

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

The regular meeting of the Board of Supervisors of the Sweetwater Creek Community Development District was held on **Thursday, October 3, 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
Stephen Handler	Supervisor
Rob Lisotta	Supervisor

Also present were:

Jim Oliver	District Manager, GMS
Jennifer Kilinski <i>by Zoom</i>	District Counsel, KVW
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	Operations Manager, RMS
Michael Woolridge	Duval Landscape

The following is a summary of the discussions and actions taken at the October 3, 2024 Sweetwater Creek Community Development District's Regular Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Public Comment

Bob Colten commented that the landscaping at the fitness center has gotten out of control, but Ms. Gunia has assured him that Duval Landscaping is going to get things under control. He also expressed concern over the flooring in the fitness center, however Ms. Gunia has informed him that will be addressed as well.

October 3, 2024

Sweetwater Creek CDD

Mr. Lisotta stated that the priority for landscaping as of late has been the neighborhood, but that does not mean the fitness center has been forgotten about. There are proposals in the agenda package to freshen up the landscaping in the back of the fitness center. The flooring is being refinished this month.

Bob Colten asked if the putt putt course is going to be refurbished.

Mr. Cervelli responded that the Board still has to discuss that topic.

Ms. Gunia added that she is awaiting a quote on the carpet for the course.

A residents stated that there is another broken tree in the Las Calinas / Dosel area.

Mr. Cervelli stated that those pine trees have been a topic of conversation, and the Board had different ideas of what to do. The Board decided not to replace the pine trees going forward and to instead let the Wax Myrtles and vinyl fencing be the barrier.

The resident stated that not everyone will install vinyl fences. She also asked what will be done about the broken trees.

Mr. Smith responded that they will be taken out.

Mr. Lisotta added that staff and the Board need resident feedback when there is an issue to address. If an email were sent regarding the down tree, it would have been addressed by now.

The resident also stated that the landscape crew is not blowing debris out after edging, and the Dosel circle is full of weeds.

Mr. Lisotta stated that it would be inspected.

A resident asked that the landscape crews be reminded to be mindful of people walking or jogging by while they are onsite.

A resident stated that the bushes on Las Calinas are taking over the sidewalk.

Mr. Cervelli asked that residents be patient with landscaping as there is a lot that has been done, but there is a lot more to be done in the future.

THIRD ORDER OF BUSINESS

**Consideration of Resolution 2025-01,
Designating Officers**

Mr. Oliver stated that the purpose of this resolution is to add himself as the Secretary and Treasurer to replace Howard McGaffney.

Mr. Cervelli asked if there was any desire to change supervisor designations.

There being none, a motion followed to approve the resolution.

October 3, 2024

Sweetwater Creek CDD

On MOTION by Dr. Handler, seconded by Mr. Smith, with all in favor, Resolution 2025-01 designating officers as state above was approved 4-0.

FOURTH ORDER OF BUSINESS

Approval of the Consent Agenda

A. Minutes of the September 5, 2024 Meeting

Copies of the minutes 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. 140

A copy of requisition 140 was included in the agenda package for the Board’s review.

On MOTION by Mr. Smith, seconded by Mr. Lisotta, with all in favor, the consent agenda was approved 4-0.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Landscape Team – Maintenance Report

Mr. Woolridge provided an overview of the items that have been completed and that are still in progress. He asked if there is a timeframe for removing the grasses on Glorieta.

Mr. Lisotta responded that he believes it was just to be done as time permits. He also provided updates on landscaping projects, including that Mr. Wright is working on obtaining quotes to light the roundabout.

B. District Engineer

2. Update on Onda Park Project

Mr. Acree stated he has received the confirmation letter from the county on Tract A (Onda Park), which will take more time to investigate as there is a discrepancy in the lot counts. Based on the county’s interpretation, the PUD is entitled for 736 lots, which have already been platted and accounted for.

October 3, 2024

Sweetwater Creek CDD

Mr. Smith stated that the bids that came in for the Onda Park project came in at \$449,000, \$752,000, \$636,000 and \$570,000. The allowance for the project was \$300,000, so his opinion is that the community would be better served to disperse the money across improvements in the community and continuing to allow he and Mr. Acree to work on selling Parcel K.

Ms. Kilinski confirmed that the District has flexibility as long as the funds are used for public improvements under Chapter 190, *Florida Statutes*. Additionally, most of the bids received are over the public bid threshold, so the District would have to issue a formal RFP if it wishes to move forward with the project.

Mr. Lisotta stated that there is a significant amount of fitness equipment that could be replaced and asked that be added to the list of potential items to spend the money on.

On MOTION by Mr. Smith, seconded by Mr. Lisotta, with all in favor, canceling the Onda Park improvement project and reallocate the funds was approved 4-0.

Mr. Smith provided a list of potential improvements, and the Board discussed prioritizing that list.

Dr. Handler asked how the air conditioner replacement for the fitness center fits into the plan.

Ms. Gunia responded that Wilson believes the A/C units are built for 30-years, and the compressor needs to be replaced, which will be less than \$20,000 rather than the \$175,000 quote to replace the units. She also presented a quote for quarterly maintenance from Wilson.

1. Consideration of Proposal to Prepare a Public Facilities Report

Mr. Acree presented a proposal to prepare a public facilities report as required by the Florida Statutes to be renewed every seven years at a fee of \$3,500.

On MOTION by Dr. Handler, seconded by Mr. Smith, with all in favor, the proposal to prepare a public facilities report at a fee of \$3,500 was approved 4-0.

3. Update Regarding Land Use of Parcel Conveyed to CDD

October 3, 2024

Sweetwater Creek CDD

Ms. Kilinski stated that she received an email from Lennar on Monday indicating they had executed all of the deeds, and the hard copies are supposed to be sent to her office. The deeds will then be recorded in the public records.

C. District Counsel

Ms. Kilinski stated that the easement language for the other county project in the community is the same as what was on Las Calinas, so the county has a very broad easement over all of the areas where their utilities exist that essentially say if they need to repair or replace anything, the District is responsible for restoring the area subject to the county's activities. Next, she reminded the Board members that their ethics training is due to be completed by December 31st.

D. District Manager

There being nothing to report, the next item followed.

The Board took a brief recess at this time. Upon reconvening, the following items were discussed.

E. Field Manager

1. Report

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

2. Proposals for Adding Rock Beds Around Pool Deck

Mr. Wright presented a proposal from Duval for pine straw at the fitness center totaling \$6,200 noting if the Board chooses to go with the river rock, the vendor will provide a \$1,000 credit for the install at the pool area. He added that he just walked the area with Supervisor Lisotta and he will be requesting a new quote for the exact location in which they'd like the pine straw and river rock placed. He suggested approving a not to exceed amount.

Mr. Lisotta added that the amounts would be \$5,250 for pine straw, and \$11,000 for the river rock.

October 3, 2024

Sweetwater Creek CDD

On MOTION by Mr. Smith, seconded by Mr. Cervelli, with all in favor, an amount not to exceed \$16,250 for pine straw and river rock installations at the fitness center was approved 4-0.

Next, Mr. Wright informed the Board that the homeowners on Rincon have had flooding issues again with all the recent rain. The drains are working okay, so he believes the issue lies with the slope of their backyards.

Mr. Smith will speak with Mr. Wright on the issue.

F. Director of Amenities – Report

A copy of the amenities report was included in the agenda package for the Board’s review. She also reported that she is working with Mr. Woolridge to obtain a proposal for improving the landscaping around the putt putt course. Lastly, she relayed a comment from a resident that aluminum fencing would be preferred over vinyl around the fitness center. She is awaiting a quote for aluminum fencing.

SIXTH ORDER OF BUSINESS

Discussion of Contractor Evaluation Process

Mr. Oliver stated that there is a provision in the contract with Riverside Management Services that states that the contractor may receive an annual incentive equal to 4% of the compensation. The first step in that process is for each of the supervisors to provide their input on the performance. He provided a scoring matrix with three scoring categories. There were no areas in which the supervisors noted needs improvement. He suggested the Chairman work with the District Manager and RMS to determine what the bonus should be and how it will be distributed.

On MOTION by Dr. Handler, seconded by Mr. Smith, with all in favor, authorizing the Chairman to work with the District Manager and RMS regarding incentive distributions was approved 4-0.

SEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Supervisor Requests / Public Comment

Mr. Smith asked that the exact amount available for improvement projects be provided.

Mr. Lisotta asked that if any board members have input on the landscaping to send it to Mr. Oliver.

October 3, 2024

Sweetwater Creek CDD

NINTH ORDER OF BUSINESS

**Next Scheduled Meeting – Thursday,
November 7, 2024 at 4:00 p.m. at the Fitness
Center, 1865 N. Loop Parkway, St. Augustine,
Florida 32095**

TENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Lisotta, seconded by Mr. Cervelli, with all in favor, the meeting was adjourned.

DocuSigned by:
Jim Oliver
D4BA5E5E7410418...
Secretary/Assistant Secretary

Signed by:
Ron Cervelli
77008D09A185429
Chairman/Vice Chairman

Vendor Points of Contact:

[Mary Serrao, BYO Playgrounds – 904-417-6110 Mary.Serrao@byoplayground.com](mailto:Mary.Serrao@byoplayground.com)

BYO is selected as the contractor the playground installation for this project:

1. PSA ProSealed Asphalt **Partial BID**

4221 Southpoint Blvd
Jacksonville, FL 32216
Attention: Chris Manis
Email: chris.manis@prosealedasphalt.com
Phone: 904-903-6058

2. Hoffman Commercial Construction, LLC

6919 Distribution Ave S. Unit #5
Jacksonville, FL 32256
Attention: Paul Hoffman
Email: phoffman@hoffmancommercial.com
(904) 759-3211 / 904-271-2350

3. DSC Builds

Attention: Stuart Maxwell, P.E. Vice President
Phone: 904.220.7600
www.DSCbuilds.com
Email: smaxwell@dickysmithco.com

4. AL Dirtworks, LLC

5128 Gracewood Ln
Saint Augustine, FL 32092
Email: AL.Dirtworks2022@gmail.com
Phone: 904-826-5667

5. Brogdon Builders, LLC

6919 Distribution Ave S Unit 4 Jacksonville, FL 32256
(904) 683-2301
Attention: Courtney Brogdon
Email: courtney@brogdonbuilders.com
Website: brogdonbuilders.com

~~Withdrawn – 6. Florida Certified Contractors~~

~~1785 Lakeside Ave
Saint Augustine, FL 32084
Attention: Adam Russo
Email: adam@fccbuilders.com
Phone: 904-824-2301~~

7. Invision

Ryan Sparrell. (407) 619-5236
Ryan.sparrell@gmail.com

ONDA PARK Project Oct 2024

	October	AL Dirtworks	Brogdon	Invision	Hoffman	Project	
						Allowance	Engineering
BYO Play ground w/out Shade	\$171,431	\$449,489	\$652,751	\$636,325	\$570,431	\$325,000	(\$25,000)
Byo Play ground wih Shade	\$202,163	\$480,221	\$683,483	\$667,057	\$601,163	\$325,000	(\$25,000)
						Total After engineering	
Without Basketball no shade limited development		\$389,489	\$566,251	\$567,325	\$483,631		\$300,000
Project shortfall without Basketball and shades		(\$89,489)	(\$266,251)	(\$267,325)	(\$183,631)		

Conclusion Shelve project - disperse improvements across community

AL Dirtworks bball <fence>	\$48,930
AL Dirtworks (<fence \$20K>)	229,128
	\$278,058
Brogdon Builders	\$481,320
Invision	\$464,894
Hoffman Commercial Construction	\$399,000
ProSeal only can perform Bball court and asphalt services - Bid for subcomponents was not intended	
Matthews DCCM propose project management and all phases	