

**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, November 7, 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 <i>by phone</i>	Vice Chairman
Stephen Handler	Supervisor
Rob Lisotta	Supervisor
Dan Colin	Supervisor

Also present were:

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	Operations Manager, RMS
Michael Woolridge	Duval Landscape
Josh Boucher	Duval Landscape

*The following is a summary of the discussions and actions taken at the November 7, 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**

Erin Sharp stated that she appreciates the Board making the decision to invest into the putt putt area as she once heard it would be shut down.

**THIRD ORDER OF BUSINESS**

**Approval of the Consent Agenda**

**A. Minutes of the October 3, 2024 Meeting**

November 7, 2024

Sweetwater Creek CDD

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 Nos. 141 and 142**

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

On MOTION by Mr. Lisotta, seconded by Mr. Handler, with all in favor, the consent agenda was approved 5-0.

**FOURTH ORDER OF BUSINESS**

**Staff Reports**

**A. Landscape Team**

**1. Maintenance Report**

Mr. Woolridge provided an overview of the items that have been completed and that are still in progress. He informed the Board his team plans on applying topdressing to the help change the makeup of the soil following soil samples showing a nutrient deficiency.

**2. Proposal for Flow Sensors on Pump Station**

A proposal totaling \$2,900 to install flow sensors on two irrigation pumps was included in the agenda package for the Board’s review.

On MOTION by Mr. Lisotta, seconded by Mr. Colin, with all in favor, the consent agenda was approved 5-0.

**B. District Engineer – Update Regarding Land Use of Parcel Conveyed to CDD**

Mr. Acree stated that the engineer’s certificate was submitted to counsel’s office this week, so the conveyance should be nearing completion.

Additionally, he reported the St. Johns County Utilities force main installation project has been awarded and is scheduled to begin next week.

November 7, 2024

Sweetwater Creek CDD

The Board directed Ms. Gunia to have an e-blast sent to inform residents of the project.

**C. District Counsel**

Ms. Henley informed the Board that Marshall Creek’s legal counsel has reviewed the revisions to the interlocal agreement that were requested by the Sweetwater board, and he will present those changes to the Marshall Creek board for approval. The clean-up deeds that her firm has been working on to track what is owned by the District have all been signed by Lennar and recorded in the public records. Lastly, she reminded the board members to complete the four hours of ethics training required annually by December 31<sup>st</sup> if they have not yet done so.

**D. District Manager**

Mr. Oliver informed the Board that the newly elected supervisors will be sworn in at the next meeting and the Board will re-designate the officers for the District. He also provided an overview of the financial state of the District, and reminded the Board the capital reserve study is in the process of being updated and should be presented at 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.

**2. Quote for Shades Structures**

A quote to add shade structures to the playground, bocce ball court, miniature golf course and pickleball court totaling \$150,000 was included in the agenda package for the Board’s review. Ms. Gunia noted she has asked for a revised quote from Superior Shade and is also seeking quotes from other vendors for the Board to consider.

Mr. Smith left the meeting by phone during this time.

No action was taken on this item.

**3. Quote for Putt Putt Course Carpet**

A quote to remove the existing turf on the miniature golf course, make any necessary repairs, and replace with new turf totaling \$21,800 was included in the agenda package for the Board’s review. Ms. Gunia noted she is awaiting additional quotes.

November 7, 2024

Sweetwater Creek CDD

No action was taken on this item.

Next, Ms. Gunia proposed turning the back hallway in the fitness center into a closet with doors on each end for items that need climatized storage, such as holiday decorations. She estimates that would cost \$3,500 to \$4,000.

**A. Field Manager – Report**

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

Mr. Wright presented a proposal to replace two items on the Ensenada playground.

On MOTION by Mr. Lisotta, seconded by Mr. Cervelli, with all in favor, the proposal from Playmore was approved 4-0 with the funds to come from the Capital Projects fund.

Next, Mr. Wright presented a proposal from All Weather Contractors to repair the walking path at Ensenada and the sidewalks across from the walking path. He is expecting more proposals for this item.

No action was taken on this item.

Next, Mr. Wright informed the Board he and Supervisor Smith inspected the Rincon property following more reports of flooding and they both agreed the issue is the area behind the home is higher than the yard and is exacerbated by runoff from the homeowner’s gutters.

The Board agreed that effort has been made to reconcile the issue, however the lies with the elevation of the homeowner’s property.

Mr. Cervelli informed the Board that he has asked Ms. Gunia and Mr. Wright to make a list of items they think need to be addressed in the community.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-02,  
Amending the Fiscal Year 2024 Budget**

Mr. Oliver stated that the purpose of Resolution 2025-02 is to correct any line items over budget by transferring money from line items that fell under budget. He noted that there is a positive variance in the budget as a whole.

November 7, 2024

Sweetwater Creek CDD

On MOTION by Dr. Handler, seconded by Mr. Lisotta, with all in favor, resolution 2025-02, amending the fiscal year 2024 budget was approved 4-0.

**SEVENTH ORDER OF BUSINESS**                      **Updated Regarding Capital Project Plan**

This item was discussed earlier in the meeting.

**EIGHTH ORDER OF BUSINESS**                      **Discussion of Capital Reserve Study**

Mr. Cervelli questioned if the Board members are going to go through the capital reserve study and mark up anything that needs to be changed.

Mr. Oliver stated that staff will go through the report line by line.

Mr. Lisotta stated that he will go through the report once staff has gone through and made any necessary corrections. Mr. Handler concurred.

**NINTH ORDER OF BUSINESS**                      **Discussion of Staff Performance Objectives**

Mr. Cervelli presented a list of objectives for staff to the other board members and noted District counsel has some recommended changes that he will incorporate, and he will submit an updated version for a future meeting.

**TENTH ORDER OF BUSINESS**                      **Discussion of Bonus Clause**

Mr. Cervelli stated that the bonus clause in the agreement needs to be rewritten and asked if the Board would allow the Chair to work with the District Manager on rewriting the process for awarding bonuses and finalizing that revision between meetings.

Mr. Lisotta asked that the bonuses that are ultimately given are made public. There were no objections otherwise.

**ELEVENTH ORDER OF BUSINESS**                      **Other Business**

Mr. Cervelli expressed concern over the process for gathering quotes for projects, particularly in a situation where RMS would bid on providing a service, such as pressure washing, and if RMS is awarded, RMS would oversee their own project, and GMS would approve payment.

Mr. Handler recommended excluding RMS from bidding in a situation such as that.

Mr. Lisotta stated that it is a valid concern, but if it is a common practice and the work is being done to a satisfactory level, why omit the lower bidder.

November 7, 2024

Sweetwater Creek CDD

Mr. Colin suggested the board members individually inspect the work once it's complete to ensure the work was done properly.

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

Donna Ewing commented in reference to the discussion on the financials, stating that if a certain amount is budgeted, there should be some coding or something so that can be referenced back. She also commented on the concern of RMS bidding on projects while soliciting bids from competitors on the same project, stating that in most cases, that is a conflict of interest because there are no checks and balances.

Karen Sharp commented that the idea of a project list is a great idea, and she hopes it is shared with the residents so that they can provide input.


A resident commented that a tree at 129 Dosel Lane started dying at the beginning of the summer and it was drastically trimmed down. She asked if any resident could claim that they have a tree in their backyard that needs to be taken down and it will be paid for by the CDD.


Mr. Lisotta responded that the stance of the District has always been that if a tree is dead and is in danger of falling on property, it must be removed because it's a liability.

**THIRTEENTH ORDER OF BUSINESS                      Next Scheduled Meeting – Thursday, December 5, 2024 at 4:00 p.m. at the Fitness Center, 1865 N. Loop Parkway, St. Augustine, Florida 32095**

**FOURTEENTH ORDER OF BUSINESS                      Adjournment**

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

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Secretary/Assistant Secretary

Signed by:  
  
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Chairman/Vice Chairman