pool Pump Repairs

Ms. Gunia presented three proposals for pool pump repairs and recommended the proposal from C Buss Enterprises given their responsiveness.

Mr. Usina recommended asking if C Buss Enterprises will lower their rate \$5,600.

There were no objections from the Board.

On MOTION by Mr. Smith, seconded by Mr. Cervelli, with all in favor, the proposal from C Buss Enterprises totaling \$5,750 was approved 4-0.

Ms. Gunia stated that she has received a report from Florida Certified Contractors regarding damage to the roof that she would forward to the Board. She will obtain quotes to make the necessary repairs for comparison.

The Board asked Ms. Gunia to investigate the warranty on the roof.

FIFTH ORDER OF BUSINESS

Business Items

A. Consideration of Resolution 2024-03, Approving the Proposed Budget for Fiscal Year 2025 and Setting a Public Hearing Date for Adoption

Mr. Oliver presented the proposed Fiscal Year 2025 budget noting the increase in assessments being proposed is at 7.7% as discussed at the budget workshop. In past years, carry forward surplus has been used to subsidize the budget, however for FY25 there is zero carry forward surplus being used. Additionally, last year the cost share expenses were \$20,000 and for FY25 \$100,000 is being budgeted for cost share expenses. Lastly, Mr. Oliver informed the Board the August meeting date will need to be pushed out further to allow for the required 60 days between budget approval and budget adoption.

On MOTION by Mr. Smith, seconded by Mr. Cervelli, with all in favor, Resolution 2024-03 (option 1), approving the proposed budget for Fiscal Year 2025 and setting a public hearing for August 8, 2024 at 4:00 p.m. at the fitness center was approved 4-0.

B. Discussion of Responsibilities for Sidewalk and Areas Between Sidewalks

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Ms. Henley informed the Board that the North Palencia HOA has brought to the CDD’s attention that there is currently no procedure outlined for the maintenance of the trees and landscaping between the sidewalk and the street. They have proposed the District enter into an agreement or adopt a resolution to give the maintenance responsibility to the HOA to then enforce the responsibility upon the individual homeowners.

This item will be added to the next agenda.

SIXTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

SEVENTH ORDER OF BUSINESS

Supervisor Requests / Public Comment

Mr. Smith stated that the area going through the wood to the parking lot has been surveyed and it may make more sense for the sidewalk to run to the end of the parking lot and not run alongside the adjacent homeowner’s house, so the plan has been adjusted. As soon as the CAD drawings are available, they will be sent to general contractors for bids. He estimates the project will total around \$316,000 or \$318,000, which is under the budget of \$325,000. The shade structures over the swing sets have been removed from the plan as they were estimated at \$20,000.

Mr. Usina stated that he does not believe the swings will be used if they are not shaded.

Mr. Smith stated that he will wait to see what the general contractor bids come in at.

Mr. Usina asked that the Onda Park information be included in the next agenda package so the residents can be informed of the plans as well. He also recommended the parking lot be reconsidered to remove the eighth parking spot and create an entrance and exit for safety purposes, and he recommended one larger shade structure as opposed to two smaller ones to free up money for shade structures to cover the swings.

A resident asked if it is difficult to change the HOA covenants in restrictions to change the maintenance responsibility of the right of ways.

Mr. Smith responded that the CDD is working with the HOA, but the resident is welcome to discuss the matter with Paul. The change is an attempt to align the community documents.

Mr. Cervelli suggested sending an e-blast to keep the residents up to speed on the Phase 2 landscaping improvements.

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EIGHTH ORDER OF BUSINESS

Next Scheduled Meeting – Thursday, July 18, 2024 at 4:00 p.m. at the Fitness Center, 1865 N. Loop Parkway, St. Augustine, Florida 32095

NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Usina, seconded by Mr. Cervelli, with all in favor, adjourning the meeting was approved 4-0.

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Jim Oliver

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Secretary/Assistant Secretary

DocuSigned by:

Ron Cervelli

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Chairman/Vice Chairman