

*Sweetwater Creek  
Community Development District*

*Agenda*

*February 6, 2025*

# *AGENDA*

**Sweetwater Creek  
Community Development District**  
475 West Town Place, Suite 114  
St. Augustine, Florida 32092  
[www.SweetwaterCreekCDD.com](http://www.SweetwaterCreekCDD.com)

---

January 30, 2025

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, February 6, 2025 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 January 9, 2025 Board of Supervisors Meeting
  - B. Financial Statements
  - C. Check Register
- IV. Staff Reports
  - A. Landscape Team – Maintenance Report
  - B. District Engineer
    1. Update Regarding Land Use of Parcel Conveyed to CDD
    2. Ratification of Proposal to Adjust the PUD
    3. Acceptance of the 2024 Public Facilities Report
  - C. District Counsel
  - D. District Manager
    1. Financial Update – Report from S&P Global Ratings
    2. Review of Preliminary Cost Share True-Up Invoice
  - E. Field Manager – Report

- F. Director of Amenities – Report
- V. Consideration of Amendment to Agreement with Riverside Management Services for Amenity and Field Management Services
- VI. Update Regarding Capital Project Plan
- VII. Other Business
- VIII. Supervisor Requests / Public Comment
- IX. Next Scheduled Meeting – Thursday, March 6, 2025 at 4:00 p.m. at the Fitness Center, 1865 N. Loop Parkway, St. Augustine, Florida 32095
- X. 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, January 9, 2025** 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
Dan Colin	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
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 January 9, 2025 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. Five Board members were physically present, constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment – FEMA Research and Report on the Boardwalk (Speaker – Terry Shaw)**

Terry Shaw stated that FEMA has asked for documentation of permits that had to do with the Clean Water Act, Coastal Zone Management Act, and Executive Order 11990. The first appeal was answered by the engineer providing proof that the EO 11990 was followed. The other permits should have not been an issue, because according to the National Guard Environmental Protection

Agency Act and Stafford Act, that say based upon some form of major damage, when the rebuild is based on the exact same footprint and in the exact same location, permits are not needed. Marshall Creek’s attorneys and engineers needed to simply send a response letter stating no permit was required, but they did not. A request is going to be sent to the office of the Inspector General asking why it wouldn’t be reviewed again, given that the request for a permit was inappropriate. He asked the District not to pay a penny to FEMA.

An attendee stated that his neighbor has asked for funding to upgrade the basketball goals in Ensenada Park to be able to adjust the height.

Mr. Lisotta stated that the challenge with that is the bigger kids will lower the height to dunk on the hoops, which wears the goals out quickly.

Frank Devlin stated that there has been an issue with young residents hassling other residents to the point where police have been called multiple times.

**THIRD ORDER OF BUSINESS**

**Approval of the Consent Agenda**

**A. Minutes of the December 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 Nos. 144-146**

Copies of requisition numbers 144 through 146 were included in the agenda package for the Board’s review.

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

**FOURTH 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.

**B. District Engineer**

**1. Acceptance of the 2024 Public Facilities Report**

This item was tabled.

**2. Update Regarding Land Use of Parcel Conveyed to CDD**

This item was discussed under Other Business.

**3. Update on Progress on the DIM and DRI Closeout with the County.**

This item was discussed under Other Business.

**C. District Counsel**

Dr. Handler asked if there has been a response from Marshall Creek on the proposed changes to the interlocal agreement.

Ms. Kilinski responded that she expects some changes to be requested, however they have not heard back from Marshall Creek yet.

**D. District Manager**

**1. Financial Update**

Mr. Oliver updated the Board on the current financial status of the District.

**2. Discussion of Preliminary Cost Share True-Up Invoice**

Mr. Oliver informed the Board that GMS and Vesta are working together on the cost share items, and GMS has sent a preliminary true-up invoice to Vesta for review. At this time, it is estimated Marshall Creek will owe Sweetwater Creek between \$125,000 and \$144,000.

Next, Mr. Oliver reported the capital reserve study is still being fine-tuned.

**E. Field Manager**

**1. Report**

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

**2. Proposals for Palm Tree Trimming**

Mr. Wright presented three quotes for trimming the palm trees with two totaling \$6,040 and the third totaling \$5,480.

On MOTION by Mr. Lisotta, seconded by Mr. Smith, with all in favor, the quote from Taylor Tree Services totaling \$5,480 was approved 5-0.

**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**

Ms. Gunia presented a quote from BYO for shade structures totaling \$65,000 for the Ensenada and La Palma playgrounds.

Mr. Smith recommended proceeding with BYO as he's worked with them in the past and they have great references.

Mr. Cervelli asked that Ms. Gunia get more details on the lifetime warranty for the steel.

On MOTION by Mr. Smith, seconded by Mr. Colin, with all in favor, the quote from BYO for playground equipment and shade structures was approved 5-0.

**3. Quote for Miniature Golf Course Turf**

Ms. Gunia presented quotes for replacing the turf on the miniature golf course.

On MOTION by Mr. Colin, seconded by Dr. Handler, with all in favor, the quote from JD Goals, Inc. totaling \$12,406 was approved 5-0.

**4. Quotes for Starting Blocks**

Ms. Gunia presented quotes for four starting blocks. She noted C Buss Enterprises is the current pool vendor and can install the blocks, whereas the other vendors are not local and will not install the blocks.

On MOTION by Mr. Smith, seconded by Mr. Lisotta, with all in favor, using C Buss Enterprises to install starting blocks at an amount not to exceed \$23,500.00 was approved 4-1 with Dr. Handler opposed.

Ms. Gunia proposed installing two benches and dog waste stations, one on each end of Glorieta and Vale.

Mr. Colin recommended putting the benches towards the middle of the walking path rather than on the ends.

On MOTION by Mr. Colin, seconded by Dr. Handler, with all in favor, authorizing staff to purchase two benches and dog waste stations with Mr. Colin to work with staff on the locations was approved 5-0.

A resident stated that there is a dog waste station on Vale already near the gate, so only one waste station may be needed.

**FIFTH ORDER OF BUSINESS Update Regarding Capital Project Plan**

Mr. Oliver stated that the only change to the capital project plan since it was discussed at the last meeting is a \$43,000 down payment that was made.

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

Mr. Oliver stated earlier in the meeting that the capital reserve study update is still in the process of being finetuned.

**SEVENTH ORDER OF BUSINESS Discussion of Towing Vehicles / Vessels**

Mr. Smith stated that there was a trailer parked in the driveway of his neighbor's house. He asked the HOA to tow the trailer. The HOA cannot tow from within someone's private property. If it's on the street, the CDD can put the owner on notice the vehicle will be towed.

There's currently no provision in the District's rules for towing. He asked if the Board wants to develop a parking policy.

Dr. Handler and Mr. Lisotta stated that there have been previous discussions on parking and signage and who will monitor for violations became an issue. Mr. Cervelli stated that he has no interest in towing vehicles.

The Board took no action on this item.

**EIGHTH ORDER OF BUSINESS**                      **Other Business**

Dr. Handler asked for an update on the engineer's items.

Mr. Smith stated that the engineer will be speaking with the county's architectural board and will move forward with filing for a major DIM modification to subdivide the three acres of property. The cost for moving forward with the modification is estimated at \$25,000 to \$30,000.

Mr. Lisotta questioned where those funds would come from.

Ms. Kilinski stated that she would consult with bond counsel to confirm whether bond funds could be used.

Mr. Colin stated that IRS rules pertaining to the tax-exempt bonds prevent the District from privatizing the roads and gates. There is the option of turning the bonds into taxable bonds. He suggested reaching out to the underwriter to research what it would cost to reissue the bonds as taxable bonds, and if it sounds reasonable, it could be presented to the Marshall Creek board.

There were no objections from the Board on staff reaching out to the underwriter.

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

An attendee asked if the CDD has any jurisdiction over e-bike use.

Mr. Lisotta responded that the CDD does not have any enforcement capability and is tied to the legislature's hands and can only refer folks to law enforcement.

Ms. Kilinski stated that if there are routine concerns surrounding e-bikes, she can develop a plan and come back to the Board for a recommendation.

**TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – Thursday,  
February 6, 2025 at 4:00 p.m. at the Fitness  
Center, 1865 N. Loop Parkway, St. Augustine,  
Florida 32095**

January 9, 2025

Sweetwater Creek CDD

**ELEVENTH ORDER OF BUSINESS      Adjournment**

The meeting was adjourned at approximately 5:24 p.m.

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman

*B.*

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

***Unaudited Financial Reporting***  
***December 31, 2024***



# Table of Contents

1	<hr/> <u>Balance Sheet</u>
2-3	<hr/> <u>General Fund Income Statement</u>
4	<hr/> <u>Debt Service Fund Series 2019 Income Statement</u>
5	<hr/> <u>Capital Reserve Fund Income Statement</u>
6	<hr/> <u>Capital Projects Income Statement</u>
7-9	<hr/> <u>Month to Month</u>
10	<hr/> <u>Long Term Debt Summary</u>
11	<hr/> <u>Assessment Receipt Schedule</u>
12-13	<hr/> <u>Construction Schedule</u>



**Sweetwater Creek**  
**Community Development District**  
**Combined Balance Sheet**  
**December 31, 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	\$ 72,323	\$ -	\$ 134,241	-	\$ 206,564
Operating Account Amenity Account	72,308	-	-	-	72,308
Debit Card Account	3,784	-	-	-	3,784
Accounts Receivable	-	-	-	-	-
Assessments Receivable	-	-	-	-	-
Due from General Fund	-	-	-	-	-
Due from Others	602	-	-	-	602
Due from Amenity	-	-	-	-	-
Due from Debt Service	-	-	-	-	-
Due from Capital Reserve	-	-	-	-	-
Due from Capital Projects	-	-	-	-	-
<b>Investments:</b>	-	-	-	-	-
State Board of Administration (SBA)	41,497	-	274,315	-	315,812
US Bank Custody Account	446,484	-	-	-	446,484
<b>Series 2019</b>	-	-	-	-	-
Reserve - A-1	-	133,070	-	-	133,070
Reserve - A-2	-	108,063	-	-	108,063
Revenue	-	262,169	-	-	262,169
Prepayment	-	10,926	-	-	10,926
Excess Revenue	-	6	-	-	6
Construction	-	-	-	302,081	302,081
Prepaid Expenses	3,428	-	-	-	3,428
Deposits	-	-	-	-	-
<b>Total Assets</b>	<b>\$ 640,426</b>	<b>\$ 514,232</b>	<b>\$ 408,556</b>	<b>\$ 302,081</b>	<b>\$ 1,865,295</b>
<b>Liabilities:</b>					
Accounts Payable	\$ 100,081	\$ -	\$ -	\$ -	\$ 100,081
Accrued Expenses	-	-	-	-	-
Contracts Payable	-	-	-	1,187	1,187
Due to Debt Service	-	-	-	-	-
Due to Amenity Fund	-	-	-	-	-
Due to Capital Reserve	-	-	-	-	-
<b>Total Liabilities</b>	<b>\$ 100,081</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,187</b>	<b>\$ 101,268</b>
<b>Fund Balance:</b>					
Nonspendable:					
Prepaid Items	\$ 3,428	\$ -	\$ -	\$ -	\$ 3,428
Restricted for:					
Debt Service	-	514,232	-	-	514,232
Capital Project	-	-	-	300,894	300,894
Assigned for:					
Capital Reserve Fund	-	-	408,556	-	408,556
Unassigned	536,916	-	-	-	536,916
<b>Total Fund Balances</b>	<b>\$ 540,344</b>	<b>\$ 514,232</b>	<b>\$ 408,556</b>	<b>\$ 300,894</b>	<b>\$ 1,764,027</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 640,426</b>	<b>\$ 514,232</b>	<b>\$ 408,556</b>	<b>\$ 302,081</b>	<b>\$ 1,865,295</b>

**Sweetwater Creek**  
**Community Development District**  
**General Fund**

**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending December 31, 2024**

	Adopted Budget	Prorated Budget Thru 12/31/24	Actual Thru 12/31/24	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 1,857,822	\$ 521,761	\$ 521,761	\$ -
Fitness Center Revenue	2,000	500	2,430	1,930
Interest/Miscellaneous	25,000	6,250	2,845	(3,405)
<b>Total Revenues</b>	<b>\$ 1,884,822</b>	<b>\$ 528,511</b>	<b>\$ 527,036</b>	<b>\$ (1,475)</b>
<b>Expenditures:</b>				
<b><u>General &amp; Administrative:</u></b>				
Supervisor Fees	\$ 12,000	\$ 3,000	\$ 2,600	400
Engineering	20,000	5,000	5,718	(718)
District Counsel	63,599	15,900	9,912	5,988
Annual Audit	3,800	-	-	-
Assessment Administration	5,200	5,200	5,200	-
Arbitrage Rebate	500	-	-	-
Dissemination Agent	5,512	1,378	1,378	0
Trustee Fees	3,800	3,800	3,143	657
Management Fees	44,200	11,050	11,050	0
Information Technology	1,482	371	371	-
Website Maintenance	1,040	260	260	(0)
Telephone	742	186	71	114
Postage & Delivery	3,000	750	805	(55)
Public Official Insurance	5,172	5,172	5,224	(52)
Copies	2,500	625	541	84
Legal Advertising	2,000	500	-	500
Miscellaneous	1,500	487	487	-
Dues, Licenses & Subscriptions	175	175	175	-
Cost Share Expense - Marshall Creek	100,000	-	-	-
<b>Total General &amp; Administrative</b>	<b>\$ 276,222</b>	<b>\$ 53,853</b>	<b>\$ 46,934</b>	<b>\$ 6,918</b>
<b><u>Operations &amp; Maintenance</u></b>				
Electric	\$ 78,000	\$ 19,500	\$ 18,380	1,120
General Insurance	6,884	6,884	5,892	992
Landscape Maintenance	291,276	72,819	74,021	(1,202)
Landscape Improvements	50,000	12,500	-	12,500
Mulch	50,000	12,500	-	12,500
Lake Maintenance	22,000	5,500	6,367	(867)
Fountain Maintenance	1,500	375	-	375
Irrigation Repairs & Maintenance	39,000	9,750	19,670	(9,920)
Storm Clean-Up	10,000	2,500	-	2,500
Field Repairs & Maintenance	36,000	9,000	13,434	(4,434)
Tree Removals	14,000	3,500	4,650	(1,150)
Tree Pruning	15,000	3,750	-	3,750
Streetlight Repairs	2,250	563	-	563
Signage Repairs	1,000	250	-	250
Holiday Decoration	5,000	1,250	3,309	(2,059)
Miscellaneous Field Supplies	3,500	875	49	826
<b>Subtotal Operations &amp; Maintenance</b>	<b>\$ 625,410</b>	<b>\$ 161,516</b>	<b>\$ 145,772</b>	<b>\$ 15,743</b>

**Sweetwater Creek**  
Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending December 31, 2024

	Adopted Budget	Prorated Budget Thru 12/31/24	Actual Thru 12/31/24	Variance
<b><i>Amenities</i></b>				
<b>Administrative</b>				
Property & Casualty Insurance	\$ 43,218	\$ 43,218	\$ 40,216	3,002
Facility Management	266,340	66,585	70,975	(4,390)
Performance Incentive	10,000	10,000	8,492	1,508
Info Technology	-	-	795	(795)
Licenses & Permits	770	-	-	-
Subscriptions & Memberships	2,040	510	375	135
Office Supplies	3,000	750	943	(193)
Office Equipment	2,500	625	486	139
Communication - Telephone/Internet/TV	12,000	3,000	1,991	1,009
Internet/Telephone - Guard House	4,500	1,125	1,352	(227)
<b><i>Field</i></b>				
Field Management Fees	92,602	23,150	23,150	(0)
General Utilities	78,000	19,500	18,306	1,194
Refuse Removal	6,725	1,681	2,194	(513)
Security	41,137	10,284	10,344	(60)
Janitorial Services	43,467	10,867	10,867	(0)
Operating Supplies - Spa & Paper	4,000	1,000	697	303
Operating Supplies - Uniforms	500	27	27	-
Cleaning Supplies	12,500	3,125	2,058	1,067
Amenity Landscape Maintenance & Improvements	22,872	5,718	21,864	(16,146)
Gate Repairs & Maintenance	2,500	625	-	625
Dog Park Repairs & Maintenance	6,000	1,500	429	1,071
Park Mulch	5,000	-	-	-
Miscellaneous Field Supplies	4,100	1,025	34	991
Buildings Repairs & Maintenance	30,000	25,613	25,613	-
Pest Control	1,800	450	162	288
Pool Maintenance - Contract	19,469	4,867	4,867	(0)
Pool Repairs & Maintenance	3,000	750	-	750
Pool Chemicals	30,000	7,500	6,712	788
Signage & Amenity Repairs	300	75	61	14
Special Events	2,000	500	758	(258)
Park Repair & Maintenance	10,000	8,585	8,585	-
Pickleball Repair & Maintenance	3,000	5,413	5,413	-
Guardhouse Maintenance	2,500	-	-	-
Playground Repairs & Maintenance	5,000	1,250	6,997	(5,747)
<b><i>Fitness</i></b>				
Professional Services - Outside Fitness	55,515	13,879	8,850	5,029
Fitness Equipment Repairs & Maintenance	7,000	1,750	1,482	268
Fitness Equipment Rental	36,635	9,159	9,159	(0)
Miniature Golf Course Maintenance	500	125	355	(230)
Miscellaneous Fitness Supplies	6,300	1,575	194	1,381
Capital Outlay - Machinery & Equipment	6,400	1,600	795	805
<b>Subtotal Amenities</b>	<b>\$ 883,190</b>	<b>\$ 287,406</b>	<b>\$ 295,598</b>	<b>\$ (8,192)</b>
<b>Total Operations &amp; Maintenance and Amenities</b>	<b>\$ 1,508,600</b>	<b>\$ 448,922</b>	<b>\$ 441,370</b>	<b>\$ 7,552</b>
<b><i>Reserves</i></b>				
Capital Reserve Transfer	\$ 100,000	\$ -	-	\$ -
<b>Subtotal Reserves</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures</b>	<b>\$ 1,884,822</b>	<b>\$ 502,774</b>	<b>\$ 488,304</b>	<b>\$ 14,470</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (0)</b>		<b>\$ 38,732</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 501,612</b>	
<b>Fund Balance - Ending</b>	<b>\$ (0)</b>		<b>\$ 540,344</b>	

**Sweetwater Creek**  
**Community Development District**  
**Debt Service Fund Series 2019**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending December 31, 2024**

	Adopted Budget	Prorated Budget Thru 12/31/24	Actual Thru 12/31/24	Variance
<b>Revenues:</b>				
Special Assessments - Tax Roll	\$ 741,440	\$ 207,436	\$ 207,436	\$ -
Special Assessments - Prepayments	-	-	10,926	10,926
Interest Income	30,000	7,500	4,648	(2,852)
<b>Total Revenues</b>	<b>\$ 771,440</b>	<b>\$ 214,936</b>	<b>\$ 223,010</b>	<b>\$ 8,074</b>
<b>Expenditures:</b>				
<b>Series 2019 - A1</b>				
Interest - 11/01	\$ 81,650	\$ 81,650	\$ 81,650	\$ -
Special Call -11/1	-	-	10,000	-
Interest - 5/1	81,650	-	-	-
Principal - 5/1	360,000	-	-	-
Special Call - 5/1	-	-	-	-
<b>Series 2019 - A2</b>				
Interest - 11/01	44,200	44,200	44,200	-
Special Call -11/1	-	-	5,000	-
Interest - 05/01	44,200	-	-	-
Principal - 05/01	130,000	-	-	-
Special Call - 5/1	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 741,700</b>	<b>\$ 125,850</b>	<b>\$ 140,850</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 29,740</b>	<b>\$ 89,086</b>	<b>\$ 82,160</b>	<b>\$ 8,074</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>\$ 29,740</b>	<b>\$ 89,086</b>	<b>\$ 82,160</b>	<b>\$ 8,074</b>
<b>Fund Balance - Beginning</b>	<b>\$ 187,616</b>	<b>\$ -</b>	<b>\$ 432,072</b>	<b>\$ -</b>
<b>Fund Balance - Ending</b>	<b>\$ 217,356</b>	<b>\$ -</b>	<b>\$ 514,232</b>	<b>\$ -</b>

**Sweetwater Creek**  
**Community Development District**  
**Capital Reserve Fund**

**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending December 31, 2024**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 12/31/24	Thru 12/31/24	Variance
<b>Revenues</b>				
Capital Reserve - Transfer In	\$ 100,000	\$ -	\$ -	\$ -
Interest	5,000	1,250	3,339	2,089
Miscellaneous Income	-	-	-	-
Insurance Proceeds	-	-	-	-
<b>Total Revenues</b>	<b>\$ 105,000</b>	<b>\$ 1,250</b>	<b>\$ 3,339</b>	<b>\$ 2,089</b>
<b>Expenditures:</b>				
Capital Outlay	\$ 30,000	\$ 7,500	\$ -	\$ 7,500
Repair & Maintenance	21,317	5,329	-	5,329
Other Current Charges	600	150	120	30
Reserve Study	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 51,917</b>	<b>\$ 12,979</b>	<b>\$ 120</b>	<b>\$ 12,859</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 53,083</b>		<b>\$ 3,219</b>	
<b>Other Financing Sources/(Uses)</b>				
Transfer In and (Out)	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ 53,083</b>		<b>\$ 3,219</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 444,309</b>		<b>\$ 405,337</b>	
<b>Fund Balance - Ending</b>	<b>\$ 497,392</b>		<b>\$ 408,556</b>	

**Capital Reserve Study**

	<u>General</u>	<u>Amenities</u>	<u>Combined</u>
Description	FY 2025-Study (Pg. 17)	FY 2025-Study (Pg. 20)	Total - Study
Reserves Beginning of Year	\$609,690	\$164,002	\$773,692
Contributions	196,300	65,100	261,400
Interest Income	10,186	6,162	16,348
Expenditures	(217,373)	(21,088)	(238,461)
Anticipated Balance	\$598,803	\$214,176	\$812,979

**Capital Reserve Fund - Actuals**

Description	Actual
Reserves Beginning of Year	\$ 405,337
Contributions	\$ -
Interest Income/Misc Income/Insurance Proceeds	\$ 3,339
Expenditures	\$ (120)
Actual Balance	\$408,556

<b>Variance Reserve Study Vs Actual</b>	<b>(\$404,423)</b>
---	--------------------

**Sweetwater Creek**  
**Community Development District**  
**Capital Projects Fund Series 2019**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending December 31, 2024**

	Actual
	Thru 12/31/24
<b>Revenues</b>	
Interest Income	\$ 4,240
<b>Total Revenues</b>	<b>\$ 4,240</b>
<b>Expenditures:</b>	
Capital Outlay	\$ 45,528
<b>Total Expenditures</b>	<b>\$ 45,528</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (41,288)</b>
<b>Other Financing Sources/(Uses)</b>	
Transfer In/(Out)	\$ -
<b>Total Other Financing Sources (Uses)</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ (41,288)</b>
<b>Fund Balance - Beginning</b>	<b>\$ 342,181</b>
<b>Fund Balance - Ending</b>	<b>\$ 300,894</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	\$ -	\$ 182,784	\$ 338,977	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 521,761
Fitness Center Revenue	1,890	540	-	-	-	-	-	-	-	-	-	-	2,430
Cost Sharing - Marshall Creek Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest/Miscellaneous	1,162	697	986	-	-	-	-	-	-	-	-	-	2,845
<b>Total Revenues</b>	<b>\$ 3,052</b>	<b>\$ 184,021</b>	<b>\$ 339,963</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 527,036</b>
<b>Expenditures:</b>													
<b>General &amp; Administrative:</b>													
Supervisor Fees	\$ 800	\$ 1,000	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,600
Engineering	3,636	2,082	-	-	-	-	-	-	-	-	-	-	5,718
District Counsel	3,814	3,896	2,202	-	-	-	-	-	-	-	-	-	9,912
Annual Audit	-	-	-	-	-	-	-	-	-	-	-	-	-
Assessment Administration	5,200	-	-	-	-	-	-	-	-	-	-	-	5,200
Arbitrage Rebate	-	-	-	-	-	-	-	-	-	-	-	-	-
Dissemination Agent	459	459	459	-	-	-	-	-	-	-	-	-	1,378
Trustee Fees	3,143	-	-	-	-	-	-	-	-	-	-	-	3,143
Management Fees	3,683	3,683	3,683	-	-	-	-	-	-	-	-	-	11,050
Information Technology	124	124	124	-	-	-	-	-	-	-	-	-	371
Website Maintenance	87	87	87	-	-	-	-	-	-	-	-	-	260
Telephone	36	9	27	-	-	-	-	-	-	-	-	-	71
Postage & Delivery	122	431	252	-	-	-	-	-	-	-	-	-	805
Public Official Insurance	5,224	-	-	-	-	-	-	-	-	-	-	-	5,224
Copies	153	204	183	-	-	-	-	-	-	-	-	-	541
Legal Advertising	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	419	45	23	-	-	-	-	-	-	-	-	-	487
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
Cost Share Expense - Marshall Creek	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total General &amp; Administrative</b>	<b>\$ 27,075</b>	<b>\$ 12,019</b>	<b>\$ 7,840</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 46,934</b>

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

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Operations &amp; Maintenance</b>													
Electric	\$ 6,062	\$ 6,204	\$ 6,114	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,380
General Insurance	5,892	-	-	-	-	-	-	-	-	-	-	-	5,892
Landscape Maintenance	24,273	25,475	24,273	-	-	-	-	-	-	-	-	-	74,021
Landscape Improvements	-	-	-	-	-	-	-	-	-	-	-	-	-
Mulch	-	-	-	-	-	-	-	-	-	-	-	-	-
Lake Maintenance	2,122	2,122	2,122	-	-	-	-	-	-	-	-	-	6,367
Fountain Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
Irrigation Repairs & Maintenance	11,995	5,270	2,405	-	-	-	-	-	-	-	-	-	19,670
Storm Clean-Up	-	-	-	-	-	-	-	-	-	-	-	-	-
Field Repairs & Maintenance	8,854	1,200	3,380	-	-	-	-	-	-	-	-	-	13,434
Tree Removals	800	3,600	250	-	-	-	250	-	-	-	-	-	4,650
Streetlight Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
Signage Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
Holiday Decoration	1,594	1,217	499	-	-	-	-	-	-	-	-	-	3,309
Miscellaneous Field Supplies	49	-	-	-	-	-	-	-	-	-	-	-	49
<b>Subtotal Operations &amp; Maintenance</b>	<b>\$ 61,642</b>	<b>\$ 45,088</b>	<b>\$ 39,043</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>145,772</b>
<b>Amenities</b>													
Administrative													
Property & Casualty Insurance	\$ 40,216	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	40,216
Facility Management	23,634	23,699	23,642	-	-	-	-	-	-	-	-	-	70,975
Performance Incentive	-	8,492	-	-	-	-	-	-	-	-	-	-	8,492
Info Technology	795	-	-	-	-	-	-	-	-	-	-	-	795
Licenses & Permits	-	-	-	-	-	-	-	-	-	-	-	-	-
Subscriptions & Memberships	125	125	125	-	-	-	-	-	-	-	-	-	375
Office Supplies	188	138	616	-	-	-	616	-	-	-	-	-	943
Office Equipment	107	139	240	-	-	-	-	-	-	-	-	-	486
Communication - Telephone/Internet/TV	663	664	664	-	-	-	-	-	-	-	-	-	1,991
Internet/Telephone - Guard House	653	343	357	-	-	-	-	-	-	-	-	-	1,352



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

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Field</b>													
Field Management Fees	7,717	7,717	7,717	-	-	-	-	-	-	-	-	-	23,150
General Utilities	6,163	6,720	5,422	-	-	-	-	-	-	-	-	-	18,306
Refuse Removal	635	780	780	-	-	-	-	-	-	-	-	-	2,194
Security	3,488	3,428	3,428	-	-	-	-	-	-	-	-	-	10,344
Janitorial Services	3,622	3,622	3,622	-	-	-	-	-	-	-	-	-	10,867
Operating Supplies - Spa & Paper	475	222	-	-	-	-	-	-	-	-	-	-	697
Operating Supplies - Uniforms	-	-	27	-	-	-	-	-	-	-	-	-	27
Cleaning Supplies	244	1,472	342	-	-	-	-	-	-	-	-	-	2,058
Amenity Landscape Maintenance & Improvements	17,938	1,963	1,963	-	-	-	-	-	-	-	-	-	21,864
Gate Repairs & Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
Dog Park Repairs & Maintenance	286	-	143	-	-	-	-	-	-	-	-	-	429
Park Mulch	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous Field Supplies	-	34	-	-	-	-	-	-	-	-	-	-	34
Buildings Repairs & Maintenance	25,538	75	-	-	-	-	-	-	-	-	-	-	25,613
Pest Control	81	-	81	-	-	-	-	-	-	-	-	-	162
Pool Maintenance - Contract	1,622	1,622	1,622	-	-	-	-	-	-	-	-	-	4,867
Pool Repairs & Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
Pool Chemicals	2,055	2,160	2,498	-	-	-	-	-	-	-	-	-	6,712
Signage & Amenity Repairs	61	-	-	-	-	-	-	-	-	-	-	-	61
Special Events	-	164	595	-	-	-	-	-	-	-	-	-	758
Park Repair & Maintenance	8,585	-	-	-	-	-	-	-	-	-	-	-	8,585
Pickleball Repair & Maintenance	4,505	-	908	-	-	-	-	-	-	-	-	-	5,413
Guardhouse Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
Playground Repairs & Maintenance	17	5,589	1,391	-	-	-	-	-	-	-	-	-	6,997
<b>Fitness</b>													
Professional Services - Outside Fitness	4,115	3,430	1,305	-	-	-	-	-	-	-	-	-	8,850
Fitness Equipment Repairs & Maintenance	1,469	13	-	-	-	-	-	-	-	-	-	-	1,482
Fitness Equipment Rental	3,053	3,053	3,053	-	-	-	-	-	-	-	-	-	9,159
Miniature Golf Course Maintenance	-	-	355	-	-	-	-	-	-	-	-	-	355
Miscellaneous Fitness Supplies	117	76	-	-	-	-	-	-	-	-	-	-	194
Capital Outlay - Machinery & Equipment	-	-	795	-	-	-	-	-	-	-	-	-	795
<b>Subtotal Amenities</b>	<b>\$ 158,166</b>	<b>\$ 75,740</b>	<b>\$ 61,691</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>295,598</b>
<b>Total Operations &amp; Maintenance and Amenities</b>	<b>\$ 219,808</b>	<b>\$ 120,828</b>	<b>\$ 100,734</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>441,370</b>
<b>Total Expenditures</b>	<b>\$ 246,883</b>	<b>\$ 132,848</b>	<b>\$ 108,574</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>488,304</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (243,831)</b>	<b>\$ 51,174</b>	<b>\$ 231,389</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>38,732</b>
<b>Reserves</b>													
Capital Reserve Transfer	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Reserves</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

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

<b>SERIES 2019A-1, SPECIAL ASSESSMENT REVENUE BONDS</b>	
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)
Less: Principal Payment - 5/1/24	(\$355,000)
Less: Principal Payment - 5/1/24 (Special Call)	(\$10,000)
Less: Principal Payment - 11/1/24 (Special Call)	(\$10,000)
<b>Current Bonds Outstanding</b>	<b>\$5,970,000</b>

<b>SERIES 2019A-2, SPECIAL ASSESSMENT REVENUE BONDS</b>	
Interest Rate:	3.560%, 4.020%
Maturity Date:	5/1/2038
Reserve Fund Definition	50% MAXIMUM ANNUAL DEBT SERVICE
Reserve Fund Requirement	\$108,063
Reserve Fund Balance	108,063
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)
Less: Principal Payment - 5/1/24	(\$125,000)
Less: Principal Payment - 5/1/24 (Special Call)	(\$5,000)
Less: Principal Payment - 11/1/24 (Special Call)	(\$5,000)
<b>Current Bonds Outstanding</b>	<b>\$2,290,000</b>

**Sweetwater Creek**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**Special Assessment Receipts - St. John's County**  
**Fiscal Year 2025**

Gross Assessments	\$	1,976,407.34	\$	785,758.55	\$	2,762,165.89
Net Assessments	\$	1,857,822.90	\$	738,613.04	\$	2,596,435.94

**ON ROLL ASSESSMENTS**

allocation in %	71.55%	28.45%	100.00%
-----------------	--------	--------	---------

Date	Distribution	Net Receipts	O&M Portion	2019- Debt Service	Total
11/05/24	1	\$ 28,463.12	\$ 20,366.16	\$ 8,096.96	\$ 28,463.12
11/15/24	2	81,592.39	58,381.65	23,210.74	81,592.39
11/19/24	3	145,398.42	104,036.66	41,361.76	145,398.42
12/06/24	4	217,599.54	155,698.59	61,900.95	217,599.54
12/18/24	5	256,144.50	183,278.59	72,865.91	256,144.50
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
<b>TOTAL</b>		<b>\$ 729,197.97</b>	<b>\$ 521,761.65</b>	<b>\$ 207,436.32</b>	<b>\$ 729,197.97</b>

<b>28.08%</b>	<b>Percent Collected</b>
<b>\$ 1,867,237.97</b>	<b>Balance Remaining to Collect</b>

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

**Special Assessment Revenue Bonds, Series 2019**

Date	Requisition #	Contractor	Description	Requisition
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: SWCrefn1220 - 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 Addt'l 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
			Pickleball 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
4/30/24	130	Matthews/DCCM	Invoice # 190784 - Due Diligence and Site Planning	\$ 2,168.75
5/20/24	131	Matthews/DCCM	Invoice # 190937 - Due Diligence and Site Planning	\$ 2,037.50
5/31/24	132	Atlantic Security	Invoice # 331612Final Invoice for Security System	\$ 5,884.37
6/11/24	133	Kilinski/Van Wyk PLLC	Invoice # 9385 2019 Project Construction	\$ 393.50
6/27/24	134	Kilinski/Van Wyk PLLC	Invoice # 9385 2019 Project Construction	\$ 465.00
7/26/24	135	Kilinski/Van Wyk PLLC	Invoice # 9861 2019 Project Construction	\$ 93.00
8/5/24	136	Matthews/DCCM	Invoice # 191118 - Due Diligence and Site Planning	\$ 2,475.00
8/5/24	137	Matthews/DCCM	Invoice # 191467 - Onda Park Survey and Construction Plans	\$ 9,489.26
8/21/24	138	Matthews/DCCM	Invoice # 191636 - Onda Park Construction Plans/Landscape/Meetings	\$ 5,100.00
8/28/24	139	Kilinski/Van Wyk PLLC	Invoice # 10065 2019 Project Construction	\$ 583.00
9/13/24	140	Kilinski/Van Wyk PLLC	Invoice # 10430 2019 Project Construction	\$ 3,403.50
11/5/24	141	Matthews/DCCM	Invoice #191859 Onda Park	\$ 1,186.88
10/18/24	142	Kilinski/Van Wyk PLLC	Invoice # 10546 2019 Project Construction	\$ 332.00
11/5/24	143	Sweetwater Creek CDD-Capital Reserve	Envera System upgrade deposit and install balance	\$ 15,810.12
12/9/24	144	Kilinski/Van Wyk PLLC	Invoice # 10810 2019 Project Construction	\$ 553.75
12/23/24	145	Kilinski/Van Wyk PLLC	Invoice # 10975 2019 Project Construction	\$ 124.00
12/24/24	146	Design 2 Wellness	Invoice #49881 Strength Equipment Replacement-50% deposit	\$ 43,663.00
<b>TOTAL</b>				<b>\$ 1,387,244.67</b>
Project (Construction) Fund at 08/30/19				\$ 1,540,777.96
Interest Earned and Transfers thru 12/31/24				\$ 148,547.42
Outstanding Requisitions				\$ -
Requisitions Paid thru 12/31/24				\$ (1,387,244.67)
<b>Remaining Project (Construction) Fund</b>				<b>\$ 302,080.71</b>
<b>FUTURE CAPITAL PROJECTS (CONSTRUCTION)</b>				
Hoffman Construction	Pickleball Court Construction-Balance to Finish including Retainage			\$0.00
	Pickleball-Water Fountain/Cooler (Projection, not actual)			\$4,000.00
	Fitness Center New Equipment			\$71,337.00
	Bocce Ball Court And Shade			\$40,000.00
	Shade Srutures Playgrounds, Pickleball			\$140,000.00
	Parking Lot for Golf Carts			\$12,000.00
	Dog Park - Las Calinas/Glorietta			\$25,000.00
District Engineer Costs related to Projects	District Engineer Costs (Projection, not actual)			\$0.00
District Counsel Costs related to Projects	District Counsel Costs (Projection, not actual)			\$0.00
<b>TOTAL PROJECTED PROJECTS</b>				<b>\$292,337.00</b>

*C.*

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

**Fiscal Year 2025**  
**Check Register**

<i>Date</i>	<i>check #'s</i>	<i>Amount</i>
<b>General Fund</b>		
12/06/24	4179-4182	\$800.00
12/12/24	4183-4190	\$36,476.18
12/19/24	4191-4197	\$7,656.00
<b>SUBTOTAL</b>		<b>\$44,932.18</b>

<i>Date</i>	<i>check #'s</i>	<i>Amount</i>
<b>Amenity Fund</b>		
12/12/24	2795-2812	\$11,666.05
12/19/24	2813-2823	\$13,007.16
<b>SUBTOTAL</b>		<b>\$24,673.21</b>

<i>Date</i>	<i>check #'s</i>	<i>Amount</i>
<b>Capital Reserve</b>		
<b>SUBTOTAL</b>		<b>\$0.00</b>

<b>TOTAL</b>		<b>\$69,605.39</b>
--------------	--	--------------------

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
12/06/24	00109	12/05/24 12052024	202412 310-51300-11000	CDD BOARD MEETING	*	200.00	
		12/5/24		DANIEL L COLIN			200.00 004179
12/06/24	00089	12/05/24 12052024	202412 310-51300-11000	CDD BOARD MEETING	*	200.00	
		12/5/24		JOHN T SMITH			200.00 004180
12/06/24	00051	12/05/24 12052024	202412 310-51300-11000	CDD BOARD MEETING	*	200.00	
		12/5/24		ROBERT LISOTTA			200.00 004181
12/06/24	00040	12/05/24 12052024	202412 310-51300-11000	CDD BOARD MEETING	*	200.00	
		12/5/24		STEPHEN J HANDLER			200.00 004182
12/12/24	00111	11/09/24 11092024	202411 310-51300-49000	STEPHEN HANDLER-COMM FEE	*	10.00	
				DEPARTMENT OF STATE			10.00 004183
12/12/24	00086	11/30/24 29330	202410 320-53800-47300	OCT FLOW SENSORS	*	2,900.00	
				DUVAL LANDSCAPE MAINTENANCE			2,900.00 004184
12/12/24	00086	11/30/24 29331	202411 320-53800-47300	NOV RIO DEL NORTE PUMP	*	2,300.00	
				DUVAL LANDSCAPE MAINTENANCE			2,300.00 004185
12/12/24	00086	12/03/24 29382	202412 320-53800-46200	DEC PALENCIA RENEWAL	*	24,273.00	
				DUVAL LANDSCAPE MAINTENANCE			24,273.00 004186
12/12/24	00063	11/27/24 87118	202411 320-53800-47000	NOV LAKE MAINTENANCE	*	2,122.44	
				FUTURE HORIZONS			2,122.44 004187
12/12/24	00029	12/01/24 165	202412 310-51300-34000	DEC MANAGEMENT FEES	*	3,683.33	
		12/01/24 165	202412 310-51300-35200	DEC WEBSITE ADMIN	*	86.67	
		12/01/24 165	202412 310-51300-35100	DEC INFO TECH	*	123.50	
		12/01/24 165	202412 310-51300-31300	DEC DISSEM AGENT SRVCS	*	459.33	
		12/01/24 165	202412 310-51300-49000	OFFICE SUPPLIES	*	13.19	

SWCC SWEETWATER CRK BPEREGRINO



CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
12/01/24		165	POSTAGE	202412	310	51300	42000			*	252.04		
12/01/24		165	COPIES	202412	310	51300	42500			*	183.45		
12/01/24		165	TELEPHONE	202412	310	51300	41000			*	26.76		
GOVERNMENTAL MANAGEMENT SERVICES												4,828.27	004188
12/12/24	00096	10/28/24	92468572	202410	310	51300	49000		DESK SIGN	*	21.18		
HC BRANDS												21.18	004189
12/12/24	00040	11/09/24	11092024	202411	310	51300	49000		TIMER FOR CDD MEETINGS	*	21.29		
STEPHEN J HANDLER												21.29	004190
12/19/24	00006	12/11/24	18038	202412	320	53800	47301		BACKFLOW TEST	*	220.00		
BOB'S BACKFLOW & PLUMBING SERVICE												220.00	004191
12/19/24	00111	12/16/24	12162024	202412	310	51300	49000		RON CERVELLI-COMM FEE	*	10.00		
DEPARTMENT OF STATE												10.00	004192
12/19/24	00086	12/10/24	29556	202411	320	53800	47300		NOV MID CLOCK DECODER RPR	*	1,200.00		
DUVAL LANDSCAPE MAINTENANCE												1,200.00	004193
12/19/24	00086	12/17/24	29608	202411	320	53800	47300		NOV RINCON VALVE RPR	*	700.00		
DUVAL LANDSCAPE MAINTENANCE												700.00	004194
12/19/24	00086	12/11/24	29564	202412	320	53800	47300		DEC VALVE RPR RINCON PARK	*	430.00		
DUVAL LANDSCAPE MAINTENANCE												430.00	004195
12/19/24	00094	12/10/24	10974	202411	310	51300	31500		NOV GENERAL COUNSEL	*	3,896.00		
KILINSKI VAN WYK PLLC												3,896.00	004196
12/19/24	00085	11/03/24	413	202411	320	53800	47301		PRESSURE WASH	*	1,200.00		
JAMES M TETER												1,200.00	004197
TOTAL FOR BANK A											44,932.18		

SWCC SWEETWATER CRK BPEREGRINO

# Attendance Confirmation

for  
BOARD OF SUPERVISORS

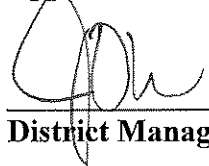
District Name: Sweetwater Creek CDD

Board Meeting Date: December 5, 2024

	<i>Name</i>	<i>In Attendance Please ✓</i>	<i>Fee Involved Yes / No</i>
1	Rob Lisotta 51	✓	Yes (\$200)
2	Ron Cervelli ND		Yes (\$200)
3	Stephen Handler 40	✓	Yes (\$200)
4	Dan Colin 109	✓	Yes 200
5	John Smith 89	✓	Yes (\$200)

The supervisors present at the above referenced meeting should be compensated accordingly.

Approved for Payment:

  
\_\_\_\_\_  
District Manager Signature

12/5/2024  
\_\_\_\_\_  
Date

**\*\*RETURN SIGNED DOCUMENT TO BERNADETTE PEREGRINO\*\***

**From:** Courtney Hogge [chogge@gmsnf.com](mailto:chogge@gmsnf.com)  
**Subject:** Sweetwater Creek CDD Check Request - Stephen Handler Commission Fee  
**Date:** December 9, 2024 at 9:05 AM  
**To:** Todd Polvere [tpolvere@gmsnf.com](mailto:tpolvere@gmsnf.com)



Good morning Todd,  
Please process a check in the amount of \$10 for Stephen Handler's Florida Department of State commission fee. Please include his name and "commission fee" in the memo line of the check so they know who to apply it to. The check should be made payable to Department of State.

I think it would also help to include a copy of this email in the envelope, as well as a copy of the attached oath of office in the envelope with the check, as the original oath of office is being sent to the State separately.

Please mail the check to the following address:

Division of Elections  
R.A. Gray Building, Room 316  
500 South Bronough Street  
Tallahassee, FL 32399



Thank you!  
Courtney Hogge  
Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092  
P: (865) 238-2622  
[chogge@gmsnf.com](mailto:chogge@gmsnf.com)

**S. Handler 12.05.24**  
**.pdf**



# OATH OF OFFICE

(Art. II, § 5(b), Fla. Const.)

STATE OF FLORIDA

County of St. Johns

I do solemnly swear (or affirm) that I will support, protect, and defend the Constitution and Government of the United States and of the State of Florida; that I am duly qualified to hold office under the Constitution of the State, and that I will well and faithfully perform the duties of

Sweetwater Creek Community Development District Board Supervisor

(Full Name of Office – Abbreviations Not Accepted)

on which I am now about to enter, so help me God.

[NOTE: If you affirm, you may omit the words "so help me God." See § 92.52, Fla. Stat.]

[Handwritten Signature]  
Signature

(Affix Seal Below)

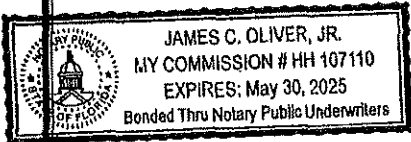
Sworn to and subscribed before me by means of  physical presence  
Or  online notarization this 5 day of December, 2024.

[Handwritten Signature]  
Signature of Officer Administering Oath or of Notary Public

Print, Type, or Stamp Commissioned Name of Notary Public

Personally Known  or Produced Identification

Type of Identification Produced \_\_\_\_\_



## ACCEPTANCE

I accept the office listed in the above Oath of Office.

Mailing Address: Home  Office

379 Rio Del Norte Rd

Stephen Handler

Street or Post Office Box

Print Name

St. Augustine FL 32095

[Handwritten Signature]  
Signature

City, State, Zip Code



Duval Landscape Maintenance  
 7011 Business Park Blvd N  
 Jacksonville, FL 32256  
 www.duvallandscape.com

**INVOICE**

Date	Invoice No.
11/30/24	29330
Terms	Due Date
Net 40	01/09/25

BILL TO
Sweetwater Community Development District 475 West Town Place, Suite 114 St. Augustine, FL 32095

PROPERTY
Sweetwater Creek CDD 605 Palencia Club Dr St. Augustine, FL 32095

Amount Due	PO Number
\$2,900.00	

Please detach top portion and return with your payment.

DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
-------------	-----	-----	------------	-----------	-------

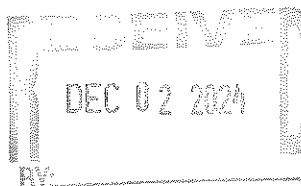
#25085 - Flow sensors oct 24

Flow sensors for the pump stations with 2 pumps. As of now we only have one pump that has flow sensors.

<b>Irrigation Service/Repairs</b>					<b>\$2,900.00</b>
Flow sensor Hunter	2"	6.00	\$350.00	\$2,100.00	
Irrigation Labor	Hr	6.00	\$100.00	\$600.00	
Misc Irrigation Parts & Supplies	each	1.00	\$200.00	\$200.00	

Total	\$2,900.00
Payments/Credits	(\$0.00)
<b>Balance Due</b>	<b>\$2,900.00</b>

Irrigation repair and maintenance  
 1.320.53800.47300  
 DW  
 12/2/24





October 28, 2024  
Sweetwater Creek CDD

Contract No. - 25085

Flow sensors for the pump stations with 2 pumps. As of now we only have one pump that has flow sensors.

ITEM	QTY	UNIT PRICE	TOTAL PRICE
Flow sensor Hunter	6.00	\$350.00	\$2,100.00
Misc Irrigation Parts & Supplies	1.00	\$200.00	\$200.00
Irrigation Labor	6.00	\$100.00	\$600.00
			<b>\$2,900.00</b>

### WORK ORDER SUMMARY

SERVICES	SALES TAX	TOTAL PRICE
Irrigation Service/Repairs	\$0.00	\$2,900.00
		<b>\$0.00</b>
		<b>\$2,900.00</b>

<b>Sale</b>	\$2,900.00
<b>Sales Tax</b>	\$0.00
<b>Total</b>	<b>\$2,900.00</b>

By \_\_\_\_\_  
Joshua Boucher

Date 10/28/2024  
\_\_\_\_\_  
Duval Landscape Maintenance

By Dan Wright \_\_\_\_\_

Date 11/8/24  
\_\_\_\_\_  
Sweetwater Creek CDD



Duvall Landscape Maintenance  
 7011 Business Park Blvd N  
 Jacksonville, FL 32256  
 www.duvalandscape.com

**INVOICE**

Date	Invoice No.
11/30/24	29331
Terms	Due Date
Net 40	01/09/25

BILL TO
Sweetwater Community Development District 475 West Town Place, Suite 114 St. Augustine, FL 32095

PROPERTY
Sweetwater Creek CDD 605 Palencia Club Dr St. Augustine, FL 32095

Amount Due	PO Number
\$2,300.00	

Please detach top portion and return with your payment.

DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
-------------	-----	-----	------------	-----------	-------

#34466 - Rio del norte pump repair Nov 24

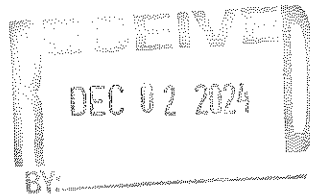
REPLACE UNDERSIZED STARTER WITH A SIZE 1.75 STARTER WITH A 230 V COIL AND REWIRE

STARTER . SET OVERLOAD AND TEST SYSTEM .

Irrigation Service/Repairs \$2,300.00

Total	\$2,300.00
Payments/Credits	(\$0.00)
<b>Balance Due</b>	<b>\$2,300.00</b>

Irrigation repair and maintenance  
 1.320.53800.47300  
 DW  
 12/2/24





Duval Landscape Maintenance  
 7011 Business Park Blvd N  
 Jacksonville, FL 32256  
 www.duvallandscape.com

### INVOICE

Date	Invoice No.
12/03/24	29382
Terms	Due Date
Net 40	01/12/25

BILL TO
Sweetwater Community Development District 475 West Town Place, Suite 114 St. Augustine, FL 32095

PROPERTY
Sweetwater Creek CDD 605 Palencia Club Dr St. Augustine, FL 32095

Amount Due	PO Number
\$24,273.00	

Please detach top portion and return with your payment.

DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
#33890 - Palencia- RENEWAL 2024/2025 December 2024					\$24,273.00

#### Monthly Breakdown

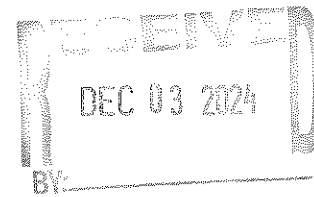
- Monthly Landscape- Mowing, edging, blowing, trimming /detail- \$20,091.48
- Fertilization- \$1,630.00
- Bedding Plants (ANNUALS)- \$1,915.50
- Irrigation check- \$636.00
- 

landscape maint and material  
 1.320.53800.46200  
 DW  
 12/3/24

#### Bed Dressing / Pinestraw

(billed at time of service)

- Fall Install \$25,000.00
- Spring Install \$25,000.00



Total	\$24,273.00
Payments/Credits	(\$0.00)
<b>Balance Due</b>	<b>\$24,273.00</b>



**Future Horizons, Inc**

403 N First Street  
 PO Box 1115  
 Hastings, FL 32145  
 USA

Voice: 904-692-1187  
 Fax: 904-692-1193

**INVOICE**

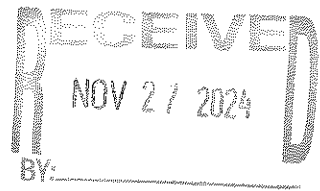
Invoice Number: 87118  
 Invoice Date: Nov 27, 2024  
 Page: 1

<b>Bill To:</b>
Sweetwater Creek CDD in N Palencia c/o GMS, LLC 135 West Central Blvd, Ste 320 Orlando, FL 32801

<b>Ship to:</b>
Sweetwater Creek CDD c/o GMS, LLC 135 West Central Blvd, Ste 320 Orlando, FL 32801

<b>Customer ID</b>	<b>Customer PO</b>	<b>Payment Terms</b>	
Palencia01	Per Contract	Net 45 Days	
<b>Sales Rep ID</b>	<b>Shipping Method</b>	<b>Ship Date</b>	<b>Due Date</b>
	Hand Deliver		1/11/25

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services performed November 12 & 25, 2024	2,122.44	2,122.44



1.320.53800.47000  
 Lake maintenance  
 DW  
 11/27/24

Subtotal	2,122.44
Sales Tax	
Freight	
Total Invoice Amount	2,122.44
Payment/Credit Applied	
<b>TOTAL</b>	<b>2,122.44</b>

Check/Credit Memo No:

Overdue invoices are subject to finance charges.

**Governmental Management Services, LLC**

1001 Bradford Way  
 Kingston, TN 37763

**Invoice**

Invoice #: 165

Invoice Date: 12/1/24

Due Date: 12/1/24

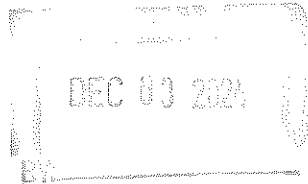
Case:

P.O. Number:

**Bill To:**

Sweetwater Creek CDD  
 475 West Town Place  
 Suite 114  
 St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Management Fees -December 2024		3,683.33	3,683.33
Website Administration -December 2024		86.67	86.67
Information Technology - December 2024		123.50	123.50
Dissemination Agent Services - December 2024		459.33	459.33
Office Supplies		13.19	13.19
Postage		252.04	252.04
Copies		183.45	183.45
Telephone		26.76	26.76



<b>Total</b>	<b>\$4,828.27</b>
<b>Payments/Credits</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$4,828.27</b>

# IH BRANDS

CREATING PERSONALIZED PRODUCTS

2021-2 St. Augustine Road E, Jacksonville, FL 32207  
888-465-6373

*Sweetwater CDD TP*

**BILL TO:**  
GMS - GOVERNMENTAL MANAGEMENT SERVICES  
475 WEST TOWN PLACE  
SUITE 114  
ST. AUGUSTINE, FL 32092



INV:92468572

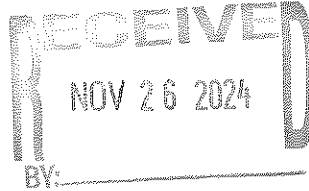
ACCT#	DATE	TERMS	BIN/CNT
301956	10/18/2024	NET30	5224-1
PO# NET30; NT# 8130235			

HSC DHL: DHL Expedited (5 oz)  
Tracking#: 420320929261290339700605505349

**SHIP TO:**  
JIM OLIVER  
904-940-5850  
475 W TOWN PL  
SAINT AUGUSTINE, FL 32092-3648

QTY	SKU	DESCRIPTION	LIST	PRICE	TOTAL
1	210D Option	DESK SIGN 2X10 ALUMINUM W/INSERT -- Dan Colin Logo : None	20.00 0.00	14.99 0.00	14.99
1	ADJ	PROMOTIONAL ADJUSTMENT	(1.80)	(1.80)	(1.80)
1	DHLEXPED	SHIPPING AND HANDLING - DHL EXPEDITED	7.99	7.99	7.99
		<b>TOTAL</b>			<b>21.18</b>

*New Supervisor TP*



We appreciate your business !!!

1:15

68



Search or ask a question



### View order details

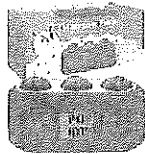
Order date	Nov 9, 2024
Order #	114-5944831-4597840
Order total	\$21.29 (1 item)

*DR HANDLER*

*Reimburse  
go*

### Delivered November 11

Package was left in a parcel locker



**Visual Classroom Timer for Kids & Teachers w/Visual and Audible Alarms - Light Timer Green(GO) Orange(Alarm) Red(Stop) for Lesso...**

Sold by: Key Savings  
 Return or replace items: Eligible through January 31, 2025  
 \$19.99

*Timer for CDD meetings*

Get product support >

Buy it again >

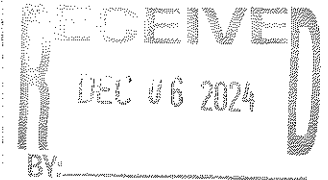
Track package >

Return or replace items >

Ask Product Question >

Leave seller feedback >

Write a product review >



**Bob's Backflow & Plumbing Services**

4640 Subchaser Ct., Ste 113  
 Jacksonville, FL 32244

**Invoice**

18038  
 Invoice Date  
 12/11/2024

<b>Bill To</b>
Sweetwater Creek C/O Governmental Mgmt Services Central FL 135 West Central Blvd., Ste 320 Orlando, FL 32801

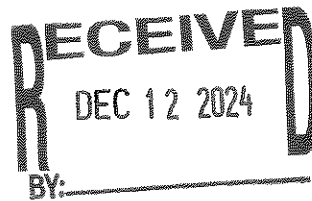
<b>Job Location</b>
Sweetwater Creek CDD VARIOUS ADDRESSES St Augustine, FL 32095

**Bob's Backflow & Plumbing Services**  
 4640 Subchaser Ct., Ste 113  
 Jacksonville, FL 32244

Phone # (904) 268-8009 Fax # (904) 292-4403

P.O. Number	Terms	Due Date
N/A	Net 30	1/10/2025

Serviced	Description	Quantity	Price Each	Amount
12/5/2024	1" Febco 860 Serial# HA25736 - Potable 491 Ensenada Dr. Labor to clean, flush, test, insulate, and certify Insulation to protect the device against future freeze damage. Backflow Test: Backflow Test/ Certified and submitted to proper Water Utility Provider - PASSED	1.5 1 1	90.00 40.00 0.00	135.00 40.00 0.00
	Backflow Test: Backflow Test/ Certified and submitted to proper Water Utility Provider 1187 Las Calinas Blvd 1" Apollo RPLF4A Serial# 620167 -FAILED	1	45.00	45.00
	Field repairs and maintenance 1.320.53800.47301 DW 12/12/24			



**Thank you for your business. We appreciate your prompt payment.**  
 Please make checks payable to Bob's Backflow and include your invoice number.

<b>Total</b>	\$220.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$220.00

**From:** Courtney Hogge chogge@gmsnf.com  
**Subject:** Sweetwater Creek CDD Check Request - Ron Cervelli Commission Fee  
**Date:** December 16, 2024 at 1:35 PM  
**To:** Todd Polvere tpolvere@gmsnf.com

---



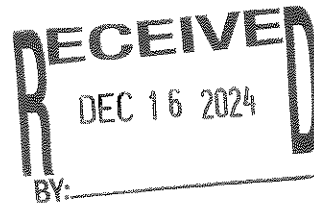
Good morning Todd,  
Please process a check in the amount of \$10 for Ron Cervelli's Florida Department of State commission fee. Please include his name and "commission fee" in the memo line of the check so they know who to apply it to. The check should be made payable to Department of State.

I think it would also help to include a copy of this email in the envelope, as I do not yet have his oath, so that will be sent separately.

Please mail the check to the following address:

Division of Elections  
R.A. Gray Building, Room 316  
500 South Bronough Street  
Tallahassee, FL 32399

Thank you!  
Courtney Hogge  
Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092  
P: (865) 238-2622  
[chogge@gmsnf.com](mailto:chogge@gmsnf.com)





Duval Landscape Maintenance  
 7011 Business Park Blvd N  
 Jacksonville, FL 32256  
 www.duvallandscape.com

**INVOICE**

Date	Invoice No.
12/10/24	29556
Terms	Due Date
Net 40	01/19/25

BILL TO
Sweetwater Community Development District 475 West Town Place, Suite 114 St. Augustine, FL 32095

PROPERTY
Sweetwater Creek CDD 605 Palencia Club Dr St. Augustine, FL 32095

Amount Due	PO Number
\$1,200.00	

Please detach top portion and return with your payment.

DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
-------------	-----	-----	------------	-----------	-------

#34666 - sweetwater middle clock  
 decoder repair nov24

sweetwater middle clock decoder  
 repairs nov24

DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
<b>Irrigation Service/Repairs</b>					<b>\$1,200.00</b>
Hunter 1 Station Decoder	1	2.00	\$285.00	\$570.00	
Irrigation Labor	Hr	3.00	\$100.00	\$300.00	
Misc Irrigation Supplies		1.00	\$30.00	\$30.00	
Valve Locating	each	2.00	\$150.00	\$300.00	

Total	\$1,200.00
Payments/Credits	(\$0.00)
<b>Balance Due</b>	<b>\$1,200.00</b>

Irrigation repair and maintenance  
 1.320.53800.47300  
 DW  
 12/11/24

**RECEIVED**  
 DEC 11 2024  
 BY: \_\_\_\_\_



Duval Landscape Maintenance  
 7011 Business Park Blvd N  
 Jacksonville, FL 32256  
 www.duvallandscape.com

**INVOICE**

Date	Invoice No.
12/17/24	29608
Terms	Due Date
Net 40	01/26/25

BILL TO
Sweetwater Community Development District 475 West Town Place, Suite 114 St. Augustine, FL 32095

PROPERTY
Sweetwater Creek CDD 605 Palencia Club Dr St. Augustine, FL 32095

Amount Due	PO Number
\$700.00	

Please detach top portion and return with your payment.

DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
-------------	-----	-----	------------	-----------	-------

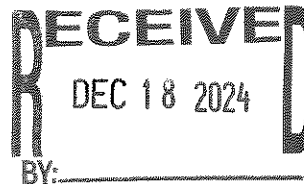
#34665 - sweetwater Rincon valve  
 repair nov24

sweetwater Rincon valve repair nov24

DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
<b>Irrigation Service/Repairs</b>					<b>\$700.00</b>
Electrical Valve	2"	2.00	\$225.00	\$450.00	
Misc Irrigation Supplies		1.00	\$100.00	\$100.00	
Slip fix	2"	2.00	\$75.00	\$150.00	

Total	\$700.00
Payments/Credits	(\$0.00)
<b>Balance Due</b>	<b>\$700.00</b>

Irrigation repair and maintenance  
 1.320.53800.47300  
 DW  
 12/18/24







Duval Landscape Maintenance  
 7011 Business Park Blvd N  
 Jacksonville, FL 32256  
 www.duvallandscape.com

**INVOICE**

Date	Invoice No.
12/11/24	29564
Terms	Due Date
Net 40	01/20/25

BILL TO
Sweetwater Community Development District 475 West Town Place, Suite 114 St. Augustine, FL 32095

PROPERTY
Sweetwater Creek CDD 605 Palencia Club Dr St. Augustine, FL 32095

Amount Due	PO Number
\$430.00	

Please detach top portion and return with your payment.

DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
-------------	-----	-----	------------	-----------	-------

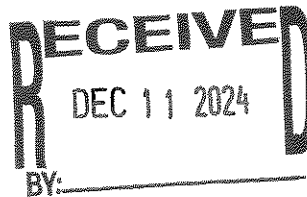
#34802 - sweetwater valve repair  
 Rincon park dec24

valve repair Rincon park dec24

<b>Irrigation Service/Repairs</b>					<b>\$430.00</b>
Electrical Valve	2"	1.00	\$225.00	\$225.00	
Irrigation Labor	Hr	1.00	\$100.00	\$100.00	
Misc Electrical Parts		2.00	\$15.00	\$30.00	
Slip fix	2"	1.00	\$75.00	\$75.00	

Total	\$430.00
Payments/Credits	(\$0.00)
<b>Balance Due</b>	<b>\$430.00</b>

Irrigation repair and maintenance  
 1.320.53800.47300  
 DW  
 12/11/24





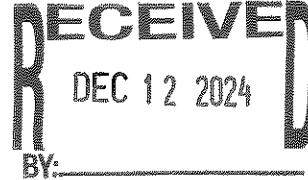
# INVOICE

KILINSKI | VAN WYK

Invoice # 10974  
Date: 12/10/2024  
Due On: 01/09/2025

## Kilinski | Van Wyk PLLC

P.O. Box 6386  
Tallahassee, Florida 32314



Sweetwater Creek CDD  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

### SWEETWATER CREEK CDD – GENERAL COUNSEL/MONTHLY MEETING

Type	Attorney	Date	Notes	Quantity	Rate	Total
Service	JK	11/06/2024	Review agenda materials, staff reports, goals by supervisor, proposals for improvements, minutes, resident communication and election results; confer with staff on suspensions; confer re: budget amendments; follow up with staff on incident reports	1.40	\$310.00	\$434.00
Service	MGH	11/06/2024	Review and analyze agenda package and materials for Board consideration, including meeting minutes, financial reports, staff reports and proposals, resolution amending Fiscal Year 2024 budget, staff performance objectives, and related District documents in preparation for Board meeting.	2.70	\$265.00	\$715.50
Service	MGH	11/07/2024	Exchange correspondence with District staff regarding amenity policy violations and recommendations related to same; prepare for and attend Board meeting; discuss same with J. Kilinski and identify legal follow-up items; prepare Additional Services Order with Duval Landscape for flow sensor installation.	3.10	\$265.00	\$821.50
Service	JK	11/07/2024	Finalize preparations for Board meeting; post meeting wrap up on statement of conflicts	0.90	\$310.00	\$279.00
Service	JK	11/08/2024	Review work authorization; review correspondence on amenity policy/suspensions; review RMS contracts	0.20	\$310.00	\$62.00

Service	MGH	11/08/2024	Analyze Supervisor of Elections records to confirm elected Supervisors and compile status of Board seats; review District Manager meeting notes.	0.40	\$265.00	\$106.00
Service	JK	11/12/2024	Conference call with Chairman on CDD items; pull contract documents	1.30	\$310.00	\$403.00
Service	CD	11/13/2024	Review and respond to Email from Michael Eckert with Amendment to Agreement.	0.30	\$170.00	\$51.00
Service	JK	11/13/2024	Follow up on contract review/Chairman discussion.	0.40	\$310.00	\$124.00
Service	MGH	11/13/2024	Confer with staff regarding research needed on scope and billing provisions and research same.	0.60	\$265.00	\$159.00
Service	JK	11/14/2024	Review ASOs for landscaping	0.20	\$310.00	\$62.00
Service	MGH	11/14/2024	Further prepare and distribute Duval Landscape Additional Services Order for flow sensor installation; review and analyze Playmore proposal and terms.	0.50	\$265.00	\$132.50
Service	MGH	11/21/2024	Review and revise November meeting minutes.	0.30	\$265.00	\$79.50
Service	AH	11/25/2024	Review election results; prepare letter on CDD status/information; prepare notebook on applicable law/background.	0.20	\$170.00	\$34.00
Service	MGH	11/25/2024	Further review and analyze agreements to confirm scope and billing provisions.	1.10	\$265.00	\$291.50
Service	JK	11/26/2024	Review draft agenda and confer with staff on edits to same	0.20	\$310.00	\$62.00
Service	MGH	11/26/2024	Review and analyze draft agenda for upcoming Board meeting and identify legal follow-up items needed.	0.30	\$265.00	\$79.50
					<b>Total</b>	<b>\$3,896.00</b>

## Detailed Statement of Account

### Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
10974	01/09/2025	\$3,896.00	\$0.00	\$3,896.00

<b>Outstanding Balance</b>	<b>\$3,896.00</b>
<b>Total Amount Outstanding</b>	<b>\$3,896.00</b>

Please make all amounts payable to: Kilinski | Van Wyk PLLC

Please pay within 30 days.

## CHECK REQUEST FORM

Project: Sweetwater Creek C.D.D.

Vendor: My Clean Roof

4771 Happers Ferry Lane, Jax FL 32257

Check Amount: 1200.00

Check Needed: ASAP

Cost Code: 1 320-53800-47301

Requestor: Erin Gunia

Description: pressure wash roof deck & curbs

Approved By: Erin Gunia Date: 12/4/24



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
12/12/24	00162	10/24/24 W69910	202410 330-53800-48100	RPR GYM EQUIPMENT AMERICAN ELECTRICAL CONTRACTING INC	*	2,705.00	2,705.00 002795
12/12/24	00129	11/15/24 11152024	202411 340-53800-34500	11/13-11/27 FITNESS CLASS AMYSUE LONG	*	175.00	175.00 002796
12/12/24	00131	12/03/24 12032024	202411 340-53800-34500	11/4-11/17 FITNESS CLASS DIANE LAURA STOEVER	*	320.00	320.00 002797
12/12/24	00131	12/03/24 12032024	202411 340-53800-34500	11/18-12/1 FITNESS CLASS DIANE LAURA STOEVER	*	360.00	360.00 002798
12/12/24	00119	12/03/24 29381	202412 330-53800-46200	DEC FITNESS & DOG PARK DUVAL LANDSCAPING MAINTENANCE	*	1,963.00	1,963.00 002799
12/12/24	00128	11/14/24 11142024	202411 340-53800-34500	11/12-11/20 FITNESS CLASS ELIANA N ROQUE	*	280.00	280.00 002800
12/12/24	00080	12/02/24 748746	202412 300-15500-10000	JAN GATE GRD MONITORING HIDDEN EYES LLC	*	3,428.05	3,428.05 002801
12/12/24	00139	4/01/24 04012024	202404 340-53800-34500	3/24-4/5 FITNESS CLASS GLENDA MALEWICKI	*	315.00	315.00 002802
12/12/24	00151	12/03/24 12032024	202412 340-53800-34500	12/2 FITNESS CLASS JOSIE LYNNE CARLETON	*	35.00	35.00 002803
12/12/24	00132	11/23/24 11232024	202411 340-53800-34500	11/14-11/23 FITNESS CLASS LAURA CORREA	*	140.00	140.00 002804
12/12/24	00127	11/17/24 11172024	202411 340-53800-34500	11/4-11/17 FITNESS CLASS LINA HERMEZ	*	410.00	410.00 002805
12/12/24	00127	12/01/24 12012024	202411 340-53800-34500	11/18-12/1 FITNESS CLASS LINA HERMEZ	*	450.00	450.00 002806

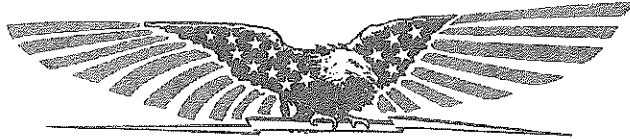
SWCC SWEETWATER CRK BPEREGRINO

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	TO DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
12/12/24	00135	11/13/24	11132024	202411	340	53800	34500			*	245.00		
			11/4-11/13					FITNESS CLASS	MIRANDA BULGER			245.00	002807
12/12/24	00135	11/27/24	11272024	202411	340	53800	34500			*	245.00		
			11/18-11/27					FITNESS CLASS	MIRANDA BULGER			245.00	002808
12/12/24	00141	12/03/24	12032024	202411	340	53800	34500			*	175.00		
			11/4-11/27					FITNESS CLASS	PATRICIA SCOTT			175.00	002809
12/12/24	00138	11/14/24	11142024	202411	340	53800	34500			*	175.00		
			10/31-11/14					FITNESS CLASS	RONALD C CULLUM			175.00	002810
12/12/24	00138	11/26/24	11262024	202411	340	53800	34500			*	105.00		
			11/19-11/26					FITNESS CLASS	RONALD C CULLUM			105.00	002811
12/12/24	00136	11/21/24	11212024	202411	340	53800	34500			*	140.00		
			11/5-11/14					FITNESS CLASS	TIFFANY ROSE CUNNINGHAM			140.00	002812
12/19/24	00096	12/08/24	1241	202411	330	53800	44000			*	513.20		
			NOV SPIN BIKE LEASE										
		12/08/24	1246	202412	330	53800	44000			*	513.20		
			DEC SPIN BIKE LEASE						FRANK A FLORI			1,026.40	002813
12/19/24	00113	10/30/24	0000734	202410	330	53800	35200			*	795.00		
			REISSUED-IT LAPTOP SETUP						CRN JAX			795.00	002814
12/19/24	00005	9/04/24	41-28757	202410	330	53800	52200			*	194.08		
			SPA & PAPER						DOWNEY'S JANITORIAL SUPPLIES			194.08	002815
12/19/24	00005	9/26/24	41-28849	202410	330	53800	52100			*	111.79		
			CLEANING SUPPLIES										
		9/26/24	41-28849	202410	330	53800	52200			*	139.70		
			SPA & PAPER						DOWNEY'S JANITORIAL SUPPLIES			251.49	002816
12/19/24	00005	10/23/24	41-28969	202410	330	53800	52100			*	65.85		
			CLEANING SUPPLIES										

SWCC SWEETWATER CRK BPEREGRINO



CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO... YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
10/23/24		41-28969	202410	330-53800-52200					SPA & PAPER	*	141.60		
									DOWNEY'S JANITORIAL SUPPLIES			207.45	002817
12/19/24	00005	11/06/24	41-29034	202411	330-53800-52100				CLEANING SUPPLIES	*	103.66		
		11/06/24	41-29034	202411	330-53800-52200				SPA & PAPER	*	37.80		
									DOWNEY'S JANITORIAL SUPPLIES			141.46	002818
12/19/24	00005	11/27/24	41-29149	202411	330-53800-52100				CLEANING SUPPLIES	*	68.41		
		11/27/24	41-29149	202411	330-53800-52200				SPA & PAPER	*	184.18		
									DOWNEY'S JANITORIAL SUPPLIES			252.59	002819
12/19/24	00119	10/17/24	28918	202410	330-53800-48000				AUG LAS COLINAS ONDA ROAD	*	8,585.00		
									DUVAL LANDSCAPING MAINTENANCE			8,585.00	002820
12/19/24	00119	12/10/24	29558	202412	340-53800-46000				DEC VALV RPR PUTT PUTT PK	*	355.00		
									DUVAL LANDSCAPING MAINTENANCE			355.00	002821
12/19/24	00038	9/17/24	105276	202410	340-53800-48200				STRENGTH EQUIP REPAIR	*	1,117.50		
									SOUTHEAST FITNESS REPAIR			1,117.50	002822
12/19/24	00041	12/09/24	61951370	202412	340-53800-34400				DEC PEST CONTROL	*	81.19		
									TURNER PEST CONTROL LLC			81.19	002823
TOTAL FOR BANK B											24,673.21		
TOTAL FOR REGISTER											24,673.21		



EC13010299

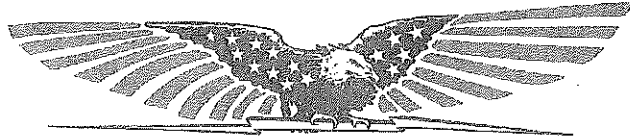
# AMERICAN ELECTRICAL Contracting, Inc.

9016 Philips Highway | Jacksonville, FL 32256 | Office (904) 737-7770 | Fax (904) 737-1099

<b>SOLD TO</b> Palencia C/O Sweetwater Creek CDD 1865 N Loop Pkwy St. Augustine, FL 32095 Att: John Smith	<b>INVOICE</b> Invoice Number: W69910 Invoice Date: Oct 24/24 Terms: Customer Code: 1865NLOOPP Reference: BM Customer Order: Work Order #: 00071549 Work Order Type: T&M Job Location: Palencia Fitness Cente Called By: Erin Starting Date: Oct 18/24 Completion Date: Oct 21/24
<b>JOB LOCATION</b> Palencia Fitness Center 1865 N Loop Pkwy St. Augustine, FL 32095 770-841-4800	

Description	Qty	Price	Total
<b>Work Performed</b> - Fitness Center Electrical - Provide and install (1) 60 minute, 120v timer and (1) GFCI receptacle for fan under canopy in Pickle Ball Court. - Wire timer to existing 120v circuit. - Wire for (1) 20a, 120v dedicated circuit for ice machine between restrooms to outdoor pool. - Install surface mounted GFCI receptacle for ice machine. - Water fountain bottle filler to be plugged into existing water cooler outlet. - Replace GFI outlet not working in Gym Movement Studio with 20a, tamper duplex white receptacle. Total Quote: \$2,705.00			
Make Payments online at: <a href="http://www.american-electrical.com/payonline/invoice-payment">www.american-electrical.com/payonline/invoice-payment</a>			

RECEIVED  
 DEC 04 2024  
 BY: \_\_\_\_\_



EC13010299

# AMERICAN ELECTRICAL

Contracting, Inc.

9016 Philips Highway | Jacksonville, FL 32256 | Office (904) 737-7770 | Fax (904) 737-1099

<b>SOLD TO</b> Palencia C/O Sweetwater Creek CDD 1865 N Loop Pkwy St. Augustine, FL 32095 Att: John Smith	<b>INVOICE</b>  Invoice Number: W69910 Invoice Date: Oct 24/24 Terms: Customer Code: 1865NLOPP Reference: BM Customer Order: Work Order #: 00071549 Work Order Type: T&M Job Location: Palencia Fitness Cente Called By: Erin Starting Date: Oct 18/24 Completion Date: Oct 21/24
<b>JOB LOCATION</b> Palencia Fitness Center 1865 N Loop Pkwy St. Augustine, FL 32095 770-841-4800	

	<b>Total Invoice</b>	2,705.00
--	----------------------	----------

Sweetwater Creek CDD  
1865 North Loop Pkwy,  
Saint Augustine, FL, 32095

Amy Sue Long  
84 Rio Del Norte Rd, St. Augustine, FL 32095

2023 Classes Taught in TWO week period:

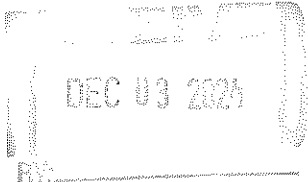
Yoga 11/13 11/20 11/27  
11/15 11/22

Substitute Dates:

Code: 2-340-53800-34500

Cost: ~~\$175~~ \$175

Approved: *Amy Sue Long* Date: 11/15/24



Sweetwater Creek CDD  
1865 North Loop Pkwy,  
Saint Augustine, FL, 32095

Vendor: Diane Stoever

153 Oak Common Ave. St. Augustine, FL 32095

2023 Classes Taught in TWO week period: NOV 4 - NOV 17

Pilates Dates:

Kids Fitness Dates: 11/6, 11/13

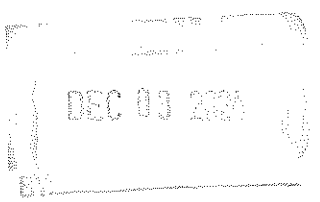
Stretch Dates: 11/4, 11/8, 11/11, 11/15

Barre Dates: 11/4, 11/11

Substitute Dates:

Code: 2-340-53800-34500

Cost: \$320.00



Approved: *[Signature]*

Date: 12/3/24

Sweetwater Creek CDD  
1865 North Loop Pkwy,  
Saint Augustine, FL 32095

Vendor: Diane Stoever

153 Oak Common Ave. St. Augustine, FL 32095

2023 Classes Taught in TWO week period: Nov 18 - Dec 1

Pilates Dates: ~~11/18, 11/25~~

Kids Fitness Dates: 11/20

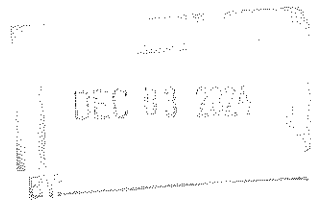
Stretch Dates: 11/18, 11/22, 11/25

Barre Dates: 11/18, 11/25

Substitute Dates: 11/21 Sr. Pilates 11/26 Sr. Pilates  
11/26 cardio

Code: 2-340-53800-34500

Cost: \$360.00



Approved: 

Date: 12/3/24



Duval Landscape Maintenance  
 7011 Business Park Blvd N  
 Jacksonville, FL 32256  
 www.duvallandscape.com

**INVOICE**

Date	Invoice No.
12/03/24	29381
Terms	Due Date
Net 40	01/12/25

BILL TO
Sweetwater Community Development District 475 West Town Place, Suite 114 St. Augustine, FL 32095

PROPERTY
Sweetwater Creek CDD 605 Palencia Club Dr St. Augustine, FL 32095

Amount Due	PO Number
\$1,963.00	

Please detach top portion and return with your payment.

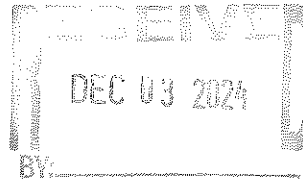
DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
#31603 - Sweetwater Fitness Center and Dog Park- 2024 December 2024					\$1,963.00

**Monthly Break Down**

- Monthly Maintenance -Mowing, edging, blowing, trimming /detail \$1,459.59
- Fertilization- \$130.66
- Bedding Plants (ANNUALS) - \$373.00

Total	\$1,963.00
Payments/Credits	(\$0.00)
<b>Balance Due</b>	<b>\$1,963.00</b>

2.330.53800.46200  
 Landscape maint and improvements  
 DW  
 12/3/24



Sweetwater Creek CDD  
1865 North Loop Pkwy,  
Saint Augustine, FL 32095

Vendor: Eliana Roque  
138 Pickett Dr, St. Augustine, FL 32084

2023 Classes Taught in TWO week period:

Cardio Core Dates: 11/12 11/19

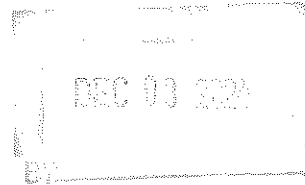
Senior Mat Pilates Dates: 11/12 11/14 11/19

Senior Strength Dates: 11/13 11/20

Substitute Dates:

Code: 2-340-53800-34500

Cost: 280



Approved:

*Eliana Roque*

Date: 11/14/24



**Envera**

8281 Blaikie Court  
Sarasota, FL 34240  
(941) 556-7066

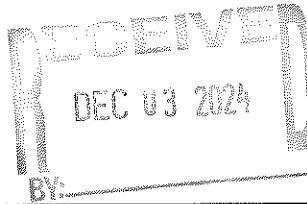
<b>Invoice</b>	
Invoice Number <b>748746</b>	Date <b>12/02/2024</b>
Customer Number <b>300299</b>	Due Date <b>01/01/2025</b>

Page: 1

Customer Name	Customer Number	PO Number	Invoice Date	Due Date
Sweetwater Creek CDD	300299		12/02/2024	01/01/2025

Quantity	Description	Months	Rate	Amount
<i>2898 - Gate Access - Sweetwater Creek CDD - Entrance 1 (North Loop Parkway, Entrance2 (South Loop Parkway, Saint Augustine, FL</i>				
1.00	Envera Kiosk System 01/01/2025 - 01/31/2025	1.00	\$500.00	\$500.00
1.00	Service & Maintenance 01/01/2025 - 01/31/2025	1.00	\$464.80	\$464.80
1.00	Data Management 01/01/2025 - 01/31/2025	1.00	\$250.00	\$250.00
1.00	Virtual Gate Guard Monitoring 01/01/2025 - 01/31/2025	1.00	\$2,213.25	\$2,213.25
			<b>Subtotal:</b>	<b>\$3428.05</b>
	<b>Tax</b>			\$0.00
	<b>Payments/Credits Applied</b>			\$0.00
			<b>Invoice Balance Due:</b>	<b>\$3428.05</b>

2.330.53800.48400  
Security  
DW  
12/3/24



Date	Invoice #	Description	Amount	Balance Due
12/2/2024	748746	Monitoring Services	\$3428.05	\$3428.05

**Envera**

8281 Blaikie Court  
Sarasota, FL 34240  
(941) 556-7066

<b>Invoice</b>	
Invoice Number <b>748746</b>	Date <b>12/02/2024</b>
Customer Number <b>300299</b>	Due Date <b>01/01/2025</b>

Net Due: \$3,428.05

Amount Enclosed: \_\_\_\_\_

Sweetwater Creek CDD  
C/O GMS  
475 West Town Place Ste 114  
Saint Augustine, FL 32092

REMIT TO:

Envera  
PO Box 2086  
Hicksville, NY 11802

Sweetwater Creek CDD  
1865 North Loop Pkwy,  
Saint Augustine, FL 32095

# Lost Check - Reissue

Vendor: Glenda Malewecki

1108 Stonehenge Trail Lane, St. Augustine, FL 32092

2023 Classes Taught in TWO week period:

Senior Mat Pilates Dates:

3/28 Senior Pilates 11:15am \$35  
4/4 Senior Pilates 11:15am \$35

Substitute Dates:

3/24 4pm Yoga (Lina) \$35  
3/25 9am Yoga (Lina) \$35  
3/26 5:15pm Yogalates (Lina) \$35  
4/1 9:00am Pilates (Lina) \$35  
4/2 5:15pm Yogalates (Lina) \$35  
4/3 5:15pm Power Yoga (Lina) \$35

Code: 2-340-53800-34500

~~4/4~~ ~~11:15am~~ stretch (Diane) \$35  
4/5 12pm stretch (Diane) \$35

Cost:

315.00

Approved:

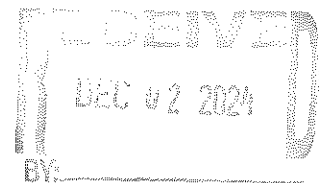
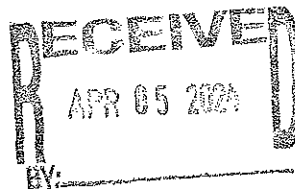
*Glenda Malewecki*

Date:

4/1/24

*W*

4/2/24



Sweetwater Creek CDD  
1865 North Loop Pkwy,  
Saint Augustine, FL 32095

Vendor: Josie Lynne Carleton  
181 Medio Dr, St. Augustine, FL 32095

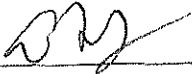
2023 Classes Taught in TWO week period:

Substitute Dates: Monday, Dec 2<sup>nd</sup> 2024 @ 6 pm - 7:30 pm

Code: 2-340-53800-34500

Cost: \$35

DEC 03 2024

Approved: 

Date:

12/3/24

Sweetwater Creek CDD  
1865 North Loop Pkwy,  
Saint Augustine, FL 32095

Vendor: Laura Correa  
197 Paradas Pl, St. Augustine, FL 32092

2023 Classes Taught in TWO week period:

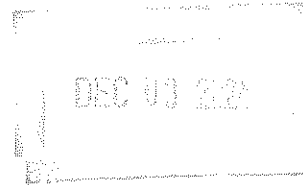
Zumba Dates: 11/14 & 11/21 - 6:00PM

Zumba Tone/Zumba Dates: 11/16 & 11/23 - 9:00AM

Substitute Dates:

Code: 2-340-53800-34500

Cost: \$140



Approved:

Date: 11/23/24

Sweetwater Creek CDD  
1865 North Loop Pkwy,  
Saint Augustine, FL, 32095

Vendor: Lina Henmez

248 Glorietta Dr, St. Augustine, FL 32095

2023 Classes Taught in TWO week period:

Meditation Dates: 6<sup>th</sup>, 13<sup>th</sup> NOV

Yogalates Dates: 5<sup>th</sup>, 12<sup>th</sup> NOV

Power Pump Dates: 5<sup>th</sup>, 12<sup>th</sup> NOV

Yoga Dates: 6<sup>th</sup>, 13<sup>th</sup>, 17<sup>th</sup> NOV (I subed the 10<sup>th</sup>)  
glinda covered

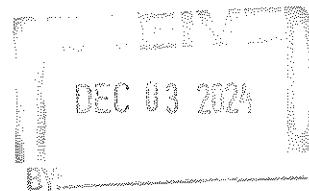
Pilates Dates: 4<sup>th</sup>, 11<sup>th</sup> NOV

Code: 2-340-53800-34500

Cost: \$ 420<sup>00</sup> *diaw*

Approved: *WLD*

Date: 17<sup>th</sup> Nov, 2024



Sweetwater Creek CDD  
1865 North Loop Pkwy,  
Saint Augustine, FL, 32095

Vendor: Lina Hermez

248 Glorietta Dr, St. Augustine, FL 32095

2023 Classes Taught in TWO week period: 18<sup>th</sup> Nov ~ 1<sup>st</sup> Dec  
Meditation Dates: 20<sup>th</sup>, 27<sup>th</sup> Nov  
Yogalates Dates: 19<sup>th</sup>, 26<sup>th</sup> Nov  
Power Pump Dates: 19<sup>th</sup>, 26<sup>th</sup> Nov  
Yoga Dates: 20<sup>th</sup>, 24<sup>th</sup>, 27<sup>th</sup>, 1 Dec  
Pilates Dates: 18<sup>th</sup>, 25<sup>th</sup> Nov

Code: 2-340-53800-34500  
Cost: \$450<sup>00</sup> *Quinn*

Approved: *AM* Date: 1 Dec, 2024

RECEIVED  
DEC 03 2024  
BY: \_\_\_\_\_

Sweetwater Creek CDD  
1865 North Loop Pkwy,  
Saint Augustine, FL 32095

Vendor: Miranda Bulger

2112 Pond Spring Way, Fleming Island, FL 32003

11/4 - 11/13

2023 Classes Taught in TWO week period:

HITT Dates: 11/4 11/6 11/11 11/13

Spin Dates: 11/8 11/13

Substitute Dates:

Code: 2-340-53800-34500

Cost:

\$ 2.45

DEC 03 2024

Approved:

Miranda Bulger

Date:

11/13/24

Sweetwater Creek CDD  
1865 North Loop Pkwy,  
Saint Augustine, FL, 32095

Vendor: Miranda Bulger

2112 Pond Spring Way, Fleming Island, FL 32003

11/18 - 11/27

2023 Classes Taught in TWO week period:

HIIT Dates: 11/18 11/20 11/25 11/27

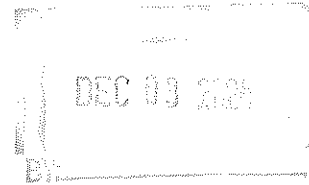
Spin Dates: 11/20 11/27

Substitute Dates:

Code: 2-340-53800-34500

Cost:

245.00



Approved:

*Miranda Bulger*

Date:

11/27



Sweetwater Creek CDD  
1865 North Loop Pkwy,  
Saint Augustine, FL, 32095

Vendor: Patty Scott

256 Front Door Lane, St. Augustine, FL 32095

2023 Classes Taught in TWO week period:

Meditation Dates:

Spin 10:15-11 Nov. 4th

Yogalates Dates:

Spin 10:15-11 Nov. 11th

Power Pump Dates:

Spin 10:15-11 Nov. 18th

Yoga Dates:

Spin 10:15-11 Nov. 25th

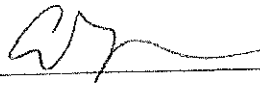
Pilates Dates:

Senior Strength 10-11 Nov. 27th

Code: 2-340-53800-34500

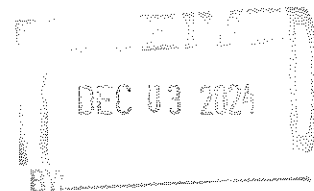
Cost: 175<sup>00</sup>

Approved:



Date:

12/3/24



Sweetwater Creek CDD  
1865 North Loop Pkwy,  
Saint Augustine, FL, 32095

Vendor: Ron Collum

416 Heather Dr St. Augustine, FL 32095

2023 Classes Taught in TWO week period:

2024

Tai Chi Dates:

31 OCT

5, 7, 12, 14 November

Substitute Dates:

$$5 \times 35 = 175.00$$

Code: 2-340-53800-34500

Cost:

\$175

DEC 03 2024

Approved:

*[Signature]*

Date:

11/14

Sweetwater Creek CDD  
1855 North Loop Pkwy,  
Saint Augustine, FL, 32095

Vendor: Ron Collum

416 Heather Dr St. Augustine, FL 32095

2023 Classes Taught in TWO week period:

Tai Chi Dates: November  
19, 21, 26 = \$ 105

Substitute Dates: Previously submitted = \$ 400  
November  
5, 7, 12, 14 = \$ 175  
+ OCT-31

Code: 2-340-53800-34500

Cost:

\$ 105

DEC 03 2024

Approved:

*[Signature]*  
26 NOV 2024

Date:

Sweetwater Creek CDD  
1865 North Loop Pkwy,  
Saint Augustine, FL 32095

Vendor: Tiffany Cunningham  
153 Esmerelda Rd, St. Augustine, FL 32095

2023 Classes Taught in TWO week period:

4  
11-5 / 11-17 / 11-12 / 11-14

Cardio X Dates: →

Substitute Dates:

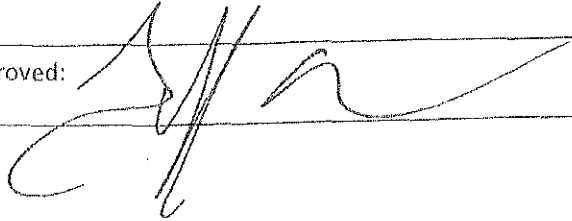
Code: 2-340-53800-34500

Cost:

\$ 140<sup>00</sup>

DEC 03 2023

Approved:



Date:

11-21-23

## CHECK REQUEST FORM

Project: Sweetwater Creek C.D.D.

Vendor:

Chairman's Enterprises

11586 Tyndel Creek Lane, Jax FL 32223

Check Amount: 1020.40

Check Needed: ASAP

Cost Code:

2-330-53800-44000

Requestor: Erin Gunia

Description:

Spin Bike Lease

Nov + Dec

Approved By: Erin Gunia

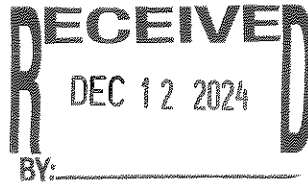
Date:

12/8/24

# Chairmans Enterprises

Invoice # 1241

11586 Tyndel Creek Lane  
Jacksonville, FL 32223  
(904) 536-7746  
NOVEMBER 1st, 2024



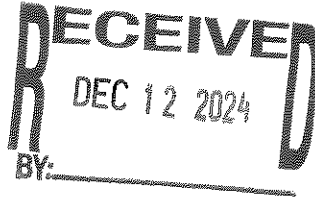
Sweetwater Creek CDD  
1865 North Loop Parkway St.  
Augustine, FL 32095

Qty	Description	Unit	Total
8	For Lease of Lemond Pro Indoor Cycling Bikes	\$51.32	\$410.56
1	For Lease of Commercial Spirit Airbike AB900	\$102.64	\$102.64
	11/01/2024 through 11/31/2024		
	Terms: 30 Day Net		
		Subtotal	\$513.20

# Chairmans Enterprises

Invoice # 1246

11586 Tyndel Creek Lane  
Jacksonville, FL 32223  
(904) 536-7746  
DECEMBER 1ST, 2024



Sweetwater Creek CDD  
1865 North Loop Parkway St.  
Augustine, FL 32095

Qty	Description	Unit	Total
8	For Lease of Lemond Pro Indoor Cycling Bikes	\$51.32	\$410.56
1	For Lease of Commercial Spirit Airbike AB900	\$102.64	\$102.64
	12/01/24 through 12/31/24		
	Terms: 30 Day Net		
		Subtotal	\$513.20

## CHECK REQUEST FORM

Project: Sweetwater Creek C.D.D.

Vendor: CRW Jax

13245 Atlantic Blvd, Suite 4-390, Jax, FL 32225

Check Amount: 795<sup>00</sup>

Check Needed: ASAP

Cost Code: 2-336 - 53800 - 35200

Requestor: Erin Gunia

Description: Reissued - for IT laptop setup + more

Approved By: \_Erin Gunia

Date:

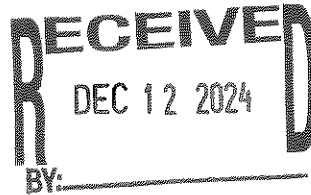
12/10/24



CRN Jax  
13245 Atlantic Blvd Suite 4-390  
Jacksonville, FL 32225  
904-610-0630

**CRN JAX**  
COMPUTER REPAIR & NETWORKING

Sweetwater Creek CDD  
475 W Town Pl  
STE 114  
St Augustine, FL 32092

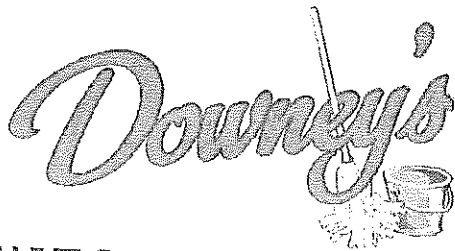


Invoice Number 0000734  
Date of Issue 10/30/2023  
Due Date 11/29/2023  
Amount Due (USD) \$795.00

Description	Rate	Qty	Line Total
Service call Assisted with the access control installation at the new pickleball courts.  Helped Erin with some troubleshooting on her PC, also set up Outlook.  Installed and configured a new PC in the network closet, replacing the Windows 7 machine in there. Transferred data from old PC, and ensured PC had the same IP setup, and that the link to the AC system was functional.	\$100.00	3	\$300.00
Computer System Lenovo desktop Celeron G6900 8GB DDR4 RAM 256GB SSD Windows 11	\$495.00	1	\$495.00
	Subtotal		795.00
	Tax		0.00
	Total		795.00
	Amount Paid		0.00
	Amount Due (USD)		\$795.00

Terms

Please call me at 904-610-0630 or email me at [AJ@CRNJax.com](mailto:AJ@CRNJax.com) with any issues/questions.  
Thank you for your business!



**PAST DUE**

Invoice

Date	Invoice #
9/4/2024	41-28757

# JANITORIAL SUPPLIES

Downey's Janitorial Supplies  
 2435 Dobbs Rd. Suite K  
 St. Augustine, FL 32086

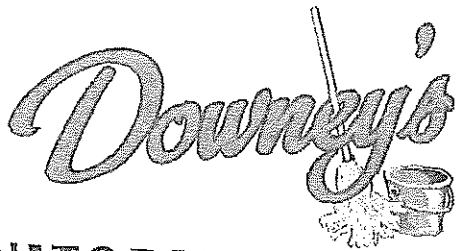
Bill To
Sweetwater 1865 North Loop PKY St. Augustine, FL 32095

Ship To
1865 North Loop Parkway St, Augustine, Fl. 32095 (904)829-8584 GYM

P.O. Number	Terms	Rep	Ship	Van
	Net 30	Jim V	9/4/2024	

QTY.	ITEM	DESCRIPTION	PRICE	B.O.	AMOUNT
2	TORK 424824	TORK ADV WHITE MULTIFOLD 16/250	52.48		104.96T
1	GPC 168-80	ANGEL SOFT TOILET TISSUE 80/ROLLS/CS	87.22		87.22T
1	Fuel charge		1.90		1.90T
11:39 a.m. 9/4/24		<b>RECEIVED</b> DEC 12 2024 BY: _____			
<del>2-330-53800-52200</del>			<del>194.08 - Fuel Paper</del>		

Received by <i>TWJ</i>	<b>Subtotal</b>	\$194.08
Please remit payment to above address. Invoices past due are assessed a charge of 1.5% per month, which is an annual rate of 18% a year.	<b>Sales Tax (0.0%)</b>	\$0.00
	<b>Total</b>	\$194.08



**PAST DUE**

Invoice

Date	Invoice #
9/26/2024	41-28849

# JANITORIAL SUPPLIES

Downey's Janitorial Supplies  
 2435 Dobbs Rd. Suite K  
 St. Augustine, FL 32086

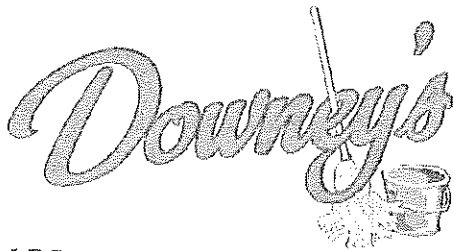
Bill To
Sweetwater 1865 North Loop PKY St. Augustine, FL 32095

Ship To
1865 North Loop Parkway St, Augustine, Fl. 32095 (904)829-8584 GYM

P.O. Number	Terms	Rep.	Ship	Via
	Net 30	Jim V	9/26/2024	

QTY.	ITEM	DESCRIPTION	PRICE	B.O.	AMOUNT
1	24X32 1.2 B	24 x 32 BLACK 1.2 200/CS	27.90		27.90T
1	40x46 1.5 MIL	40x46 1.5 MIL 100/CS BLACK	34.09		34.09T
1	GPC 168-80	ANGEL SOFT TOILET TISSUE 80/ROLLS/CS	87.22		87.22T
1	TORK 424824	TORK ADV WHITE MULTIFOLD 16/250	52.48		52.48T
1	SJN 312620	MULTI SURFACE VINEGAR CLEANER FRESH CLEAN 23 OZ SPRAY 8/CS	49.80		49.80T
	9:35 a.m. 9/26/24	2-330-53800-52100	111.79	Cleaning Supplies	
	<b>RECEIVED</b> DEC 12 2024	2-330-53800-52200	139.70	Sprink Paper	

Received by	<b>Subtotal</b>	\$251.49
Please remit payment to above address. Invoices past due are assessed a charge of 1.5% per month, which is an annual rate of 18% a year.	<b>Sales Tax (0.0%)</b>	\$0.00
	<b>Total</b>	\$251.49



# JANITORIAL SUPPLIES

Downey's Janitorial Supplies  
 2435 Dobbs Rd. Suite K  
 St. Augustine, FL 32086

Invoice

Date	Invoice #
10/23/2024	41-28969

Bill To
Sweetwater 1865 North Loop PKY St. Augustine, FL 32095

Ship To
1865 North Loop Parkway St. Augustine, FL 32095 (904)829-8584 GYM

P.O. Number	Terms	Rep	Ship	Via
	Net 30	Jim V	10/23/2024	

QTY.	ITEM	DESCRIPTION	PRICE	B.O.	AMOUNT
1	PGC 02621	MR CLEAN FLOOR CLEANER 3/1 GAL	65.85		65.85T
1	TORK 424824	TORK ADV WHITE MULTIFOLD 16/250	52.48		52.48T
1	GPC 168-80	ANGEL SOFT TOILET TISSUE 80/ROLLS/CS	87.22		87.22T
1	Fuel charge		1.90		1.90T
		2. 330-53800-52100	65.85		Cleaning Spots
		2. 330-53800-52200	114.60		Spots Paper

**RECEIVED**  
 DEC 12 2024  
 BY

Thank you for your business.

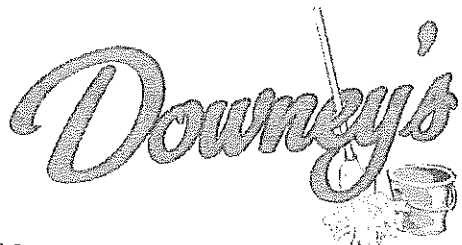
*Cheryl 10/23*

**Subtotal** \$207.45

**Sales Tax (0.0%)** \$0.00

**Total** \$207.45

Please remit payment to above address. Invoices past due are assessed a charge of 1.5% per month, which is an annual rate of 18% a year.



# JANITORIAL SUPPLIES

Downey's Janitorial Supplies  
 2435 Dobbs Rd. Suite K  
 St. Augustine, FL 32086

Invoice

Date	Invoice #
11/6/2024	41-29034

Bill To
Sweetwater 1865 North Loop PKY St. Augustine, FL 32095

Ship To
1865 North Loop Parkway St. Augustine, Fl. 32095 (904)829-8584 GYM

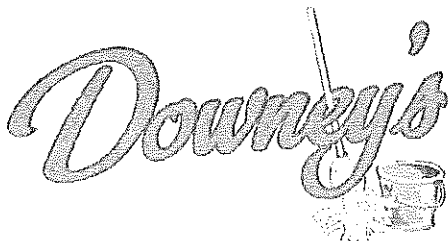
P.O. Number	Terms	Rep	Ship	Via
	Net 30	Jim V	11/6/2024	

QTY.	ITEM	DESCRIPTION	PRICE	B.O.	AMOUNT
1	24X32 1.2 B	24 x 32 BLACK 1.2 200/CS	27.90		27.90T
1	GEN 852E	BOUTIQUE FACIAL TISSUE 85/SHEETS 36/BX	37.80		37.80T
1	PGC 08285	DAWN 7.5 OZ BTL 12/CS	26.97		26.97T
1	PURELL	PURELL 16OZ BTL 12/CS	46.89		46.89T
1	Fuel charge		1.90		1.90T
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>RECEIVED</b>            DEC 12 2024            BY: _____         </div>		<i>didn't order            sending bk.            would be            order locally            if I had ordered it.</i>			
				2.330-53800-52100	103.66
		2.330-53800-52200	37.80	Spa Paper	

Thank you for your business. *UB 11/6*

Subtotal	\$141.46
Sales Tax (0.0%)	\$0.00
<b>Total</b>	<b>\$141.46</b>

Please remit payment to above address. Invoices past due are assessed a charge of 1.5% per month, which is an annual rate of 18% a year.



# JANITORIAL SUPPLIES

Downey's Janitorial Supplies  
 2435 Dobbs Rd. Suite K  
 St. Augustine, FL 32086

Invoice

Date	Invoice #
11/27/2024	41-29149

Bill To
Sweetwater 1865 North Loop PKY St. Augustine, FL 32095

Ship To
1865 North Loop Parkway St. Augustine, FL 32095 (904)829-8584 GYM

P.O. Number	Terms	Rep	Ship	Via
	Net 30	Jim V	11/27/2024	

QTY.	ITEM	DESCRIPTION	PRICE	B.O.	AMOUNT
2	TORK 424824	TORK ADV WHITE MULTIFOLD 16/250	52.48		104.96T
1	GPC 168-80	ANGEL SOFT TOILET TISSUE 80/ROLLS/CS	79.22		79.22T
1	40x46 1.5 MIL	40x46 1.5 MIL 100/CS BLACK	34.09		34.09T
1	PGC 77133	WET JET CLEANING SOLUTION BLOSSOM BREEZE 4/CS	32.42		32.42T
1	Fuel charge		1.90		1.90T
		2-330-53800-52100	68.41		Cleaning Supplies
		2-330-53800-52200	184.18		Spex Paper

**RECEIVED**  
 DEC 12 2024  
 BY:

Thank you for your business.

*Cheyl 11/27*

Subtotal	\$252.59
Sales Tax (0.0%)	\$0.00
<b>Total</b>	<b>\$252.59</b>

Please remit payment to above address. Invoices past due are assessed a charge of 1.5% per month, which is an annual rate of 18% a year.



Duval Landscape Maintenance  
 7011 Business Park Blvd N  
 Jacksonville, FL 32256  
 www.duvallandscape.com

**INVOICE**

Date	Invoice No.
10/17/24	28918
Terms	Due Date
Net 40	11/26/24

BILL TO
Sweetwater Community Development District 475 West Town Place, Suite 114 St. Augustine, FL 32095

PROPERTY
Sweetwater Creek CDD 605 Palencia Club Dr St. Augustine, FL 32095

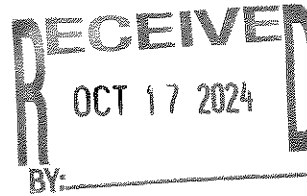
Amount Due	PO Number
\$8,585.00	

Please detach top portion and return with your payment.

DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
-------------	-----	-----	------------	-----------	-------

#33317 - Las colinas at Onda road  
 installation Aug 24

Install mainline under road to area with no irrigation. Install full zone to irrigate the area. I have also added an option of spending a day locating and finding out if there is irrigation in this area that is not on the controller. Work to be done Ceja Way



DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
<b>Irrigation Service/Repairs</b>					<b>\$8,585.00</b>
Commercial zone Installation		1.00	\$1,800.00	\$1,800.00	
Directional Bore	2"	1.00	\$5,000.00	\$5,000.00	
Hunter 1 Station Decoder	1	1.00	\$285.00	\$285.00	
Irrigation Labor	Hr	8.00	\$100.00	\$800.00	
Misc Irrigation Supplies		1.00	\$250.00	\$250.00	
Pipe	2"	100.00	\$2.00	\$200.00	
Two wire Red/Blue Jacketed	ft	100.00	\$2.50	\$250.00	

Total	\$8,585.00
Payments/Credits	(\$0.00)
<b>Balance Due</b>	<b>\$8,585.00</b>





Duvall Landscape Maintenance  
 7011 Business Park Blvd N  
 Jacksonville, FL 32256  
 www.duvallandscape.com

**INVOICE**

Date	Invoice No.
12/10/24	29558
Terms	Due Date
Net 40	01/19/25

BILL TO
Sweetwater Community Development District 475 West Town Place, Suite 114 St. Augustine, FL 32095

PROPERTY
Sweetwater Creek CDD 605 Palencia Club Dr St. Augustine, FL 32095

Amount Due	PO Number
\$355.00	

Please detach top portion and return with your payment.

DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
-------------	-----	-----	------------	-----------	-------

#34781 - sweetwater valve repair putt  
 putt park dec24

sweetwater valve repair putt putt park  
 dec24

misc parts. 2 1/2 in. tees and 90's wire  
 connectors dec24

<b>Irrigation Service/Repairs</b>					<b>\$355.00</b>
Electrical Valve	2"	1.00	\$225.00	\$225.00	
Irrigation Labor	Hr	1.00	\$100.00	\$100.00	
Misc Irrigation Supplies		1.00	\$30.00	\$30.00	

Total	\$355.00
Payments/Credits	(\$0.00)
<b>Balance Due</b>	<b>\$355.00</b>

Golf course maintenance  
 2.340.53800.46000  
 DW  
 12/11/24

**RECEIVED**  
 DEC 11 2024  
 BY: \_\_\_\_\_

## CHECK REQUEST FORM

Project: Sweetwater Creek C.D.D.

Vendor: Southeast Fitness

14476 Duval Place West #208, Jax FL 32218

Check Amount: 1117.50

Check Needed: ASAP

Cost Code: 2. 340-53800-48200

Requestor: Erin Gunia

Description: Strength Equip repair

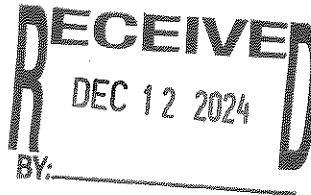
Approved By: Erin Gunia Date: 12/10/24



Southeast Fitness Repair  
 14476 Duval Place West #208  
 Jacksonville, FL 32218

Invoice #105276  
 Invoice Date: 9/17/2024

Account #101077  
 Sweetwater / Palencia



Invoice

Billing Location Information

Billing Address	1865 N Loop Pkwy St Augustline, FL 32095	Billing Contact	Erin Gunia
		Main Number	(904) 829-8584
		Mobile Number	
		Email	EGunia@rmsnf.com

Service Information

Services	Qty	Rate	Price
<b>1865 N Loop Pkwy, St Augustine, FL 32095</b>			
9/17/2024 PM: Annually Annually scheduled preventative maintenance	1 visit	\$0.00 / visit	\$0.00
— Product: PM: Treadmill	6.00 Ea	\$30.00 / Ea	\$180.00
— Product: PM: Elliptical, Cross-trainer, ARC, AMT	7.00 Ea	\$30.00 / Ea	\$210.00
— Product: PM: Spin Bike, Rowing Machine	2.00 Ea	\$20.00 / Ea	\$40.00
— Product: PM: Recumbent, Upright Bicycle	3.00 Ea	\$20.00 / Ea	\$60.00
— Product: PM: Stepper, Stepmill, Jacobs Ladder, Wave	2.00 Ea	\$30.00 / Ea	\$60.00
— Product: PM: Multi-Station	2.00 Ea	\$15.00 / Ea	\$30.00
— Product: PM: Single-Station	17.00 Ea	\$10.00 / Ea	\$170.00
— Product: Travel <60 miles	1.00 Ea	\$90.00 / Ea	\$90.00
		<b>Subtotal:</b>	\$840.00
		<b>Tax:</b>	\$0.00
		<b>Total:</b>	\$840.00
		<b>Amount Paid:</b>	\$0.00
		<b>Balance Due:</b>	\$840.00



Good afternoon, Erin. Thank you for being a customer of Southeast Fitness Repair. How can we assist you today?



Pay Invoices

Manage Autopay

Payment Methods

## Pay Invoices

Below you can select any open invoices and combine them into one payment, or pay an individual invoice.

### \$ Account Summary

Account Balance	\$1,025.76	Credits	\$91.74
Open Invoices	\$1,117.50	Prepayments	\$0.00



10/22/24 Invoice #105429  
\$277.50

SELECT



09/17/24 Invoice #105276  
\$840.00

SELECT





**PAYMENT ADDRESS:**  
 Turner Pest Control LLC • P.O. Box 952503 • Atlanta, Georgia 31192-2503  
 904-355-5300 • Fax: 904-353-1459 • Toll Free: 800-225-5305 • turnerpest.com

Turner Pest Control LLC  
 P.O. Box 952503  
 Atlanta, GA 31192-2503  
 904-355-5300

**Service Slip/Invoice**

<b>INVOICE:</b>	619951370
<b>DATE:</b>	12/09/2024
<b>ORDER:</b>	619951370

Bill To: [216013]  
 Sweet Water Creek CDD  
 C/O GMS  
 475 W Town Pl Ste 114  
 Saint Augustine, FL 32092-3649

Work Location: [216013] 904-940-5850  
 Sweetwater Creek CDD  
 1865 N Loop Pkwy  
 Saint Augustine, FL 32095-6842

Work Date	Time	Target Pest	Technician	Time In
12/09/2024	09:41 AM			09:41 AM
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	12/09/2024		10:47 AM

Service	Description	Price
---------	-------------	-------

CPCM	Commercial Pest Control - Monthly Service	\$81.19
------	---	---------

<b>SUBTOTAL</b>	\$81.19
<b>TAX</b>	\$0.00
<b>AMT. PAID</b>	\$0.00
<b>TOTAL</b>	\$81.19

pest control  
 2.340.53800.34400  
 DW  
 12/10/24

**AMOUNT DUE \$81.19**

**RECEIVED**  
 DEC 10 2024  
 BY: \_\_\_\_\_

*[Signature]*  
 \_\_\_\_\_  
 TECHNICIAN SIGNATURE

*[Signature]*  
 \_\_\_\_\_  
 CUSTOMER SIGNATURE

Balances outstanding over 30 days from the date of service may be subject to a late fee of the lesser of 1.5% per month (18% per year) or the maximum allowed by law. Customer agrees to pay accrued expenses in the event of collection.

I hereby acknowledge the satisfactory completion of all services rendered, and agree to pay the cost of services as specified above.

**PLEASE PAY FROM THIS INVOICE**

*FOURTH ORDER OF BUSINESS*

*A.*



**DUVAL  
LANDSCAPE  
MAINTENANCE, LLC**

With

**Sweetwater Creek  
Community Development  
District**

**Monthly Reporting  
January 2025**





# **DUVAL LANDSCAPE MAINTENANCE, LLC**

## **Monthly Reporting January 2025**

### **In Progress:**

1. Bi-weekly mowing continues through March 31st.
2. Select areas beyond round-a-bout to receive top soil top dressing.
3. Ornamental grass cutback.
4. Tree trimming/lifting, woodline push backs.

### **Completed:**

1. Most recent round of sod repairs are finished.
2. Weekly Communication Reports for Maintenance Crew and Fertilization and Pest Control Division.

### **Discussion:**

- 1.

### **Attachments:**

1. The Irrigation Wet Check Reports with summary on each report for January 2025 are attached. Onda Soccerfield did not get wet checked. Middle lift station controller did not get wet checked as it is off due to construction. Barbella Circle controller did not get wet checked as it is off due to construction.
2. Irrigation repair proposal 35337 for wire issue on Rincon Controller.
3. Irrigation repair proposal 35334 for wire issue on Las Calinas.

Thank you,

### **YOUR DUVAL TEAM**

**Michael Wooldridge**  
Branch Manager

**Preston Moody**  
Irrigation Manager

**Torre Dunham**  
Fertilization Manager



# 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							
Rain Guage	Y	N	Source	Meter	Well	Date	1/17/2025						
Power on	Y	N				Program	A	B	C				
General Information			Backflow			Start Times	10:00 P	10:00 P	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											x					SW/ Woodline at clock
3	s	x	x			1								x					Oltero SW/ Curb
4	r	x	x											x					Oltero shrubs SW/ Curb exit side
5	s	x	x						1					2	x				Island past guard gate
6	s	x	x											x					Entry island
7	s	x	x											x					Exit side beds outside gate
8	s	x	x											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	s	x	x			1			1					1					Beds exist side at bend
13	s	x	x											x					S/W End exit side
14	r	x	x											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								1			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											x					Entry curb
24	s	x	x											x					S/W curb Past entry

25	r	x	x													x					Back S/W Entry to bridge
26	s	x	x													x					Enrede S/W curb
27	s	x	x													x					Enrede Back S/W
28																					
29																					
30																					
31																					
32																					
33																					
34																					
35																					
36																					
37																					
38																					
39																					
40																					
41																					

Comments: Regular maintenance.

Zones 3 and 12 are not responding

Contract 35334



**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	Preston								
Rain Guage	Y	N	Source	Meter	Well	Date	1/17/2025								
Power on	Y	N				Program	A	B							
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											x					Across from Park right
2	s	x	x											x					Right of rincon
3	s	x	x											x					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	x					Ensanada/ Rincon right side flowers
9	s	x	x	x										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		1									x					Rincon 130-88
14	s	x	x			1								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											x					Ensanada left side at park
20	s	x	x											x					Ensanada left side 1/4 way
21	s	x	x											x					Ensanada left side 1/2 way
22	s	x	x										1	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											x					Park right side
26	r	x	x											x					Park left side

27	s	x	x									2	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																	

Comments: General maintenance complete 9/16/24

Zone 14 not operating properly

Contract 35337



**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		Preston						
Rain Guage		Y	N	Source		Meter		Well		Date						
Power on		Y	N					Program		A	B					
General Information			Backflow					Start Times		10:00 P	10:00 P	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											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											x					Along left side BTW Oleta+Glorieta
11	s	x	x											x					Along curb lift to oleta
12	s	x	x											x					Along sidewalk lift to oleta
13	s	x	x											x					Back sidewalk lift to oleta
14	r	x	x											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											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







# Duval Landscape

MAINTENANCE

## Irrigation Technical Inspection Report

Irrigation Controller			Point of Connection			Site Name		SweetWater						
Location		Right corner	Location		Right corner	Location		Barbells Circle						
Type		RB		Size		Technician		Preston						
Rain Guage		Y	N	Source		Meter	Well	Date						
Power on		Y	N	Backflow		Program		A	B	C				
General Information			PRV		Y	N	Start Times		10:00 P	12:00 P				
Valve Type		MV		Y	N	Run times		5H20M	40M					
Coverage		Good		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					BTW curb and sidewalk Calle de
2	s	x	x											x					BTW curb and sidewalk left
3	s	x	x											x					Right corner of Calle de paz
4	s	x	x	x										x					Corner of barbella
5	r	x	x	x										x					Acrooss from controller
6	r	x	x											x					Across from controller
7	s	x	x											x					Across from controller/pond
8	r	x	x											x					Along sidewalk by controller
9	s	x	x											x					Along curb left side
10	s	x	x											x					Right side along sidewalk Barbells
11	s	x	x	x										x					Along curb right side
12	r	x	x	x										x					Left side of barbella
13	s	x	x											x					Back of sidewalk Right side
14	d	x	x											x					Drip for trees
15	d	x	x											x					Drip for trees

Comments: Clock is turned off due to construction

---



---



---



**Duval Landscape**  
MAINTENANCE





# 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		Preston								
Rain Guage		Y	N	Source		Meter	Well	Date		1/17/2025						
Power on		Y	N				Program		A	B	C					
General Information				Backflow		Start Times		10:00 P								
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

Comment: Low pressure on the whole system.

---



---



---



---



**Duval Landscape**  
MAINTENANCE



# Duval Landscape

MAINTENANCE

## Irrigation Technical Inspection Report

Irrigation Controller			Point of Connection			Site Name		SweetWater							
Location		Behind sign	Location		Behind sign	Location		Mini putt							
Type		RB		Size		Technician		Preston							
Rain Guage		Y	N	Source		Meter	Well	Date		1/17/2025					
Power on		Y	N				Program		A	B	C				
General Information			Backflow			Start Times		10:00 P							
Valve Type		PRV		Y	N	Run Times		2Hrs							
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	Adjus	Straightened	Capped	Raised/Lowered	Locations of Zones
1	s	x	x												x				Curb sidewalk in front of sign
2	r	x	x												x				Around sign
3	r	x	x												x				Grass area BTW sign and flag
4	s	x	x												x				Left side of putt putt
5	D	x	x		2														Planrs at putt putt
6	r	x	x									1			x				Back side of island
7	s	x	x												x				Front sign

Comments: Nothing wrong other than regular maintenance items  
Power was off at the clock  
 \_\_\_\_\_  
 \_\_\_\_\_







# 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	Preston						
Rain Guage	Y	N	Source	Meter	Well	Date	1/17/2025						
Power on	Y	N				Program	A	B	C				
General Information			Backflow			Start Times	10:00 P	10:00 P	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						1					1	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										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											x					NA
12	r	x	x											x					Along berm on Ensenada
13	s	x	x											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									1		x					Between enrede and medio
18	s	x	x											x					Left of enrede
19	s	x	x											x					Right of medio on corner
20	s	x	x											x					Left of park entry
21	s	x	x											x					Left side along Endenada
22	s	x	x											x					Back sidewalk on Ensdanada
23	s	x	x											x					Left side along Endenada
24	s	x	x											x					Left side along Endenada

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

Comments: General Maintenance



**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		Preston							
Rain Guage		Y	N	Source		Meter	Well	Date		1/17/2025					
Power on		Y	N				Program		A	B	C				
General Information			Backflow			Start Times		10:00 P							
Valve Type			PRV		Y	N	Run times		2H20M						
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											3	x				Right of endrede
2	r	x	x	x											x				Right of endrede back sidewalk
3	s	x	x							1				1	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

Comments: Nothing wrong other than regular maintenance items

---



---



---



---



**Duval Landscape**  
MAINTENANCE



# Duval Landscape

MAINTENANCE

## Irrigation Technical Inspection Report

Irrigation Controller		Point of Connection			Site Name	Del norte							
Location	Lift station		Location	Lift station		Location	Rio Del norte						
Type	Hunter		Size	5hp		Technician	Preston						
Rain Guage	Y	N	Source	Meter	Well	Date	1/17/2025						
Power on	Y	N				Program	A	B	C				
General Information			Backflow			Start Times	10:00 P	12:00 P					
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										3	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

Comments: Regular maintenance-

---



---



---



**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	Preston						
Rain Guage	Y	N	Source	Meter	Well	Date	1/17/2025						
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	s	x	x																Island front of clubhouse
2	s	x	x											x					Behind Amenity center
3																			no wire
4	r	x	x											x					Next to pickle ball court
5	r	x	x											x					Woodline back of clubhouse
6	r	x	x									1		x					entry
7	s	x	x											x					Front of aminity center left side
8	r	x	x											x					Back Parking Lot
9	s	x	x											x					At pool pump
10	s	x	x											x					At pool pump
11	s	x	x							1				1	x				Back fence behind pool
12																			No wire
13																			no wire
14	s	x	x											x					Ensanada Flowers
15	s	x	x											x					Ensanada Curb
16	s	x	x							1				1	x				Ensanada Medio-across st
17	s	x	x											x					Ensanada Across st
18	s	x	x											x					Torcido shrubs 80-140
19	s	x	x											x					Torcido turf 80-end
20	s	x	x											x					Torcido shrubs 140-end
21	r	x	x											x					Park

Comments: General Maintenance



Duval Landscape  
MAINTENANCE



January 21, 2025  
Sweetwater Creek CDD

Contract No. - 35337

sweetwater valve locate repair Rincon controller jan25

ITEM	QTY	UNIT PRICE	TOTAL PRICE
Valve Locating	1.00	\$100.00	\$100.00
Electrical Valve	1.00	\$225.00	\$225.00
Slip fix	1.00	\$85.00	\$85.00
Misc Irrigation Supplies	1.00	\$15.00	\$15.00
Irrigation Labor	3.00	\$150.00	\$450.00
			<b>\$875.00</b>

**WORK ORDER SUMMARY**

SERVICES	SALES TAX	TOTAL PRICE
Irrigation Service/Repairs	\$0.00	\$875.00
		<b>\$0.00</b>
		<b>\$875.00</b>

<b>Sale</b>	<b>\$875.00</b>
<b>Sales Tax</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$875.00</b>

By \_\_\_\_\_

Preston Moody

Date 1/21/2025

**Duval Landscape Maintenance**

By \_\_\_\_\_

Date \_\_\_\_\_

**Sweetwater Creek CDD**





January 21, 2025  
Sweetwater Creek CDD

Contract No. - 35334

sweetwater valve locate and repairs jan25

ITEM	QTY	UNIT PRICE	TOTAL PRICE
Valve Locating	2.00	\$150.00	\$300.00
Electrical Valve	2.00	\$225.00	\$450.00
Slip fix	2.00	\$85.00	\$170.00
Misc Irrigation Supplies	1.00	\$30.00	\$30.00
Irrigation Labor	6.00	\$100.00	\$600.00
			<b>\$1,550.00</b>

**WORK ORDER SUMMARY**

SERVICES	SALES TAX	TOTAL PRICE
Irrigation Service/Repairs	\$0.00	\$1,550.00
		<b>\$0.00</b>
		<b>\$1,550.00</b>

<b>Sale</b>	<b>\$1,550.00</b>
<b>Sales Tax</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$1,550.00</b>

By \_\_\_\_\_  
Preston Moody

By \_\_\_\_\_

Date 1/21/2025  
Duval Landscape Maintenance

Date \_\_\_\_\_  
Sweetwater Creek CDD

*B.*

2.

January 20, 2025

Jim Oliver  
Sweetwater Creek CDD  
C/O Governmental Management Services LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32092  
(904) 940-5850 ext. 406  
[joliver@gmsnf.com](mailto:joliver@gmsnf.com)

**Re: Proposal for Professional Engineering Services**  
**Project Name: Onda Residential**  
**Project No.: 23273.02**

Dear Jim:

Founded in 2005, **Matthews | DCCM** is the largest civil engineering firm based in St. Johns County, offering full-service civil and land development engineering services, roadway design, and landscape architecture throughout Northeast Florida. We proudly serve a wide range of public sector and private clients and have earned a solid reputation as a local leader for providing high-quality, innovative engineering solutions delivered timely and cost-effectively.

Staying true to our mission, Engineering Better Communities, our team takes an innovative approach to every project, creating thoughtful designs that balance functionality while preserving the often historic and eco-sensitive quality of the communities we serve. Our engineers go beyond the rudimentary requirements of a job and intentionally seek ways to optimize a project's usability, convenience, and aesthetics while reducing environmental impact. From conception to completion, we partner closely with and work alongside our clients through each step of the process to successfully bring their vision to reality. Matthews | DCCM continues to receive national, state-wide, and local awards for being among "Best Places to Work" and a "Hot Firm" for growth.

We are pleased to offer you this proposal to provide planning services to increase density within the Palencia North Planned Unit Development (PUD) for the Onda Residential (Project) located at 1865 N. Loop Pkwy in St. Augustine, Florida. Matthews | DCCM proposes to furnish professional services as described in "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 **\$11,000**, plus direct reimbursable expenses. If these terms are agreeable, please sign and return the attached "Exhibit C, Contract Agreement."

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**



Alex R. Acree, PE  
Land Development Lead

Proposal – 23273.02  
 January 20, 2025  
 Page 2

**EXHIBIT A  
 SCOPE OF WORK**

**I – Conceptual Site Plan Preparation**

Matthews | DCCM will prepare an engineered conceptual site plan of your residential development based on our project meetings. We will provide one (1) round of revisions based on your feedback before finalizing the conceptual site plan. The conceptual site plan will depict the location and size of the proposed residential lots, building footprints, landscape/screening, and open space/recreation, in conformance with SJC ordinances, specifically the Palencia North Planned Unit Development (PUD). Once you have approved a conceptual site plan, Matthews | DCCM will use it for preparation of the Major Modification to a PUD application.

*Fees for conceptual site plan preparation 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.*

**II – Major Modification Application**

Matthews | DCCM will prepare and submit a major modification application to increase residential development rights within the Palencia North Planned Unit Development (PUD) by as many residential lots that can be subdivided from Parcel ID: 072152-0006 (Tract K, Palencia North Phase II D, Map Book 73 Page 95). Application materials include narrative, revised incremental Master Development Plan (MDP) Map and Text, justification statement/findings of fact based on Section 5.03.05.C of the Land Development Code, and map/replat exhibits. Response and coordination are estimated for up to one Request for Information (RFI) and review of materials and documents to support one resubmittal of the MAJMOD application. If requested by SJC, we will coordinate with sub-consultants as needed to support requests for supplementary documentation such as environmental and transportation reports.

Matthews | DCCM will prepare materials including a formal presentation, coordinate legal advertising and meeting noticing, and represent the client at the required Planning and Zoning Agency (PZA) and Board of County Commissioners (BCC) public hearings.

*Fees for major modification application services will be billed on a time and materials (T&M) basis, with an initial estimated fee of \$8,000, and in accordance with Exhibit B, General Terms & Conditions, plus direct reimbursable expenses. This estimated fee does not include application, review, advertising or recording fees required by SJC.*

**III – Meetings & Coordination**

Matthews | DCCM will attend and represent the client at meetings with City/County staff, SJRWMD, FDOT, FDEP, utility providers and other reviewing agencies. This task also includes any coordination time with the client and subconsultants, such as geotechnical, environmental and transportation.

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

---

**FEE SUMMARY**

The following list summarizes costs associated with work items as described in Exhibit A, Scope of Work.

I – Conceptual Site Plan Prep	\$1,500 (T&M)
II – Major Modification Application	\$8,000 (T&M)
III – Meetings & Coordination	\$1,500 (T&M)
<b>Total Estimated Cost:</b>	<b>\$11,000, plus direct reimbursable expenses</b>

---

Proposal – 23273.02  
January 20, 2025  
Page 3

Matthews | DCCM will initiate services on this project immediately following receipt of the fully executed contract, included as Exhibit C and your retainer. Should the client wish to extend this contract in the future for engineering services, Matthews | DCCM can provide an additional services proposal for Surveying Services or the following additional data, must be provided by the client at that time:

- a) Survey of the project site in state plane coordinates provided in AutoCAD format depicting boundary, topography, utility, tree inventory, and jurisdictional wetland lines.
- b) Survey must also note conversion factor to NGVD 29 datum.
- c) Topography must be correlated to the U.S. Geological Survey (USGS) NAVD88 datum for the site as well as for adjacent lands, including adjacent access roads, to reflect conditions that will affect the site design.
- d) Drawing file to include a minimum of two elevation benchmarks, and topographic surface (TIN) and/or point file.
- e) Tree inventory to include tree species, size (DBH) in a numbered and tabulated format.

*Matthews | DCCM will assist in acquiring the above information if requested in writing. These services will be billed on a time and materials (T&M) basis in accordance with Exhibit B, General Terms & Conditions, 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.

**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.**

- 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



Proposal – 23273.02  
 January 20, 2025  
 Page 6

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

Proposal – 23273.02  
January 20, 2025  
Page 7

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.

Proposal – 23273.02

January 20, 2025

Page 8

- 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.
- 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 – 23273.02  
January 20, 2025  
Page 9

**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 outlined in Exhibit A, Scope of Work.

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

DocuSigned by:

*Alex Acree*

01/27/2025 | 3:48 PM EST

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  
aacree@dccm.com

**CLIENT ACCEPTANCE AND AUTHORIZATION**

*Jim Oliver*

01/27/2025 | 12:10 PM PST

Authorized Signature

Date

Jim Oliver Secretary

Name, Title

On Behalf of Sweetwater Creek CDD Jim Oliver  
Company/Client Name

Billing Contact Jim Oliver

Billing Email Address joliver@gmsnf.com

Additional Billing Email Address (Copy to) joliver@gmsnf.com

Billing Address 475 west Town Place suite 114  
Address

St. Augustine FL 32092,  
Zip Code

City, State, Zip Code

Billing Phone No. Phone 904-940-5850 Number

ARA/jk  
23273.02

### Certificate Of Completion

Envelope Id: 484FB6C1-A279-4B20-9324-9035582E2F64  
 Subject: Proposal from Matthews | DCCM: 23273.02 Onda Residential  
 Source Envelope:  
 Document Pages: 9  
 Certificate Pages: 5  
 AutoNav: Enabled  
 Envelopeld Stamping: Enabled  
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed  
 Envelope Originator:  
 Matthews | DCCM  
 PO Box 3126  
 PO Box 3126  
 St. Augustine, FL 32085  
 MDG.accounting@dccm.com  
 IP Address: 50.184.246.17

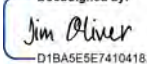
### Record Tracking

Status: Original  
 1/20/2025 2:53:58 PM  
 Holder: Matthews | DCCM  
 MDG.accounting@dccm.com  
 Location: DocuSign

### Signer Events

Jim Oliver  
 joliver@gmsnf.com  
 Secretary  
 Sweetwater Creek CDD  
 Security Level: Email, Account Authentication  
 (None)

### Signature

DocuSigned by:  
  
 D1BA5E5E7410418...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 50.79.81.1

### Timestamp

Sent: 1/20/2025 2:58:37 PM  
 Viewed: 1/23/2025 10:09:13 AM  
 Signed: 1/27/2025 3:10:33 PM

### Electronic Record and Signature Disclosure:

Accepted: 1/23/2025 10:09:13 AM  
 ID: c00910bc-72af-4c0f-9fce-0ab7358eab38

Alex Acree  
 mdg.accounting@dccm.com  
 Matthews | DCCM  
 Security Level: Email, Account Authentication  
 (None)

DocuSigned by:  
  
 DBD8DC1EAF2044E...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 50.184.246.17

Sent: 1/27/2025 3:10:35 PM  
 Viewed: 1/27/2025 3:48:00 PM  
 Signed: 1/27/2025 3:48:11 PM

### Electronic Record and Signature Disclosure:

Not Offered via DocuSign

### In Person Signer Events

### Signature

### Timestamp

### Editor Delivery Events

### Status

### Timestamp

### Agent Delivery Events

### Status

### Timestamp

### Intermediary Delivery Events

### Status

### Timestamp

### Certified Delivery Events

### Status

### Timestamp

### Carbon Copy Events

### Status

### Timestamp

MDG project file  
 saprojectfile@mdginc.com  
 Security Level: Email, Account Authentication  
 (None)

**COPIED**

Sent: 1/20/2025 2:58:35 PM

### Electronic Record and Signature Disclosure:

Not Offered via DocuSign

**Carbon Copy Events****Status****Timestamp**

Alex Acree

aacree@dccm.com

Security Level: Email, Account Authentication  
(None)**COPIED**

Sent: 1/20/2025 2:58:36 PM

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

**Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

1/20/2025 2:58:35 PM

Certified Delivered

Security Checked

1/27/2025 3:48:00 PM

Signing Complete

Security Checked

1/27/2025 3:48:11 PM

Completed

Security Checked

1/27/2025 3:48:11 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.

3.

# **PUBLIC FACILITIES REPORT**

Prepared for:

## **SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT**

November 26, 2024

Prepared by:

Matthews | DCCM  
7 Waldo Street  
St. Augustine, FL 32084  
(904) 826-1334

# SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT PUBLIC FACILITIES REPORT

## TABLE OF CONTENTS

<b>PUBLIC FACILITIES REPORT</b>	<u>Page</u>
1. PURPOSE AND SCOPE	1
2. INTRODUCTION	1
3. EXISTING PUBLIC FACILITIES	2
a. Potable Water and Sanitary Sewer	
b. Electricity Infrastructure	
c. Stormwater Management System	
d. Transportation Facilities	
e. Community Elements	
f. Recreational Facilities	
g. Conservation/Preserve Areas	
4. PROPOSED ADDITION, IMPROVEMENT, EXPANSION OR REPLACEMENT OF PUBLIC FACILITIES	4
a. Stormwater Management System	
b. Transportation Facilities	
c. Community Elements	
d. Recreational Facilities	
e. Conservation/Preserve Areas	
<b>EXHIBITS</b>	
A. DISTRICT MAP	5

## **PURPOSE AND SCOPE**

This report is being prepared at the request of the Sweetwater Creek Community Development District (CDD) to comply with the requirements of 189.08, Florida Statutes, regarding the Special District Public Facilities Report. It is the intention of this report to provide general descriptions of public facilities owned, operated, or maintained by the District, or public facilities owned, operated, or maintained by another entity through a lease or other agreement with the District. In addition, the report will provide general descriptions of any ongoing or planned public facility additions, improvements and expansion programs within the next seven (7) years.

## **INTRODUCTION**

The Sweetwater Creek Community Development District (the "District") is a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District. The District, established in 2006, covers ± 865 acres of land within St Johns County, Florida (the "Development").

The Development, located within the Marshall Creek Development of Regional Impact (DRI)/Palencia North Planned Unit Development (PUD), consists of 736 single-family dwelling units as well as open space and recreational facilities.

The District boundaries are shown on Exhibit A. The general description of the boundaries are as follows:

- The northern boundary is the Nocatee PUD and Pine Island Road;
- The eastern boundary is Deep Creek State Forest and the Tolomato River;
- The southern boundary is the Marshall Creek PUD; and
- The western boundary is the Las Calinas PRD and Kensington PUD.

The public facilities infrastructure within the District, as outlined herein, are necessary for the function of the District and provide a direct and special benefit to the lands within the Development. The public facilities infrastructure located within the District include:

- Potable Water and Sanitary Sewer;
- Electricity Infrastructure;
- Stormwater Management System;
- Transportation Facilities;
- Community Elements;
- Recreational Facilities; and
- Conservation/Preserve Areas.

## EXISTING PUBLIC FACILITIES

### Potable Water and Sanitary Sewer

The Development is supplied potable water from the St Johns County Utility Department (SJCUD). The potable water provided is for consumption and fire protection. Generally, the water mains are located within the road rights-of-way and are offset from the right-of-way line. When potable water mains are located outside of public owned property, easements are granted by the developer to the utility authority. The water system is complete and has been transferred to the SJCUD. Water treatment and supply plants are maintained offsite by SJCUD.

The sanitary sewer discharge is collected by the SJCUD. Within the Development, the sanitary collection system consists of gravity mains and manholes that collect the sewage and transport it to one of the existing lift stations. Generally, the sanitary mains are located within the road rights-of-way and are offset from the right-of-way line. When sanitary mains are located outside of public owned property, easements are granted by the developer to the utility authority. The sanitary system is complete and has been transferred to the SJCUD. Sanitary sewer treatment plants are maintained off-site by SJCUD.

Lift stations maintained by SJCUD are located on the tracts listed below:

- Tracts C and N, *Palencia North Phase I*, Map Book 62 Page 77
- Tracts E and L, *Palencia North Phase IIA*, Map Book 65 Page 10
- Tract J, *Palencia North Phase IIIA-1*, Map Book 79 Page 38
- Tract E, *Palencia North Phase IIIA-2*, Map Book 88 Page 47

### Electricity Infrastructure

The Development is currently supplied electricity from the Florida Power & Light (FPL). Generally, the power lines are located within easements adjacent and parallel to the public right-of-way. The electricity infrastructure is complete and has been transferred to the FPL for the entire Development. Power supply plants are maintained offsite by FPL.

### Stormwater Management System

The District owns and maintains the stormwater management system for the District. The system is composed of various conveyance pipes, twenty-four (24) retention ponds, and control structures spread throughout the District. The stormwater management facilities serving the District were designed and constructed to provide full capacity to serve the build out of the project. The system is operating at full capacity.

Retention ponds and compensatory storage areas are located on the tracts listed below:

- Tracts D, F, J, V, Y, and LL, *Palencia North Phase I*, Map Book 62 Page 77
- Tracts A, B, C, D, F, H and J, *Palencia North Phase IIA*, Map Book 65 Page 10
- Tracts J, K and L, *Palencia North Phase IIIA-3*, Map Book 91 Page 63
- Tract E, *Palencia North Phase IIIA-4*, Map Book 87 Page 56
- Tract G and L, *Palencia North Phase IIIA-5*, Map Book 91 Page 85
- Tracts A, B and N, *Palencia North Phase IIIB*, Map Book 81 Page 28

### **Transportation Facilities**

The District owns and maintains all roadways, including sidewalks, walking trails, and public parking areas (vehicular and golf) within the Development.

### **Community Elements**

The District owns and maintains community elements such as a gated entrance, guard house on Las Calinas Boulevard, signage, landscaping, irrigation, and lighting within the Development. Signage is composed of entry monuments at the Las Calinas Boulevard entrance, La Palma Park, and the amenity center. Landscaping and irrigation are located in the common areas and center medians of roadways throughout the entire Development. The irrigation system, consisting of several deep Floridian wells, and various piping & spray heads, is fully constructed and can operate at full capacity when necessary.

### **Recreational Facilities**

The District owns, operates and maintains the ± 7.4-acre Amenity Center located at Parcel ID: 072150-0003. The basic components of the Amenity Center facilities include a fitness center, outdoor fitness area, four (4) pickleball courts, a playground, pool, dog park and bocce courts.

The District owns and maintains the ± 1.6-acre Ensenada Park located at Parcel ID: 072151-0001 (Tract KK, *Palencia North Phase I*, Map Book 62 Page 77). This park includes a playground, basketball court, pavilion/gazebo and restroom facility.

The District owns and maintains the ± 0.5-acre Las Palma Park located at Parcel ID: 0721510001 (Tract EE, *Palencia North Phase I*, Map Book 62 Page 77). This park includes a playground and miniature golf course.

The District owns and maintains the ± 3.4-acre undeveloped parcel of land planned for a future Onda Park located at Parcel ID: 072152-0006 (Tract K, *Palencia North Phase IID*, Map Book 73 Page 89). Anticipated amenities included a playground, outdoor fitness area, restroom facility, pavilion, and sports court.

### **Conservation/Preserve Areas**

The District owns and maintains open space and conservation/preservation land on the tracts listed below:

- Tracts A, B, E, G, I, L, M, O, P, Q, S, T and AA, *Palencia North Phase I*, Map Book 62 Page 77
- Tracts G, I, K and M, *Palencia North Phase IIA*, Map Book 65 Page 10
- Tracts A, B, C, D, E, F and G, *Palencia North Phase IIB*, Map Book 71 Page 74
- Tracts D, E, F, G, H, I, M, N, O, P, Q, R, T, U, V, W, X, Y, Z, AA, BB, CC, DD, EE, GG, HH, II, JJ, KK, LL, MM, NN, QQ, EE, UU, VV, FF, OO, PP, SS and TT, *Palencia North Phase IIIA-3*, Map Book 91 Page 63
- Tracts A, B, C, E, F, G, H, I, J, K, L, M, N, O and P, *Palencia North Phase IIIA-4*, Map Book 87 Page 56
- Tracts A, B, C, D, E, F, H, I, J, M, N, O, P, Q, R and S, *Palencia North Phase IIIA-5*, Map Book 91 Page 85
- Tracts C and D, *Palencia North Phase IIIB*, Map Book 81 Page 28

## **PROPOSED ADDITION, IMPROVEMENT, EXPANSION OR REPLACEMENT OF PUBLIC FACILITIES**

The District has the following additions, improvements and expansions planned for the public facilities they maintain within the Development over the next seven (7) years.

### **Stormwater Management System**

The District does not have any additions, improvements or expansions planned for the stormwater management system within the next seven (7) years.

### **Transportation Facilities**

The District has the following improvements planned to the transportation facilities within the next seven (7) years:

- Roadway and parking areas asphalt patching in Fiscal Year (FY) 2026 and 2031
- Partial sidewalk, curb and gutter replacement and phase 1 roadway mill and overlay in FY 2027
- Amenity center parking lot mill and overlay and walking path repaving in FY 2031

### **Community Elements**

The District does not have any additions, improvements or expansions planned for the community elements within the next seven (7) years.

### **Recreational Facilities**

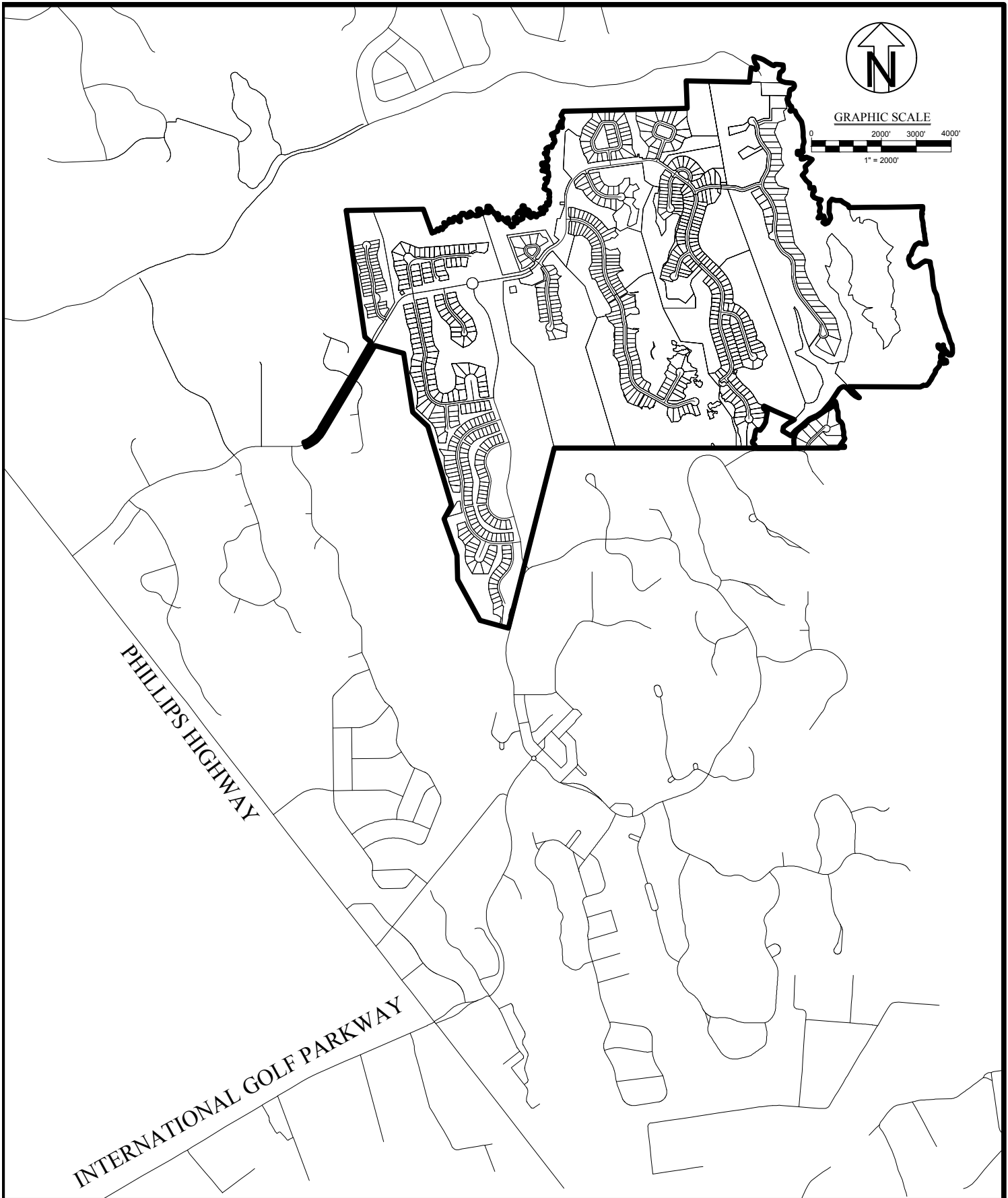
The District has the following improvements planned to the recreational facilities within the next seven (7) years:

- Fitness center
  - Exterior wall and stucco replacement/repair in FY 2027
  - Strength training equipment replacement in FY 2028 and 2029
  - Interior repainting in FY 2029
  - Color coat application for pickleball courts in FY 2029
  - Air handling and condensing units in FY 2031
  - Hallway and party room renovation in FY 2031
- Pool
  - Aluminum and wood fencing replacement/repair in FY 2025
  - Partial mechanical equipment and plaster replacement/repair in FY 2025
  - Furniture refurbishment in FY 2026
  - Concrete deck inspection and replacement/repair in FY 2030
- Color coat application for basketball court at Ensenada Park in FY 2029
- Playground equipment replacement in FY 2031

### **Conservation/Preserve Areas**

The District does not have any additions, improvements, expansions or replacements planned for the conservation/preserve areas within the next seven (7) years.





**DISTRICT MAP**

**SWEETWATER CREEK CDD**  
 SAINT AUGUSTINE, FL 32095

PREPARED FOR  
**GOVERNMENTAL MANAGEMENT SERVICES, LLC**

DWG No.	EXHIBIT A
DWG BY:	ZBE
DATE:	11/26/2024
JOB No.:	23273

**MATTHEWS | DCCM**  
 P.O. BOX 3126, 7 WALDO STREET  
 ST. AUGUSTINE, FL 32084  
 PHONE: 904.826.1334 • FAX: 904.826.4547  
 INFO@MDGINC.COM

*D.*

*1.*

**Summary:**

**Sweetwater Creek Community  
Development District, Florida; Special  
Assessments**

**Primary Credit Analyst:**

Melissa Stoloff, Boston (1) 617-530-8030; melissa.stoloff@spglobal.com

**Secondary Contact:**

Anthony Polanco, Manchester + 1 (617) 530 8234; anthony.polanco@spglobal.com

**Table Of Contents**

---

Credit Highlights

Outlook

Credit Opinion

## Summary:

# Sweetwater Creek Community Development District, Florida; Special Assessments

### Credit Profile

Sweetwater Creek Community Development District GO (AGI)

*Unenhanced Rating*

AA-(SPUR)/Stable

Upgraded

Many issues are enhanced by bond insurance.

### Credit Highlights

- S&P Global Ratings raised its underlying rating (SPUR) on Sweetwater Creek Community Development District (CDD), Fla.'s series 2019A-1 special assessment bonds to 'AA-' from 'A+'.
- The outlook is stable.
- The upgrade reflects our view of the strengthening district characteristics from decreased taxpayer concentration coupled with stable overall value-to-lien (OVTL) metrics.

### Security

A first lien on non-ad valorem special debt assessments levied on benefited properties within the district secures the outstanding series 2019A-1 bonds. The bonds have a senior-subordinate collateralization structure, but we do not rate the series 2019A-2 subordinate bonds. St. John's County collects special assessments on the district's behalf through the uniform collection method. Assessments are billed on a single-tax bill on a parity-lien basis with all other county, school district, and municipal taxes. The bonds are further secured by a senior debt service reserve (DSR) fund equal to 50% of maximum annual debt service (MADS) and a subordinate cash-funded DSR equal to 50% of MADS.

### Credit overview

The rating reflects our view of strengthened district characteristics, primarily due to the development reaching full built-out status, as the 65 parcels that were previously remaining have been completed and sold to end users. This has resulted in top 10 taxpayer concentration decreasing to 4% of assessments from 14% in 2021. At the same time, OVTL metrics have demonstrated stability thanks to steady assessed value (AV) growth when compared to outstanding debt service obligations. The residential district is outside of St. Augustine and has seen notable increases in median home prices, fueled by strong housing demand and population growth. Total AV has risen by about 17% in the past three years (to \$272.3 million in fiscal 2024 from \$238 million in fiscal 2021), thereby improving OVTL to 24x from 21x. The rating is further supported by the CDD's ability to withstand a maximum permanent delinquency rate of 34% while meeting all debt service to maturity.

The 'AA-' rating further reflects our view of the CDD's:

- Strong-to-adequate economic fundamentals, characterized by strong median incomes, a healthy labor market with low employment, and robust population growth, which are partially offset by more volatile home prices and

## Summary: Sweetwater Creek Community Development District, Florida; Special Assessments

weakening housing affordability compared with the nation;

- Strong district characteristics, as evidenced by a strong OVTL of 23.6x, little taxpayer concentration, and fully built-out status that are offset by the district's adequate size of 645 parcels; and
- Strong financial profile, reflecting 1.4x coverage of annual debt service and the ability to withstand the permanent loss of the top 10 taxpayers as defined by the maximum loss to maturity metric, along with additional support from a DSR fund and ability to recover delinquent assessments through tax certificate sales.

### Environmental, social, and governance

Physical risks are elevated in our credit rating analysis of the district, as they are for most of the state. Hurricane flooding represents the largest risk for the district, but there have been no material damages or disruptions in tax revenues because of hurricanes within the past few years.

We view social and governance risks as neutral within our credit rating analysis.

## Outlook

The stable outlook reflects our expectation that the local economy and real estate market will remain stable, the assessments will be sufficient to pay debt service, and delinquencies in the assessment area will remain low.

### Downside scenario

We could lower the rating if delinquency rates were to rise, causing draws on the debt service reserve to meet debt service payments, or if local real estate market conditions were to deteriorate and lead to lower property values and weaker OVTL metrics.

### Upside scenario

Although upside potential is likely limited given the district's size, we could consider a higher rating if OVTL were to improve further and if the maximum loss to maturity metric were to increase.

## Credit Opinion

### Strong-to-adequate economic fundamentals

Sweetwater Creek CDD is an 865-acre single-family residential community (known as Palencia North) in St. John's County, approximately 31 miles south of Jacksonville. The county's median household incomes are stronger than national averages at 131% of the U.S. level, and its labor market is healthy, with the trailing 12-month unemployment rate equal to 2.9% and below the nation's 3.8%. The county has experienced substantial population growth, as seen in 10-year population growth of 34%, almost six times the U.S. level of 5.5%.

Local median home values have continued their upward trend, fueled by strong housing demand, but this growth also results in considerable price volatility equal to 28%, higher than the national level of 21%. As a result of the rapid market value growth, housing affordability in the county has weakened to 524% of median income and is now higher than the national level (455%). The rating also incorporates our view of the economy's seasonal nature given the large tourism component, which could contribute to additional volatility in the local real estate market.

**Strong-to-adequate district characteristics**

Our view of district characteristics has improved based on declining taxpayer concentration associated with completion of the development. The district is now fully built out with the assessment area containing 645 single-family homes, a slightly dip from the anticipated 736 parcel sizes. Taxpayer concentration has declined as homes were completed and sold to end users, with the top 10 assessment payers at 4.2%, compared with 14.3% in fiscal 2021. Total AV based on 2024 tax roll data is approximately \$272.3 million, resulting in a strong OVTL of 23.6x ; although this metric has improved slightly, we note it is still somewhat below those of peers at the current rating level. A taxpayer is required to pay all taxes and special assessments that appear on the tax bill and is considered delinquent on April 1 unless the full amount of the bill has been paid. Collections were at or above 100% in each of the past three years with no delinquencies.

**Strong financial profile**

The 2019A-1 bonds have a senior DSR funded at 50% of MADS along with access to a subordinate DSR equal to 50% of MADS. When considering the bonds' coverage and excess liquidity provided through both DSRs, our calculations reflect the district's ability to withstand a maximum permanent delinquency rate of 34% while still meeting all debt service obligations through the bonds' maturity. In addition, the assessments can cover the permanent loss of the top 10 taxpayers and meet debt service requirements through the life of the bonds, which we view as a credit strength. The district has the ability to sell tax certificates to quickly recover delinquent assessments as needed, which we continue to view as a positive credit factor. In the past three years, the district averaged 100% collection rates and a 1.2% delinquency rate, with no tax certificates outstanding at year-end.

Certain terms used in this report, particularly certain adjectives used to express our view on rating relevant factors, have specific meanings ascribed to them in our criteria, and should therefore be read in conjunction with such criteria. Please see Ratings Criteria at [www.spglobal.com/ratings](http://www.spglobal.com/ratings) for further information. Complete ratings information is available to RatingsDirect subscribers at [www.capitaliq.com](http://www.capitaliq.com). All ratings affected by this rating action can be found on S&P Global Ratings' public website at [www.spglobal.com/ratings](http://www.spglobal.com/ratings).

Copyright © 2025 by Standard & Poor's Financial Services LLC. All rights reserved.

No content (including ratings, credit-related analyses and data, valuations, model, software or other application or output therefrom) or any part thereof (Content) may be modified, reverse engineered, reproduced or distributed in any form by any means, or stored in a database or retrieval system, without the prior written permission of Standard & Poor's Financial Services LLC or its affiliates (collectively, S&P). The Content shall not be used for any unlawful or unauthorized purposes. S&P and any third-party providers, as well as their directors, officers, shareholders, employees or agents (collectively S&P Parties) do not guarantee the accuracy, completeness, timeliness or availability of the Content. S&P Parties are not responsible for any errors or omissions (negligent or otherwise), regardless of the cause, for the results obtained from the use of the Content, or for the security or maintenance of any data input by the user. The Content is provided on an "as is" basis. S&P PARTIES DISCLAIM ANY AND ALL EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USE, FREEDOM FROM BUGS, SOFTWARE ERRORS OR DEFECTS, THAT THE CONTENT'S FUNCTIONING WILL BE UNINTERRUPTED OR THAT THE CONTENT WILL OPERATE WITH ANY SOFTWARE OR HARDWARE CONFIGURATION. In no event shall S&P Parties be liable to any party for any direct, indirect, incidental, exemplary, compensatory, punitive, special or consequential damages, costs, expenses, legal fees, or losses (including, without limitation, lost income or lost profits and opportunity costs or losses caused by negligence) in connection with any use of the Content even if advised of the possibility of such damages.

Credit-related and other analyses, including ratings, and statements in the Content are statements of opinion as of the date they are expressed and not statements of fact. S&P's opinions, analyses and rating acknowledgment decisions (described below) are not recommendations to purchase, hold, or sell any securities or to make any investment decisions, and do not address the suitability of any security. S&P assumes no obligation to update the Content following publication in any form or format. The Content should not be relied on and is not a substitute for the skill, judgment and experience of the user, its management, employees, advisors and/or clients when making investment and other business decisions. S&P does not act as a fiduciary or an investment advisor except where registered as such. While S&P has obtained information from sources it believes to be reliable, S&P does not perform an audit and undertakes no duty of due diligence or independent verification of any information it receives. Rating-related publications may be published for a variety of reasons that are not necessarily dependent on action by rating committees, including, but not limited to, the publication of a periodic update on a credit rating and related analyses.

To the extent that regulatory authorities allow a rating agency to acknowledge in one jurisdiction a rating issued in another jurisdiction for certain regulatory purposes, S&P reserves the right to assign, withdraw or suspend such acknowledgment at any time and in its sole discretion. S&P Parties disclaim any duty whatsoever arising out of the assignment, withdrawal or suspension of an acknowledgment as well as any liability for any damage alleged to have been suffered on account thereof.

S&P keeps certain activities of its business units separate from each other in order to preserve the independence and objectivity of their respective activities. As a result, certain business units of S&P may have information that is not available to other S&P business units. S&P has established policies and procedures to maintain the confidentiality of certain non-public information received in connection with each analytical process.

S&P may receive compensation for its ratings and certain analyses, normally from issuers or underwriters of securities or from obligors. S&P reserves the right to disseminate its opinions and analyses. S&P's public ratings and analyses are made available on its Web sites, [www.spglobal.com/ratings](http://www.spglobal.com/ratings) (free of charge), and [www.ratingsdirect.com](http://www.ratingsdirect.com) (subscription), and may be distributed through other means, including via S&P publications and third-party redistributors. Additional information about our ratings fees is available at [www.spglobal.com/usratingsfees](http://www.spglobal.com/usratingsfees).

STANDARD & POOR'S, S&P and RATINGSDIRECT are registered trademarks of Standard & Poor's Financial Services LLC.



2.

<b>I. 2025 Budget</b> MC owes: \$ (587,460.29) SW owes: \$ (568,715.71) <b>MC owes: \$ (18,744.59)</b>	<b>III. Invoice for 2023 (from Marshall Creek)</b> Remittance for FY 2024 Budget \$ 20,250.73 Net Amount True Up FY 2023 \$ 54,245.25 Net Remittance from SWC \$ 74,495.98																
<b>II. 2024 Actuals</b> MC owes: \$ (612,994.31) SW owes: \$ (507,947.46) <b>MC owes: \$ (105,046.84)</b>	<b>IV. 2024 True-Up</b> Remittance for FY 2024 \$ 20,250.73 (owed by SCW) 2024 Actuals \$ 105,046.84 (owed by MC) 2024 True-Up \$ 125,297.57 (owed by MC)																
<b>V. 2025 Payment</b> 2025 Budget net owed by MC \$ 18,744.59 2024 True Up net owed by MC \$ 125,297.57 <b>Total net owed by MC \$ 144,042.16</b>	<b>VI. Verification Check</b> <table border="1"> <thead> <tr> <th></th> <th>FY 2024 Budget</th> <th>FY 2024 Actual</th> <th>Difference</th> </tr> </thead> <tbody> <tr> <td>MC share of SWC cost</td> <td>\$ 521,042.00</td> <td>\$ 612,994.31</td> <td>\$ 91,952.31</td> </tr> <tr> <td>SC share of MC cost</td> <td>\$ 541,292.73</td> <td>\$ 507,947.46</td> <td>\$ (33,345.27)</td> </tr> <tr> <td><b>Net owed by MC</b></td> <td></td> <td></td> <td><b>\$ 125,297.57</b></td> </tr> </tbody> </table>		FY 2024 Budget	FY 2024 Actual	Difference	MC share of SWC cost	\$ 521,042.00	\$ 612,994.31	\$ 91,952.31	SC share of MC cost	\$ 541,292.73	\$ 507,947.46	\$ (33,345.27)	<b>Net owed by MC</b>			<b>\$ 125,297.57</b>
	FY 2024 Budget	FY 2024 Actual	Difference														
MC share of SWC cost	\$ 521,042.00	\$ 612,994.31	\$ 91,952.31														
SC share of MC cost	\$ 541,292.73	\$ 507,947.46	\$ (33,345.27)														
<b>Net owed by MC</b>			<b>\$ 125,297.57</b>														

I. First Calculation - Each District using their adopted budgets, calculates how much of cost share is the responsibility of the other District by using Interlocal Revenues less Interlocal Expenses and allocated based upon 66% Marshall Creek and 33% Sweetwater Creek. The District responsible for the higher amount owes the other District that amount.

	MC 66%	SC 33%	Total	
Sweetwater - Net Expenses \$99,000	\$ 66,000	\$ 33,000	\$ 99,000	Marshall Creek owes Sweetwater Creek \$66,000
Marshall Creek - Net Expenses \$99,000	\$ 66,000	\$ 33,000	\$ 99,000	Sweetwater Creek owes Marshall Creek \$33,000

The amounts are netted together therefore in this example, Marshall Creek would pay Sweetwater Creek \$33,000.

II. Second Calculation - Actual Cost for prior year for each District allocated using same interlocal revenues and expenses . See each District worksheet for actual revenues and expenses columns G,H, I and J

III. Using FY 2024 Adopted Budgets, Sweetwater Creek "paid" Marshall Creek \$20,250.73 in FY 2024.

IV. Comparing actual revenues and expenses for FY 24, Marshall Creek owes \$105,046.84 to Sweetwater Creek. Since Sweetwater Creek paid Marshall Creek \$20,250.73 using budgets but actuals for FY 24, Marshall Creek owes Sweetwater Creek \$105,046.84, the amounts are added together for \$125,297.57

V. Total amount due FY 2025 - The Adopted budget calculation reflects Marshall Creek owes Sweetwater Creek \$18,744.59 + \$125,297 for FY 24 True Up calculation total amount owed by Marshall Creek is \$144,042.16

VI. . The large amount due by Marshall Creek to Sweetwater Creek is two parts:  
a. Sweetwater Creek actual expenses FY 24 were \$91K over budget  
b. Marshall Creek actual expenses FY 24 were \$33K under budget

When either District has large positive and/or negative variances in budget to actual revenues and expenses, the large payments will continue.

*E.*

# Sweetwater Creek

**Community Development**

**District**

**Field Operations Report**

*2/6/25*

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

Sweetwater  
Creek

Community  
Development  
District

Field Operations  
Report

February 6th, 2025

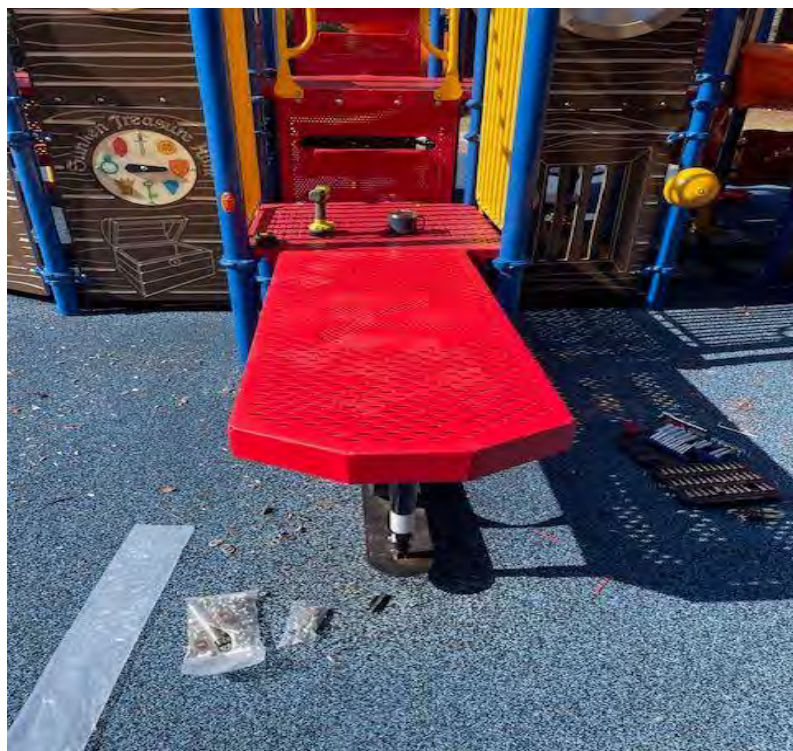
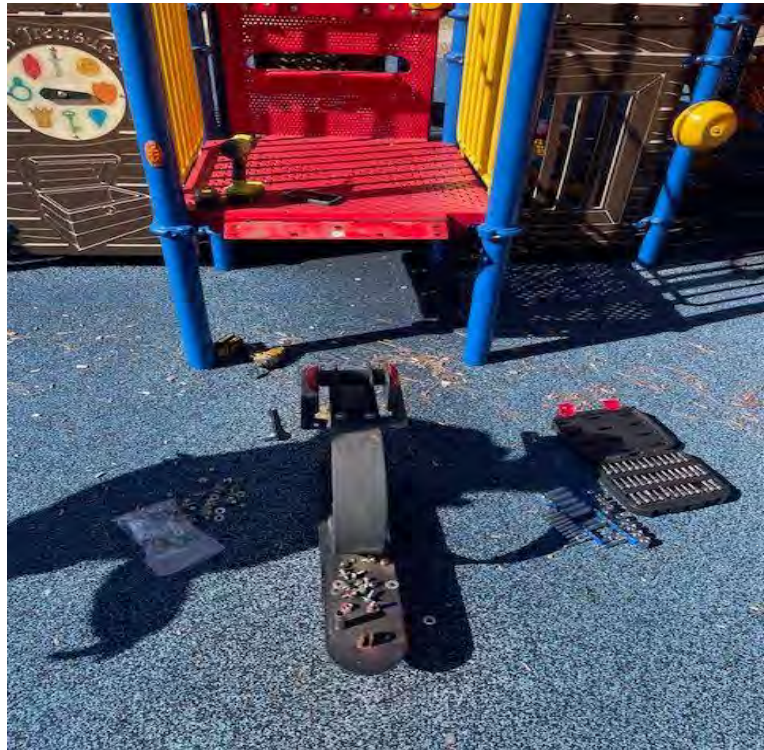
**To:** The Board of  
Supervisors

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

**RE:** Sweetwater Creek  
Operations Report -  
February 6th, 2025.

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

# Completed Projects



Ensenada  
playground piece  
replaced



# Completed Projects



Palm trees throughout neighborhood trimmed



# Completed Projects



Ensenada  
playground  
piece replaced



# Completed Projects



Raised sidewalk replaced along medio/ensenada

## **RMS Operations Report (2/6/25)**

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

- Christmas lights broken down
- Stones laid under benches at fitness center dog park
- Hung pictures at fitness center
- Large dead pine tree dropped along roundabout
- 2 new pieces of equipment replaced on Ensenada playground
- Cut large dead branch hanging in 255 medio residents yard/preserve
- Palm trees throughout neighborhood trimmed
- Sidewalk repaired along medio/ensenada
- Fence post cap replaced along ensenada
- Speed radar signs moved to new locations in neighborhood

# 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***



*F.*

# January Operations Report for Amenities Department:

## Building:

- Completion of the Closet Construction
- Completion of Pony Wall in Gym
- Pressure washing of the back side of the Fitness Center roof
- Quote and approval of additional mirrors for Gym

## Equipment:

- Installation date for new strength equipment set and confirmed.
- Quarterly maintenance for Cardio Equipment was completed.

## Pool:

- Diving Blocks approved and ordered
- We closed the pool for two weekends due to the low air temperatures. The tarps remained on the pool so we could control the water temperature and make it available to the residents during the higher volume days. The swim team puts the tarps on the pool after practice at approximately 6:30 pm. Our pool company, C Buss Enterprise, takes the tarps off of the pool by 7:00 am. The tarps are scheduled to be removed for the season on March 1<sup>st</sup>.
- A new wheel for the pool cover reel was ordered. It will be installed by C Buss Enterprise.

## Pickleball:

- Preparations for Spring League to begin in February
- Accounts: 691
- Bench added outside of the PB courts added for viewing.

## **Parks:**

- Shade structures approved for La Palma and Ensenade. The installation date will be set shortly.
- Removed Holiday decorations. We have a good base now for each location and will be adding more to the parks and main boulevard of Palencia North this year.
- Pressure washing of Privado Park
- Palencia Flag purchased. It will be hung once the pulley is fixed on that flagpole.
- I met with Duval regarding improved landscaping at Privado. We also addressed the ant hills along the sidewalks of Ensenda.
- Signs purchased for Doggie Pot stations stating to Please Take Only 1 Bag.
- Benches ordered for three areas in the neighborhood. They have been shipped.

## **Janitorial:**

Our Janitor quit without notice on December 31st. Staff did an excellent job cleaning the facility to the best of their abilities. A new Janitor was hired. They went into the hospital the day before they began work. A week later they came to work, stayed ten minutes and then resigned. A replacement Janitor was activated that same day and began cleaning the gym that evening. The schedule for the janitor is evenings, Sunday through Thursday. This will include the Doggie Pot stations and trash being emptied on Sunday and Thursday. The majority of the janitorial hours will be while the Fitness Center is closed.

We are getting estimates for outsourced cleaning.

*FIFTH ORDER OF BUSINESS*



# RIVERSIDE MANAGEMENT SERVICES, INC.

9655 Florida Mining Boulevard West – Building 300 – Suite 305 – Jacksonville, Florida - 32257

January 21, 2025

Jim Oliver  
Sweetwater Creek Community Development District  
475 West Town Place, Suite 114  
World Golf Village  
St. Augustine, Florida 32092

Re: FY2025 Fitness Center Manager, Assistant Manager, Front Desk Attendants, Field Operations Manager, Janitorial, Pool Maintenance and General Maintenance.

Dear Jim:

Please consider this proposal for Riverside Management Services, Inc. to continue providing the following services for the Sweetwater Creek Community Development District:

<b><u>Services</u></b>	<b><u>FY2025 Fees</u></b>
Fitness Center Manager	\$123,838
Assistant Manager	\$82,417
Front Desk Attendants(3,432 hours/year)	\$71,386
Field Operations Manager	\$92,602
Janitorial(30 hours/week)	\$43,467
Pool Maintenance	\$19,469
Maintenance	\$40/Hour

The proposed fees are based off of three full-time positions for the Fitness Center Manager, Assistant Manager and Field Operations Manager. The Front Desk Attendant position will be staffed with part-time employees totaling 66 hours per week and Janitorial will be a part-time position servicing the District Monday-Friday, 30 hours per week. Additional pool chemicals needed to clean and balance the chemistry of the pool will be billed separately. The ownership and management at Riverside Management Services, Inc. would like to thank the Board of Supervisors in advance for your consideration of this proposal to continue providing these services to your community. Should you have any questions or comments, please feel free to give me a call.

Sincerely,

Alison Mossing  
Vice President



Front Desk Attendants	
Days and Times	Hours
Sunday	11
Monday 5 AM to 8:45 AM	3.75
Monday 3:45 PM to 9 PM	5.25
Tuesday 5 AM to 8:45 AM	3.75
Tuesday 3:45 PM to 9 PM	5.25
Wednesday 5 AM to 8:45 AM	3.75
Wednesday 3:45 PM to 9 PM	5.25
Thursday 5 AM to 8:45 AM	3.75
Thursday 3:45 PM to 9 PM	5.25
Friday 5 AM to 8:45 AM	3.75
Friday 3:45 PM to 8 PM	4.25
Saturday	11
<b>Total</b>	<b>66</b>

Annual Hours	3,432
--------------	-------

***Proposed Contract Amendment***

Hourly Rate                      \$     20.80

Total Amount Per Week        \$     1,373

Total Amount Per Year	\$   71,386
-----------------------	-------------

***Current Contract/Adopted Budget***

Contract Hours                    2,912

Hourly Rate                      \$     20.80

Contract Amount/Budget	\$   60,570
------------------------	-------------

<b>Proposed Annual Increase</b>	<b>\$   10,816</b>
---------------------------------	--------------------