

*Sweetwater Creek
Community Development District*

Agenda

May 1, 2025

AGENDA

**Sweetwater Creek
Community Development District**

475 West Town Place, Suite 114

St. Augustine, Florida 32092

www.SweetwaterCreekCDD.com

April 24, 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, May 1, 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
 - 1. April 3, 2025 Audit Committee Meeting
 - 2. April 3, 2025 Board of Supervisors Meeting
 - B. Financial Statements
 - C. Check Registers
 - 1. March
 - 2. April
 - D. Ratification of Requisition Nos. 155 & 156
- IV. Staff Reports
 - A. Landscape Team – Maintenance Report
 - B. District Engineer
 - C. District Counsel
 - 1. Hourly Rates for Fiscal Year 2026
 - 2. Mark Kaprellian

- D. District Manager
 - 1. Update on Cost Share True-Up Invoice
 - 2. Financial Update
 - 3. Report on the Number of Registered Voters (1,595)
- E. Field Manager
 - 1. Report
 - 2. Consideration of Proposals for a Deep Well
- F. Director of Amenities – Report
- V. Consideration of Survey for the PUD Modification
- VI. Consideration of Issuing RFP for Amenity & Operations Management Services and/or District Management Services and/or Financial Compliance & Accounting Support Services
- VII. Consideration of Revisions to Amenity Policies
- VIII. Update Regarding Capital Reserve Study
- IX. Discussion of the Fiscal Year 2026 Budget
- X. Other Business
- XI. Supervisor Requests / Public Comment
- XII. Next Scheduled Meetings – Budget Workshop on May 14, 2025 at 4:00 p.m.; Next Regular Board meeting Scheduled for Thursday, June 5, 2025 at 4:00 p.m. at the Fitness Center, 1865 N. Loop Parkway, St. Augustine, Florida 32095
- XIII. 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.

1.

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

The audit committee meeting of the Sweetwater Creek Community Development District was held on **Thursday, April 3, 2025** at 4:00 p.m. at the Fitness Center, 1865 N. Loop Parkway, St. Augustine, Florida.

Present were:

Ron Cervelli	Chairman
John Smith	Vice Chairman
Stephen Handler <i>by Zoom</i>	Supervisor
Rob Lisotta	Supervisor
Dan Colin	Supervisor

Also present were:

Matt Biagetti	District Manager, GMS
Mary Grace Henley	District Counsel, KVV
Jennifer Kilinski <i>by Zoom</i>	District Counsel, KVV

The following is a summary of the discussions and actions taken at the April 3, 2025 Audit Committee meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Cervelli called the meeting to order at 4:00 p.m.

SECOND ORDER OF BUSINESS

**Approval of Auditor Selection Evaluation
Criteria**

The committee reviewed the proposed criteria including ability of personnel, proposer's experience, understanding of scope of work, ability to furnish the required services and price, each weighted equally at 20 points.

On MOTION by Mr. Smith, seconded by Mr. Colin, with all in favor, the auditor selection evaluation criteria were approved as presented 5-0.

THIRD ORDER OF BUSINESS

Other Business

April 3, 2025

Sweetwater Creek CDD

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Adjournment

The meeting was adjourned at approximately 4:02 p.m.

2.

**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, April 3, 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 <i>by phone</i>	Supervisor
Rob Lisotta	Supervisor
Dan Colin	Supervisor

Also present were:

Matt Biagetti	District Manager, GMS
Christina Evans	District Engineer, Matthews DCCM
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
Alison Mossing	Vice President, RMS
Richard Gray	Director of Field Operations, RMS
Darrin Mossing	President, GMS
Michael Woolridge	Duval Landscape

The following is a summary of the discussions and actions taken at the April 3, 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. Four Board members were physically present, constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment

Mike Barber stated that he was at the meeting to again express the Onda Lane resident's opposition to the plan to sell Tract K. He feels it would negatively affect the value of the homes on Onda Lane. Mr. Barber asked that the Board put an end to the discussion regarding developing

Tract K for residential use. He suggested using the field for recreational space as it's the only green space available in the north section of the community. Mr. Barber also addressed Supervisor Smith stating that he did not disclose his call with counsel and the engineer regarding the possibility of success of the modification, and he has not followed up with the Onda residents. He believes there is a lack of transparency.

Mr. Cervelli responded that no decisions have been made regarding the modification of Tract K as the Board does not have the information needed to even begin to make a decision. In his opinion, to take a position now without having the information needed would not be fulfilling the responsibility to all of Sweetwater.

Mr. Smith added that he would be glad to talk to Ms. Barber.

Next, Mike Barber asked what the outcome of the discussion with counsel regarding the probability of success was that is included in the invoices.

Mr. Smith responded that he does not know what that invoice is referring to.

Mark Kaprelian stated that he had previously commented at a meeting that he was targeted for a 59% rate increase that no one else in the neighborhood other than a few other Rio Del Norte homeowners received. He asked if there has been any follow up on his comments.

Mr. Cervelli stated that District Counsel was asked to investigate Mr. Kaprelian's comments, and they will be asked to provide an update on any findings later in the meeting.

Alicia Terios stated that when she comes to the meetings, she looks for something to be said about what is going on in the neighborhood and she never hears anything and never sees messages requesting resident feedback. She also pointed out several landscaping and irrigation concerns.

Mr. Smith stated that he's not going to write a blog everyday about the things he's done for the community. He directed her to Mr. Wright who can address any maintenance concerns and noted Duval Landscape has been working on some of the concerns Ms. Terios brought up.

THIRD ORDER OF BUSINESS

Approval of the Consent Agenda

A. Minutes

1. March 3, 2025 Workshop

2. March 11, 2025 Board of Supervisors 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.

Mr. Colin stated that he and GMS have worked out all the details regarding funds owed to the District whether it be late charges or maintenance issues, and current check registers with invoices included will be provided to the Board beginning in May. He thanked GMS and RMS for their responsiveness.

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. 152-154

On MOTION by Mr. Lisotta, seconded by Mr. Smith, 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. He noted the front pump is sucking up a lot of sand and is having to be drained weekly. A deeper investigation is needed to determine how the issue can be resolved.

The Board asked Mr. Wright to bring some quotes back to the Board to replace the well with a deep well.

Mr. Lisotta stated that the soil that is going down along Las Calinas seems to be working. If there is an area that is not responding, sod will be replaced. He's aware of the complaints about Privado Park and it will be fixed.

B. District Engineer – Update Regarding Major Modification Application

Ms. Evans stated that she has provided a site plan for Tract K (included in the agenda package) and contact information for a commercial broker who can put together a financial analysis including how much money could be made off of the seven lots included in the site plan.

Mr. Smith asked Ms. Evans to explain the difference between a major and minor modification.

Ms. Evans stated that there are different thresholds when you request changes to the PUD. With removing open space, it falls into a major modification. The DRI being closed also must be accounted for. Until the concept plan is finalized, the financial analysis is done, and a survey is sent to residents, the application for the modification will not be submitted to the county.

C. District Counsel

Mr. Cervelli asked Ms. Kilinski if she has a response to Mark Kaprelian's comments regarding his assessment increase.

Ms. Kilinski responded that her firm is doing a deep dive into the assessment methodologies that yielded those assessment numbers, but more documents are needed that were created prior to GMS serving as the District Manager before she can provide an answer.

D. District Manager

1. Update on Cost Share True-Up

Mr. Biagetti stated that GMS is waiting on Marshall Creek's response to the information provided regarding the cost share true-up.

2. Financial Update

Mr. Biagetti reported that the capital reserve balance is at \$410,496 and another \$100,000 will be added to that balance during this year. There is \$1,569,334 in the unassigned fund as of February 28th, which will be used to carry the District through the rest of fiscal year 2025 and the first few months of fiscal year 2026. He also added that the capital reserve study has been provided by Reserve Advisors, however there were formatting errors that need to be fixed.

E. Field Manager – Report

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

Mr. Colin stated that there have been two incidences where people have hurt themselves walking in the gravel outside the pickleball courts, so it is a safety hazard and needs to be addressed. Mr. Wright provided the Board with a proposal from All Weather Contractors with options for pouring asphalt or installing pavers. The pavers were recommended as the asphalt could erode or compress over time where it would not be level.

On MOTION by Mr. Colin, seconded by Mr. Lisotta, with all in favor, the proposal from All Weather Contractors for installation of pavers for a total of \$7,060 was approved 5-0.

Next, Mr. Wright reported that the county is finished with the mainline project. He also informed the Board that one of the speed signs is down due to a battery leak. To purchase a new sign would be \$3,000, or all the internal parts could be replaced in the current sign for \$1,295.

On MOTION by Mr. Lisotta, seconded by Mr. Smith, with all in favor, refurbishing the current speed sign for a total of \$1,295 was approved 5-0.

Lastly, Mr. Wright stated that he's working on getting some uneven sidewalks fixed.

Mr. Lisotta informed the Board that he's been working with RMS on improving communication and the process for approving maintenance items between meetings.

F. Director of Amenities – Report

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

Mr. Handler informed the Board that he spoke with the vendor making some roof repairs regarding the condition of the roof and they advised the roof is getting beyond repairs and will need to be replaced sooner than later. The estimated cost of replacement is \$300,000.

FIFTH ORDER OF BUSINESS

Acceptance of the Audit Committee's Recommended Criteria and Authorizing Staff to Issue and Request for Proposals for Audit Services

On MOTION by Mr. Lisotta, seconded by Mr. Colin, with all in favor, the audit committee's recommendation was approved and staff was authorized to issue a request for proposals for audit services 5-0.

SIXTH ORDER OF BUSINESS

Update Regarding Process for Potential Conversion to Taxable Bonds

Ms. Kilinski stated that GMS is working on tracking down requisitions from the bond issue from 2007 as the first step in this process is to identify what portions of the bond proceeds from 2007 were explicitly used to fund the roads. If the bonds were not used to fund the roads, then the refunding option becomes infinitely easier.

SEVENTH ORDER OF BUSINESS Update Regarding Capital Reserve Study

This item was discussed under the District Manager's Report.

**EIGHTH ORDER OF BUSINESS Board Guidance Regarding Fiscal Year 2026
Budget**

Mr. Biagetti stated that the budget is scheduled to be approved at the June meeting. He suggested the Board think about anything they may want to see added.

Mr. Lisotta asked if a workshop should be scheduled between the May and June meetings.

The Board's consensus was to hold a workshop. A date and time will be determined between meetings.

NINTH ORDER OF BUSINESS Other Business

Mr. Cervelli stated that he has not yet finalized a draft of the informal RFP package that was discussed at the last meeting for operations and management services. It will be added to the next agenda.

Mr. Smith stated that he will be working on gathering information from Marshall Creek on the Envera software and bring a summary to the Board.

TENTH ORDER OF BUSINESS Supervisor Requests / Public Comment

A resident asked what impact converting the bonds to taxable bonds would have on the residents.

Mr. Colin stated that he impacts are not yet known as the research is still being done. He noted the Board would need to get feedback from the community once that impact is known.

Ms. Kilinski added that each resident would receive a mailed and published notice detailing what the impacts to their individual lot would be and there would be a public hearing.

April 3, 2025

Sweetwater Creek CDD

ELEVENTH ORDER OF BUSINESS

**Next Scheduled Meeting – Thursday, May 1,
2025 at 4:00 p.m. at the Fitness Center, 1865
N. Loop Parkway, St. Augustine, Florida
32095**

TWELFTH ORDER OF BUSINESS

Adjournment

The meeting was adjourned at approximately 5:25 p.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Sweetwater Creek
Community Development District

Unaudited Financial Reporting
March 31, 2025



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1	<u>Balance Sheet</u>
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Sweetwater Creek
Community Development District
Combined Balance Sheet
March 31, 2025

	General Fund	Debt Service Fund	Capital Reserve Fund	Capital Project Fund	Totals Governmental Funds
Assets:					
Cash:					
Operating Account General Fund	\$ 102,167	\$ -	\$ 134,115	-	\$ 236,282
Operating Account Amenity Account	105,737	-	-	-	105,737
Debit Card Account	2,636	-	-	-	2,636
Accounts Receivable	-	-	-	-	-
Assessments Receivable	-	-	-	-	-
Due from General Fund	-	-	-	-	-
Due from Others	836	-	-	-	836
Due from Amenity	18,224	-	-	-	18,224
Due from Debt Service	-	-	-	-	-
Due from Capital Reserve	-	-	-	-	-
Due from Capital Projects	4,687	-	-	-	4,687
	-	-	-	-	-
Investments:					
State Board of Administration (SBA)	1,044,185	-	277,395	-	1,321,580
US Bank Custody Account	215,711	-	-	-	215,711
	-	-	-	-	-
Series 2019					
Reserve - A-1	-	133,070	-	-	133,070
Reserve - A-2	-	108,063	-	-	108,063
Revenue	-	781,306	-	-	781,306
Prepayment	-	10,926	-	-	10,926
Excess Revenue	-	6	-	-	6
Construction	-	-	-	227,410	227,410
Prepaid Expenses	-	-	-	-	-
Deposits	-	-	-	-	-
Total Assets	\$ 1,494,184	\$ 1,033,370	\$ 411,510	\$ 227,410	\$ 3,166,474
Liabilities:					
Accounts Payable	\$ 31,440	\$ -	\$ -	\$ -	\$ 31,440
Accrued Expenses	-	-	-	-	-
Contracts Payable	-	-	-	1,187	1,187
Due to Debt Service	-	-	-	-	-
Due to Amenity Fund	-	-	-	4,687	4,687
Due to Capital Reserve	-	-	-	-	-
Due to General Fund	18,224	-	-	-	18,224
Total Liabilities	\$ 49,664	\$ -	\$ -	\$ 5,874	\$ 55,538
Fund Balance:					
Nonspendable:					
Prepaid Items	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted for:					
Debt Service	-	1,033,370	-	-	1,033,370
Capital Project	-	-	-	221,536	221,536
Assigned for:					
Capital Reserve Fund	-	-	411,510	-	411,510
Unassigned	1,444,520	-	-	-	1,444,520
Total Fund Balances	\$ 1,444,520	\$ 1,033,370	\$ 411,510	\$ 221,536	\$ 3,110,936
Total Liabilities & Fund Balance	\$ 1,494,184	\$ 1,033,370	\$ 411,510	\$ 227,410	\$ 3,166,474

Sweetwater Creek
Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending March 31, 2025

	Adopted Budget	Prorated Budget Thru 03/31/25	Actual Thru 03/31/25	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 1,857,822	\$ 1,857,822	\$ 1,807,868	\$ (49,954)
Fitness Center Revenue	2,000	2,000	3,580	1,580
Interest/Miscellaneous	25,000	12,500	18,606	6,106
Total Revenues	\$ 1,884,822	\$ 1,872,322	\$ 1,830,054	\$ (42,268)
Expenditures:				
<u>General & Administrative:</u>				
Supervisor Fees	\$ 12,000	\$ 6,000	\$ 6,600	(600)
Engineering	20,000	10,000	10,820	(820)
District Counsel	63,599	31,800	21,549	10,251
Annual Audit	3,800	-	-	-
Assessment Administration	5,200	5,200	5,200	-
Arbitrage Rebate	500	-	-	-
Dissemination Agent	5,512	2,756	2,756	-
Trustee Fees	3,800	3,800	3,143	657
Management Fees	44,200	22,100	22,100	-
Information Technology	1,482	741	741	-
Website Maintenance	1,040	520	520	-
Telephone	742	371	159	212
Postage & Delivery	3,000	1,500	1,391	109
Public Official Insurance	5,172	5,172	5,224	(52)
Copies	2,500	1,250	887	363
Legal Advertising	2,000	1,000	182	818
Miscellaneous	1,500	424	424	-
Dues, Licenses & Subscriptions	175	175	175	-
Cost Share Expense - Marshall Creek	100,000	-	-	-
Total General & Administrative	\$ 276,222	\$ 92,808	\$ 81,870	\$ 10,939
<u>Operations & Maintenance</u>				
Electric	\$ 78,000	\$ 39,000	\$ 37,072	1,928
General Insurance	6,884	6,884	5,892	992
Landscape Maintenance	291,276	145,638	145,638	-
Landscape Improvements	50,000	3,257	3,257	-
Mulch	50,000	20,000	20,000	-
Lake Maintenance	22,000	11,000	12,735	(1,735)
Fountain Maintenance	1,500	750	-	750
Irrigation Repairs & Maintenance	39,000	25,370	25,370	-
Storm Clean-Up	10,000	-	-	-
Field Repairs & Maintenance	36,000	26,341	26,341	-
Tree Removals	14,000	7,000	5,250	1,750
Tree Replacements	-	-	1,820	(1,820)
Tree Pruning	15,000	7,500	5,480	2,020
Streetlight Repairs	2,250	1,125	-	1,125
Signage Repairs	1,000	-	-	-
Holiday Decoration	5,000	3,616	3,616	-
Miscellaneous Field Supplies	3,500	1,750	68	1,682
Subtotal Operations & Maintenance	\$ 625,410	\$ 299,231	\$ 292,538	\$ 6,693

Sweetwater Creek
Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending March 31, 2025

	Adopted Budget	Prorated Budget Thru 03/31/25	Actual Thru 03/31/25	Variance
<u>Amenities</u>				
Administrative				
Property & Casualty Insurance	\$ 43,218	\$ 43,218	\$ 40,216	3,002
Facility Management	266,340	133,170	141,397	(8,227)
Performance Incentive	10,000	10,000	8,492	1,508
Info Technology	-	-	795	(795)
Licenses & Permits	770	-	-	-
Subscriptions & Memberships	2,040	1,020	750	270
Training	-	-	219	(219)
Office Supplies	3,000	1,500	1,291	209
Office Equipment	2,500	1,250	562	688
Communication - Telephone/Internet/TV	12,000	6,000	4,212	1,788
Internet/Telephone - Guard House	4,500	2,250	1,802	448
<u>Field</u>				
Field Management Fees	92,602	46,301	46,301	-
Facility Maintenance - Cost Share	-	-	-	-
General Utilities	78,000	39,000	42,011	(3,011)
Refuse Removal	6,725	3,363	4,301	(938)
Security	41,137	20,569	20,891	(322)
Janitorial Services	43,467	19,922	19,922	-
Operating Supplies - Spa & Paper	4,000	2,000	1,195	805
Operating Supplies - Uniforms	500	500	535	(35)
Cleaning Supplies	12,500	6,250	3,622	2,628
Amenity Landscape Maintenance & Improvements	22,872	22,872	28,207	(5,335)
Gate Repairs & Maintenance	2,500	1,250	868	382
Dog Park Repairs & Maintenance	6,000	3,000	866	2,134
Park Mulch	5,000	-	-	-
Miscellaneous Field Supplies	4,100	91	91	-
Buildings Repairs & Maintenance	30,000	30,000	33,557	(3,557)
Pest Control	1,800	900	327	573
Pool Maintenance - Contract	19,469	9,735	9,735	-
Pool Repairs & Maintenance	3,000	358	358	-
Pool Chemicals	30,000	15,000	13,700	1,300
Signage & Amenity Repairs	300	150	101	49
Special Events	2,000	1,000	928	72
Park Repair & Maintenance	10,000	8,585	8,585	-
Pickleball Repair & Maintenance	3,000	3,000	2,794	206
Guardhouse Maintenance	2,500	-	-	-
Playground Repairs & Maintenance	5,000	5,000	7,139	(2,139)
<u>Fitness</u>				
Professional Services - Outside Fitness	55,515	27,758	22,125	5,633
Fitness Equipment Repairs & Maintenance	7,000	3,500	1,482	2,018
Fitness Equipment Rental	36,635	18,318	18,010	308
Miniature Golf Course Maintenance	500	355	355	-
Miscellaneous Fitness Supplies	6,300	3,150	448	2,702
Capital Outlay - Machinery & Equipment	6,400	1,087	1,087	-
Capital Outlay	-	-	23,702	(23,702)
Subtotal Amenities	\$ 883,190	\$ 491,420	\$ 512,978	\$ (21,558)
Total Operations & Maintenance and Amenities	\$ 1,508,600	\$ 790,651	\$ 805,516	\$ (14,865)
<u>Reserves</u>				
Capital Reserve Transfer	\$ 100,000	\$ -	-	\$ -
Subtotal Reserves	\$ 100,000	\$ -	\$ -	\$ -
Total Expenditures	\$ 1,884,822	\$ 883,459	\$ 887,386	\$ (3,927)
Excess (Deficiency) of Revenues over Expenditures	\$ (0)		\$ 942,668	
Fund Balance - Beginning	\$ -		\$ 501,852	
Fund Balance - Ending	\$ (0)		\$ 1,444,520	

Sweetwater Creek
Community Development District

Debt Service Fund Series 2019

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 03/31/25	Thru 03/31/25	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 741,440	\$ 741,440	\$ 718,752	\$ (22,688)
Special Assessments - Prepayments	-	-	10,926	10,926
Interest Income	30,000	15,000	12,469	(2,531)
Total Revenues	\$ 771,440	\$ 756,440	\$ 742,148	\$ (14,292)
Expenditures:				
Series 2019 - A1				
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	-	-	-	-
Series 2019 - A2				
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	-	-	-	-
Total Expenditures	\$ 741,700	\$ 125,850	\$ 140,850	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 29,740	\$ 630,590	\$ 601,298	\$ (14,292)
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 29,740	\$ 630,590	\$ 601,298	\$ (14,292)
Fund Balance - Beginning	\$ 187,616		\$ 432,072	
Fund Balance - Ending	\$ 217,356		\$ 1,033,370	

Sweetwater Creek
Community Development District

Capital Reserve Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending March 31, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 03/31/25	Thru 03/31/25	Variance
Revenues				
Capital Reserve - Transfer In	\$ 100,000	\$ -	\$ -	\$ -
Interest	5,000	5,000	6,420	1,420
Miscellaneous Income	-	-	-	-
Insurance Proceeds	-	-	-	-
Total Revenues	\$ 105,000	\$ 5,000	\$ 6,420	\$ 1,420
Expenditures:				
Capital Outlay	\$ 30,000	\$ 15,000	\$ -	\$ 15,000
Repair & Maintenance	21,317	10,659	-	10,659
Other Current Charges	600	300	246	54
Reserve Study	-	-	-	-
Total Expenditures	\$ 51,917	\$ 25,959	\$ 246	\$ 25,712
Excess (Deficiency) of Revenues over Expenditures	\$ 53,083		\$ 6,173	
Other Financing Sources/(Uses)				
Transfer In and (Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 53,083		\$ 6,173	
Fund Balance - Beginning	\$ 444,309		\$ 405,337	
Fund Balance - Ending	\$ 497,392		\$ 411,510	

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	\$ 6,420
Expenditures	\$ (246)
Actual Balance	\$411,510

Variance Reserve Study Vs Actual	(\$401,469)
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Sweetwater Creek
Community Development District
Capital Projects Fund Series 2019
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending March 31, 2025

	Actual
	Thru 03/31/25
Revenues	
Interest Income	\$ 7,527
Total Revenues	\$ 7,527
Expenditures:	
Capital Outlay	\$ 128,172
Total Expenditures	\$ 128,172
Excess (Deficiency) of Revenues over Expenditures	\$ (120,645)
Other Financing Sources/(Uses)	
Transfer In/(Out)	\$ -
Total Other Financing Sources (Uses)	\$ -
Net Change in Fund Balance	\$ (120,645)
Fund Balance - Beginning	\$ 342,181
Fund Balance - Ending	\$ 221,536

Sweetwater Creek
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Special Assessments - Tax Roll	\$ -	\$ 182,784	\$ 338,977	\$ 1,117,699	\$ 168,407	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,807,868
Fitness Center Revenue	1,890	540	-	-	1,150	-	-	-	-	-	-	-	3,580
Cost Sharing - Marshall Creek Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest/Miscellaneous	1,162	697	986	2,135	6,002	7,624	-	-	-	-	-	-	18,606
Total Revenues	\$ 3,052	\$ 184,021	\$ 339,963	\$ 1,119,835	\$ 175,559	\$ 7,624	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,830,054
Expenditures:													
General & Administrative:													
Supervisor Fees	\$ 800	\$ 1,000	\$ 800	\$ 1,000	\$ 1,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	6,600
Engineering	3,636	2,082	1,668	1,133	934	1,368	-	-	-	-	-	-	10,820
District Counsel	3,814	3,896	2,202	6,150	5,487	-	-	-	-	-	-	-	21,549
Annual Audit	-	-	-	-	-	-	-	-	-	-	-	-	-
Assessment Administration	5,200	-	-	-	-	-	-	-	-	-	-	-	5,200
Arbitrage Rebate	-	-	-	-	-	-	-	-	-	-	-	-	-
Dissemination Agent	459	459	459	459	459	459	-	-	-	-	-	-	2,756
Trustee Fees	3,143	-	-	-	-	-	-	-	-	-	-	-	3,143
Management Fees	3,683	3,683	3,683	3,683	3,683	3,683	-	-	-	-	-	-	22,100
Information Technology	124	124	124	124	124	124	-	-	-	-	-	-	741
Website Maintenance	87	87	87	87	87	87	-	-	-	-	-	-	520
Telephone	36	9	27	41	36	11	-	-	-	-	-	-	159
Postage & Delivery	122	431	252	284	113	189	-	-	-	-	-	-	1,391
Public Official Insurance	5,224	-	-	-	-	-	-	-	-	-	-	-	5,224
Copies	153	204	183	7	321	18	-	-	-	-	-	-	887
Legal Advertising	-	-	-	-	182	-	-	-	-	-	-	-	182
Miscellaneous	419	45	23	85	26	(174)	-	-	-	-	-	-	424
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
Cost Share Expense - Marshall Creek	-	-	-	-	-	-	-	-	-	-	-	-	-
Total General & Administrative	\$ 27,075	\$ 12,019	\$ 9,507	\$ 13,052	\$ 12,451	\$ 7,765	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	81,870

Sweetwater Creek
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Operations & Maintenance													
Electric	\$ 6,062	\$ 6,204	\$ 6,114	\$ 6,358	\$ 6,124	\$ 6,211	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	37,072
General Insurance	5,892	-	-	-	-	-	-	-	-	-	-	-	5,892
Landscape Maintenance	24,273	24,273	24,273	24,273	24,273	24,273	-	-	-	-	-	-	145,638
Landscape Improvements	-	1,202	-	-	2,055	-	-	-	-	-	-	-	3,257
Mulch	-	20,000	-	-	-	-	-	-	-	-	-	-	20,000
Lake Maintenance	2,122	2,122	2,122	2,122	2,122	2,122	-	-	-	-	-	-	12,735
Fountain Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
Irrigation Repairs & Maintenance	11,995	5,280	2,405	-	3,970	1,720	-	-	-	-	-	-	25,370
Storm Clean-Up	-	-	-	-	-	-	-	-	-	-	-	-	-
Field Repairs & Maintenance	8,854	3,975	8,365	895	-	4,252	-	-	-	-	-	-	26,341
Tree Removals	800	3,600	250	600	-	-	-	-	-	-	-	-	5,250
Tree Replacements	-	-	-	-	1,820	-	-	-	-	-	-	-	1,820
Tree Pruning	-	-	-	5,480	-	-	-	-	-	-	-	-	5,480
Streetlight Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
Signage Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
Holiday Decoration	1,594	1,217	499	307	-	-	-	-	-	-	-	-	3,616
Miscellaneous Field Supplies	49	-	-	-	19	-	-	-	-	-	-	-	68
Subtotal Operations & Maintenance	\$ 61,642	\$ 67,873	\$ 44,028	\$ 40,035	\$ 40,384	\$ 38,578	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	292,538
Amenities													
Administrative													
Property & Casualty Insurance	\$ 40,216	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	40,216
Facility Management	23,634	23,699	23,642	23,502	23,675	23,244	-	-	-	-	-	-	141,397
Performance Incentive	-	8,492	-	-	-	-	-	-	-	-	-	-	8,492
Info Technology	795	-	-	-	-	-	-	-	-	-	-	-	795
Licenses & Permits	-	-	-	-	-	-	-	-	-	-	-	-	-
Subscriptions & Memberships	125	125	125	125	125	125	-	-	-	-	-	-	750
Training	-	-	-	-	-	219	-	-	-	-	-	-	219
Office Supplies	188	138	616	59	146	144	-	-	-	-	-	-	1,291
Office Equipment	107	139	240	25	-	52	-	-	-	-	-	-	562
Communication - Telephone/Internet/TV	663	664	664	709	756	756	-	-	-	-	-	-	4,212
Internet/Telephone - Guard House	653	343	357	150	150	150	-	-	-	-	-	-	1,802

Sweetwater Creek
Community Development District
Month to Month

Field	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Field													
Field Management Fees	7,717	7,717	7,717	7,717	7,717	7,717	-	-	-	-	-	-	46,301
General Utilities	6,163	6,720	5,422	8,154	7,042	8,509	-	-	-	-	-	-	42,011
Refuse Removal	635	780	780	799	654	654	-	-	-	-	-	-	4,301
Security	3,488	3,428	3,428	3,488	3,428	3,631	-	-	-	-	-	-	20,891
Janitorial Services	3,622	3,622	3,622	3,622	1,811	3,622	-	-	-	-	-	-	19,922
Operating Supplies - Spa & Paper	475	222	-	264	170	63	-	-	-	-	-	-	1,195
Operating Supplies - Uniforms	-	-	27	508	-	-	-	-	-	-	-	-	535
Cleaning Supplies	244	1,472	342	1,464	80	20	-	-	-	-	-	-	3,622
Amenity Landscape Maintenance & Improvements	17,938	1,963	1,963	1,963	1,963	2,417	-	-	-	-	-	-	28,207
Gate Repairs & Maintenance	-	-	-	-	868	-	-	-	-	-	-	-	868
Dog Park Repairs & Maintenance	286	-	143	129	136	172	-	-	-	-	-	-	866
Park Mulch	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous Field Supplies	-	34	-	58	-	-	-	-	-	-	-	-	91
Buildings Repairs & Maintenance	28,243	75	4,111	718	34	376	-	-	-	-	-	-	33,557
Pest Control	81	81	81	84	-	-	-	-	-	-	-	-	327
Pool Maintenance - Contract	1,622	1,622	1,622	1,622	1,622	1,622	-	-	-	-	-	-	9,735
Pool Repairs & Maintenance	-	-	-	-	-	358	-	-	-	-	-	-	358
Pool Chemicals	2,055	2,160	2,498	2,397	2,432	2,158	-	-	-	-	-	-	13,700
Signage & Amenity Repairs	61	-	-	40	-	-	-	-	-	-	-	-	101
Special Events	-	164	595	124	29	17	-	-	-	-	-	-	928
Park Repair & Maintenance	8,585	-	-	-	-	-	-	-	-	-	-	-	8,585
Pickleball Repair & Maintenance	1,800	-	908	-	76	10	-	-	-	-	-	-	2,794
Guardhouse Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
Playground Repairs & Maintenance	17	5,589	1,391	142	-	-	-	-	-	-	-	-	7,139
Fitness													
Professional Services - Outside Fitness	4,115	3,570	2,595	4,910	3,485	3,450	-	-	-	-	-	-	22,125
Fitness Equipment Repairs & Maintenance	1,469	13	-	-	-	-	-	-	-	-	-	-	1,482
Fitness Equipment Rental	3,053	3,053	3,053	2,540	3,053	3,258	-	-	-	-	-	-	18,010
Miniature Golf Course Maintenance	-	-	355	-	-	-	-	-	-	-	-	-	355
Miscellaneous Fitness Supplies	117	76	-	215	18	21	-	-	-	-	-	-	448
Capital Outlay - Machinery & Equipment	-	-	795	-	167	125	-	-	-	-	-	-	1,087
Capital Outlay	-	19,610	-	-	4,092	-	-	-	-	-	-	-	23,702
Subtotal Amenities	\$ 158,166	\$ 95,572	\$ 67,093	\$ 65,528	\$ 63,730	\$ 62,890	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	512,978
Total Operations & Maintenance and Amenities	\$ 219,808	\$ 163,444	\$ 111,120	\$ 105,563	\$ 104,114	\$ 101,468	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	805,516
Total Expenditures	\$ 246,883	\$ 175,463	\$ 120,628	\$ 118,615	\$ 116,565	\$ 109,233	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	887,386
Excess (Deficiency) of Revenues over Expenditures	\$ (243,831)	\$ 8,558	\$ 219,335	\$ 1,001,220	\$ 58,994	\$ (101,609)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	942,668
Reserves													
Capital Reserve Transfer	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-

Sweetwater Creek
Community Development District
Long Term Debt Report

SERIES 2019A-1, SPECIAL ASSESSMENT REVENUE BONDS		
Interest Rate:	2.000%, 2.125%, 2.250%, 2.375%, 2.500%, 2.950%, 3.170%	
Maturity Date:	5/1/2038	
Reserve Fund Definition	MAXIMUM ANNUAL DEBT SERVICE	
Reserve Fund Requirement	\$133,070	
Reserve Fund Balance	133,070	
Bonds Outstanding - 7/30/19		\$7,825,000
Less: Principal Payment - 5/1/20		(\$330,000)
Less: Principal Payment - 5/1/20 (Special Call)		(\$15,000)
Less: Principal Payment - 11/1/20 (Special Call)		(\$40,000)
Less: Principal Payment - 5/1/21		(\$340,000)
Less: Principal Payment - 5/1/21 (Special Call)		(\$40,000)
Less: Principal Payment - 11/1/21 (Special Call)		(\$15,000)
Less: Principal Payment - 5/1/22		(\$340,000)
Less: Principal Payment - 11/1/22 (Special Call)		(\$15,000)
Less: Principal Payment - 5/1/23		(\$345,000)
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)
Current Bonds Outstanding		\$5,970,000

SERIES 2019A-2, SPECIAL ASSESSMENT REVENUE BONDS		
Interest Rate:	3.560%, 4.020%	
Maturity Date:	5/1/2038	
Reserve Fund Definition	50% MAXIMUM ANNUAL DEBT SERVICE	
Reserve Fund Requirement	\$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)
Current Bonds Outstanding		\$2,290,000

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%
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<i>Date</i>	<i>Distribution</i>	<i>Net Receipts</i>	<i>O&M Portion</i>	<i>2019- Service</i>	<i>Debt</i>	<i>Total</i>
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	183,278.27	72,865.78		256,144.05
01/10/25	6	1,556,464.73	1,113,694.27	442,770.46		1,556,464.73
01/14/25	INTEREST 1	5,597.31	4,005.03	1,592.28		5,597.31
02/21/25	7	235,360.47	168,407.03	66,953.44		235,360.47
		-	-	-		-
		-	-	-		-
		-	-	-		-
		-	-	-		-
		-	-	-		-
		-	-	-		-
TOTAL		\$ 2,526,620.48	\$ 1,807,867.66	\$ 718,752.37	\$	2,526,620.03

97.31%	Percent Collected
\$ 69,815.46	Balance Remaining to Collect

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: SWCrrfml220 - 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: SWGtrr220 - 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 Cnter 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 Cnter 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 Add'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 Center paid with card.	\$ 2,959.95
12/5/23	113	Sweetwater Creek CDD	Invoice # 211276 Pickleball Courts Addition & Modifications.	\$ 205.00
12/6/23	114	England Thims & Miller	Invoice # 25237 Revamp amenity center irrigation.	\$ 12,917.16
1/10/24	115	Duval Landscape Maintenance	Dowling Douglas Invoice # 211276 Pickleball Courts Addition & Modifications - Nov 2023.	\$ 2,600.00
1/10/24	116	Sweetwater Creek CDD-Capital Reserve	Invoice # 8459 2019 Project Construction	\$ 124.00
1/22/24	117	Kilinski/Van Wyk PLLC	Video Surveillance System Equipment and Installation 50% Dep Invoice #327381-Deposit	\$ 5,946.88
2/13/24	118	Atlantic Security	Invoice # 12524 - 6 Outdoor Motion Detector-LED light fixture for Pickleball Project	\$ 3,800.00
2/13/24	119	Alfred W Grover, Electrical Contractor	Invoice # 212440 Pickleball Courts Addition & Modifications - Nov 2023.	\$ 1,571.25
2/13/24	120	England Thims & Miller	Invoice # 8723 2019 Project Construction	\$ 155.00
2/14/24	121	Kilinski/Van Wyk PLLC	Palencia Pickleball Courts Install two light deflectors Invoice #W64623	\$ 1,840.00
2/20/24	122	American Electrical Contracting Inc	Palencia Pickleball Courts Change timer to digital Invoice #W63086	\$ 140.65
2/22/24	123	American Electrical Contracting Inc	Palencia Pickleball Courts Change Order Lighting Project Invoice #W62910	\$ 3,227.30
2/22/24	124	American Electrical Contracting Inc	Palencia Pickleball Courts Pay App 2304-7-Final Payment	\$ 25,623.00
2/27/24	125	Hoffman Commercial Construction LLC	Invoice # 97146 - installed self close metering faucet in ensenada park per contract	\$ 1,280.00
3/12/24	126	Workman's Kwik Fix Plumbing Division	Invoice #212712 - CEI Services - Finalized documents and pay apps for Pickleball Court closeout with SJC and Owner	\$ 307.50
3/12/24	127	England Thims & Miller	Invoice # 2313106. Furnished & installed 296' of 48" high 2-rail ascot style black aluminum fence with (3) 4' gate	\$ 8,174.00
3/12/24	128	Best Fence and Rail fo FL LLC	Invoice # 8974 2019 Project Construction	\$ 1,437.50
3/20/24	129	Kilinski/Van Wyk PLLC	Invoice # 190784 - Due Diligence and Site Planning	\$ 2,168.75
4/30/24	130	Matthews/DCCM	Invoice # 190937 - Due Diligence and Site Planning	\$ 2,037.50
5/20/24	131	Matthews/DCCM	Invoice # 331612Final Invoice for Security System	\$ 5,884.37
5/31/24	132	Atlantic Security	Invoice # 9385 2019 Project Construction	\$ 393.50
6/11/24	133	Kilinski/Van Wyk PLLC	Invoice # 9385 2019 Project Construction	\$ 465.00
6/27/24	134	Kilinski/Van Wyk PLLC	Invoice # 9861 2019 Project Construction	\$ 93.00
7/26/24	135	Kilinski/Van Wyk PLLC	Invoice # 191118 - Due Diligence and Site Planning	\$ 2,475.00
8/5/24	136	Matthews/DCCM	Invoice # 191467 - Onda Park Survey and Construction Plans	\$ 9,489.26
8/5/24	137	Matthews/DCCM	Invoice # 191636 - Onda Park Construction Plans/Landscape/Meetings	\$ 5,100.00
8/21/24	138	Matthews/DCCM	Invoice # 10065 2019 Project Construction	\$ 583.00
8/28/24	139	Kilinski/Van Wyk PLLC	Invoice # 10430 2019 Project Construction	\$ 3,403.50
9/13/24	140	Kilinski/Van Wyk PLLC	Invoice #191859 Onda Park	\$ 1,186.88
11/5/24	141	Matthews/DCCM	Invoice # 10546 2019 Project Construction	\$ 332.00
10/18/24	142	Kilinski/Van Wyk PLLC	Envera System upgrade deposit and install balance	\$ 15,810.12
11/5/24	143	Sweetwater Creek CDD-Capital Reserve	Invoice # 10810 2019 Project Construction	\$ 553.75
12/9/24	144	Kilinski/Van Wyk PLLC	Invoice # 10975 2019 Project Construction	\$ 124.00
12/23/24	145	Kilinski/Van Wyk PLLC	Invoice #49881 Strenight Equipment Replacement-50% deposit	\$ 43,663.00
12/24/24	146	Design 2 Wellness	Quote #193688 Polished Mirror Wall Install Deposit	\$ 1,130.43
2/17/25	147	Lee and Cates	Invoice #3019 Pool Parts and Labor	\$ 11,750.00
2/17/25	148	C Buss Entreprses Inc	Invoice #115817 Two Shades and Materials	\$ 26,689.40
2/21/25	149	BYO Recreation	Invoice #115858 Down Payment for Installation & Permitting	\$ 19,515.00
2/21/25	150	National Playground Construction	Invoice # 10975 2019 Project Construction	\$ 1,476.50
2/24/25	151	Kilinski/Van Wyk PLLC	Invoice #PALF-001- Storage Room Final/Invoice #PKNE-001-Knee Wall in Fitness Ctr	\$ 8,753.00
3/5/25	152	Invision Construction	Invoice #PKNE-001-Knee Wall in Fitness Ctr	\$ 3,979.00
3/5/25	152	Invision Construction	Invoice #192893 - Onda Residential - Planning, Mod App & Meetings	\$ 3,920.00
3/18/25	153	Matthews/DCCM	Invoice # 11682 2019 Project Construction	\$ 744.00
3/18/25	154	Kilinski/Van Wyk PLLC	Invoice #164342 and #64340 Polish mirror wall install Workout Room	\$ 2,323.33
3/18/25	155	Sweetwater Creek CDD	Invoice #112528 50% Deposit for Mini Golf Resurfacing	\$ 5,667.50
3/18/25	156	JD Goals Inc		
TOTAL				\$ 1,473,192.83
Project (Construction) Fund at 08/30/19				\$ 1,540,777.96
Interest Earned and Transfers thru 03/31/25				\$ 151,834.34
Outstanding Requisitions				\$ 7,990.83
Requisitions Paid thru 03/31/25				\$ (1,473,192.83)
Remaining Project (Construction) Fund				\$ 227,410.30

Sweetwater Creek
COMMUNITY DEVELOPMENT DISTRICT

Special Assessment Revenue Bonds, Series 2019

Date	Requisition #	Contractor	Description	Requisition
FUTURE CAPITAL PROJECTS (CONSTRUCTION)				
		Hoffman Construction	Pickleball Court Construction-Balance to Finish including Retainage	\$0.00
			Pickleball-Water Fountain/Cooler (Projection, not actual)	\$4,000.00
			Fitness Center New Equipment	\$ 55,151.24
			Boccee Ball Court And Shade	\$13,310.60
			Shade Srtures Playgrounds, Pickleball	\$93,795.60
			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
TOTAL PROJECTED PROJECTS				\$203,257.44
PROJECTED REMAINING PROJECTS (CONSTRUCTION) FUNDS				\$24,153

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Sweetwater Creek
COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2025
Check Register

<i>Date</i>	<i>check #'s</i>	<i>Amount</i>
General Fund		
3/1/25 - 3/31/25	4240-4269	\$1,060,873.75
4/1/25 - 4/22/25	4270-2935	\$59,747.54
SUBTOTAL		\$1,120,621.29
<i>Date</i>	<i>check #'s</i>	<i>Amount</i>
Amenity Fund		
3/1/25 - 3/31/25	2889-2920	\$53,851.58
4/1/25 - 4/22/25	2921-2935	\$46,961.55
SUBTOTAL		\$100,813.13
<i>Date</i>	<i>check #'s</i>	<i>Amount</i>
Capital Reserve		
SUBTOTAL		\$0.00
TOTAL		\$1,221,434.42

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
3/10/25	00109	3/03/25 03032025	202503 310-51300-11000	DANIEL L COLIN	*	200.00	200.00 004240
3/10/25	00089	3/03/25 03032025	202503 310-51300-11000	JOHN T SMITH	*	200.00	200.00 004241
3/10/25	00051	3/03/25 03032025	202503 310-51300-11000	ROBERT LISOTTA	*	200.00	200.00 004242
3/10/25	00108	3/03/25 03032025	202503 310-51300-11000	RONALD J CERVELLI	*	200.00	200.00 004243
3/10/25	00040	3/03/25 03032025	202503 310-51300-11000	STEPHEN J HANDLER	*	200.00	200.00 004244
3/11/25	00090	1/01/25 6934180	202410 300-13100-10200	GANNETT FL LOCALIQ	*	20.63	20.63 004245
3/11/25	00086	2/19/25 30248	202502 320-53800-47300	DUVAL LANDSCAPE MAINTENANCE	*	1,110.00	1,110.00 004246
3/11/25	00086	2/26/25 30301	202502 320-53800-47300	DUVAL LANDSCAPE MAINTENANCE	*	925.00	925.00 004247
3/11/25	00086	2/26/25 30302	202502 320-53800-47300	DUVAL LANDSCAPE MAINTENANCE	*	385.00	385.00 004248
3/11/25	00086	2/28/25 30334	202502 320-53800-47300	DUVAL LANDSCAPE MAINTENANCE	*	1,550.00	1,550.00 004249
3/11/25	00086	2/28/25 30335	202502 320-53800-47313	DUVAL LANDSCAPE MAINTENANCE	*	1,820.00	1,820.00 004250
3/11/25	00086	2/28/25 30336	202502 320-53800-46400	DUVAL LANDSCAPE MAINTENANCE	*	2,055.00	2,055.00 004251

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
3/11/25	00086	3/01/25 30361	202503 320-53800-46200	MAR PALENCIA RENEWAL	*	24,273.00	
				DUVAL LANDSCAPE MAINTENANCE			24,273.00 004252
3/11/25	00063	2/28/25 88459	202502 320-53800-47000	FEB LAKE MAINTENANCE	*	2,122.44	
				FUTURE HORIZONS			2,122.44 004253
3/11/25	00029	3/01/25 168	202503 310-51300-34000	MAR MANAGEMENT FEES	*	3,683.33	
		3/01/25 168	202503 310-51300-35200	MAR WEBSITE ADMIN	*	86.67	
		3/01/25 168	202503 310-51300-35100	MAR INFO TECH	*	123.50	
		3/01/25 168	202503 310-51300-31300	MAR DISSEM AGENT SRVCS	*	459.33	
		3/01/25 168	202503 310-51300-49000	OFFICE SUPPLIES	*	1.23	
		3/01/25 168	202503 310-51300-42000	POSTAGE	*	189.38	
		3/01/25 168	202503 310-51300-42500	COPIES	*	18.00	
		3/01/25 168	202503 310-51300-41000	TELEPHONE	*	11.13	
				GOVERNMENTAL MANAGEMENT SERVICES			4,572.57 004254
3/11/25	00094	2/19/25 11430	202501 310-51300-31500	JAN GENERAL COUNSEL	*	6,150.00	
				KILINSKI VAN WYK PLLC			6,150.00 004255
3/11/25	00103	1/13/25 192480	202412 310-51300-31100	DEC ENGINEERING SERVICES	*	1,667.50	
				MATTHEWS DESIGN GROUP LLC			1,667.50 004256
3/11/25	00103	3/10/25 192877	202502 310-51300-31100	FEB ENGINEERING SERVICES	*	933.75	
				MATTHEWS DESIGN GROUP LLC			933.75 004257
3/11/25	00079	2/20/25 02202025	202502 300-15100-10000	GEN FUND EXC TRAN #323520	*	1,000,000.00	
				STATE BOARD OF ADMINISTRATION			1,000,000.00 004258
3/13/25	00109	3/11/25 03112025	202503 310-51300-11000	3/11/25 CDD BOARD MEETING	*	200.00	
				DANIEL L COLIN			200.00 004259

SWCC SWEETWATER CRK BPEREGRINO

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
3/13/25	00089	3/11/25 03112025	202503 310-51300-11000 3/11/25 CDD BOARD MEETING	JOHN T SMITH	*	200.00	200.00 004260
3/13/25	00051	3/11/25 03112025	202503 310-51300-11000 3/11/25 CDD BOARD MEETING	ROBERT LISOTTA	*	200.00	200.00 004261
3/13/25	00108	3/11/25 03112025	202503 310-51300-11000 3/11/25 CDD BOARD MEETING	RONALD J CERVELLI	*	200.00	200.00 004262
3/13/25	00040	3/11/25 03112025	202503 310-51300-11000 3/11/25 CDD BOARD MEETING	STEPHEN J HANDLER	*	200.00	200.00 004263
3/20/25	00090	2/28/25 6985447	202502 310-51300-48000 2/24 NTC OF MTG #11056010 2/28/25 6985447 202502 310-51300-48000 2/26 NTC OF MTG #11063896	GANNETT FL LOCALIQ	*	89.04 93.12	182.16 004264
3/20/25	00086	3/17/25 30619	202503 320-53800-47300 DECODER RPR MIDDLE CLOCK	DUVAL LANDSCAPE MAINTENANCE	*	1,030.00	1,030.00 004265
3/20/25	00086	3/17/25 30620	202503 320-53800-47300 MIDDLE CLOCK WIRE DAMAGE	DUVAL LANDSCAPE MAINTENANCE	*	410.00	410.00 004266
3/20/25	00094	3/16/25 11681	202502 310-51300-31500 FEB GENERAL COUNSEL	KILINSKI VAN WYK PLLC	*	5,486.70	5,486.70 004267
3/27/25	00105	3/21/25 192624	202503 320-53800-47301 CONCRETE RPR	ALL WEATHER CONTRACTORS, INC	*	2,290.00	2,290.00 004268
3/27/25	00105	3/25/25 192707	202503 320-53800-47301 CONCRETE RPR	ALL WEATHER CONTRACTORS, INC	*	1,890.00	1,890.00 004269
TOTAL FOR BANK A						1,060,873.75	
TOTAL FOR REGISTER						1,060,873.75	

SWCC SWEETWATER CRK BPEREGRINO

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT	#
3/11/25	00119	3/01/25 30360	202503 330-53800-46200	MAR FIT CNTR & DOG PARK	DUVAL LANDSCAPING MAINTENANCE	*	1,963.00	1,963.00	002889
3/11/25	00128	2/20/25 02202025	202502 340-53800-34500	2/18-2/27 FITNESS CLASSES	ELIANA N ROQUE	*	320.00	320.00	002890
3/11/25	00080	2/27/25 92880	202502 330-53800-48300	LED BARRIER ARM NO LED	HIDDEN EYES LLC	*	868.00	868.00	002891
3/11/25	00133	3/05/25 03052025	202502 340-53800-34500	2/18 SUB FITNESS CLASS	HEATHER REBELLA	*	35.00	35.00	002892
3/11/25	00151	3/05/25 03052025	202502 340-53800-34500	2/24 FITNESS CLASS	JOSIE LYNN CARLETON	*	35.00	35.00	002893
3/11/25	00166	3/05/25 03052025	202502 340-53800-34500	2/12-2/28 FITNESS CLASSES	KATHY ROY	*	140.00	140.00	002894
3/11/25	00132	3/01/25 03012025	202502 340-53800-34500	2/20-3/1 FITNESS CLASSES	LAURA CORREA	*	140.00	140.00	002895
3/11/25	00127	3/02/25 03022025	202502 340-53800-34500	2/17-3/2 FITNESS CLASSES	LINA HERMEZ	*	450.00	450.00	002896
3/11/25	00152	2/27/25 02272025	202502 340-53800-34500	2/18-2/27 FITNESS CLASSES	MARILYN J COSTANZO	*	140.00	140.00	002897
3/11/25	00135	2/26/25 02262025	202502 340-53800-34500	2/17-2/26 FITNESS CLASSES	MIRANDA BULGER	*	245.00	245.00	002898
3/11/25	00141	3/05/25 03052025	202502 340-53800-34500	2/21-3/4 FITNESS CLASSES	PATRICIA SCOTT	*	140.00	140.00	002899
3/11/25	00019	3/01/25 13129562	202503 330-53800-52002	MAR POOL CHEMICALS	POOLSURE	*	2,157.54	2,157.54	002900

SWCC SWEETWATER CRK BPEREGRINO

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
3/11/25	00104	2/18/25 296	202501 330-53800-47200	JAN PLAYGROUND RPR/MAINT	*	100.00	
		2/18/25 296	202501 330-53800-48500	JAN SIGNAGE & AMENITY RPR	*	40.00	
		2/18/25 296	202501 330-53800-47800	JAN BUILDING RPR & MAINT	*	80.00	
		2/18/25 296	202501 330-53800-49000	JAN MISC FIELD SUPPLIES	*	57.75	
				RIVERSIDE MANAGEMENT SERVICES INC			277.75 002901
3/11/25	00136	3/06/25 03062025	202502 340-53800-34500	2/25-3/6 FITNESS CLASSES	*	140.00	
				TIFFANY ROSE CUNNINGHAM			140.00 002902
3/20/25	00014	3/01/25 H480-101	202501 330-53800-52100	DISINFECTANT FITNESS WIPE	*	1,300.00	
				LLOYDS EXERCISE EQUIPMENT LLC			1,300.00 002903
3/20/25	00167	2/11/25 SO166	202502 330-57200-60000	FLOOR PANEL 2 PLAYGRND PK	*	4,092.27	
				PLAYMORE RECREATIONAL PRODUCTS			4,092.27 002904
3/20/25	00104	3/01/25 397	202503 330-53800-10000	MAR FITNESS CNTR MANAGER	*	10,319.83	
		3/01/25 397	202503 330-53800-10000	MAR ASSISTANT MANAGER	*	6,868.07	
		3/01/25 397	202503 330-53800-10000	MAR FRONT DESK ATTENDANTS	*	5,007.08	
		3/01/25 397	202503 330-53800-10000	FEB FRONT DESK ATTENDANTS	*	1,049.46	
		3/01/25 397	202503 330-53800-46500	MAR JANITORIAL SERVICES	*	3,622.25	
		3/01/25 397	202503 330-53800-52000	MAR POOL MAINTENANCE SRVC	*	1,622.42	
		3/01/25 397	202503 320-53800-12100	MAR FIELD MANAGEMENT	*	7,716.83	
		3/01/25 397	202503 330-53800-52001	POOL COVER REMOVAL	*	357.50	
				RIVERSIDE MANAGEMENT SERVICES INC			36,563.44 002905
3/20/25	00136	2/06/25 02062025	202501 340-53800-34500	1/27-2/6 FITNESS CLASSES	*	140.00	
				TIFFANY ROSE CUNNINGHAM			140.00 002906
3/27/25	00096	2/01/25 1254	202502 330-53800-44000	FEB SPIRIT AIRBIKE LEASE	*	513.20	
				FRANK A FLORI			513.20 002907
				SWCC SWEETWATER CRK BPEREGRINO			

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
3/27/25	00096	3/01/25 1258	202503 330-53800-44000	MAR-SEPT AIRBIKE LEASE	*	718.48	
				FRANK A FLORI			718.48 002908
3/27/25	00131	3/24/25 03242025	202503 340-53800-34500	3/10-3/23 FITNESS CLASSES	*	320.00	
				DIANE LAURA STOEVEER			320.00 002909
3/27/25	00128	3/13/25 03132025	202503 340-53800-34500	3/4-3/13 FITNESS CLASSES	*	320.00	
				ELIANA N ROQUE			320.00 002910
3/27/25	00166	3/24/25 03242025	202503 340-53800-34500	2/21-3/12 FITNESS CLASSES	*	210.00	
				KATHY ROY			210.00 002911
3/27/25	00132	3/15/25 03152025	202503 340-53800-34500	3/6-3/15 FITNESS CLASSES	*	140.00	
				LAURA CORREA			140.00 002912
3/27/25	00165	3/04/25 64340	202503 300-13100-10400	POLISHED MIRROR WALL	*	1,130.43	
				LEE & CATES GLASS INC			1,130.43 002913
3/27/25	00165	3/04/25 64342	202503 300-13100-10400	POLISHED MIRROR WALL	*	62.47	
				LEE & CATES GLASS INC			62.47 002914
3/27/25	00127	3/16/25 03162025	202503 340-53800-34500	3/3-3/16 FITNESS CLASSES	*	450.00	
				LINA HERMEZ			450.00 002915
3/27/25	00135	3/12/25 03122025	202503 340-53800-34500	3/3-3/12 FITNESS CLASSES	*	280.00	
				MIRANDA BULGER			280.00 002916
3/27/25	00141	3/24/25 03242025	202503 340-53800-34500	3/17-3/20 FITNESS CLASSES	*	175.00	
				PATRICIA SCOTT			175.00 002917
3/27/25	00138	3/11/25 03112025	202501 340-53800-34500	1/2-1/9 FITNESS CLASSES	*	105.00	
				RONALD C CULLUM			105.00 002918
3/27/25	00138	3/13/25 03132025	202503 340-53800-34500	3/4-3/13 FITNESS CLASSES	*	140.00	
				RONALD C CULLUM			140.00 002919
				SWCC SWEETWATER CRK BPEREGRINO			

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
3/27/25	00136	3/20/25 03202025	202503 340-53800-34500		*	140.00	
		3/8-3/22	FITNESS CLASSES	TIFFANY ROSE CUNNIGHAM			140.00 002920

TOTAL FOR BANK B						53,851.58	
TOTAL FOR REGISTER						53,851.58	

Attendance Confirmation
for
BOARD OF SUPERVISORS

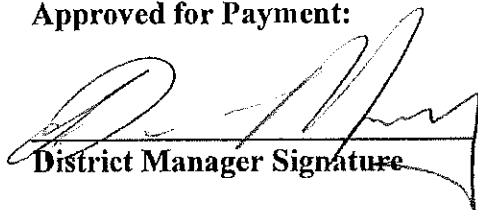
District Name: Sweetwater Creek CDD

Board Meeting Date: March 3, 2025 Workshop

	<i>Name</i>	<i>In Attendance</i> <i>Please ✓</i>	<i>Fee Involved</i> <i>Yes / No</i>
1	Rob Lisotta 51	✓	Yes (\$200)
2	Ron Cervelli 108	✓	Yes (\$200)
3	Stephen Handler 40	✓	Yes (\$200)
4	Dan Colin 109	✓	yes \$200
5	John Smith 89	✓	Yes (\$200)

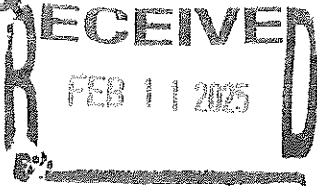
The supervisors present at the above referenced meeting should be compensated accordingly.

Approved for Payment:


District Manager Signature

3-3-25
Date

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



ACCOUNT NAME Sweetwater Creek Cdd/Gms		ACCOUNT # 764151	PAGE # 1 of 1
STATEMENT # 0006934180	STATEMENT PERIOD Jan 1- Jan 31, 2025	STATEMENT DATE January 31, 2025	
PREPAY (Memo Info) \$0.00	UNAPPLIED (Included in amt due) \$0.00	TOTAL CASH AMT DUE* \$20.63	

BILLING ACCOUNT NAME AND ADDRESS

Sweetwater Creek Cdd/Gms
475 W. Town Pl. Ste. 114
Saint Augustine, FL 32092-3649


PAYMENT DUE DATE: FEBRUARY 28, 2025

Legal Entity: Gannett Media Corp.

Terms and Conditions: Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited.

All funds payable in US dollars.

BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@ccc.gannett.com

FEDERAL ID 47-2390983

Check out our brand-new invoice layout! Specifically tailored to better meet your needs and enhance your experience.

Date	Description	Amount
1/1/25	Balance Forward	\$20.63

As an incentive for customers, we provide a discount off the total invoice cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and Save!

Total Cash Amount Due	\$20.63
Service Fee 3.99%	\$0.82
*Cash/Check/ACH Discount	-\$0.82
*Payment Amount by Cash/Check/ACH	\$20.63
Payment Amount by Credit Card	\$21.45


PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NAME Sweetwater Creek Cdd/Gms		ACCOUNT NUMBER 764151		STATEMENT NUMBER 0006934180		AMOUNT PAID \$20.63
CURRENT DUE \$0.00	30 DAYS PAST DUE \$0.00	60 DAYS PAST DUE \$0.00	90 DAYS PAST DUE \$0.00	120+ DAYS PAST DUE \$20.63	UNAPPLIED PAYMENTS \$0.00	TOTAL CASH AMT DUE* \$20.63
REMITTANCE ADDRESS (Include Account# & Invoice# on check) Gannett Florida LocaliQ PO Box 631244 Cincinnati, OH 45263-1244				TO PAY BY PHONE PLEASE CALL: 1-877-736-7612		TOTAL CREDIT CARD AMT DUE \$21.45
				To sign up for E-mailed invoices and online payments please contact abgspecial@gannett.com		

00007641510000000000000069341800000206367175



ACCOUNT NAME		ACCOUNT #	PAGE #
Sweetwater Creek Cdd/Gms		764151	1 of 1
STATEMENT #	BILLING PERIOD	PAYMENT DUE DATE	
0006705313	Sep 1- Sep 30, 2024	October 20, 2024	
PREPAY (Memo Info)	UNAPPLIED (Included in amt due)	TOTAL CASH AMT DUE*	
\$0.00	\$0.00	\$1,497.14	

BILLING ACCOUNT NAME AND ADDRESS	Legal Entity: Gannett Media Corp. Terms and Conditions: Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates Incorrectly Invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited. All funds payable in US dollars.
Sweetwater Creek Cdd/Gms 475 W. Town Pl. Ste. 114 Saint Augustine, FL 32092-3649 	
BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@ccc.gannett.com	
FEDERAL ID 47-2390983	
To sign-up for E-mailed invoices and online payments please contact abgspecial@gannett.com.	

Date	Description	Amount
9/1/24	Balance Forward	\$1,476.51
9/30/24	Finance Charge	\$20.63

The amount of \$101.28 processed on 10/03/24 with check #4135
The amount of \$1,375.23 processed on 10/24/24 with check #4146
TP 03/10/25

As an incentive for customers, we provide a discount off the total invoice cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and Save!	Total Cash Amount Due	\$1,497.14
	Service Fee 3.99%	\$59.74
	*Cash/Check/ACH Discount	-\$59.74
	*Payment Amount by Cash/Check/ACH	\$1,497.14
	Payment Amount by Credit Card	\$1,556.88

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NAME		ACCOUNT NUMBER		STATEMENT NUMBER		AMOUNT PAID
Sweetwater Creek Cdd/Gms		764151		0006705313		
CURRENT DUE	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120+ DAYS PAST DUE	UNAPPLIED PAYMENTS	TOTAL CASH AMT DUE*
\$20.63	\$101.28	\$1,375.23	\$0.00	\$0.00	\$0.00	\$1,497.14
REMITTANCE ADDRESS (Include Account# & Invoice# on check)				TO PAY WITH CREDIT CARD PLEASE CALL:		TOTAL CREDIT CARD AMT DUE
Gannett Florida LocaliQ PO Box 631244 Cincinnati, OH 45263-1244				1-877-736-7612		\$1,556.88
				To sign up for E-mailed invoices and online payments please contact abgspecial@gannett.com		

0000764151000000000000067053130014971467171



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

INVOICE

Date	Invoice No.
02/19/25	30248
Terms	Due Date
Net 40	03/31/25

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
\$1,110.00	

Please detach top portion and return with your payment.

DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
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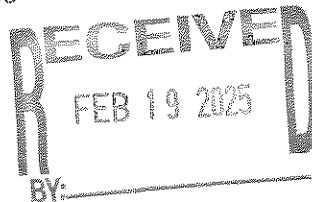
#35701 - sweetwater barbella valve
repairs feb25

sweetwater barbella valve repairs feb25

Irrigation Service/Repairs					\$1,110.00
Dbry Splice Kit		4.00	\$15.00	\$60.00	
Electrical Valve	2"	2.00	\$225.00	\$450.00	
Irrigation Labor	Hr	4.00	\$100.00	\$400.00	
Misc Irrigation Supplies		1.00	\$30.00	\$30.00	
Slip fix	2"	2.00	\$85.00	\$170.00	

Total	\$1,110.00
Payments/Credits	(\$0.00)
Balance Due	\$1,110.00

Irrigation repair and maint
1.320.53800.47300
DW
2/19/25





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

INVOICE

Date	Invoice No.
02/26/25	30301
Terms	Due Date
Net 40	04/07/25

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
\$925.00	

Please detach top portion and return with your payment.

DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
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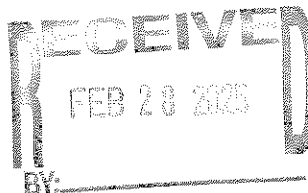
#35337 - sweetwater valve locate repair
Rincon controller jan25

sweetwater valve locate repair Rincon
controller jan25

Irrigation Service/Repairs					\$925.00
Electrical Valve	2"	1.00	\$225.00	\$225.00	
Irrigation Labor	Hr	3.00	\$150.00	\$450.00	
Misc Irrigation Supplies		1.00	\$15.00	\$15.00	
Slip fix	2"	1.00	\$85.00	\$85.00	
Wire Locating	Hr	1.00	\$150.00	\$150.00	

Irrigation repair and maint
1.320.53800.47300
DW
2/28/25

Total	\$925.00
Payments/Credits	(\$0.00)
Balance Due	\$925.00





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

INVOICE

Date	Invoice No.
02/26/25	30302
Terms	Due Date
Net 40	04/07/25

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
\$385.00	

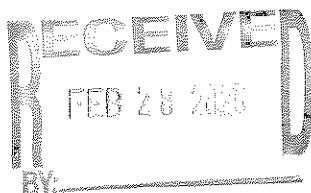
Please detach top portion and return with your payment.

DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
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#35729 - Del norte vandalized repair
Feb 25

Del norte vandalized repair Feb 25

Irrigation Service/Repairs					\$385.00
Irrigation Labor	Hr	2.00	\$100.00	\$200.00	
Misc Irrigation Supplies		1.00	\$50.00	\$50.00	
Rainbird 5004 Rotor	1	2.00	\$30.00	\$60.00	
Riser repair	1/2"	5.00	\$15.00	\$75.00	



Total	\$385.00
Payments/Credits	(\$0.00)
Balance Due	\$385.00

Irrigation repair and maint
1.320.53800.47300
DW
2/28/25



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

INVOICE

Date	Invoice No.
02/28/25	30334
Terms	Due Date
Net 40	04/09/25

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
\$1,550.00	

Please detach top portion and return with your payment.

DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
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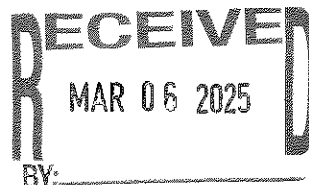
#35334 - sweetwater valve locate
repairs 1/21/25

sweetwater valve locate and repairs
jan25

Irrigation Service/Repairs					\$1,550.00
Electrical Valve	2"	2.00	\$225.00	\$450.00	
Irrigation Labor	Hr	6.00	\$100.00	\$600.00	
Misc Irrigation Supplies		1.00	\$30.00	\$30.00	
Slip fix	2"	2.00	\$85.00	\$170.00	
Wire Locating	Hr	2.00	\$150.00	\$300.00	

Total	\$1,550.00
Payments/Credits	(\$0.00)
Balance Due	\$1,550.00

Irrigation repair and maint
1.320.53800.47300
DW
3/6/25





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

INVOICE

Date	Invoice No.
02/28/25	30335
Terms	Due Date
Net 40	04/09/25

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
\$1,820.00	

Please detach top portion and return with your payment.

DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
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#35648 - Tree replacement from
accident 30 g

Remove stumps from (2) trees that were
hit by car on Las Calinas blvd and
replace with 30 gallon trees (6-8ft).

Enhancement/Extra Services

\$1,820.00

Tree replacement
1.320.53800.47313
DW
3/6/25

Total	\$1,820.00
Payments/Credits	(\$0.00)
Balance Due	\$1,820.00

RECEIVED
MAR 06 2025
BY: _____



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

INVOICE

Date	Invoice No
02/28/25	30336
Terms	Due Date
Net 40	04/09/25

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
\$2,055.00	

Please detach top portion and return with your payment.

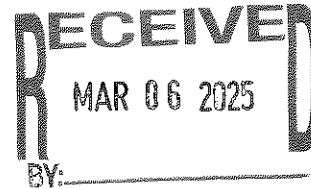
DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
-------------	-----	-----	------------	-----------	-------

#35847 - Top dressing just past round -
a - bout

Coming from the entry gate on Las
Calinas Blvd, on the right side just past
the round-a-bout. Form the light post to
the second oaks tree install top soil and
work into the ground as best we can.

Landscape improvements
1.320.53800.46400
DW
3/6/25

Just past the second oak tree there is a
small area that is in the same state of
disrepair. I would like to leave that area
untouched and use it as a comparison
for new growth against the area that is
receiving top soil.



Enhancement/Extra Services

\$2,055.00

Total	\$2,055.00
Payments/Credits	(\$0.00)
Balance Due	\$2,055.00



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

INVOICE

Date	Invoice No.
03/01/25	30361
Terms	Due Date
Net 40	04/10/25

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
#35508 - Palencia-2025 March 2025					\$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
-

Bed Dressing / Pinestraw

(billed at time of service)

- Fall install \$20,00.00
- Spring Install \$30,000.00

Landscape maint and material
1,320.53800.46200
DW
3/5/25

RECEIVED
MAR 05 2025
BY: _____

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

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

Invoice Number: 88459
Invoice Date: Feb 28, 2025
Page: 1

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

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

Customer ID	Customer PO	Payment Terms	
Palencia01	Per Contract	Net 45 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Hand Deliver		4/14/25

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services performed February 14, 24, 2025	2,122.44	2,122.44

Lake Maintenance
1.320.53800.47000
DW
3/4/25

RECEIVED
MAR 04 2025
BY: _____

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


Overdue invoices are subject to finance charges.

Governmental Management Services, LLC

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

Invoice**Invoice #:** 168**Invoice Date:** 3/1/25**Due Date:** 3/1/25**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 - March 2025		3,683.33	3,683.33
Website Administration - March 2025		86.67	86.67
Information Technology - March 2025		123.50	123.50
Dissemination Agent Services - March 2025		459.33	459.33
Office Supplies		1.23	1.23
Postage		189.38	189.38
Copies		18.00	18.00
Telephone		11.13	11.13
			
Total			\$4,572.57
Payments/Credits			\$0.00
Balance Due			\$4,572.57

Attendance Confirmation
for
BOARD OF SUPERVISORS

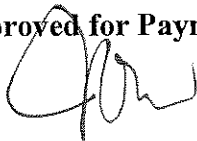
District Name: Sweetwater Creek CDD

Board Meeting Date: March 11, 2025 Meeting

	<i>Name</i>	<i>In Attendance</i> <i>Please ✓</i>	<i>Fee Involved</i> <i>Yes / No</i>
1	Rob Lisotta 51	✓	Yes (\$200)
2	Ron Cervelli 103	✓	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

3/11/2025

Date

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



KILINSKI | VAN WYK

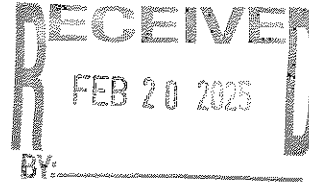
Kilinski | Van Wyk PLLC

P.O. Box 6386
Tallahassee, Florida 32314

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

INVOICE

Invoice # 11430
Date: 02/19/2025
Due On: 03/21/2025



SWEETWATER CREEK CDD – GENERAL COUNSEL/MONTHLY MEETING

Type	Attorney	Date	Notes	Quantity	Rate	Discount	Total
Service	MGH	01/02/2025	Review draft agenda for upcoming Board meeting and identify potential legal input needed.	0.20	\$265.00	-	\$53.00
Service	JK	01/06/2025	Conference call with Supervisor Colin; transfer documentation on same; review agenda materials and prepare for same	1.10	\$310.00	-	\$341.00
Service	MGH	01/08/2025	Agenda memo, research towing issues, prepare for meeting.	1.70	\$265.00	-	\$450.50
Service	JK	01/08/2025	Continue review of agenda materials, towing research, proposal analysis, PUD language, FEMA documents and related documents	0.60	\$310.00	-	\$186.00
Service	MGH	01/09/2025	Prepare for and remotely attend Board meeting; exchange correspondence with District staff regarding approved proposals.	1.90	\$265.00	100.0%	\$0.00
Service	JK	01/09/2025	Finalize preparations for Board meeting; field call from Chairman; field call from Smith; attend Board meeting	2.80	\$310.00	-	\$868.00

Service	JK	01/10/2025	Confer with MBS/bond counsel on options for bond refunding/ reissuance and structure and costs associated therewith; confer with bond counsel on options for use of 2019 project fund and respond to same; begin contracting option memo; review SJC correspondence on major vs minor PUD MOD and responses to same	0.90	\$310.00	-	\$279.00
Service	MGH	01/10/2025	Review and analyze correspondence from MBS Capital Markets regarding potential conversion of non-taxable bonds to taxable bonds to permit "closed" gates on District roads; analyze correspondence from District Engineer regarding County approval to file for a major modification to increase density within PUD.	0.50	\$265.00	-	\$132.50
Service	MGH	01/13/2025	Review District Manager Board meeting notes.	0.10	\$265.00	-	\$26.50
Service	MGH	01/17/2025	Prepare playground equipment installation agreement and purchase order with BYO; exchange correspondence with District staff to clarify proposal terms and pricing.	1.80	\$265.00	-	\$477.00
Service	JK	01/22/2025	Prepare letter to district manager to file tax exemption letters and application for purposes of real estate tax exemptions on CDD property.	0.10	\$310.00	-	\$31.00
Service	MGH	01/23/2025	RMS/district employment memo/review cont'd, review minutes, prepare memorandum, review draft agenda	2.80	\$265.00	-	\$742.00
Service	JK	01/23/2025	Review draft agenda;	1.40	\$310.00	-	\$434.00

			confer re: towing policy request and confer with staff on same; provide MBS feedback and confer with Supervisor; update/ edit memorandum on chapter 190 and confer with supervisor on same; review agreements				
Service	MGH	01/24/2025	Analyze strategy for staffing discussion at upcoming Board meeting; review and provide comments to meeting minutes; analyze BYO proposals and confer with District staff regarding scope of work and pricing; review and revise updated memorandum regarding staffing options and RMS agreements.	0.90	\$265.00	-	\$238.50
Service	JK	01/26/2025	Attend call with Supervisor re: staffing options; update memo; begin PEO refresh	1.30	\$310.00	-	\$403.00
Service	MGH	01/27/2025	Confer with Gunia regarding BYO proposals and upcoming Board meeting; confirm procedure for Board approval/ratification of correct scope and pricing; exchange correspondence with District staff regarding verification of corporate entity names for contractors; analyze strategy for staffing discussion at upcoming Board meeting; review Matthews proposal for PUD modification engineering services.	1.10	\$295.00	-	\$324.50
Service	JK	01/27/2025	Confer with individual board members re: contract options; field call from Board member on items for February meeting; transmit outline summary; follow up with Erin on BYO proposal	1.20	\$310.00	-	\$372.00

			correction and Board meeting approval items				
Service	MGH	01/29/2025	Analyze District Chair report regarding February agenda item; prepare for and attend meeting regarding same.	1.40	\$265.00	-	\$371.00
Service	JK	01/30/2025	Call with MBS on Sweetwater data and presentation; field call from district manager on agenda and meeting presentation; begin agenda review; review multiple agreements for final execution (tree pruning, turf replacement and block installation)	1.10	\$310.00	-	\$341.00
Service	MGH	01/31/2025	Further prepare and distribute agreements for tree pruning, starting block installation, and mini golf course turf repairs and replacement.	0.30	\$265.00	-	\$79.50
Line Item Discount Subtotal							-\$503.50
Total							\$6,150.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
11430	03/21/2025	\$6,150.00	\$0.00	\$6,150.00
Outstanding Balance				\$6,150.00
Total Amount Outstanding				\$6,150.00

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

Please pay within 30 days.

Project Manager Alex Acree

Governmental Management Services
James Oliver
475 West Town Place
St. Augustine, FL 32092

Matthews | **DCCM**

Engineering - Architecture - Planning - Surveying

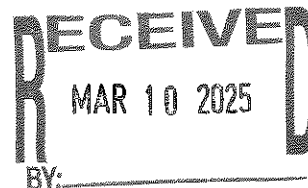
January 13, 2025

Invoice # 192480

Project 0000021856.0000 Sweetwater Creek CDD

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

- Coordination with District Manager
- CUP Meter Readings (December)
- Prepare Requisitions
- Finalize Public Facilities Report
- Utility Work Coordination



Please call Alex Acree if you have any questions or concerns regarding your project.
For billing inquiries, please contact our Accounting Department.

Professional Services through December 31, 2024

Phase 0001 Engineering Services

	Hours	Rate	Amount
Vice President of Production	1.00	290.00	290.00
Sr. Construction Inspector	.50	210.00	105.00
Project Coordinator 2	2.25	100.00	225.00
Inspector	3.00	170.00	510.00
Total Labor			1,130.00

Phase 0002 Public Facilities

	Hours	Rate	Amount
Vice President of Production	1.00	290.00	290.00
Sr. Planner 1	.25	210.00	52.50
CAD Designer 1	1.50	130.00	195.00
Total Labor			537.50

Total Due: 1,667.50

Outstanding Invoices

Number	Date	Balance
192173	11/11/2024	3,636.26
192374	12/10/2024	2,082.09
Total		5,718.35

Billed to Date

	Current Due	Prior Billed	Billed to Date
Labor	1,667.50	20,238.75	21,906.25
Expense	0.00	117.88	117.88

Project	0000021856.0000	Sweetwater Creek CDD	Invoice	192480
Unit	0.00	83.71	83.71	
Interest	0.00	41.32	41.32	
Totals	1,667.50	20,481.66	22,149.16	

Project Manager Alex Acree

Matthews | **SDCM**

Engineering - Architecture - Planning - Surveying

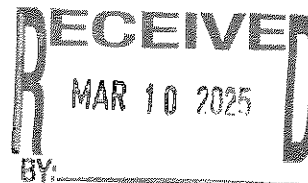
Governmental Management Services
James Oliver
475 West Town Place
St. Augustine, FL 32092

March 10, 2025
Invoice # 192877

Project 0000021856.0000 Sweetwater Creek CDD

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

- Coordination with District Manager
- Prepare Requisitions
- CUP Reporting



Please call Alex Acree if you have any questions or concerns regarding your project.
For billing inquiries, please contact our Accounting Department.

Professional Services through February 28, 2025

Phase 0001 Engineering Services

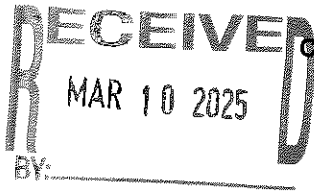
	Hours	Rate	Amount
Vice President of Production	1.25	290.00	362.50
Sr. Planner 1	1.75	210.00	367.50
Project Coordinator 3	1.25	115.00	143.75
Project Administrator	.50	120.00	60.00
Total Labor			933.75
Total Due:			933.75

Outstanding Invoices

Number	Date	Balance
192480	1/13/2025	1,667.50
Total		1,667.50

Billed to Date

	Current Due	Prior Billed	Billed to Date
Labor	933.75	23,038.75	23,972.50
Expense	0.00	117.88	117.88
Unit	0.00	83.71	83.71
Interest	0.00	41.32	41.32
Totals	933.75	23,281.66	24,215.41



**Sweetwater Creek
COMMUNITY DEVELOPMENT DISTRICT**

General Fund

Check Request

Date	Amount	Authorized By
February 20, 2025	\$ 1,000,000.00	Darrin Mossing

Payable to:

State Board of Administration #79

Date Check Needed:

Budget Category:


ASAP	1-300-15100-10000
------	-------------------

Intended Use of Funds Requested:

General Fund Excess Transfer #323520
(Attach supporting documentation for request.)

***LocaliQ**
Florida
GANNETT

ACCOUNT NAME Sweetwater Creek Cdd/Gms		ACCOUNT # 764151	INV DATE 02/28/25
INVOICE # 0006985447	INVOICE PERIOD Feb 1- Feb 28, 2025	CURRENT INVOICE TOTAL \$182.16	
PREPAY (Memo Info) \$0.00	UNAPPLIED (Included in amt due) \$0.00	TOTAL CASH AMT DUE* \$202.79	

BILLING ACCOUNT NAME AND ADDRESS Sweetwater Creek Cdd/Gms 475 W. Town Pl. Ste. 114 Saint Augustine, FL 32092-3649 	PAYMENT DUE DATE: MARCH 31, 2025 Legal Entity: Gannett Media Corp. Terms and Conditions: Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited. All funds payable in US dollars.
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BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@ccc.gannett.com

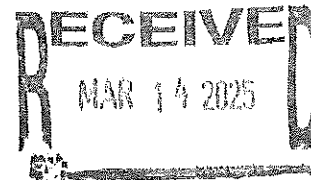
FEDERAL ID 47-2390983

Check out our brand-new invoice layout! Specifically tailored to better meet your needs and enhance your experience.

Date	Description	Amount
2/1/25	Balance Forward	\$20.63

Package Advertising:

Start-End Date	Order Number	Product	Description	PO Number	Package Cost
2/24/25	11056010	SAG St Augustine Record	Notice of Meeting		\$89.04
2/26/25	11063896	SAG St Augustine Record	Notice of Meeting		\$93.12



Processed and mailed out the amount of \$20.63 on 03/11/25 with check #4245
TP 03/17/25

As an incentive for customers, we provide a discount off the total invoice cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and Save!

Total Cash Amount Due	\$202.79
Service Fee 3.99%	\$8.09
*Cash/Check/ACH Discount	-\$8.09
*Payment Amount by Cash/Check/ACH	\$202.79
Payment Amount by Credit Card	\$210.88

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NAME Sweetwater Creek Cdd/Gms		ACCOUNT NUMBER 764151		INVOICE NUMBER 0006985447		AMOUNT PAID \$182.16
CURRENT DUE \$182.16	30 DAYS PAST DUE \$0.00	60 DAYS PAST DUE \$0.00	90 DAYS PAST DUE \$0.00	120+ DAYS PAST DUE \$20.63	UNAPPLIED PAYMENTS \$0.00	TOTAL CASH AMT DUE* \$202.79
REMITTANCE ADDRESS (Include Account# & Invoice# on check) Gannett Florida LocaliQ PO Box 631244 Cincinnati, OH 45263-1244				TO PAY BY PHONE PLEASE CALL: 1-877-736-7612		TOTAL CREDIT CARD AMT DUE \$210.88
				To sign up for E-mailed invoices and online payments please contact abgspecial@gannett.com		

00007641510000000000000069854470002027967178

LOCALiQ

FLORIDA

PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Courtney Hogge
Sweetwater Creek Cdd/Gms
475 West Town Place, Suite 114

Saint Augustine FL 32092

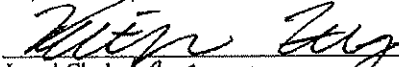
STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the St Augustine Record, published in St Johns County, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of St Johns County, Florida, or in a newspaper by print in the issues of, on:

02/24/2025

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 02/24/2025


Legal Clerk

Notary, State of WI, County of Brown

8.25.26

My commission expires

Publication Cost:	\$89.04	
Tax Amount:	\$0.00	
Payment Cost:	\$89.04	
Order No:	11056010	# of Copies:
Customer No:	764151	1
PO #:		

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT

NOTICE OF WORKSHOP

Notice is hereby given that a Workshop of one or more members of the Board of Supervisors ("Board") of the Sweetwater Creek Community Development District ("District") will be held on Monday, March 3, 2025 at 4:00 p.m., at 1865 N. Loop Parkway, St. Augustine, Florida 32095. This workshop is being held to discuss matters related to the District's management. An electronic copy of the agenda for the Workshop may be obtained from the District Manager's Office at 475 West Town Place, Suite 114, St. Augustine, Florida 32092, (904) 940-5850, during normal business hours and will also be available on the District's website, www.SweetwaterCreekCDD.com at least seven days prior to the workshop.

The Workshop is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The Workshop may be continued to a date, time, and place to be specified on the record at such Workshop. There may be occasions when one or more Supervisors, Staff or other individuals will participate by speaker telephone or communications media technology.

Any person requiring special accommodations at the Workshop because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to each respective meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the Workshop is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Jim Oliver
District Manager
Pub: Feb 24, 2025; #11056010

MARIAH VERHAGEN
Notary Public
State of Wisconsin

LOCALiQ[®]

FLORIDA

PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Courtney Hogge
Sweetwater Creek Cdd/Gms
475 West Town Place, Suite 114

Saint Augustine FL 32092

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the St Augustine Record, published in St Johns County, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of St Johns County, Florida, or in a newspaper by print in the issues of, on:

02/26/2025

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 02/26/2025

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$93.12
Tax Amount: \$0.00
Payment Cost: \$93.12
Order No: 11063896
Customer No: 764151

of Copies:
1

PO #:

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

MARIAH VERHAGEN
Notary Public
State of Wisconsin

SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT

NOTICE OF BOARD OF SUPERVISORS MEETING

Notice is hereby given that the Board of Supervisors ("Board") of the Sweetwater Creek Community Development District ("District") will hold a meeting on Tuesday, March 11, 2025 at 4:00 p.m., at 1865 N. Loop Parkway, St. Augustine, Florida 32095, where the Board may consider any business that may properly come before it ("Meeting").

An electronic copy of the agenda for the Meeting may be obtained from the District Manager's Office at 475 West Town Place, Suite 114, St. Augustine, Florida 32092, (904) 940-5850, or by email, hmcgaffney@gmsnf.com, during normal business hours and will also be available on the District's website, www.SweetwaterCreekCDD.com at least seven days prior to the meeting.

The Meeting is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The Meeting may be continued to a date, time, and place to be specified on the record of such Meeting. There may be occasions when one or more Supervisors, Staff or other individuals will participate by speaker telephone or communications media technology.

Any person requiring special accommodations at the Meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to each respective Meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the Meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Jim Oliver
District Manager
Pub: Feb 26, 2025; #11063896



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

INVOICE

Date	Invoice No.
03/17/25	30619
Terms	Due Date
Net 40	04/26/25

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
\$1,030.00	

Please detach top portion and return with your payment.

DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
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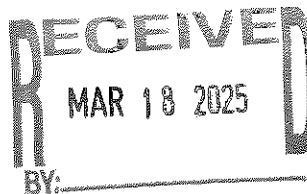
#36022 - sweetwater decoder repairs
middle clock mar25

sweetwater decoder repair middle clock
mar25

Irrigation Service/Repairs					\$1,030.00
Dbry Splice Kit		8.00	\$15.00	\$120.00	
Electrical Valve	1 1/2"	1.00	\$150.00	\$150.00	
Hunter 1 Station Decoder	1	2.00	\$280.00	\$560.00	
Irrigation Labor	Hr	2.00	\$100.00	\$200.00	

Total	\$1,030.00
Payments/Credits	(\$0.00)
Balance Due	\$1,030.00

irrigation repair and maintenance
1.320.53800.47300
DW
3/18/25





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

INVOICE

Date	Invoice No.
03/17/25	30620
Terms	Due Date
Net 40	04/26/25

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
\$410.00	

Please detach top portion and return with your payment.

DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
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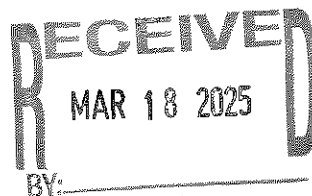
#36042 - sweetwater middle clock wire
damage mar25

sweetwater middle clock wire damage
mar25

Irrigation Service/Repairs					\$410.00
Irrigation Labor	Hr	3.00	\$100.00	\$300.00	
Misc Electrical Parts		1.00	\$80.00	\$80.00	
Misc Irrigation Supplies		1.00	\$30.00	\$30.00	

Total	\$410.00
Payments/Credits	(\$0.00)
Balance Due	\$410.00

Irrigation repair and maintenance
1.320.53800.47300
DW
3/18/25





KILINSKI | VAN WYK

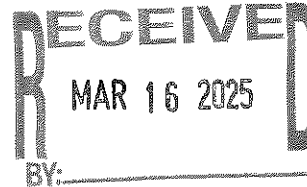
Kilinski | Van Wyk PLLC

P.O. Box 6386
Tallahassee, Florida 32314

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

INVOICE

Invoice # 11681
Date: 03/16/2025
Due On: 04/15/2025



SWEETWATER CREEK CDD – GENERAL COUNSEL/MONTHLY MEETING

Type	Attorney	Date	Notes	Quantity	Rate	Discount	Total
Service	JK	02/01/2025	Review communication from Board member and supporting documentation and respond to same	0.20	\$310.00	-	\$62.00
Service	MGH	02/03/2025	Exchange correspondence with District staff regarding deposit for starting block materials; revise agreement accordingly.	0.10	\$265.00	-	\$26.50
Service	MGH	02/04/2025	Prepare amendment to agreement for starting blocks with C Buss to incorporate deposit payment.	0.40	\$265.00	-	\$106.00
Service	MGH	02/04/2025	Review and analyze agenda package and materials for Board consideration, including meeting minutes, financial statements, proposals, staff reports, RMS/GMS agreements, and related District documents, in preparation for Board meeting.	0.90	\$265.00	-	\$238.50
Service	MGH	02/05/2025	Review response from District Engineer regarding questions on	2.10	\$265.00	-	\$556.50

			proposal for major PUD modification; prepare for and attend call with District Chair regarding February agenda; analyze legal authority on mileage reimbursement and contract terms related to same; further prepare for Board meeting.				
Service	JK	02/05/2025	Review outline and materials for Board meeting with Chairman; follow up with employment provide; follow up on agenda	1.50	\$310.00	-	\$465.00
Service	MGH	02/05/2025	Analyze Florida statutory and other legal authority regarding publicly funded improvements and District ability to install "hard" gates preventing access to neighborhood.	0.40	\$265.00	-	\$106.00
Service	MGH	02/06/2025	Exchange correspondence with Supervisor Colin; confer regarding status of research into privatizing roadways; prepare for and attend Board meeting; review Traffic Crash Report.	2.10	\$265.00	100.0%	\$0.00
Service	RWW	02/06/2025	Prepare for and attend monthly meeting via Zoom.	2.20	\$310.00	-	\$682.00
Service	JK	02/06/2025	Call with Supervisor on various CDD issues in advance of Board meeting; follow up with Henley re: next steps for MPUD, RMS contract shell and related matters	0.50	\$310.00	-	\$155.00
Service	MGH	02/12/2025	Review District Manager meeting notes and identify legal follow-up items needed; review and provide comments to draft Board meeting minutes.	0.40	\$265.00	-	\$106.00
Service	MGH	02/13/2025	Analyze correspondence from Supervisor Colin	1.50	\$265.00	-	\$397.50

			regarding investigation of 2019 bond terms and roadway privatization; call with Supervisor Smith regarding Envera agreement and true-up and cost-share procedure under interlocal agreement with Marshall Creek; analyze correspondence from counsel for Marshall Creek regarding status of interlocal agreement review; analyze and provide comments to Supervisor Colin's report on RMS meeting.				
Service	JK	02/13/2025	Call with Smith; confer with supervisor on bond structure; confer re: Envera and research agreement provisions for issue identification; review Colin report and provide comments to same	1.20	\$310.00	-	\$372.00
Service	MGH	02/14/2025	Analyze additional documentation and revised report from Supervisor Colin regarding meeting with RMS and agreement review.	0.40	\$265.00	-	\$106.00
Service	JK	02/14/2025	Confer with Marshall Creek re: interlocal status; review updates from Board member on reporting	0.30	\$310.00	-	\$93.00
Service	JK	02/16/2025	Prepare communication to Board on report and review edits to same; follow up/respond to Marshall Creek counsel status of interlocal request and confer with Supervisor on same	0.40	\$310.00	-	\$124.00
Service	JK	02/17/2025	Update correspondence and transmit supporting reports for workshop materials; confer with multiple Board members on options regarding	0.90	\$310.00	-	\$279.00

			same; follow up with MBS/Bond Counsel on options for reissuance and timeline/milestones for same				
Service	MGH	02/17/2025	Analyze correspondence from bond counsel, MBS, and issues regarding roadway privatization.	0.50	\$265.00	-	\$132.50
Service	JK	02/18/2025	Call on Envera failure to provide services and provide shell of letter for same; field call from Supervisor on workshop/ RFP options and related matters; field call on workshop and budget options	0.70	\$310.00	-	\$217.00
Service	MGH	02/18/2025	Analyze information provided by J. Smith regarding Envera services issues; prepare letter to Envera regarding deficiencies and intent to withhold payments; analyze concept plan of proposed Onda Lane extension and subdivision and Board member feedback to same.	1.00	\$265.00	-	\$265.00
Expense	KB	02/18/2025	UPS: Tracking #1Z3V9V221310979859.	1.00	\$24.20	-	\$24.20
Service	MGH	02/19/2025	Review correspondence from Envera following deficiency letter and plan for corrective actions; analyze strategy and agenda for upcoming workshop and review supervisor feedback regarding same; review and distribute guidance on CDD workshops versus regular Board meetings.	0.80	\$265.00	-	\$212.00
Service	JK	02/19/2025	Conference call with multiple supervisors individually on workshop agenda, materials, outline of documents, etc; prepare workshop dos	1.40	\$310.00	-	\$434.00

and don'ts and review notice; review PEO							
Service	MGH	02/20/2025	Analyze plat language and Onda Lane deeds to identify issues related to potential re-designation and sale of Onda Park property; further analyze resident correspondence regarding same.	0.30	\$265.00	-	\$79.50
Service	MGH	02/21/2025	Analyze status of ongoing District projects, including Envera agreement and performance issues, interlocal agreement updates, roadway privatization inquiry, and RMS agreement review.	0.20	\$265.00	-	\$53.00
Service	MGH	02/24/2025	Review agenda for upcoming workshop to discuss RMS and district management agreements.	0.10	\$265.00	-	\$26.50
Service	JK	02/24/2025	Coordinate with district manager on budget questionnaire and information to inform FY2025-2026 budget documents.	0.10	\$310.00	-	\$31.00
Service	JK	02/27/2025	Confer re: Board meeting information with staff	0.10	\$310.00	-	\$31.00
Service	MGH	02/27/2025	Analyze news articles and law firm resignation letter pertaining to St. Johns County Airport Authority to identify potential impacts to CDD Board members; prepare and disseminate correspondence to Board regarding same; review correspondence from Supervisor Lisotta regarding potential property tax changes and impact to CDDs.	0.40	\$265.00	-	\$106.00
Line Item Discount Subtotal							-\$556.50
Total							\$5,486.70

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
11430	03/21/2025	\$6,150.00	\$0.00	\$6,150.00

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
11681	04/15/2025	\$5,486.70	\$0.00	\$5,486.70
Outstanding Balance				\$11,636.70
Total Amount Outstanding				\$11,636.70

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

Please pay within 30 days.



Invoice

Date:	Invoice #:
3/21/2025	192624

1702 Lindsey Road
Jacksonville, FL 32221-6791
Office 904-781-7060

Bill To	
Sweetwater Creek CDD 475 West Town Place Suite 114 Riverside Management Services St. Augustine, FL 32092-3649	
Email bperegrino@gmsnf.com	Terms Due Upon Receipt

Work Performed At		
Sweetwater Creek CDD 64 Privado Court St. Augustine, FL 32095 Dan Wright		
Purchase Order -	Rep PM SCOTT HAINES	Work Order 252967

Item	Description	Amount
	<p>Final Billing Sweetwater Creek at Palencia</p> <p>Attn: Dan Wright -RMSNF 2 21 25 Re;concrete repairs-64 Privado Court St Aug Fl</p> <p>>saw cut and remove up to a total of 76 sq ft of lifted concrete sidewalk (2 locations 36 sq ft and 40 sq ft) >saw cut and remove any tree roots where the concrete was removed >form and pour up to 76 sq ft of 4"thick 3000 psi concrete with a light broom finish and a smooth picture frame edge >clean up job and haul away debris</p> <p>Total Price \$2,290.00</p> <p>1.320.53800.47301 Field repairs and maintenance of DW 3/24/25</p> <p>RECEIVED MAR 24 2025 BY: _____</p>	\$2,290.00

ALL WORK WAS INSPECTED AND PERFORMED IN A PROFESSIONAL MANNER. All material is guaranteed to be as specified, and the above work was completed in a substantial workmanlike manner. This is a full invoice due and payable by above due date in accordance with our agreement. Late charges will be assessed thereafter due date listed above at a rate of 1.5% per month. All disputes are to be submitted in writing by mail, fax or email within 30 days from invoice date. You further agree to waive any right to jury trial in any action relating to these services or the payment thereof. In any action to collect past due amounts, customer shall pay all reasonable attorney's fees incurred.

Subtotal:	\$2,290.00
Sales Tax:	\$0.00
Invoice Total:	\$2,290.00
Payments and Credits:	\$0.00
Total Due:	\$2,290.00



Invoice

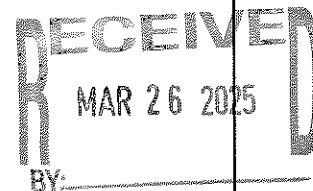
Date:	Invoice #:
3/25/2025	192707

1702 Lindsey Road
Jacksonville, FL 32221-6791
Office 904-781-7060

Bill To	
Sweetwater Creek CDD 475 West Town Place Suite 114 Riverside Management Services St. Augustine, FL 32092-3649	
Email	Terms
bperegrino@gmsnf.com	Due Upon Receipt

Work Performed At		
Sweetwater Creek CDD 1187 Las Calinas Blvd. St. Augustine, FL 32095 Dan Wright		
Purchase Order	Rep	Work Order
-	PM SCOTT HAINES	254288

Item	Description	Amount
	<p>Final Billing Sweetwater Creek at Palencia</p> <p>Attn: Dan Wright -RMSNF 3 18 25 Re;concrete repairs</p> <p>All Weather Contractors is proposing the following services for the below mentioned prices. Any item not specifically mentioned is subject to a written change order.</p> <p>>saw cut and remove up to a total of 68 sq ft of concrete sidewalk at the corner of Ensanada Drive and Enrede Lane >saw cut and remove any tree roots where the concrete was removed >form and pour up to 68 sq ft of 4"thick 3000 psi concrete with a light broom finish >clean up job and haul away debris</p> <p>*all work above carries a 1 year warranty</p> <p>Total Price \$1,890.00</p> <p>Field repairs and maintenance 1.320.53800.47301 DW 3/26/25</p>	\$1,890.00



ALL WORK WAS INSPECTED AND PERFORMED IN A PROFESSIONAL MANNER. All material is guaranteed to be as specified, and the above work was completed in a substantial workmanlike manner. This is a full invoice due and payable by above due date in accordance with our agreement. Late charges will be assessed thereafter due date listed above at a rate of 1.5% per month. All disputes are to be submitted in writing by mail, fax or email within 30 days from invoice date. You further agree to waive any right to jury trial in any action relating to these services or the payment thereof. In any action to collect past due amounts, customer shall pay all reasonable attorney's fees incurred.

Subtotal:	\$1,890.00
Sales Tax:	\$0.00
Invoice Total:	\$1,890.00
Payments and Credits:	\$0.00
Total Due:	\$1,890.00



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

INVOICE

Date	Invoice No.
03/01/25	30360
Terms	Due Date
Net 40	04/10/25

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.

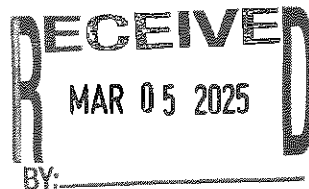
DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
#31603 - Sweetwater Fitness Center and Dog Park- 2024 March 2025					\$1,963.00

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)
Balance Due	\$1,963.00

Landscape maint and improvements
2.330.53800.46200
DW
3/5/25



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: 2/18 ~~2/20~~ 2/25

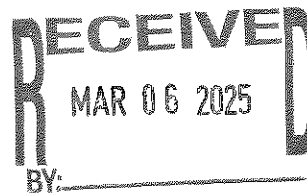
Senior Mat Pilates Dates: 2/18 2/20 2/25 2/27

Senior Strength Dates: 2/20 2/27

Substitute Dates:

Code: 2-340-53800-34500

Cost: ~~\$320~~ \$320



Approved:

A handwritten signature in dark ink, appearing to read "Eliana Roque".

Date: 2/20/25

ENVERA
Hidden Eyes LLC
d/b/a Envera Systems
P.O. Box 2086
Hicksville, NY 11802

Number:	92880
Page:	1
Date:	2/27/2025

Sold Sweetwater Creek CDD To: c/o GMS 475 West Town Place, Suite 114 St. Augustine, FL 32092

Ship (002604G) Sweetwater Creek CDD To: 1187 Las Calinas Blvd St. Augustine, FL 32095

Reference - P.O. No.	Customer No.	Salesperson	Ship Via	Terms Code
92880	002604			NET30

	Description/Comments				Amount
	Service Call				185.00
	Trip Charge				60.00
	12' LED barrier arm with no LED strip and no counter				623.00
	2.330.53800.48400 Security DW 3/10/25				
	<div style="border: 1px solid black; padding: 5px; text-align: center;"> RECEIVED MAR 10 2025 BY: _____ </div>				

Remit To:
Hidden Eyes LLC
d/b/a Envera Systems
P.O. Box 2086
Hicksville, NY 11802

Subtotal before taxes	868.00
Total taxes	0.00
Total amount	868.00
Credit Amount	0.00
Payment received	0.00
Discount taken	0.00
Amount due	868.00

Invoice

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

Vendor: Heather Rebella

336 Vale Dr, St. Augustine, FL 32095

2023 Classes Taught in TWO week period:

Substitute Dates:

2/18

8:30 - 9:30

*Subs Candice X
Tiffany

for

Code: 2-340-53800-34500

Cost:

35⁰⁰

RECEIVED
MAR 06 2025
BY: _____

Approved:



Date:

3/5/25

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

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

2023 Classes Taught in **TWO** week period:

Substitute Dates:

Monday - FEB 24, 2025 - Bone/Plates

Code: 2-340-53800-34500

Cost:

835

RECEIVED
MAR 06 2025
BY: _____

Approved:

[Signature]

Date:

3/5/25

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

Name: Kathy Roy

Address: 112 Marsh side Dr, St. Augustine Florida 32080

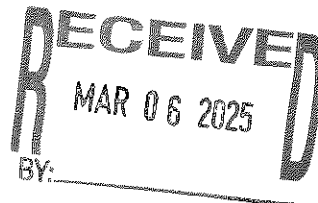
2025 Classes Taught:

Yoga: 2/12 and 2/26

Gentle Yoga: 2/14 and 2/28

Sub:

Requested by: Erin Gunia



Code: 2-330-53800-34500

Cost: \$140.00

Approved: Katherine Roy

Date: 3/5/2025

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: 02/20 & 02/24 - 6:00pm

Zumba Tone/Zumba Dates: 02/22 & 03/01 - 9:00AM

Substitute Dates:

Code: 2-340-53800-34500

Cost: \$110

RECEIVED
MAR 06 2025
BY: _____

Approved:

[Signature]

Date:

03/01/25

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

Vendor: Lina Hermez

248 Glorietta Dr, St. Augustine, FL 32095

5
2025 Classes Taught in TWO week period: 17th Feb ~ 2nd Mar

Meditation Dates: 19th, 26th Feb

Yogalates Dates: 18th, 25th Feb

Power Pump Dates: 18th, 25th Feb

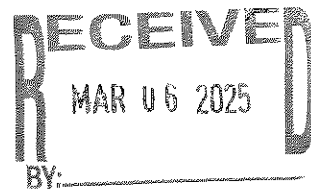
Yoga Dates: ~~17th~~, 19th, 23rd, 26th Feb, 2nd Mar

Pilates Dates: 17th, 24th Feb

Code: 2-340-53800-34500

Cost: \$450⁰⁰

Lina Hermez



Approved:

[Signature]

Date: March

2nd, 25

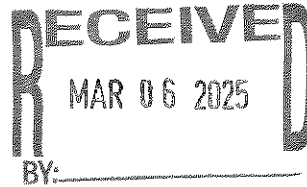
Sweetwater Creek CDD

1865 North Loop Parkway,

Saint Augustine, FL 32095

Vendor Name: *Marilyn Costanza*

Vendor Address: *328 Stokes Creek Dr.
St. Augustine 32095*



Substitute Date : *① 2/18/25 ② 2/25/25
 ③ 2/20/25 ④ 2/27/25*

Code: 2-340-53800-34500

Cost: $\$35.00 \text{ ②} + 35.00 = \$70.00 \text{ ③} + 35 = \$105 + \35.00
Total: \$140.00 *CD*

Approved: *M. Costanza*

Date: *2/27/25*

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

Vendor: Miranda Bulger

2112 Pond Spring Way, Fleming Island, FL 32003

2023 Classes Taught in TWO week period:

HIT Dates:

2/17 2/19 2/24 2/26

Spin Dates:

2/19 2/26

Substitute Dates:

Code: 2-340-53800-34500

Cost:

245⁰⁰

RECEIVED
MAR 06 2025
BY: _____

Approved:

Miranda Bulger

Date:

2/26/25

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:

Stretch 2/21 12-1 PM

Yogalates Dates:

Spin 2/24 10:15-11 AM

Power Pump Dates:

Stretch 2/24 11:40-12:00

Yoga Dates:

Spin 3/4 10-11:00

Pilates Dates:

Code: 2-340-53800-34500

Cost:

140⁰⁰

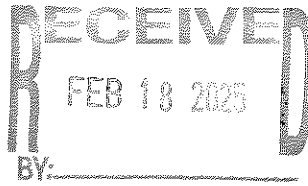
RECEIVED
MAR 06 2025
BY: _____

Approved:

CMJ

Date:

3/5/25



2-330-53800-52002 Pool Chemicals
Approved by EG 2/17/2025

Invoice

Date

3/1/2025

Invoice#

131295627351

1707 Townhurst Dr.
Houston TX 77043 (800) 858-POOL (7665) www.poolsure.com

Terms

Net 30

Due Date

3/31/2025

PO #

Bill To

Attn: Bernadette Peregrino
Sweetwater Creek CDD c/o GMS
475 West Town Place STE 114
Saint Augustine FL 32092

Ship To

Sweetwater Creek CDD 1879 N
Loop Pkwy
Saint Augustine FL 32095

LATE FEE: This constitutes notice under the truth in lending act that any accounts remaining unpaid after the due date are subject to 1 1/2% per month late charge and attorney fees

Item	Description	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rate	1	ea	\$2,157.54

Subtotal \$2,157.54

Tax \$0.00

Total \$2,157.54

Amount Paid/Credit Applied \$0.00

Balance Due \$2,157.54

1 of 1

131295627351



Riverside Management Services, Inc
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice

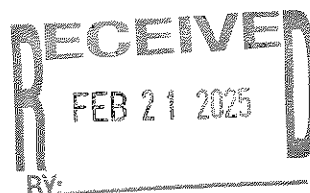
Invoice #: 296
Invoice Date: 2/18/2025
Due Date: 2/18/2025
Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
Facility Maintenance January 1 - January 31, 2025		220.00	220.00
Maintenance Supplies		57.75	57.75
APPROVED			
PLAYGROUND REPAIRS AND MAINTANCE-\$100 2.330.53800.47200			
SINAGE AND AMENITY REPAIRS-\$40 2.330.53800.48500			
BUILDING REPAIR AND MAINTANCE-\$80 2.330.53800.47800			
MISC FIELD SUPPLIES-\$57.75 2.330.53800.49000			
DAN WRIGHT 2/19/25			

Alison Moring
2-21-25



Total	\$277.75
Payments/Credits	\$0.00
Balance Due	\$277.75

**SWEET WATER CREEK COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF JANUARY 2025**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
1/9/25	2.5	R.G.	Installed playground replacement parts at Ensenada Park
1/30/25	3	A.A.	Removed old fan and installed new fan in gym, assisted moving two speed radar signs to different locations

TOTAL5.5**MILES**0

*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 2/05/25

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
SWEETWATER CREEK	1/7/25	Utility Gloves 3pk	14.92	D.W.
	1/27/25	55 Gallon Trash Bags 40ct	28.72	D.W.
	1/27/25	PD Lock	14.12	D.W.
		TOTAL	<u><u>\$57.75</u></u>	

2-24 → 3/8

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)

Cardio X Dates: 2-25 2-27 3-4 3-6

Substitute Dates:

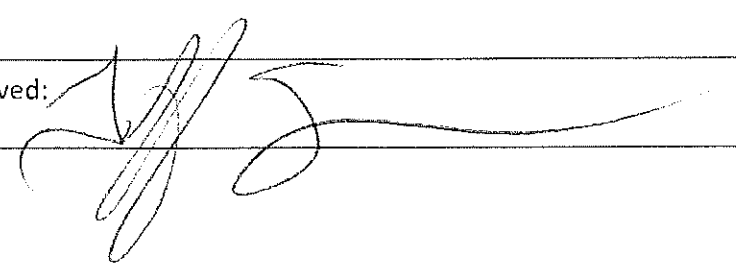
Code: 2-340-53800-34500

RECEIVED
MAR 06 2025

Cost:

\$1140.00

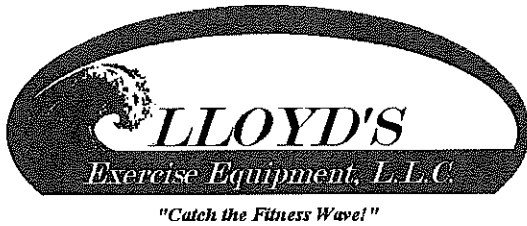
Approved:



Date:

3-6-25

Invoice



LLOYD's Exercise Equipment, L.L.C
PO Box 290723
Port Orange, FL 32129
386-322-3213 (office)
815-331-5329 (fax)

Purchase Date	Invoice #
1/30/2025	H480-101

Customer Bill To:
<i>Sweetwater Creek CDD District Accountant 1408 Hamlin Avenue, Unit E Saint Cloud, FL 34771 904-239-5309 (Bernadette Peregrino)</i>

Invoice Date	Terms
3/1/2025	Due on receipt

Manufacturer	Item	Model	Details	Amount
Zoom	Fitness Wipes	<p>* Physical Address Sweetwater CDD 1865 North Loop Parkway St. Augustine, FL 32095 904-829-8488 (Erin Gunia)</p> <p>Disinfectant Fitness Wipes; 4 rolls per case; 800 wipes per roll; at \$130.00 per case.</p> <p>Per request by Bernadette to indicate that Erin approved this invoice on 03/19/25 TP03/19/25</p> <p>RECEIVED MAR 03 2025 BY: _____</p>	(10 cases)	1,300.00

Thank you for your business.

Subtotal	\$1,300.00
Sales Tax (0.0%)	\$0.00
Total	\$1,300.00
Payments/Credits	\$0.00
Balance Due	\$1,300.00

"Specializing in Service After the Sale"



Deposit Invoice

#SO166

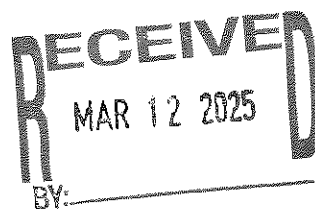
Bill To
Sweetwater Creek
1865 North Loop Parkway
St. Augustine FL 32095
United States

Ship To
Sweetwater Creek
1865 North Loop Parkway
St. Augustine FL 32095
United States

Invoice Date	Salesperson
2/11/2025	Mary Cyr

Project Name		Project ID	Terms	PO#
Sweetwater Creek : Ensenada & Palencia Decks		23197	Due w/ Order	
Quantity	Description	Unit Price	Total Extended	
3	PLAYWORLD BPM0234 Ensenada Park PLATFORM- CH SQUARE COATED - RED	\$686.86	\$2,060.58	
1	Playworld BPM0236 Palencia North PLATFORM- CH DOUBLE SLIDE - BROWN	\$896.73	\$896.73	
1	PLAYWORLD BPM0234 Palencia North PLATFORM- CH SQUARE COATED - BROWN	\$686.86	\$686.86	
20	Playworld BAE0668 BOLT-3/8in-16 X 2-1/2in BUTTON	\$2.35	\$47.00	
80	Playworld BAE0600 WASHER - 1in O.D. FLAT -	\$0.22	\$17.60	
40	Playworld BAE0620 NUT - 3/8in-16 LOCK W/ NYLON	\$0.69	\$27.60	
20	Playworld BAE0666 BOLT-3/8in-16 X 1-1/4in BUTTON	\$1.34	\$26.80	
1	Playworld BAE0922 TOOL- TT 45 L WRENCH	\$4.10	\$4.10	
1	Freight PLAYWORLD FREIGHT	\$325.00	\$325.00	
***INSTALLATION PROVIDED BY OTHERS				
THANK YOU FOR YOUR BUSINESS		Subtotal	\$4,092.27	
		Tax (%)	\$0.00	
		Total	\$4,092.27	

DANIEL WRIGHT 845-544-3290 - ORIGINAL SO# 1411244 & 1414352



Riverside Management Services, Inc
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 297
Invoice Date: 3/1/2025
Due Date: 3/1/2025
Case:
P.O. Number:

Bill To:
Sweetwater Creek
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
2.330.53800.10000- Fitness Center Manager - March 2025		10,319.83	10,319.83
2.330.53800.10000- Assistant Manager - March 2025		6,868.07	6,868.07
2.330.53800.10000- Front Desk Attendants- March 2025		5,007.08	5,007.08
2.330.53800.10000- Front Desk Attendants (RMS) - February 2024 - Additional Amount Owed (Per 3/1/25 Adjustment memo for February 2025 Hourly Services)		1,049.46	1,049.46
2.330.53800.46500- Janitorial Services - March 2025		3,622.25	3,622.25
2.330.53800.52000 Pool Maintenance Services - March 2025		1,622.42	1,622.42
2.320.53800.12100- Field Management - March 2025		7,716.83	7,716.83
Pool Cover Removal		357.50	357.50

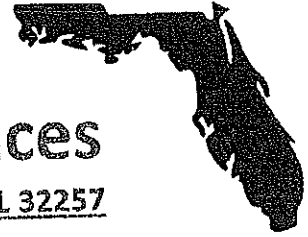
RECEIVED
MAR 13 2025
BY: _____

Alison Mossing
3-13-25

Total	\$36,563.44
Payments/Credits	\$0.00
Balance Due	\$36,563.44

Riverside Management Services

9655 Florida Mining Blvd, Bldg. 300, Suite 305, Jacksonville, FL 32257



Sweetwater Creek CDD
Monthly Credit Memorandum

DATE: March 1, 2025
FROM: Alison Mossing
TO: RMS Billing Department
SUBJECT: February Adjustment – Monthly Invoice Adjustment for February 2025 Hourly Services

Please adjust March 2025 invoice to reflect the actual hours worked for the month of February 2025 for the following services.

	<u>Hours</u>	<u>Hourly Rate</u>	<u>Total</u>	<u>Billed</u>	<u>Due Amount</u>
• Front Desk Attendants	291.18	\$20.80	\$6,056.54	\$5,007.08	\$1,049.46 Owed

RMS

**SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT
FACILITY ATTENDANT BILLABLE HOURS
FOR THE MONTH OF FEBRUARY 2025**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/1/25	5.33	E.K.	Amenity Center/Fitness Center Attendant
2/1/25	5.9	AB.F.	Amenity Center/Fitness Center Attendant
2/2/25	5.32	H.T.	Amenity Center/Fitness Center Attendant
2/2/25	6.08	Z.S.	Amenity Center/Fitness Center Attendant
2/3/25	6.16	H.T.	Amenity Center/Fitness Center Attendant
2/3/25	4.73	T.N.	Amenity Center/Fitness Center Attendant
2/3/25	5.32	E.K.	Amenity Center/Fitness Center Attendant
2/4/25	4	E.K.	Amenity Center/Fitness Center Attendant
2/4/25	2.58	E.K.	Amenity Center/Fitness Center Attendant
2/4/25	6.27	Z.S.	Amenity Center/Fitness Center Attendant
2/5/25	4.12	H.T.	Amenity Center/Fitness Center Attendant
2/5/25	5.4	Z.S.	Amenity Center/Fitness Center Attendant
2/6/25	4.02	H.T.	Amenity Center/Fitness Center Attendant
2/6/25	5.37	AB.F.	Amenity Center/Fitness Center Attendant
2/7/25	4.33	H.T.	Amenity Center/Fitness Center Attendant
2/7/25	4.6	Z.S.	Amenity Center/Fitness Center Attendant
2/8/25	6.32	H.T.	Amenity Center/Fitness Center Attendant
2/8/25	8.03	AB.F.	Amenity Center/Fitness Center Attendant
2/9/25	5.15	Z.S.	Amenity Center/Fitness Center Attendant
2/9/25	2.5	T.N.	Amenity Center/Fitness Center Attendant
2/10/25	4.05	H.T.	Amenity Center/Fitness Center Attendant
2/10/25	6.33	Z.S.	Amenity Center/Fitness Center Attendant
2/11/25	4.15	H.T.	Amenity Center/Fitness Center Attendant
2/11/25	5.25	AB.F.	Amenity Center/Fitness Center Attendant
2/12/25	3.93	H.T.	Amenity Center/Fitness Center Attendant
2/12/25	6.38	Z.S.	Amenity Center/Fitness Center Attendant
2/13/25	4	E.K.	Amenity Center/Fitness Center Attendant
2/13/25	5.22	AB.F.	Amenity Center/Fitness Center Attendant
2/14/25	4	E.K.	Amenity Center/Fitness Center Attendant
2/14/25	4.47	Z.S.	Amenity Center/Fitness Center Attendant
2/16/25	6.36	H.T.	Amenity Center/Fitness Center Attendant
2/16/25	6.02	AB.F.	Amenity Center/Fitness Center Attendant
2/18/25	6.4	H.T.	Amenity Center/Fitness Center Attendant
2/18/25	6.1	Z.S.	Amenity Center/Fitness Center Attendant
2/17/25	7.05	H.T.	Amenity Center/Fitness Center Attendant
2/17/25	4	E.K.	Amenity Center/Fitness Center Attendant
2/17/25	6.27	Z.S.	Amenity Center/Fitness Center Attendant
2/18/25	4	E.K.	Amenity Center/Fitness Center Attendant
2/18/25	5.23	AB.F.	Amenity Center/Fitness Center Attendant
2/19/25	4.12	H.T.	Amenity Center/Fitness Center Attendant
2/19/25	6.38	Z.S.	Amenity Center/Fitness Center Attendant
2/20/25	4.12	H.T.	Amenity Center/Fitness Center Attendant
2/20/25	5.3	AB.F.	Amenity Center/Fitness Center Attendant
2/21/25	4	E.K.	Amenity Center/Fitness Center Attendant
2/21/25	8.87	E.K.	Amenity Center/Fitness Center Attendant
2/22/25	5.27	E.K.	Amenity Center/Fitness Center Attendant
2/22/25	5.88	AB.F.	Amenity Center/Fitness Center Attendant
2/23/25	5.35	H.T.	Amenity Center/Fitness Center Attendant
2/23/25	6.22	Z.S.	Amenity Center/Fitness Center Attendant
2/24/25	3.95	H.T.	Amenity Center/Fitness Center Attendant
2/24/25	6.27	E.K.	Amenity Center/Fitness Center Attendant
2/25/25	4.42	H.T.	Amenity Center/Fitness Center Attendant
2/25/25	5.58	Z.S.	Amenity Center/Fitness Center Attendant
2/26/25	4.03	H.T.	Amenity Center/Fitness Center Attendant
2/26/25	6.25	E.K.	Amenity Center/Fitness Center Attendant
2/27/25	3.92	H.T.	Amenity Center/Fitness Center Attendant
2/27/25	5.25	AB.F.	Amenity Center/Fitness Center Attendant
2/28/25	4	E.K.	Amenity Center/Fitness Center Attendant
2/28/25	4.45	Z.S.	Amenity Center/Fitness Center Attendant

291.18

1-27 -> 2/6/25

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)

Cardio X Dates:

1/28 1/30
2/4 2/6

Substitute Dates:

Code: 2-340-53800-34500

Cost:

140

RECEIVED
MAR 12 2025
BY: _____

Approved: _____

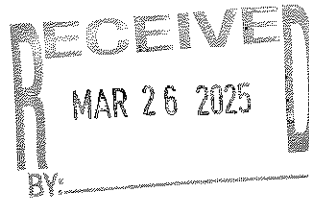
Date:

2/6/25

Chairmans Enterprises

Invoice # 1254

11586 Tyndel Creek Lane
Jacksonville, FL 32223
(904) 536-7746



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

February 1st, 2025

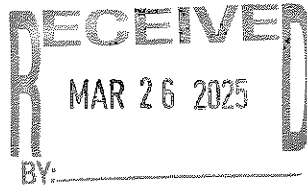
I didn't receive this invoice from Erin until 1:05pm on 3/26/25
TP 3/26/25

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
	02/01/2025 through 02/28/2025		
	Terms: 30 Day Net		
		Subtotal	\$513.20
	Tax Exempt		\$0.00
		Total	\$513.20

Chairmans Enterprises

Invoice # 1258

11586 Tyndel Creek Lane
Jacksonville, FL 32223
(904) 536-7746



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

March 1st, 2025

I didn't receive this invoice from Erin until 1:05pm on 3/26/25
TP 3/26/25

Qty	Description	Unit	Total
1	For Lease of Commercial Spirit Airbike AB900	\$102.64	\$718.48
	03/01/2025 through 09/30/2025		
	Terms: 30 Day Net		
		Subtotal	\$718.48
	Tax Exempt		\$0.00
		Total	\$718.48

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

Vendor: Diane Stoeber

153 Oak Common Ave. St. Augustine, FL 32095

2023 Classes Taught in **TWO** week period: *march 10- 23*

Pilates Dates:

Kids Fitness Dates:

3/20

Stretch Dates:

3/10, 3/14, 3/17, 3/21

Barre Dates:

3/10, 3/17

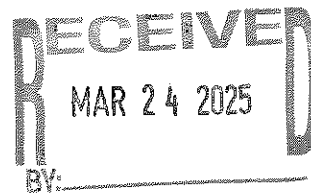
Substitute Dates:

orientation 3/3

Code: 2-340-53800-34500

Cost:

\$ 320.00



Approved:

CHJ

Date:

3/24/25

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: 3/4 3/11

Senior Mat Pilates Dates: 3/4 3/6 3/11 3/13

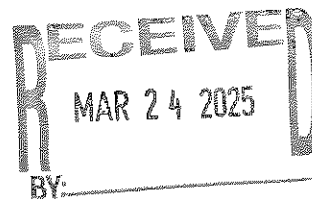
Senior Strength Dates: 3/6 3/13

Substitute Dates:

8 classes

Code: 2-340-53800-34500

Cost: \$ 320



Approved:

Eliana Roque

Date: 3/13/25

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

Name: Kathy Roy

Address: 112 Marsh side Dr, St. Augustine Florida 32080

2025 Classes Taught:

Yoga: 3/5, 2/26, 3/12

Gentle Yoga: 3/7, 2/21, 2/14

Sub:

Requested by: Erin Gunia

Code: 2-330-53800-34500

Cost: \$210.00

RECEIVED
MAR 24 2025
BY: _____

Approved:



Date:

3/24/25

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: 03/6 & 03/13 - 6:00pm

Zumba Tone/Zumba Dates: 03/8 & 03/15 - 9:00AM

Substitute Dates:

Code: 2-340-53800-34S00

Cost: \$120

RECEIVED
MAR 24 2025
BY: _____

Approved: 

Date: 03/15/25



LEE & CATES
GLASS | Since 1926

Invoice

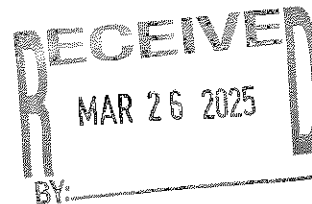
Invoice No: 64340
Date: 3/4/2025
Quote: 193688
Page: 1 of 1

Site Address:

Sweetwater Creek
1865 North Loop Pkwy
Saint Augustine FL 32095

Bill To: Sweetwater Creek Community Development District
1865 North Loop Pkwy
Saint Augustine 32095
904-829-8584(fitness center)
Attn: Sweetwater Creek Community Development District

Quantity	Description	Size	Area
1	Polished Mirror Wall Install at Workout Room		
	3 x 1/4" Mirror Clear Annealed 83" x 43" 252" (2L 2S)	77.00 <input type="checkbox"/>	Flat Polish
	5 x J-Bar - Deep (5/8") 12' Length Chrome		
	6 x Palmer Mirror Mastic (Tube)		
	Glazing Labor		
	Lee & Cates Glass is not responsible for removing work out equipment during or after the mirror wall install. This will need to be done by Owner.		



All custom items are made to order. Sales of these items are final and are not eligible for return, refund, or exchange.

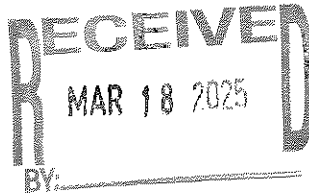
Payment for any outstanding balance due on delivery.

Subtotal:	2,260.86
Tax Exempt FL	
0.0%: Less	0.00
Payment:	-1,130.43
Balance:	\$1,130.43

802 Anastasia Blvd, St. Augustine, FL 32080 | PO Box 41146, Jacksonville, FL 32203
904.824.0809 | St.Augustine@LeeAndCatesGlass.com | LeeAndCatesGlass.com



LEE & CATES
GLASS | Since 1926



Invoice

Invoice No: 64342
Date: 3/4/2025
Quote: 197022
Page: 1 of 1

Site Address:

Sweetwater Creek
1865 North Loop Pkwy
Saint Augustine FL 32095

Bill To: Sweetwater Creek Community Development District
1865 North Loop Pkwy
Saint Augustine 32095
904-829-8584(fitness center)
Attn: Sweetwater Creek Community Development District

Quantity	Description	Size	Area
1	Polished Mirror Wall Install at Workout Room		
	1 x 1/4" Mirror Clear Annealed	110" x 43"	33.61
	Seamed Edge	306" (2L 2S)	
	3 x J-Bar - Deep (5/8") 12' Length Chrome		
2	x Palmer Mirror Mastic (Tube)		
	Glazing Labor		
	Lee & Cates Glass is not responsible for removing work out equipment during or after the mirror wall install. This will need to be done by Owner.		

All custom items are made to order. Sales of these items are final and are not eligible for return, refund, or exchange.

Payment for any outstanding balance due on delivery.

Subtotal:	1,192.90
Tax Exempt FL	
0.0%: Less	0.00
Payment:	-1,130.43
Balance:	\$62.47

802 Anastasia Blvd, St. Augustine, FL 32080 | PO Box 41146, Jacksonville, FL 32203
904.824.0809 | St.Augustine@LeeAndCatesGlass.com | LeeAndCatesGlass.com

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

Vendor: Lina Hermez

248 Glorietta Dr, St. Augustine, FL 32095

5
2023 Classes Taught in TWO week period: 3rd ~ 16th Mar

Meditation Dates: 5th, 12th Mar

Yogalates Dates: 4th, 11th Mar

Power Pump Dates: 4th, 11th Mar

Yoga Dates: 5th, 9th, 12th, 16th Mar

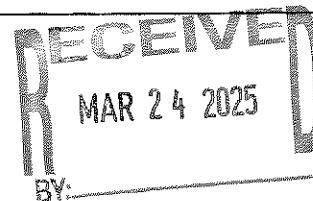
Pilates Dates: 3rd, 10th Mar

Code: 2-340-53800-34500

Cost: \$ 450¹⁰⁰ dish ~

Approved: 

Date: 16th Mar, 2025



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

Vendor: Miranda Bulger

2112 Pond Spring Way, Fleming Island, Fl 32003

2023 Classes Taught in TWO week period:

HIIT Dates: 3/3 3/5 3/10 3/12

Spin Dates: 3/5 3/12

Substitute Dates: 3/10

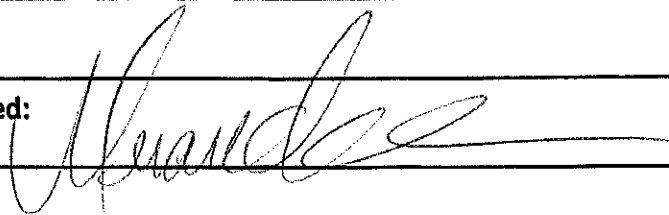
Code: 2-340-53800-34500

Cost:

280⁰⁰

RECEIVED
MAR 24 2025
BY: _____

Approved:



Date:

3/12

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:

3/17 Spin 10:15-11

Yogalates Dates:

3/18 Cardio/Core 10-11
3/18 Pilates 11-12

Power Pump Dates:

3/20 Overall Strength 10-11

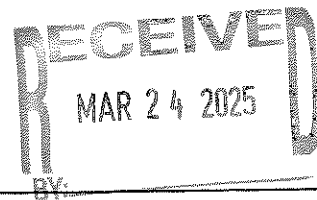
Yoga Dates:

3/20 Pilates 11-12

Pilates Dates:

Code: 2-340-53800-34500

Cost: \$175⁰⁰



Approved:

[Signature]

Date:

3/24/25

[Signature]

Sorry about lateness!

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:

JANUARY 2025
2, 7, 9

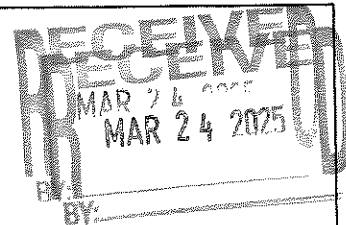
Tai Chi Dates:

Substitute Dates:

Code: 2-340-53800-34500

Cost:

105.00



Approved:

[Signature]

Date:

3/11/25

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:

Tai Chi Dates:

March

4, 6, 11, 13

Substitute Dates:

$4 \times 35 = 140.$

Code: 2-340-53800-34500

Cost:

\$140.-

RECEIVED
MAR 24 2025

BY:

Approved:

Collum

Date:

13 Mar 25

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 3/8 → 3/22

Cardio X Dates:

3/11 3/13
3/18 3/20

Substitute Dates:

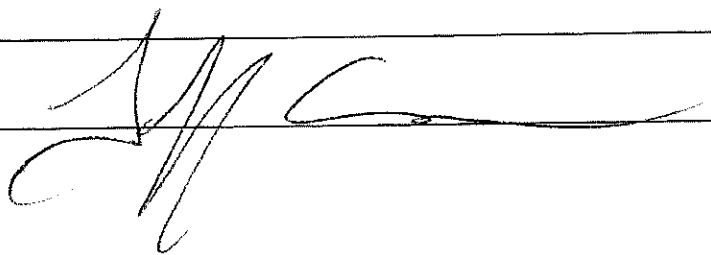
Code: 2-340-53800-34500

Cost:

140⁰⁰

RECEIVED
MAR 24 2025
BY: _____

Approved:



Date:

3/20/24

2.

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
4/04/25	00109	4/03/25 04032025	202504 310-51300-11000 4/3/25 CDD BOARD MEETING	DANIEL L COLIN	*	200.00	200.00 004270
4/04/25	00089	4/03/25 04032025	202504 310-51300-11000 4/3/25 CDD BOARD MEETING	JOHN T SMITH	*	200.00	200.00 004271
4/04/25	00051	4/03/25 04032025	202504 310-51300-11000 4/3/25 CDD BOARD MEETING	ROBERT LISOTTA	*	200.00	200.00 004272
4/04/25	00108	4/03/25 04032025	202504 310-51300-11000 4/3/25 CDD BOARD MEETING	RONALD J CERVELLI	*	200.00	200.00 004273
4/04/25	00040	4/03/25 04032025	202504 310-51300-11000 4/3/25 CDD BOARD MEETING	STEPHEN J HANDLER	*	200.00	200.00 004274
4/04/25	00086	3/26/25 30702	202503 320-53800-47300 MAR RIO DEL NORTE INSPECT	DUVAL LANDSCAPE MAINTENANCE	*	280.00	280.00 004275
4/04/25	00086	4/01/25 30727	202504 320-53800-46200 APR PALENCIA RENEWAL	DUVAL LANDSCAPE MAINTENANCE	*	24,273.00	24,273.00 004276
4/04/25	00063	3/31/25 88887	202503 320-53800-47000 MAR LAKE MAINTENANCE	FUTURE HORIZONS	*	2,122.44	2,122.44 004277
4/04/25	00071	3/14/25 298	202502 320-53800-49000 FEB FACILITY MAINTENANCE	RIVERSIDE MANAGEMENT SERVICES	*	18.87	18.87 004278
4/11/25	00029	4/01/25 169	202504 310-51300-34000 APR MANAGEMENT FEES		*	3,683.33	
		4/01/25 169	202504 310-51300-35200 APR WEBSITE ADMIN		*	86.67	
		4/01/25 169	202504 310-51300-35100 APR INFO TECH		*	123.50	
		4/01/25 169	202504 310-51300-31300 APR DISSEM AGENT SRVCS		*	459.33	
		4/01/25 169	202504 310-51300-49000 OFFICE SUPPLIES		*	1.32	

SWCC SWEETWATER CRK BPEREGRINO

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
		4/01/25 169	202504 310-51300-42000		*	170.83	
		POSTAGE					
		4/01/25 169	202504 310-51300-42500		*	449.10	
		COPIES					
		4/01/25 169	202504 310-51300-41000		*	38.65	
		TELEPHONE					
GOVERNMENTAL MANAGEMENT SERVICES						5,012.73	004279
4/17/25	00086	2/03/25 30063	202502 320-53800-46200		*	24,273.00	
		FEB PALENCIA RENEWAL					
DUVAL LANDSCAPE MAINTENANCE						24,273.00	004280
4/17/25	00103	4/10/25 193070	202503 310-51300-31100		*	1,367.50	
		MAR ENGINEERING SERVICES					
MATTHEWS DESIGN GROUP LLC						1,367.50	004281
4/17/25	00095	4/09/25 19803	202504 320-53800-47302		*	1,400.00	
		DROP 1 PINE TREE					
TAYLOR TREE SERVICES INC						1,400.00	004282
TOTAL FOR BANK A						59,747.54	
TOTAL FOR REGISTER						59,747.54	

SWCC SWEETWATER CRK BPEREGRINO

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
4/04/25	00119	4/01/25 30726	202504 330-53800-46200	APR FIT CNTR & DOG PARK	*	1,963.00	
				DUVAL LANDSCAPING MAINTENANCE			1,963.00 002921
4/04/25	00139	3/26/25 03262025	202503 340-53800-34500	3/19&3/26 FITNESS CLASSES	*	70.00	
				GLENDA MALEWICKI			70.00 002922
4/04/25	00019	4/01/25 13129562	202504 330-53800-52002	APR POOL CHEMICALS	*	2,157.54	
				POOLSURE			2,157.54 002923
4/11/25	00168	4/01/25 193004	202504 330-53800-48100	PICKLEBALL COURT RPR	*	395.00	
				ALL WEATHER CONTRACTORS INC			395.00 002924
4/11/25	00131	4/07/25 04072025	202503 340-53800-34500	3/23-4/6 FINTESS CLASSES	*	440.00	
				DIANE LAURA STOEVEER			440.00 002925
4/11/25	00080	3/15/25 752468	202504 330-53800-48400	APR GATE GRD MONITORING	*	1,734.76	
				HIDDEN EYES LLC			1,734.76 002926
4/11/25	00139	4/04/25 04042025	202504 340-53800-34500	3/26-4/4 FITNESS CLASSES	*	140.00	
				GLENDA MALEWICKI			140.00 002927
4/11/25	00166	4/07/25 04072025	202504 340-53800-34500	3/19&4/2 FITNESS CLASSES	*	70.00	
				KATHY ROY			70.00 002928
4/11/25	00127	3/30/25 03302025	202503 340-53800-34500	3/17-3/30 FITNESS CLASSES	*	450.00	
				LINA HERMEZ			450.00 002929
4/11/25	00152	4/07/25 04072025	202504 340-53800-34500	3/25&4/1 FITNESS CLASSES	*	70.00	
				MARILYN J COSTANZO			70.00 002930
4/11/25	00135	3/26/25 03262025	202503 340-53800-34500	3/17-3/26 FITNESS CLASSES	*	245.00	
				MIRANDA BULGER			245.00 002931
4/11/25	00141	4/07/25 04072025	202503 340-53800-34500	3/24-3/31 FITNESS CLASSES	*	105.00	
				PATRICIA SCOTT			105.00 002932
				SWCC SWEETWATER CRK BPEREGRINO			

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
4/11/25	00138	3/27/25 03272025	202503 340-53800-34500 3/18-3/27 FITNESS CLASSES	RONALD C CULLUM	*	105.00	105.00 002933
4/17/25	00119	2/03/25 30062	202502 330-53800-46200 FEB FIT CNTR & DOG PARK	DUVAL LANDSCAPING MAINTENANCE	*	1,963.00	1,963.00 002934
4/17/25	00104	4/01/25 299	202504 330-53800-10000 APR FIT CNTR MANAGER		*	10,319.83	
		4/01/25 299	202504 330-53800-10000 APR ASSISTANT MANAGER		*	6,868.07	
		4/01/25 299	202504 330-53800-10000 APR FRONT DESK ATTENDANTS		*	5,007.08	
		4/01/25 299	202504 330-53800-10000 MAR FRONT DESK ATTENDANTS		*	1,577.99	
		4/01/25 299	202504 330-53800-46500 APR JANITORIAL SERVICES		*	3,622.25	
		4/01/25 299	202504 330-53800-52000 APR POOL MAINTENANCE		*	1,622.42	
		4/01/25 299	202504 320-53800-12100 APR FIELD MANAGEMENT		*	7,716.83	
		4/01/25 299	202504 330-53800-52001 POOL RPR-WHEEL TARP RACK		*	165.00	
		4/01/25 299	202504 330-53800-52002 POOL CHEM-PHOSPHATE RMVR		*	16.28	
		4/01/25 299	202504 330-53800-52002 POOL CHEM-BICARB		*	137.50	
RIVERSIDE MANAGEMENT SERVICES INC						37,053.25	002935
TOTAL FOR BANK B						46,961.55	
TOTAL FOR REGISTER						46,961.55	

SWCC SWEETWATER CRK BPEREGRINO

Attendance Confirmation
for
BOARD OF SUPERVISORS

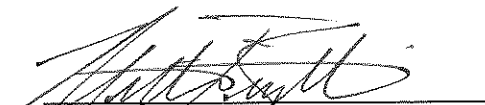
District Name: Sweetwater Creek CDD

Board Meeting Date: April 3, 2025 Meeting

	<i>Name</i>	<i>In Attendance Please ✓</i>	<i>Fee Involved Yes / No</i>
1	Rob Lisotta 51	✓	Yes (\$200)
2	Ron Cervelli 108	✓	Yes (\$200)
3	Stephen Handler 40	(phone) ✓	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

4/4/25
Date

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



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

INVOICE

Date	Invoice No.
03/26/25	30702
Terms	Due Date
Net 40	05/05/25

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
\$280.00	

Please detach top portion and return with your payment.

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

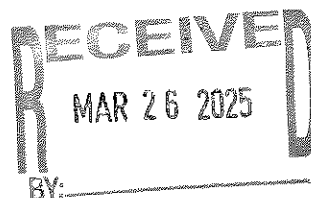
#36511 - sweetwater rio del norte
inspection mar25

sweetwater rio del norte inspection
mar25

Irrigation Service/Repairs					\$280.00
Irrigation Labor	Hr	1.00	\$100.00	\$100.00	
Rainbird 5004 Rotor	1	6.00	\$30.00	\$180.00	

Total	\$280.00
Payments/Credits	(\$0.00)
Balance Due	\$280.00

Irrigation repair and maint
1.320.53800.47300
DW
3/26/25





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

INVOICE

Date	Invoice No.
04/01/25	30727
Terms	Due Date
Net 40	05/11/25

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
#35508 - Palencia-2025 April 2025					\$24,273.00

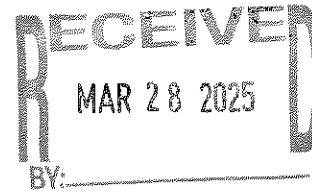
Monthly Breakdown

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

Bed Dressing / Pinestraw

(billed at time of service)

- Fall install \$20,00.00
- Spring Install \$30,000.00



1.320.53800.46200
Landscape maint and material
DW
3/28/25

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

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

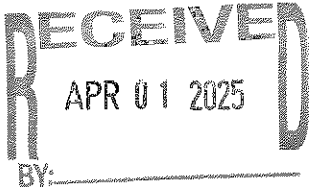
Voice: 904-692-1187
Fax: 904-692-1193

Invoice Number: 88887
Invoice Date: Mar 31, 2025
Page: 1

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

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

Customer ID	Customer PO	Payment Terms	
Palencia01	Per Contract	Net 45 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Hand Deliver		5/15/25

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services performed March 2025	2,122.44	2,122.44
		1.320.53800.47000 Lake Maintenace DW 4/1/25 <div style="text-align: center;">  </div>		

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

Check/Credit Memo No:

Overdue invoices are subject to finance charges.

Riverside Management Services, Inc
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 298
Invoice Date: 3/14/2025
Due Date: 3/14/2025
Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
Facility Maintenance February 1 - February 28, 2025	14.07	40.00	562.80
September - December Hourly Rate Adjustment Credit		-816.00	-816.00
Maintenance Supplies		272.07	272.07

APPROVED

MISC FIELD SUPPLIES-18.87\$
1.320.53800.49000

DAN WRIGHT
3/31/25

RECEIVED
APR 01 2025
BY: _____

Alison Moring
3-31-25

Total	\$18.87
Payments/Credits	\$0.00
Balance Due	\$18.87

GMS

**SWEET WATER CREEK COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF FEBRUARY 2025**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
2/18/25	2	R.G.	Cut off old one half inch anchor bolts in gym from old gym equipment and reset gym matting
2/21/25	4	J.S.	Worked on bolting down gym equipment
2/24/25	8.07	P.S.	Filled in areas with black top where needed, dug out and re-cemented in crosswalk sign, assembled and hung swing, added salt to softener

TOTAL	<u>14.07</u>
--------------	--------------

MILES	<u>0</u>
--------------	----------

*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

Period Ending 3/05/25

DISTRICT	DATE	SUPPLIES	PRICE	EMPLOYEE
SWEETWATER CREEK				
	2/13/25	MTL Cut T1 4.5x.045x7/8 (4)	24.45	R.G.
	2/17/25	Parawedge Anchors Concrete	26.99	D.W.
	2/17/25	MKE HMMR Drill Bit Set	40.22	D.W.
	2/19/25	Paint Brush	16.64	D.W.
	2/19/25	LED Lights (2)	14.88	D.W.
	2/24/25	Quick Crete Concrete (3)	23.67	D.W.
	2/24/25	Ashphalt Patch Kit (3)	79.25	D.W.
	2/24/25	Tamper	45.98	D.W.
		TOTAL	\$272.07	

Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 169
Invoice Date: 4/1/25
Due Date: 4/1/25
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 - April 2025		3,683.33	3,683.33
Website Administration - April 2025		86.67	86.67
Information Technology - April 2025		123.50	123.50
Dissemination Agent Services - April 2025		459.33	459.33
Office Supplies		1.32	1.32
Postage		170.83	170.83
Copies		449.10	449.10
Telephone		38.65	38.65
<div>RECEIVED APR 03 2025 BY: _____</div>			

Total \$5,012.73

Payments/Credits \$0.00

Balance Due \$5,012.73



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

INVOICE

Date	Invoice No.
02/03/25	30063
Terms	Due Date
Net 40	03/15/25

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 February 2025					\$24,273.00

Monthly Breakdown

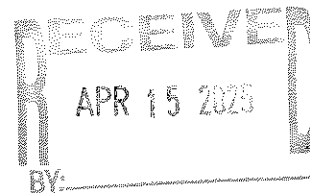
- Monthly Landscape- Mowing, edging, blowing, trimming /detail- \$20,091.48
- Fertilization- \$1,630.00
- Bedding Plants (ANNUALS)- \$1,915.50
- Irrigation check- \$636.00
- .

landscape maint and material
1.320.53800.46200
DW
4/15/25

Bed Dressing / Pinestraw

(billed at time of service)

- Fall install \$20,000.00
- Spring Install \$30,000.00



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

Project Manager Alex Acree

Matthews | **BCCM**

Governmental Management Services
James Oliver
475 West Town Place
St. Augustine, FL 32092

Engineering - Architecture - Planning - Surveying

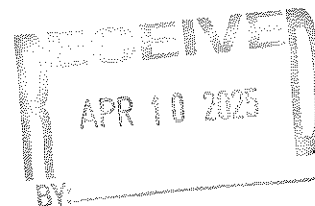
April 10, 2025

Invoice # 193070

Project 0000021856.0000 Sweetwater Creek CDD

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

- Coordination with District Manager
- Prepare Requisitions
- CUP Reporting
- March Meter Readings
- CDD Meeting



Please call Alex Acree if you have any questions or concerns regarding your project.
For billing inquiries, please contact our Accounting Department.

Professional Services through March 31, 2025

Phase 0001 Engineering Services

	Hours	Rate	Amount
Vice President of Production	1.50	290.00	435.00
Sr. Construction Inspector	.50	210.00	105.00
Project Coordinator 3	2.50	115.00	287.50
Project Administrator	.25	120.00	30.00
Inspector	3.00	170.00	510.00
Total Labor			1,367.50
Total Due:			1,367.50

Billed to Date

	Current Due	Prior Billed	Billed to Date
Labor	1,367.50	23,972.50	25,340.00
Expense	0.00	117.88	117.88
Unit	0.00	83.71	83.71
Interest	0.00	41.32	41.32
Totals	1,367.50	24,215.41	25,582.91



Taylor Tree Services, Inc.
4600 Ave B
St. Augustine, FL 32095 US
+19046922008
taylortreeservicesinc@gmail.com

Invoice

BILL TO
Sweet Water Creek

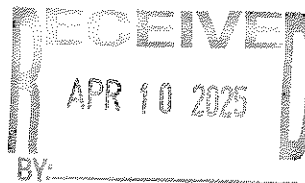
INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
19803	04/09/2025	\$1,400.00	04/09/2025	Due on receipt	

SCOPE	QTY	RATE	AMOUNT
655 Enrede Lane St.Augustine,FL 32095 Drop 1 dead/dying pine tree.Leave debris Tree is located in the back left corner of property 1 tree only	1	350.00	350.00
383 Medio Dr St.Augustine,FL 32095 Drop 5 dead pine tree in wooded area Leave debris in wooded area	1	1,050.00	1,050.00

BALANCE DUE

\$1,400.00

Tree removal
1.320.53800.47302
DW
4/10/25



Our mailing address recently changed, please make changes to our vendor information and please use mailing address above. New mailing address is
4600 Ave B, St. Augustine, FL 32095.



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

INVOICE

Date	Invoice No.
04/01/25	30726
Terms	Due Date
Net 40	05/11/25

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

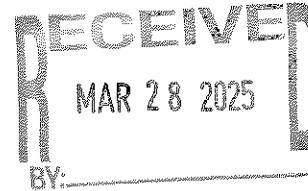
Amount Due	PO Number
\$1,963.00	

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 April 2025					\$1,963.00

Monthly Break Down

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



2.330.53800.46200
Landscape maint & improvements
DW
3/28/25

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

Sweetwater Creek CDD

1865 North Loop Parkway,

Saint Augustine, Fl, 32095

Vendor Name: Glenda Malewicki

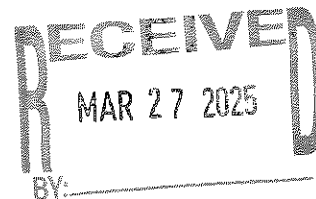
Vendor Address:


1108 Stonehedge Trl. Ln.
St. Augustine, FL 32092

Substitute Date : 3/19 - Yoga - 10:00am
3/26 - Yoga - 10:00am

Code: 2-340-53800-34500

Cost: 70⁰⁰



Approved: 

Date: 3/26/25

Approved 2-330-53800-52002
- EG 3/19/25

poolsure

RECEIVED
MAR 19 2025

Invoice

Date 4/1/2025
Invoice# 131295627815

1707 Townhurst Dr.
Houston TX 77043 (800) 858-POOL (7665) www.poolsure.com

Terms Net 30
Due Date 5/1/2025
PO #

Bill To	Ship To
Attn: Berenadette Pegrino Sweetwater Creek CDD c/o GMS 475 West Town Place STE 114 Saint Augustine FL 32092	Sweetwater Creek CDD 1879 N Loop Pkwy Saint Augustine FL 32095

LATE FEE: This constitutes notice under the truth in lending act that any accounts remaining unpaid after the due date are subject to 1 1/2% per month late charge and attorney fees

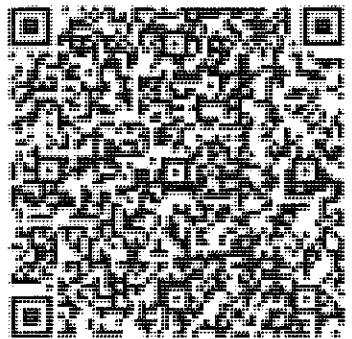
Item	Description	Qty	Units	Amount
WM-CHEM-FLAT	Water Management Flat Billing Rate	1	ea	\$2,157.54

Subtotal \$2,157.54
Tax \$0.00

Total \$2,157.54

Amount Paid/Credit Applied \$0.00
Balance Due \$2,157.54

[Click Here to Pay Now](#)





Invoice

Date:	Invoice #:
4/1/2025	193004

1702 Lindsey Road
Jacksonville, FL 32221-6791
Office 904-781-7060

Bill To	
Sweetwater Creek CDD 475 West Town Place Suite 114 Riverside Management Services St. Augustine, FL 32092-3649	
Email	Terms
bperegrino@gmsnf.com	Due Upon Receipt

Work Performed At		
Sweetwater Creek CDD 1187 Las Calinas Blvd. Riverside Management Services St. Augustine, FL 32095 Dan Wright		
Purchase Order	Rep	Work Order
-	PM SCOTT HAINES	254400

Item	Description	Amount
	<p>Final Billing Sweetwater at Palencia</p> <p>Attn: Dan Wright -RMSNF 3 19 25 Re:misc repairs at pickleball court</p> <p>All Weather Contractors is proposing the following services for the below mentioned prices. Any item not specifically mentioned is subject to a written change order.</p> <p>>bring in the crew to excavate the rock at the northwest side of the pickleball court fence on the side of the courts at the gap where the asphalt courts ends and rocks go to thye bottom of the fence >we can try (2) different options if wanted -option #1-cut down a concrete stepping stone and place it in the gap between the fence and the asphalt and make level with the asphalt -option #2-bring in some asphalt and install approx. 2" of asphalt in a 1ft area and fill in the gap between the fence and the asphalt and make leve with the existinrng asphalt >clean up job and haul away debris</p> <p>*these are just samples to be done to give them a idea of what it might look like so they can decide what they want to do</p> <p>Total Price \$395.00</p> <p>RECEIVED APR 03 2025 BY: _____</p> <p>2.330.53800.48100 Pickleball court maintenance DW 4/3/25</p>	\$395.00

ALL WORK WAS INSPECTED AND PERFORMED IN A PROFESSIONAL MANNER. All material is guaranteed to be as specified, and the above work was completed in a substantial workmanlike manner. This is a full invoice due and payable by above due date in accordance with our agreement. Late charges will be assessed thereafter due date listed above at a rate of 1.5% per month. All disputes are to be submitted in writing by mail, fax or email within 30 days from invoice date. You further agree to waive any right to jury trial in any action relating to these services or the payment thereof. In any action to collect past due amounts, customer shall pay all reasonable attorney's fees incurred.

Subtotal:	\$395.00
Sales Tax:	\$0.00
Invoice Total:	\$395.00
Payments and Credits:	\$0.00
Total Due:	\$395.00

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:

Pilates Dates: 3/25, 4/1, ~~4/10~~, 3/27

Kids Fitness Dates: 3/26, 4/2

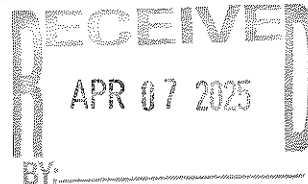
Stretch Dates: 3/24, 3/28, 3/31, 4/4

Barre Dates: 3/24, 3/31

Substitute Dates: CARDIO 4/1 yoga 4/4

Code: 2-340-53800-34500

Cost: \$440.00



Approved:

A handwritten signature in black ink, appearing to be "C. M." or similar, written over a horizontal line.

Date:

4/7/25

Envera

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

Invoice

Invoice Number 752468	Date 03/15/2025
Customer Number 300299	Due Date 04/01/2025

Page: 1

Customer Name	Customer Number	PO Number	Invoice Date	Due Date
Sweetwater Creek CDD	300299		03/15/2025	04/01/2025

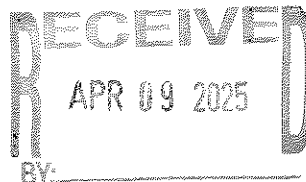
Quantity	Description	Months	Rate	Amount
<i>2898 - Gate Access - Sweetwater Creek CDD - Entrance 1 (North Loop Parkway, Entrance 2 (South Loop Parkway, Saint Augustine, FL</i>				
1.00	Envera Kiosk System 04/01/2025 - 04/30/2025	1.00	\$500.00	\$500.00
1.00	Service & Maintenance 04/01/2025 - 04/30/2025	1.00	\$464.80	\$464.80
1.00	Data Management 04/01/2025 - 04/30/2025	1.00	\$250.00	\$250.00
1.00	Virtual Gate Guard Monitoring 04/01/2025 - 04/30/2025	1.00	\$2,213.25	\$2,213.25
Subtotal:				\$3428.05
Tax				\$0.00
Payments/Credits Applied				\$1693.29
Invoice Balance Due:				\$1734.76

Date	Invoice #	Description	Amount	Balance Due
3/15/2025	752468	Monitoring Services	\$3428.05	\$1734.76

Envera

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

Security
2.330.53800.48400
DW
4/9/25



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

Invoice

Invoice Number 752468	Date 03/15/2025
Customer Number 300299	Due Date 04/01/2025

Net Due: \$1,734.76

Amount Enclosed: _____

REMIT TO:

Envera
PO Box 2086
Hicksville, NY 11802

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

Vendor: Glenda Malewecki

1108 Stonehenge Trail Lane, St. Augustine, FL 32092

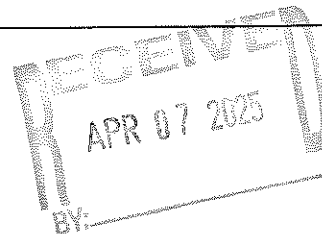
2023 Classes Taught in **TWO** week period:

Senior Mat Pilates Dates:

Substitute Dates: 3/26 10:00am yoga \$35
3/28 9:00am yoga \$35
4/3 11:00am yoga \$35
4/4 9:00am yoga \$35

Code: 2-340-53800-34500

Cost: $35 \times 4 = \$140$



Approved:

A handwritten signature in black ink, appearing to be "C M J".

Date: 4/4/2025

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

Name: Kathy Roy

Address: 112 Marsh side Dr, St. Augustine Florida 32080

2025 Classes Taught:

Yoga: 5/19, 4/2

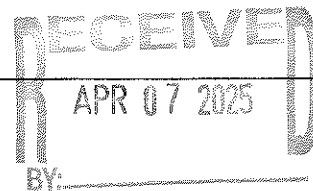
Gentle Yoga:

Sub:

Requested by: Erin Gunia

Code: 2-330-53800-34500

Cost: 70.00



Approved:

A handwritten signature in black ink, appearing to be "E. Roy".

Date:

4/7/25

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: 17th ~ 30th March

Meditation Dates: 19th, 26th March

Yogalates Dates: 18th, 25th //

Power Pump Dates: 18th, 25th //

Yoga Dates: 19th, 23th, 26th, 30th March

Pilates Dates: 17th, 24th March

Code: 2-340-53800-34500

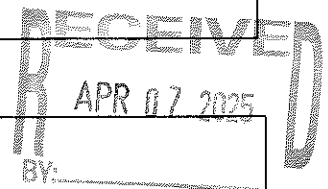
Cost: \$450¹⁰⁰

2025

Approved:

[Signature]

Date: 30th March, 2025



Sweetwater Creek CDD

1865 North Loop Parkway,

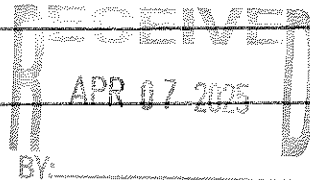
Saint Augustine, FL, 32095

Vendor Name: *Marilyn Costanzo*

Vendor Address: *320 Stokes Creek DR
St Aug 32095*

Substitute Date: *March 25 2025 + APR. 1, 2025*

Code: 2-340-53800-34500



Cost: $\$35(3/25) + \$35(4/1) = \$70^{00}$

Approved:

M J Costanzo

Date:

4/7/25

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

Vendor: Miranda Bulger

2112 Pond Spring Way, Fleming Island, FL 32003

2023 Classes Taught in TWO week period:

HIIT Dates:

3/17 3/19 3/24 3/26

Spin Dates:

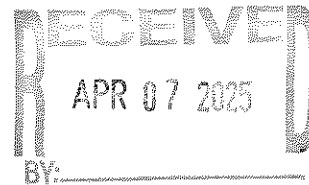
3/19 3/26

Substitute Dates:

Code: 2-340-53800-34500

Cost:

245.00



Approved:

Miranda Bulger

Date:

3/26/25

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:

3/24 Spin 10:15-11

Yogalates Dates:

3/25 Cardio / Core 10-10:50

Power Pump Dates:

3/31 Spin 10:15-11:00

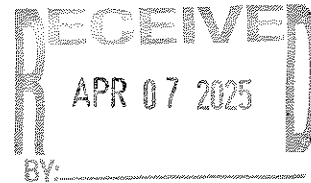
Yoga Dates:

Pilates Dates:

Code: 2-340-53800-34500

Cost:

105⁰⁰



Approved:

QNJ

Date:

4/7/25

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:

Tai Chi Dates:

Substitute Dates:

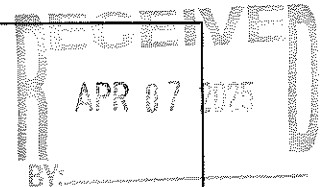
March 18
March 20
March 27

$$3 \times 35 = 105$$

Code: 2-340-53800-34500

Cost:

~~\$70~~ \$105.00



Approved:

[Signature]

Date:

27 Mar 25



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

INVOICE

Date	Invoice No.
02/03/25	30062
Terms	Due Date
Net 40	03/15/25

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.

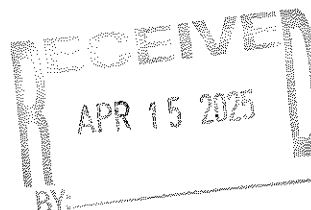
DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
#31603 - Sweetwater Fitness Center and Dog Park- 2024 February 2025					\$1,963.00

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)
Balance Due	\$1,963.00

2.330.53800.46200
Landscape maint and material
DW
4/15/25



Riverside Management Services, Inc
475 West Town Place
Suite 114
St. Augustine, FL 32092

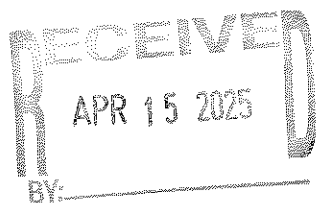
Invoice

Invoice #: 299
Invoice Date: 4/1/2025
Due Date: 4/1/2025
Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
2.330.53800.10000- Fitness Center Manager - April 2025		10,319.83	10,319.83
2.330.53800.10000- Assistant Manager - April 2025		6,868.07	6,868.07
2.330.53800.10000- Front Desk Attendants- April 2025		5,007.08	5,007.08
2.330.53800.10000- Front Desk Attendants (RMS) - March 2025 - Additional Amount Owed (Per 4/1/25 Adjustment memo for March 2025 Hourly Services)		1,577.99	1,577.99
2.330.53800.46500- Janitorial Services - April 2025		3,622.25	3,622.25
2.330.53800.52000 Pool Maintenance Services - April 2025		1,622.42	1,622.42
2.320.53800.12100- Field Management - April 2025		7,716.83	7,716.83
Pool Repair - Install New Wheel on Tarp Rack		165.00	165.00
Pool Chemicals - Phosphate Remover		16.28	16.28
Pool Chemicals - Bicarb		137.50	137.50

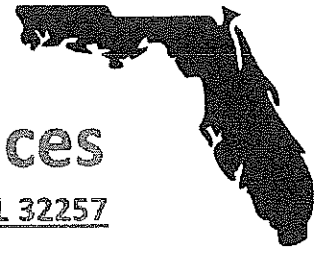


Alison Moring
4-15-25

Total	\$37,053.25
Payments/Credits	\$0.00
Balance Due	\$37,053.25

Riverside Management Services

9655 Florida Mining Blvd, Bldg. 300, Suite 305, Jacksonville, FL 32257



Sweetwater Creek CDD
Monthly Credit Memorandum

DATE: April 1, 2025
FROM: Alison Mossing
TO: RMS Billing Department
SUBJECT: March Adjustment – Monthly Invoice Adjustment for March2025 Hourly Services

Please adjust April 2025 invoice to reflect the actual hours worked for the month of March2025 for the following services.

	<u>Hours</u>	<u>Hourly Rate</u>	<u>Total</u>	<u>Billed</u>	<u>Due Amount</u>
• Front Desk Attendants	316.59	\$20.80	\$6,585.07	\$5,007.08	\$1,577.99 Owed

RMS

**SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT
FACILITY ATTENDANT BILLABLE HOURS
FOR THE MONTH OF MARCH 2025**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
3/1/25	5.25	E.K.	Amenity Center/Fitness Center Attendant
3/1/25	6	AB.F.	Amenity Center/Fitness Center Attendant
3/2/25	5.4	H.T.	Amenity Center/Fitness Center Attendant
3/2/25	6.15	Z.S.	Amenity Center/Fitness Center Attendant
3/3/25	4.02	H.T.	Amenity Center/Fitness Center Attendant
3/3/25	5.27	E.K.	Amenity Center/Fitness Center Attendant
3/4/25	4.12	H.T.	Amenity Center/Fitness Center Attendant
3/4/25	5.27	Z.S.	Amenity Center/Fitness Center Attendant
3/5/25	3.98	H.T.	Amenity Center/Fitness Center Attendant
3/5/25	5.25	E.K.	Amenity Center/Fitness Center Attendant
3/6/25	4.2	H.T.	Amenity Center/Fitness Center Attendant
3/6/25	5.28	AB.F.	Amenity Center/Fitness Center Attendant
3/7/25	4.02	E.K.	Amenity Center/Fitness Center Attendant
3/7/25	4.38	Z.S.	Amenity Center/Fitness Center Attendant
3/8/25	5.25	E.K.	Amenity Center/Fitness Center Attendant
3/8/25	8.12	AB.F.	Amenity Center/Fitness Center Attendant
3/9/25	5.5	H.T.	Amenity Center/Fitness Center Attendant
3/9/25	6.18	Z.S.	Amenity Center/Fitness Center Attendant
3/10/25	4.3	H.T.	Amenity Center/Fitness Center Attendant
3/10/25	5.25	E.K.	Amenity Center/Fitness Center Attendant
3/11/25	5.15	H.T.	Amenity Center/Fitness Center Attendant
3/11/25	5.23	AB.F.	Amenity Center/Fitness Center Attendant
3/12/25	4.17	H.T.	Amenity Center/Fitness Center Attendant
3/12/25	5.25	E.K.	Amenity Center/Fitness Center Attendant
3/13/25	4.25	H.T.	Amenity Center/Fitness Center Attendant
3/13/25	5.22	AB.F.	Amenity Center/Fitness Center Attendant
3/14/25	4	E.K.	Amenity Center/Fitness Center Attendant
3/14/25	5.37	H.T.	Amenity Center/Fitness Center Attendant
3/14/25	8.3	Z.S.	Amenity Center/Fitness Center Attendant
3/15/25	5.3	E.K.	Amenity Center/Fitness Center Attendant
3/15/25	6.03	AB.F.	Amenity Center/Fitness Center Attendant
3/16/25	5.22	H.T.	Amenity Center/Fitness Center Attendant
3/16/25	8.32	Z.S.	Amenity Center/Fitness Center Attendant
3/17/25	4.18	H.T.	Amenity Center/Fitness Center Attendant
3/17/25	5.53	E.K.	Amenity Center/Fitness Center Attendant
3/18/25	4.22	H.T.	Amenity Center/Fitness Center Attendant
3/18/25	5.52	Z.S.	Amenity Center/Fitness Center Attendant
3/19/25	4.15	H.T.	Amenity Center/Fitness Center Attendant
3/19/25	5.25	E.K.	Amenity Center/Fitness Center Attendant
3/20/25	4.1	H.T.	Amenity Center/Fitness Center Attendant
3/20/25	5.32	AB.F.	Amenity Center/Fitness Center Attendant
3/21/25	4	E.K.	Amenity Center/Fitness Center Attendant
3/21/25	4.48	Z.S.	Amenity Center/Fitness Center Attendant
3/22/25	5.25	E.K.	Amenity Center/Fitness Center Attendant
3/22/25	6.02	AB.F.	Amenity Center/Fitness Center Attendant
3/23/25	5.25	E.K.	Amenity Center/Fitness Center Attendant
3/23/25	6.27	Z.S.	Amenity Center/Fitness Center Attendant
3/24/25	4.07	H.T.	Amenity Center/Fitness Center Attendant
3/24/25	5.3	E.K.	Amenity Center/Fitness Center Attendant
3/25/25	4.12	H.T.	Amenity Center/Fitness Center Attendant
3/25/25	5.3	AB.F.	Amenity Center/Fitness Center Attendant
3/26/25	4	H.T.	Amenity Center/Fitness Center Attendant
3/26/25	5.35	Z.S.	Amenity Center/Fitness Center Attendant
3/27/25	4	E.K.	Amenity Center/Fitness Center Attendant
3/27/25	5.25	AB.F.	Amenity Center/Fitness Center Attendant
3/28/25	4	E.K.	Amenity Center/Fitness Center Attendant
3/28/25	4.42	Z.S.	Amenity Center/Fitness Center Attendant
3/29/25	5.25	E.K.	Amenity Center/Fitness Center Attendant
3/29/25	6.07	AB.F.	Amenity Center/Fitness Center Attendant
3/30/25	5.25	E.K.	Amenity Center/Fitness Center Attendant
3/30/25	6.35	Z.S.	Amenity Center/Fitness Center Attendant
3/31/25	4.07	H.T.	Amenity Center/Fitness Center Attendant
3/31/25	5.25	E.K.	Amenity Center/Fitness Center Attendant

316.59

D.

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

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

(A) Requisition Number: 155

(B) Name and address of Payee: Sweetwater Creek CDD
475 West Town Place, Suite 114
St. Augustine, FL 32092

(C) Amount Payable: \$2,323.33

(D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): Invoice/Quote #'s 164342 and 64340 and debit statement. Polished mirror wall install at workout room.

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

The undersigned hereby certifies that:

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

OR

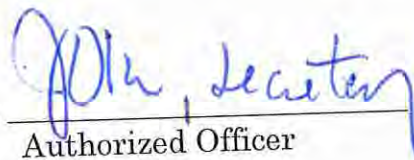
☐ this requisition is for Costs of Issuance payable from the Costs of Issuance Account that has not previously been paid.

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

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

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

**SWEETWATER CREEK COMMUNITY
DEVELOPMENT DISTRICT**

By: 
Authorized Officer

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

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


Consulting Engineer

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

Name: Lee and Cates Glass

Address: 802 Anastasia Blvd, St. Augustine FL 32080

Mirror for Fitness Center

Requested by: Erin Gunia

Total=\$1192.90

Code: Bond Money

Approved: Erin Gunia

Date: 3/12/2025



LEE & CATES
GLASS | Since 1926

Invoice

Invoice No: 64342
Date: 3/4/2025
Quote: 197022
Page: 1 of 1

Site Address:

Sweetwater Creek
1865 North Loop Pkwy
Saint Augustine FL 32095

Bill To: Sweetwater Creek Community Development District
1865 North Loop Pkwy
Saint Augustine 32095
904-829-8584(fitness center)
Attn: Sweetwater Creek Community Development District

Quantity	Description	Size	Area
1	Polished Mirror Wall Install at Workout Room		
	1 x 1/4" Mirror Clear Annealed	110" x 43"	33.61
	Seamed Edge	306" (2L 2S)	
	3 x J-Bar - Deep (5/8") 12' Length		
	Chrome		
2	x Palmer Mirror Mastic (Tube)		
	Glazing Labor		
	Lee & Cates Glass is not responsible for removing work out equipment during or after the mirror wall install. This will need to be done by Owner.		

All custom items are made to order. Sales of these items are final and are not eligible for return, refund, or exchange.

Payment for any outstanding balance due on delivery.

Subtotal:	1,192.90
Tax Exempt FL	0.00
0.0%: Less	-1,130.43
Payment:	
Balance:	\$62.47

802 Anastasia Blvd, St. Augustine, FL 32080 | PO Box 41146, Jacksonville, FL 32203
904.824.0809 | St.Augustine@LeeAndCatesGlass.com | LeeAndCatesGlass.com



LEE & CATES
GLASS | Since 1926


Invoice

Invoice No: 64340
Date: 3/4/2025
Quote: 193688
Page: 1 of 1

Site Address:

Sweetwater Creek
1865 North Loop Pkwy
Saint Augustine FL 32095

Bill To: Sweetwater Creek Community Development District
1865 North Loop Pkwy
Saint Augustine 32095
904-829-8584(fitness center)
Attn: Sweetwater Creek Community Development District

Quantity	Description	Size	Area
1	Polished Mirror Wall Install at Workout Room		
	3 x 1/4" Mirror Clear Annealed 83" x 43" 252" (2L 2S)	77.00 <input type="text"/>	Flat Polish
	5 x J-Bar - Deep (5/8") 12' Length Chrome		
	6 x Palmer Mirror Mastic (Tube)		
	Glazing Labor		
	Lee & Cates Glass is not responsible for removing work out equipment during or after the mirror wall install. This will need to be done by Owner.		

All custom items are made to order. Sales of these items are final and are not eligible for return, refund, or exchange.

Payment for any outstanding balance due on delivery.

Subtotal:	2,260.86
Tax Exempt FL	0.00
0.0%: Less	
Payment:	-1,130.43
Balance:	\$1,130.43

802 Anastasia Blvd, St. Augustine, FL 32080 | PO Box 41146, Jacksonville, FL 32203
904.824.0809 | St.Augustine@LeeAndCatesGlass.com | LeeAndCatesGlass.com



P.O. Box 558
Wayne, NJ 07474-0558

Account Number:
Statement Date:
Page :

XXXXXX5114
02/28/2025
2 of 4

TRANSACTIONS (continued)

Date	Description	Withdrawals & Other Debits	Deposits & Other Credits	Balance
02/11	MERCHANT PURCHASE TERMINAL 462275 BUCHANAN SIGN AND FLAG JACKSONVI FL XXXXXXXXXXXX7239	-\$76.00		\$3,349.45
02/18	DEBIT PURCHASE MERCHANT PURCHASE TERMINAL 462275 BUCHANAN SIGN AND FLAG JACKSONVI FL XXXXXXXXXXXX7239	-\$280.29		\$3,069.16
02/18	DEBIT PURCHASE MERCHANT PURCHASE TERMINAL 469216 AMAZON MKTPL 4K85J 6KZ3 Amzn com WA XXXXXXXXXXXX7239	-\$1,130.43		\$1,938.73
02/18	DEBIT PURCHASE MERCHANT PURCHASE TERMINAL 424760 LEE AND CATES GLAS S 904 824 0 GA XXXXXXXXXXXX7239	-\$166.78		\$1,771.95
02/20	DEBIT PURCHASE MERCHANT PURCHASE TERMINAL 469216 AMAZON MKTPL I047B 2NI3 Amzn com WA XXXXXXXXXXXX7239		\$3,000.00	\$4,771.95
02/20	PHONE/INTERNET TRNFR REF 0511131L FUNDS TRANSFER FRM DEP XXXX4681 FROM AF TXF DEBIT CARD	-\$7.95		\$4,764.00
02/20	DEBIT PURCHASE MERCHANT PURCHASE TERMINAL 469216 AMAZON MKTPL RE650 5CN3 Amzn com WA XXXXXXXXXXXX7239	-\$33.98		\$4,730.02
02/24	DEBIT PURCHASE MERCHANT PURCHASE TERMINAL 469216 AMAZON MKTPL OY40K 63K3 Amzn com WA XXXXXXXXXXXX7239	-\$12.92		\$4,717.10
02/24	DEBIT PURCHASE MERCHANT PURCHASE TERMINAL 469216 AMAZON MKTPL FF67L 9DJ3 Amzn com WA XXXXXXXXXXXX7239	-\$7.99		\$4,709.11
	DEBIT PURCHASE MERCHANT PURCHASE TERMINAL 469216 AMAZON MKTPL W358F 3C73 Amzn com WA XXXXXXXXXXXX7239			\$4,709.11
Ending Balance				\$4,709.11

INTEREST RATE CALCULATIONS



Avg. Stmt. Collected Balance
Year-to-Date Interest Paid

\$3,817.00
\$0.00

Annual % Yield Earned
Interest Paid

0.00%
\$0.00



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

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

(A) Requisition Number: 156

(B) Name and address of Payee: JD Goals Inc
296 Gladiola Road
Palm Bay, FL 32907

(C) Amount Payable: \$5,667.50

(D) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): Invoice # 112528, 50 % Deposit.

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

The undersigned hereby certifies that:

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

OR

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

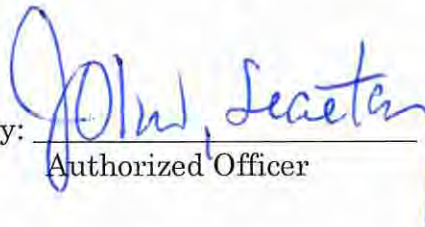
The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or

claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

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

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

**SWEETWATER CREEK COMMUNITY
DEVELOPMENT DISTRICT**

By: 
Authorized Officer

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

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


Consulting Engineer

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

Name: JD Goals INC

Address: 296 Gladiola Rd, NE FL, 32907

Description: Deposit for mini golf resurfacing

Requested by: Erin Gunia

Total=\$5667.50

Code: Bond Money-Requisition

Approved: Erin Gunia

Date: 3/20/2025

JD Goals inc
296 Gladiola RD NE. FL 32907

Invoice

Date	Invoice #
3/20/2025	112528

Bill To
La Palma Park Mitad circle St Augustine FL Erin Gunia Sweetwater Creek CDD

P.O. No.	Terms	Project
	50% Deposit Balance ...	

Quantity	Description	Rate	Amount
	Repair loose bavers Remove existing carpet and dispose of in owner supplied dumpster. Machine scrape concrete to remove loose excessive adhesive and Prepare substrate for installation of new carpet Supply and Install new carpet adhering to the latest specifications and following manufacturer recommendations. 50% Materials Deposit	11,335.00	0.00 11,335.00 -5,667.50
Thank You, We look forward to working with you.		Total	\$5,667.50

FOURTH ORDER OF BUSINESS

A.



**DUVAL
LANDSCAPE
MAINTENANCE, LLC**

With

**Sweetwater Creek
Community Development
District**

**Monthly Reporting
April 2025**



DUVAL LANDSCAPE MAINTENANCE, LLC

Monthly Reporting April 2025

In Progress:

1. Weekly mowing began April 1.
2. Spring Pinestraw application.
3. The round-a-bout winter rye overseed has begun to die off as the temperatures begin to warm up.
4. Swap out flowers at the entry to the building at the Fitness Center.
5. Privado Park aerate, over seed and top dress once we have consistent temperatures.

Completed:

1. Added more top soil to areas on Las Calinas and Ensenada.
2. Spring Fertilization.
3. Removed blue daze and created a new flower bed to the entry island at the Fitness Center.

Discussion:

1. Bermuda turf at round-a-bout?

Attachments:

1. Irrigation Wet Check Reports are attached. Onda Soccerfield did not get wet checked.

Thank you,

YOUR DUVAL TEAM

Michael Wooldridge
Branch Manager

Preston Moody
Irrigation Manager

Torre Dunham
Fertilization Manager

[illegible]

Comments: Basic maintenance



Duval Landscape



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	4/7/2025						
Power on	Y	N				Program	A		B		C		
General Information			Backflow			Start Times	10:00 PM		10:00 PM		12:00 PM		
Valve Type			PRV	Y	N	Run Times	5H		7H		1H		
Coverage	Good		MV	Y	N	Days of Week	S	M	T	W	Th	F	S

Zone	Head Type	Turf	Shrub	Flowers	Lateral Line Break	Zone Not Responding	Low pressure	Zone not Shutting Down	4" Spray	6" Spray	12" Spray	4" Rotor	Fixed Riser	Cleaned/Replaced Nozzle	Adjusted Spray Pattern	Straightened	Capped	Raised/Lowered	Locations of Zones
1	s	x	x												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											1	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							1				1	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

25	r	x	x												x				Around lake
26	r	x	x												x				around lake
27	r	x	x		1										x				Berm Left Glorieta
28	r	x	x												x				Berm right of Glorieta
29	r	x	x												x				pond on oletta way.

Comments: Added more run times on the new sod



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	4/25/2025						
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: Basic 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		4/25/2025						
Power on		Y	N				Program		A	B	C					
General Information			Backflow			Start Times		10:00 PM								
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											x					Right of endrede
2	r	x	x	x										x					Right of endrede back sidewalk
3	s	x	x											x					Middle btw endred + Roundabout
4	r	x	x											x					Back of sidewalk left roundabout
5	s	x	x											x					Btw curb and sidewalk Left
6	s	x	x											x					Left of the roundabout

Comments: Basic Maintenance



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	
Rain Guage		Y N		Source		Meter		Well	
Power on		Y N		Size		Technician		4/25/2025	
General Information				Backflow		Program		Mark	
Valve Type		PRV		Y N		Start Times		10:00 PM 12:00 PM	
Coverage		Good		MV		Y N		Run times 5H20M 40M	
						Days of Week		S M T W Th F S	

Zone	Head Type	Turf	Shrub	Flowers	Lateral Line Break	Zone Not Responding	Low pressure	Zone not Shutting Down	4" Spray	6" Spray	12" Spray	4" Rotor	Fixed Riser	Cleaned/Replaced Nozzle	Adjusted Spray Pattern	Straightened	Capped	Raised/Lowered	Locations of Zones
1	s	x	x						1					3	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	s	x	x											x					back of sidewalk to codo
7	s	x	x											x					Across from controller/pond
8	r	x	x						1					1	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: Repaired non responding valves.



Duval Landscape
MAINTENANCE



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	4/7/2025		
Power on	Y	N				Program	A	B	C
General Information			Backflow			Start Times	10:00 PM	10:00 PM	12:00 PM
Valve Type			PRV	Y	N	Run Times	4H30M	8H10M	20M
Coverage	Good		MV	Y	N	Days of Week	S	M	T W Th F S

Zone	Head Type	Turf	Shrub	Flowers	Lateral Line Break	Zone Not Responding	Low pressure	Zone not Shutting Down	4" Spray	6" Spray	12" Spray	4" Rotor	Fixed Riser	Cleaned/Replaced Nozzle	Adjusted Spray Pattern	Straightened	Capped	Raised/Lowered	Locations of Zones
1	r	x	x								1			x					Center of round about
2	s	x	x											x					Along curb right of lazo court
3	s	x	x											x					Along sidewalk left of enrede
4	s	x	x	x										x					Right of lazo along sidewalk
5	s	x	x	x										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									1		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											1	x				Right side between curb and walk
15	s	x	x											x					Back sidewalk right of enrede
16	s	x	x											x					Between curb and walk b4 enrede
17	r	x	x											x					Between enrede and medio
18	s	x	x											x					Left of enrede
19	s	x	x											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											1	x				Left side along Endenada
24	s	x	x											x					Left side along Endenada

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

Comments: General Maintenance

Need new handle for backflow



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		4/25/2025											
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									6			x				Island back of Del norte		
3	s	x	x	x											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-
 Repaired vandalized rotors



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	4/25/2025						
Power on	Y	N				Program	A	B	C				
General Information			Backflow			Start Times	10:00 PM	10:00 PM	12:00 PM				
Valve Type			PRV	Y	N	Run times	6H	6H	20M				
Coverage	Good		MV	Y	N	Days of Week	S	M	T	W	Th	F	S

Zone	Head Type	Turf	Shrub	Flowers	Lateral Line Break	Zone Not Responding	Low pressure	Zone not Shutting Down	4" Spray	6" Spray	12" Spray	4" Rotor	Fixed Riser	Cleaned/Replaced Nozzle	Adjusted Spray Pattern	Straightened	Capped	Raised/Lowered	Locations of Zones
1	s	x	x												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				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												x				Rincon 130-88
14	s	x	x												x				Rincon 78-clock
15	r	x	x												x				Rincon Pond clock-98
16	r	x	x									1			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												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



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	4/25/2025		
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						1					1					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											x					entry
7	s	x	x											2	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											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											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									1		x					Park

Comments: General Maintenance



Duval Landscape
MAINTENANCE



Duval Landscape

MAINTENANCE

Irrigation Technical Inspection Report

Irrigation Controller			Point of Connection			Site Name	Sweetwater entry						
Location	Front sign		Location	Front sign		Location	Las colinas						
Type	ICC2		Size	5hp		Technician	Mark						
Rain Guage	Y	N	Source	Meter	Well	Date	4/11/2025						
Power on	Y	N				Program	A	B	C				
General Information			Backflow			Start Times	10:00 PM	10:00 PM	12:00 PM				
Valve Type			PRV	Y	N	Run Times	5H20M	5Hrs	40Mins				
Coverage	Good		MV	Y	N	Days of Week	S	M	T	W	Th	F	S

Zone	Head Type	Turf	Shrub	Flowers	Lateral Line Break	Zone Not Responding	Low pressure	Zone not Shutting Down	4" Spray	6" Spray	12" Spray	4" Rotor	Fixed Riser	Cleaned/Replaced Nozzle	Adjusted Spray Pattern	Straightened	Capped	Raised/Lowered	Locations of Zones	
1	s	x	x											x					SW/ Curb at clock	
2	r	x	x									2		x					SW/ Woodline at clock	
3	s	x	x							2				2	x				Oltero SW/ Curb	
4	R/S	x	x											1	x				Oltero shrubs SW/ Curb exit side	
5	s	x	x											x					Island past guard gate	
6	s	x	x											1	x				Entry island	
7	s	x	x							1				1	x				Exit side beds outside gate	
8	s	x	x											x					Curb S/W Exit side	
9	r	x	x									1		x					Lipizzon both sides	
10	s	x	x											x					Left of lipizzon Curb S/W	
11	s	x	x							2				2	x				Beds lipozin to curb both sides	
12	s	x	x																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			1								x					Curb at bend	
16	s	x	x							1				1	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									1		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											2	x				S/W curb Past entry	

[illegible]

Comments: Regular maintenance.



Duval Landscape

C.



**KILINSKI
VAN WYK**

Offices: Jacksonville | Tallahassee | Tampa

517 E. College Avenue
Tallahassee, Florida 32301
877-350-0372

May 1, 2025

Board of Supervisors
Sweetwater Community Development District
c/o Jim Oliver, District Manager

Re: Kilinski | Van Wyk PLLC

Dear Board Members:

We appreciate the opportunity to continue providing legal services to the Sweetwater Community Development District. This letter addresses proposed adjustments to our hourly rates for the fiscal year beginning October 1, 2025. Since our initial engagement in 2021, we have maintained consistent hourly rates without an increase despite rising business expenses, inflationary pressures, market competitiveness and increased experience and expertise within our team. For reference, our new client rates for partners is \$365-\$400; of counsel lawyers are billed at \$350-\$365; associates are billed at \$275-\$325; and paralegals are billed at \$190-\$225/hour.

To manage this necessary adjustment responsibly and minimize immediate impact, we propose implementing the rate increase gradually over two phases, as outlined below and not until next fiscal year. The rate range reflects varying experience of the professionals within the range:

	Current	FY 2025/2026	Calendar Year 2027
Partners	\$310	\$335-355	\$350-375
Of Counsel/Senior Attorneys	\$310	\$330-345	\$350-365
Associates	\$265	\$275-295	\$275-315
Paralegals	\$165	\$180-190	\$190-195

As demonstrated, the second adjustment will not take effect until January 1, 2027, providing further relief from an immediate increase. As always, we remain committed to keeping our rates competitive and fair, balanced with our ongoing commitment to delivering exceptional, ethically sound legal advice. Future increases are anticipated to take effect January 1 of each year and will not exceed \$5/hour in any category starting January 1, 2028 without client written consent.

We would welcome the opportunity to discuss this proposal further and answer any questions you may have. If you agree with this proposed adjustment, please sign below and return a copy to me at jennifer@cddlattorneys.com. You are also welcome to contact me directly with any questions. Thank you for your continued partnership and trust.

Accepted:

Chair, Board of Supervisors
Date: _____

Very truly yours,

Kilinski | Van Wyk PLLC
Jennifer Kilinski
Jennifer L. Kilinski

D.

3.



April 16, 2025

Sweetwater Creek CDD
Attn: Courtney Hogge, Recording Secretary
475 West Town Place, Suite 114
St. Augustine, FL 32092

Dear Courtney Hogge:

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

Sweetwater Creek CDD

1595 registered voters in St. Johns County

This number is based on the streets within the legal description on file with this office as of April 15, 2025.

Please contact us if we may be of further assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read "Vicky C. Oakes".

Vicky C. Oakes
Supervisor of Elections

E.

1.

Sweetwater Creek

Community Development

District

Field Operations Report

5/1/25

Dan Wright
Field Operations Manager
Riverside Management
Services, INC.

Sweetwater Creek

Community
Development
District

Field Operations
Report

May 1st, 2025

To: The Board of
Supervisors

From: Dan Wright, Field
Operations Manager

RE: Sweetwater Creek
Operations Report - May
1st, 2025.

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

Completed Projects



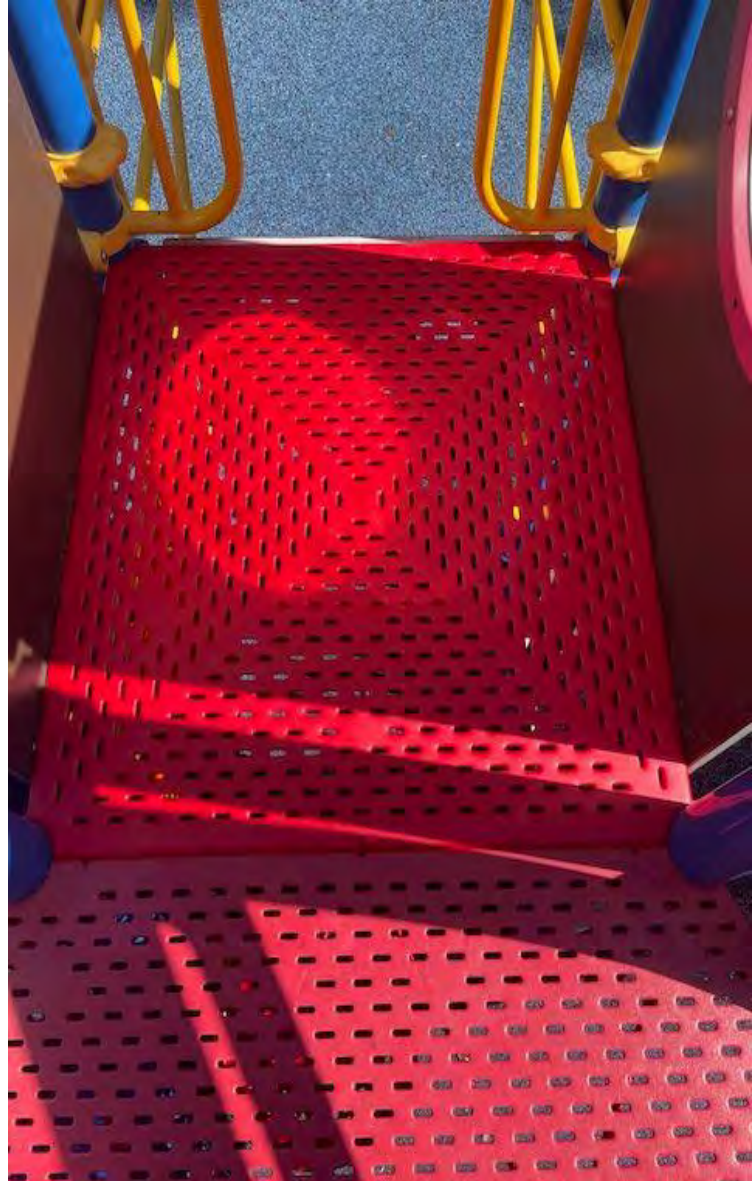
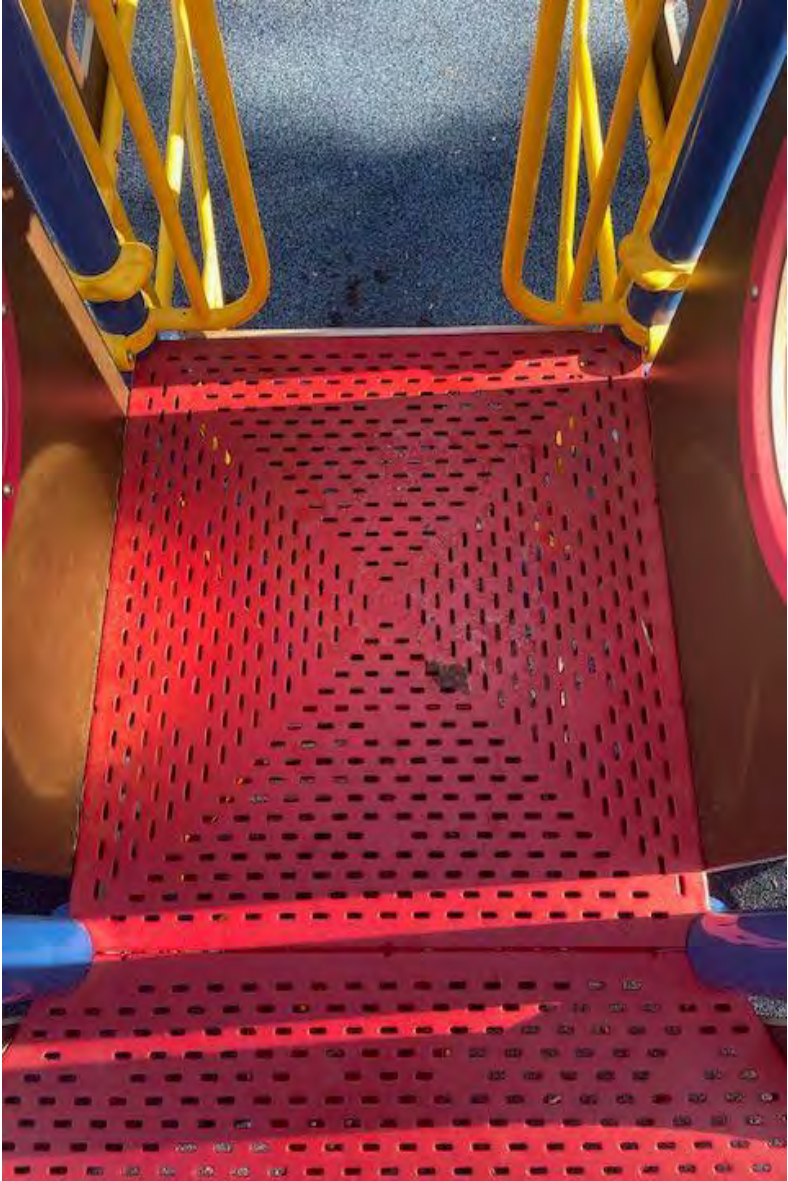
2 Sidewalk trip hazards
near torcido fixed

Completed Projects



2 Platforms replaced at La Palma Park

Completed Projects



3 platforms
replaced at
ensenada park

Completed Projects



Irrigation pump cover near barbella
and podium by Torcido cleaned

RMS Operations Report (4/3/25)

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

- No trespassing sign installed on Oleta way
- SJCSO sign installed on Ovallo ct
- Fixed window trim at fitness center
- Cleaned mold off of column near Torcido entrance
- Cleaned irrigation cover near Barbella circle
- FPL light pole on Las Calinas fixed
- Pickleball paver project completed
- 2 sidewalk tripping hazards fixed by all weather near Torcido
- 6 dead pines dropped by taylor tree at 655 enrede and 383 medio
- 5 playground platforms installed between Ensenada and La palma park
- Fountain at Fitness center cleaned
- Bolted flat bench at Fitness center
- Met with Mathews regarding drian updates/questions
- Trail cameras ordered for areas pertaining to E-bike issues

Conclusion

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

dwright@rmsnf.com

rgray@rmsnf.com

Respectfully,

Riverside Management Services



2.

PROPOSAL

EAST COAST WELLS & PUMP SERVICES, LLC
135 JENKINS STREET, SUITE 105B - #322
ST. AUGUSTINE, FL 32086
(904) 824-6630
EMAIL: eastcoastwells@gmail.com
www.eastcoastwells.com

Date: April 17, 2025

OPTION 2

Name: Sweetwater Creek CDD
Attention: Dan Wright
Phone: 845-544-3290

Email: dwright@rmsnf.com

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

- 1. INSTALL A 4" X 3" PVC WELL TO THE FLORIDA AQUIFER APPROXIMATELY 320'**
- 2. PULL EXISTING PUMP FROM WELL**
- 3. INSTALL INTO NEW WELL**
- 4. CONNECT TO EXISTING SYSTEM**

NOTES:

- DRILLING SPOILS ON SITE**
- ELECTRIC BY OTHERS**
- QUOTED \$4,500.00 TO ABANDON EXISTING 6" WELL**

Quoted: \$ 14,680.00

Due: Upon Completion

**A 1 ½ percent per month (18% per annum will
be charged if not paid within 10 days of invoice date)**

**Submitted by Matt Williams
East Coast Wells & Pump Services, LLC**

Owner(s) hereby grant to East Coast Wells & Pump Services, LLC, (East Coast Wells) the right to enter upon and drive vehicles, including heavy trucks, over his property to site using the most efficient means of ingress and egress at sole discretion of East Coast Wells, and agrees to release and hold harmless East Coast Wells from any and all damage to said property and all equipment, fixtures or improvements located upon, on or under the ground. This proposal is subject to change unless signed, returned and order to proceed is given within 30 days. The above proposal is accepted at the prices and terms specified herein. It is agreed that the seller will retain title to any equipment and materials that may be furnished until final payment is made as agreed. The seller shall have rights to remove same and seller will be held harmless for any damages resulting from the removal thereof.

NOTICE: Owner/Agent understands that all unused or inoperable wells on site are a potential contamination site for the waters of the state. Also, those wells are required to be properly abandoned per Florida Administrative Code 40c-3.

Unless otherwise specified, 90 day limited service guarantee with one year limited parts guarantee. Installation does not include either electric wiring or plumbing past the cut off valve. If the pump is not installed at the well, an additional charge may be incurred.

Initial x _____

ACCEPTANCE OF PROPOSAL

Upon acceptance, the owner has agreed to give the contractor permission to sign for a permit for said work to be completed. Subject to site approval. Owner also acknowledges that East Coast Wells and Owner has marked well location by means of a stake or flag and hereby accepts full responsibility of said location. We do no guarantee water obtained to flow or be free of mineral content. Purchaser/Owner(s) agrees to pay attorney's fees, court cost and any other costs incurred by East Coast Wells & Pump Services, LLC, in collection of this debt, regardless of whether a suit is filed.

I have read and agree with all conditions as specified above:

Signature: _____ Date: _____

Proposal must be signed and returned before scheduling.



April 23, 2025
Sweetwater Creek CDD

Contract No. - 37024

PULL PUMP OUT OF EXISTING WELL THAT IS PUMPING SAND AND ABANDON EXISTING 6" PVC

WELL . DRILL A NEW 5"X2.5" PVC DEEP WELL TO A DEPTH OF 500' WITH A ST. JOHNS COUNTY

WELL PERMIT AND REMOVE DRILL MUD FROM SITE . REINSTALL EXISTING PUMP IN NEW WELL

WITH A 5" FLOWING WELL FLANGE . MOVE TANK AND CYCLE STOP VALVE TO NEW WELL AND

REPLACE PRESSURE GAUGES . REPLACE PRESSURE RELIEF VALVE AND ADJUST PRESSURE

SWITCH . ADJUST CYCLE STOP VALVE AND SET PRESSURE RELIEF VALVE . TEST SYSTEM .

ITEM	QTY	UNIT PRICE	TOTAL PRICE
5"x2.5" Deep well drilled	1.00	\$35,000.00	\$35,000.00
5HP 230V 1PH 4" Sub Motor	1.00	\$2,500.00	\$2,500.00
5HP 230V 1PH 4" Sub Pump	1.00	\$2,800.00	\$2,800.00
5Hp Deluxe Control Box	1.00	\$1,350.00	\$1,350.00
Abandonment of existing well	1.00	\$10,000.00	\$10,000.00
Deep Well Mud Removal	1.00	\$2,000.00	\$2,000.00
Hoist Truck	1.00	\$175.00	\$175.00
5" Flowing Well Flange	1.00	\$1,250.00	\$1,250.00
#10 Heat shrink	2.00	\$30.00	\$60.00
Pressure Relief Valve	1.00	\$400.00	\$400.00
.25" Oil filled Pressure gauge	2.00	\$75.00	\$150.00
Brass Check Valve	1.00	\$350.00	\$350.00
Misc. Materials	1.00	\$100.00	\$100.00
Irrigation Labor	6.00	\$175.00	\$1,050.00

\$57,185.00**WORK ORDER SUMMARY**

SERVICES	SALES TAX	TOTAL PRICE
Irrigation Service/Repairs	\$0.00	\$57,185.00
	\$0.00	\$57,185.00

Sale	\$57,185.00
Sales Tax	\$0.00
Total	\$57,185.00

By _____
Joshua Boucher

Date 4/23/2025

Duval Landscape Maintenance

By _____

Date _____

Sweetwater Creek CDD

PROPOSAL

EAST COAST WELLS & PUMP SERVICES, LLC
135 JENKINS STREET, SUITE 105B - #322
ST. AUGUSTINE, FL 32086
(904) 824-6630
EMAIL: eastcoastwells@gmail.com
www.eastcoastwells.com

Date: April 17, 2025

Name: Sweetwater Creek CDD

Attention: Dan Wright

Phone: 845-544-3290

Email: dwright@rmsnf.com

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

- 1. INSTALL A 4" X 3" PVC WELL TO THE FLORIDA AQUIFER APPROXIMATELY 320'**
- 2. INSTALL A 5 HP SUBMERSIBLE PUMP**
- 3. INSTALL A 5 HP CONTROL BOX**
- 4. INSTALL A HOSE BIBB & BALL VALVE**

NOTES:

- DRILLING SPOILS ON SITE**
- ELECTRIC BY OTHERS**
- IF PRESSURIZED SYSTEM IS NEEDED, ADD AN ADDITIONAL \$2,000.00 TO CONTRACT PRICE BELOW**
- ANY ADDITIONAL PIPING OVER 20' WILL BE IN ADDITION TO CONTRACT PRICE BELOW**

Quoted: \$ 17,580.00

Due: Upon Completion

A 1 ½ percent per month (18% per annum will be charged if not paid within 10 days of invoice date)

**Submitted by Matt Williams
East Coast Wells & Pump Services, LLC**

Owner(s) hereby grant to East Coast Wells & Pump Services, LLC, (East Coast Wells) the right to enter upon and drive vehicles, including heavy trucks, over his property to site using the most efficient means of ingress and egress at sole discretion of East Coast Wells, and agrees to release and hold harmless East Coast Wells from any and all damage to said property and all equipment, fixtures or improvements located upon, on or under the ground. This proposal is subject to change unless signed, returned and order to proceed is given within 30 days. The above proposal is accepted at the prices and terms specified herein. It is agreed that the seller will retain title to any equipment and materials that may be furnished until final payment is made as agreed. The seller shall have rights to remove same and seller will be held harmless for any damages resulting from the removal thereof.

NOTICE: Owner/Agent understands that all unused or inoperable wells on site are a potential contamination site for the waters of the state. Also, those wells are required to be properly abandoned per Florida Administrative Code 40c-3.

Unless otherwise specified, 90 day limited service guarantee with one year limited parts guarantee. Installation does not include either electric wiring or plumbing past the cut off valve. If the pump is not installed at the well, an additional charge may be incurred.

Initial x _____

ACCEPTANCE OF PROPOSAL

Upon acceptance, the owner has agreed to give the contractor permission to sign for a permit for said work to be completed. Subject to site approval. Owner also acknowledges that East Coast Wells and Owner has marked well location by means of a stake or flag and hereby accepts full responsibility of said location. We do no guarantee water obtained to flow or be free of mineral content. Purchaser/Owner(s) agrees to pay attorney's fees, court cost and any other costs incurred by East Coast Wells & Pump Services, LLC, in collection of this debt, regardless of whether a suit is filed.

I have read and agree with all conditions as specified above:

Signature: _____ Date: _____

Proposal must be signed and returned before scheduling.



April 22, 2025
Sweetwater Creek CDD

Contract No. - 37024

Well replacement Front entry Apr 25

ITEM	QTY	UNIT PRICE	TOTAL PRICE
5"x2.5" Deep well drilled	1.00	\$35,000.00	\$35,000.00
Abandonment of existing well	1.00	\$10,000.00	\$10,000.00
Deep Well Mud Removal	1.00	\$2,000.00	\$2,000.00
Hoist Truck	1.00	\$175.00	\$175.00
5" Flowing Well Flange	1.00	\$1,250.00	\$1,250.00
#10 Heat shrink	2.00	\$30.00	\$60.00
Pressure Relief Valve	1.00	\$400.00	\$400.00
.25" Oil filled Pressure gauge	2.00	\$75.00	\$150.00
Brass Check Valve	1.00	\$350.00	\$350.00
Misc. Materials	1.00	\$100.00	\$100.00
Irrigation Labor	6.00	\$175.00	\$1,050.00
			\$50,535.00

WORK ORDER SUMMARY

SERVICES	SALES TAX	TOTAL PRICE
Irrigation Service/Repairs	\$0.00	\$50,535.00
		\$0.00
		\$50,535.00

Sale	\$50,535.00
Sales Tax	\$0.00
Total	\$50,535.00

By _____
Joshua Boucher

Date 4/22/2025

Duval Landscape Maintenance

By _____

Date _____

Sweetwater Creek CDD

F.

Operations Report for April 2025

Building:

Organizing of Shed.

Lock added to dumpster-resident garbage repeatedly found in bin

Fountain pressure washed. Water treatment and testing scheduled for monthly list

Shelves added to AC room for filter storage.

Motion lights added to the back door and between the bathrooms on the pool deck.

AC quarterly maintenance by Wilson Air-New fan needed for one unit.

Estimates for roof replacement-FCC, Stonebridge and Interstate-All three should be available by the day of the meeting.

Paint touch ups for general fitness area.

Repair of front door done in house.

Equipment:

Repairs to Treadmill-not complete. The company came and brought the wrong part.

Repairs to headphone jacks on ellipticals.

Small purchases for Functional Fitness Room

Pickleball:

Intermediate League continued.

Repair to Gate Lock-IAS

Fence repair for entire structure completed.

POS system built-training for staff beginning

Pool:

Approved repair for pool patches. There are two surface patches in the same area of the deep end.

Parks:

Meeting with Best Fence for Ensenada Dog Park. Looking to expand the dog park and to add “snake fencing” to prevent small dogs from escaping.

La Palma-Removal of dead trees and vines on the corner-responding to request from resident

Dead tree protruding to sidewalk cut apart and removed from location.

Mini golf repair completed. New signs are being ordered.

Privado court Aeration-To be scheduled.

Community:

Meeting for Beginner Triathletes-Thursday, April 24th 7:00 pm

FIFTH ORDER OF BUSINESS

Sweetwater

fee Sweetwater Creek CDD Residents:

The Sweetwater Creek Community Development District (the “District” or “CDD”) is seeking your input on a District project.

The goal for this project is to sell CDD property (see map below) for a profit to offset costs of projects that may result in special assessment increases in one or more future fiscal years. By way of example, projects may include, but are not limited to, maintaining, repairing, replacing and/or enhancing District infrastructure including amenities, landscaping, stormwater, roadways, etc. Any profit generated from the sale would be used to supplement the District’s operating and/or capital reserve funds and will be entirely dedicated to benefitting CDD residents.

The District’s Board of Supervisors

QUESTION 1 (required): Do you support the idea of having this property re-zoned, converted to residential lots, and sold to a homebuilder/landowner by the District for the purpose of supplementing the District's operating and/or capital expense funds?

1. Option A: Yes
2. Option B: No

QUESTION 2 (required): Please provide your address.

1. [short answer box]

QUESTION 3 (optional): Please provide any additional comments here.

1. [short answer box]



SIXTH ORDER OF BUSINESS

***SWEETWATER CREEK COMMUNITY
DEVELOPMENT DISTRICT***

REQUEST FOR PROPOSALS

FOR

AMENITY CENTER AND FIELD OPERATIONS MANAGEMENT SERVICES

AND/OR

DISTRICT MANAGEMENT SERVICES

AND/OR

FINANCIAL COMPLIANCE AND ACCOUNTING SUPPORT SERVICES

May 2, 2025

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1. General Information and Instructions for Proposers
2. General Description of District Facilities to be Managed
3. Scope of Management Services Needed
 - A. Amenity and Field Management
 - B. District Management
 - C. Financial Compliance and Accounting Support Services
4. Alternative Scope of Services – List of Responsibilities
5. Proposal Forms
 - A. Affidavit of Acknowledgments
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 - D. General Proposer Information
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 - F. Experience
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1. GENERAL INFORMATION AND INSTRUCTIONS FOR PROPOSERS

SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT **REQUEST FOR PROPOSALS FOR AMENITY AND FIELD OPERATIONS MANAGEMENT** **AND/OR DISTRICT MANAGEMENT SERVICES**

DATE	EVENT
May 2, 2025	Project Manual Available to Bidders
Bidders will be notified of available dates/times	Site Available for Inspection
May 22, 2025	Deadline for Questions - 12:00 p.m.
May 28, 2025	Proposals Due at 12:00 p.m.
June 5, 2025	Board Meeting to Evaluate Proposals & Award Contract

Notice is hereby given that the Sweetwater Creek Community Development District (the “**District**”) will accept proposals from qualified firms interested in providing amenity and field operations management, district management, and/or Professional Employer Organization (human resources, payroll, benefits, and compliance) services for the District, as further described herein. The District intends to select the proposal that is in the best interests of the District. **Please note that this is an informal solicitation of proposals for contractual services and there is no right to protest this proposal package or the Board’s selection of the ultimate proposal.** In order to submit a proposal, each Proposer must, at a minimum, be authorized to do business in Florida, hold all required state and federal licenses in good standing, meet requirements set forth in Chapter 190, Florida Statutes, and other applicable law, and otherwise meet any applicable requirements set forth by the District. Firms interested in proposing shall be required to obtain a request for proposal package, available at the e-mail and address set forth herein.

All proposals should include the following information, among other things described herein:

- A. Completed and executed proposal forms as set forth herein.
- B. At least three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person(s). Proposer shall demonstrate its level of experience and expertise in substantially similar operations.
- C. A narrative description of the Proposer’s approach to providing the services for each of the tasks as described in the scope of services provided herein.
- D. Complete pricing showing the total cost of providing the services, broken down as set forth on the following price proposal form. For any subcontractor being proposed, the total amount proposed to be paid by the District for these services shall be segregated between the actual funds being paid to the subcontractor and the mark up being charged by Proposer. Three (3) years of pricing **MUST** be included by the Proposer.
- E. A written statement how the Contractor proposes gross revenues from lessons and special events to be distributed.

- F. A draft organizational chart that identifies the Contractor's proposed staffing structure and hierarchy. Multiple organizational charts may be submitted if the Contractor wishes to propose more than one staffing structure option.

Firms desiring to provide a proposal should one (1) electronic copy of the required proposal no later than May 28, 2025 at 12:00 p.m. (EST), to Jennifer Kilinski and Mary Grace Henley, jennifer@cddlawyers.com and marygrace@cddlawyers.com. Proposal packages are available from the same.

Proposals shall bear the name of the Proposer and shall clearly identify the District. The District may choose not evaluate any proposal not completed as specified or missing the required documents. By submitting a proposal, Proposers acknowledge this is an informal solicitation of proposals for contractual services and there is **no** right to protest this proposal package or the Board's selection of the ultimate proposal.

Any firm submitting a proposal is strongly encouraged to attend the meeting of the District's Board of Supervisors to be held on Thursday, June 5, 2025 at 4:00 p.m. at 1865 N. Loop Parkway, St. Augustine, Florida 32095. The Board of Supervisors will be evaluating the proposals at this meeting and each Proposer will be allocated time to describe their company and proposal(s) and to answer questions.

If the Proposer desires to propose an alternate approach to district management and/or operating and maintaining the District's Facilities based on Proposer's specialized knowledge and experience in this area, the Proposer is strongly encouraged to submit both a proposal responsive to the structure outlined herein and a separate, alternative proposal. The District requests what the Proposer deems the best staffing structure and information related thereto.

Price will be one factor used in determining the proposal that is in the best interest of the District, but the District explicitly reserves the right to make such award to other than the lowest price proposal. The District has the right to reject any and all proposals and waive any technical errors, informalities or irregularities if it determines in its discretion it is in the best interest of the District to do so. The District's Board of Supervisors shall review and evaluate the proposals in their individual discretion and make any final determination with respect to the award of a final contract that is in the best interests of the District. The District reserves the right to reject any and all proposals, make modifications to the scope of the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District. There is no public procurement requirement for these services and as such bid protest rights are not afforded.

Nothing herein shall be construed as or constitute a waiver of District's limitations on liability contained in Section 768.28, *Florida Statutes*, or other statute or law.

Any and all questions relative to this project shall be directed in writing by email only to District Counsel, Jennifer Kilinski and Mary Grace Henley, no later than **May 22, 2025 at 12:00 p.m.**

Sweetwater Creek Community Development District

2. GENERAL DESCRIPTION OF DISTRICT FACILITIES TO BE MANAGED

The Sweetwater Creek Community Development District consists of approximately 865+/- acres of land located entirely within St. Johns County, Florida. The District owns, operates and maintains various common areas, parking lots (vehicular and golf), storm water management ponds and structures, potable water and sanitary sewer system, roadways/sidewalks, walking trails, gated entrance and guard house, signage, and landscaping and irrigation systems. The District also owns, operates and maintains an amenity center and related facilities, including a fitness center, outdoor fitness area, four (4) pickleball courts, playground, pool, and dog parks. The District also owns and maintains two parks and several open space and conservation/preservation lands.

The maintenance and management contracts currently in effect are public records and can be obtained by contacting: Jim Oliver at Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida 32092; telephone: (904) 940-5850, joliver@gmsnf.com. Proposers should familiarize themselves with the District's lands and facilities prior to submitting a proposal. Proposers shall include three (3) years of pricing with their submitted proposal and recognize that programming rights may be non-exclusive.

3. SCOPE OF MANAGEMENT SERVICES NEEDED

I. Amenity and Field Management

Contractor's Amenity and Field Management Staff at Sweetwater Creek CDD shall serve the District and community in a professional manner, providing the residents the numerous benefits of a first-class operation of the District facilities. Included within the responsibility of the complex's management is the occupation and oversight of the recreation facilities. Responsibilities include the greeting of residents, guests and potential residents as they enter the facility, registering patrons for activities and programs, monitoring the use and condition of the facility throughout the day, and attempting to resolve appropriate issues on behalf of the residents, as appropriate.

Furthermore, the management responsibility shall include professional interaction and coordination, along with contract administration, of and with other outside entities such as property management, landscape maintenance, pool maintenance, lake/pond maintenance, and other service contractors. Finally, aspects such as budgeting, policy recommendations and enforcement, safety/security recommendations, and coordination and communication with the District Board, residents and others shall be included. Attendance and reporting at District Board of Supervisors meetings will be a required job function for the management team.

a. Amenity and Field Management Staffing

i. Overview

The staffing responsibilities include all duties associated with employing the recreation staff, such as recruiting, hiring, training, overseeing, and evaluating such personnel (see "Personnel" below). **It is important to note that the staffing structure provided herein is highly flexible. The District encourages proposers to submit alternative staffing arrangements if they feel it would provide a better service to the District and its residents.**

The District preliminarily anticipates that the recreation staff will consist of a Director of Amenities, Facility Manager, Janitorial/Custodial Services, Facility/Front Desk Attendants, and Maintenance Services (see "Personnel" below). Contractor shall be responsible for all necessary insurance payments (including workers' compensation, as required by Florida law), payroll taxes, and the provision of various benefits on behalf of its staff. Please note, however, that the District reserves the right to enter into a separate agreement with a Professional Employment Organization (PEO) or other firm for one or more of the services identified herein and PEO's are invited to propose on the following scope of services.

ii. Personnel:

The **Director of Amenities** will be employed as a 40 hour per week, full-time position to oversee the amenity center, [field operations], and contract management on a year-round basis. The Director of Amenities will have the responsibilities of overseeing all amenity and fitness center staff and will provide a variety of programs and activities for residents. In addition, the Director of Amenities will communicate with residents regularly via e-blasts, website, and signage

to enhance the residents' awareness of upcoming events and activities, as well as their understanding of key facility policies and procedures.

The **Director of Amenities** will be responsible for the following:

- Professional interaction with and coordination with outside entities, which may include but not be limited to, coordination with District vendors, Marshall Creek CDD, the homeowner's association, landscape maintenance, and other service contractors, other governmental agencies/enforcement agencies, along with the administration of contracts with one or more of the same.
- Supports the District Manager in monitoring the performance of the District's vendors and service providers and ensure that contractual requirements are met.
- Monitor maintenance needs for District facilities and procure proposals for repair or additional service when needed.
- Oversight of recreational facilities, including processing reservation requests, monitoring the use and condition of the facility, responding to and reporting rules violations, and attempting to resolve issues on behalf of the residents, as appropriate.
- Attention to detail and great customer service.
- Procure third-party proposals for any issue that cannot be repaired "in-house," *i.e.*, by Contractor's staff at no additional cost to the District.
- Oversight and daily management of all on-site staff and any others under the supervision and control of the Contractor.
- Enforce policies relative to the entire District; anticipate and report potential policy changes; and recommend possible solutions.
- Plan and execute multiple special events in addition to providing consistent activities throughout the year.
- Assist the District in the annual budgeting process, including preparing recreational budget projections and actual costs.
- Coordinate and communicate with the Board of Supervisors, other District staff, and others.
- Attend all Board of Supervisors meetings as requested by the District Manager.

The **Facility Manager** will be employed as a 40 hour per week, full-time position to primarily assist the Director of Amenities with the duties described above. The Facility Manager will also provide general administrative services for the District's recreational facilities and programs.

The **Facility Manager** will be responsible for the following:

- Build and retain relationships daily with all residents, families, and guests while aiding in their safety and enjoyment of the entire facility.
- Provide consistent and thorough communication to residents via phone, email, e-blast, newsletter, website, and face-to-face interaction.
- Occupy and monitor the use and condition of the Fitness Center throughout all operating hours.
- Provide professional interaction and coordination with other outside entities such

as property management, access control, and security services, and provide contract administration services for the same.

- Monitor the amenity facilities and equipment for safe conditions and usage; take appropriate and necessary actions to correct any unsafe conditions as quickly as able; and make any safety/security recommendations to the Director of Amenities, District Manager, or Board of Supervisors.
- Hire and train front desk staff.
- Manage Court Reserve software and creating accounts for residents.
- Manage POS software.
- Monitor fitness center data, including attendance trends.
- Code and submit third-party invoices.
- Order cleaning supplies for facilities as needed.

The Contractor will supply and manage part-time **Janitorial/Custodial** staff as needed to provide the services identified below at the frequencies identified in the chart below. The District preliminarily anticipates that Janitorial/Custodial services will be provided five (5) days per week (approximately 25-30 hours per week) year-round.

<u>Service</u>	<u>Frequency</u>
<u>Clubhouse</u>	
Empty and replace liners in all garbage cans	Each visit
Clean clubhouse restrooms and stock if needed	Each visit
Clean entrance doors inside and out	Each visit
Sweep and mop ceramic tile	Each visit
Wipe down all tables, coffee tables, and end tables	Each visit
Clean kitchen area, wipe down appliances	Each visit
Dust all pictures, light fixtures, A/C vents, and TVs	Monthly
Clean interior windowsills and glass windows	Monthly
Dust blinds/window treatments and interior ceiling fans	Monthly
<u>Pool/Playground Bathrooms</u>	
Empty and replace liners in all garbage cans	Each visit
Sanitize countertops and diaper changing stations	Each visit
Sanitize all toilets, urinals, and sinks.	Each visit
Sweep and sanitize floors	Each visit
Clean all mirrors	Each visit
Wipe down and disinfect partition doors	Each visit
Restock all paper products, soaps, and toiletries	As needed
Dust all light fixtures, vents, and doorframes	Monthly

<u>Exterior/Grounds</u>	
Empty all exterior garbage cans and replace liners	Each visit
Monitor pool deck for and dispose of all trash	Each visit
Clean exterior windows and windowsills	Monthly
Clean soffits and fascia boards	As needed, at least monthly
Empty and replace liners in dog waste stations.	As needed, at least twice weekly
<u>Recreational Amenities</u>	
Arrange pool furniture and blow off decks	Each visit
Clean water fountains	Each visit
Wipe down pool furniture	Weekly
Check sand in ashtrays and clean/replenish	Monthly
High dust exterior ceiling fans and light fixtures	As needed, at least weekly
Check light bulbs and replace as needed	Each visit
Check all ceiling fans and report repairs or replacements as needed	Each visit

The Contractor will manage part-time **Facility/Front Desk Attendants** at the amenity center for all facility operating hours and any necessary setup/closing services before and after operating hours. The **Facility/Front Desk Attendants** shall report to the Facility Manager and the Amenity Manager.

The **Facility/Front Desk Attendants** are responsible for the following:

- Greet residents and guests.
- Address issues and concerns of residents and guests, escalating to management as appropriate.
- Enforce District policies and rules.
- Answer calls and manage reservations.
- Maintain clean common areas.
- Promptly report any repairs needed to the Amenity Manager.
- Fill out appropriate reports for medical and behavioral events.
- Support the Director of Amenities, Facility Manager, and other managers with administrative and miscellaneous support responsibilities.

The Contractor will supply and manage part-time **Maintenance** staff for an estimated twenty-four (24) hours per week onsite. The **Maintenance** staff members shall report to the Facility Manager and the Amenity Manager. The **Maintenance** staff will be responsible for the following:

- Provide general maintenance services at the amenity center and other District recreation facilities, including:

- Pick up debris in and around the facility including all walkways, fields, courts and perimeter of the amenity center.
- Inspect gym equipment and repair as able.
- Monitor condition of all doors and gates and resolve problems as able.
- Control cobwebs and prevent other debris from accumulating on exterior walls and light fixtures.
- Replace interior and exterior lights.
- Replace A/C filters as needed.
- Inspect and clean playground features periodically.
- Clean and maintain all features associated with the pickleball courts including; nets, fencing, windscreens, playing surface etc.
- Repair minor issues that do not require a trade license, can be completed in the required timeframe, and do not require prior approval from management.
- Keep walkways clear of debris.
- Inspect the property to identify and locate any repairs needed to sidewalks, common areas, and other CDD property.
- Coordinate with the Director of Amenities for large vendor repairs and projects.
- Pressure wash CDD property as needed.
- Stripe parking lots and walkways as needed.
- Perform general groundskeeping maintenance for the District's common areas, including:
 - Lake embankments
 - Mail kiosk areas
 - Community entrances
 - Debris and trash removal
 - Preserves
 - Passive parks
 - Pergolas
 - Rights-of-way
- Empty and replace liners in dog waste stations.
- Other responsibilities as assigned by the Director of Amenities, Facility Manager, or other managers.

What is Not Included in the RFP? If the proposer requires clarification about what is or is not included in the RFP, it shall seek guidance from the District in advance of submitting a proposal.

1. Performance of Primary Landscape Maintenance Services
2. Performance of Primary Aquatic Maintenance Services
3. Performance of Primary Pool Maintenance Services
4. Performance of Primary Preventative Maintenance of Fitness Equipment
5. Engineering Services
6. Legal Services
7. Auditing Services

II. District Management

Contractor will serve the District and community in a professional manner, providing the residents the numerous benefits of a first-class operation of the District facilities. The management responsibility shall include professional interaction and coordination, along with contract administration, of and with other outside entities such as property management, landscape maintenance, and other service contractors. Finally, aspects such as budgeting, policy recommendations and enforcement, safety/security recommendations, and coordination and communication with the District's Board of Supervisors ("**Board**"), residents and others shall be included. Attendance and reporting at District Board of Supervisors meetings will be a required job function for the management team.

a. District Management General Responsibilities

- i. Attend and conduct all regularly scheduled and special Board of Supervisors meetings, landowners' meetings, continued meetings, hearings, and workshops. Arrange for time, location, and all other necessary logistics for such meetings, hearings, etc., including broadcasting public meetings via conference call, Zoom, or other communications technology to allow virtual attendance by Board members, District staff, and residents.
- ii. Monitor the performance of the District's vendors and service providers and ensure that contractual requirements are met. The District manager will be responsible for the comprehensive management, operation, and maintenance of the District's amenity facilities and common areas, including but not limited to the following:
 1. Oversight of all employees, amenity-related independent contractors, and licensees of the District.
 2. Aid in the development of the amenity and capital reserve portion of the budgets related to the District's amenities.
 3. Coordinate necessary insurance, waivers, agreements, and other documentation through District staff to ensure all District-related activities are appropriately and legally documented to protect the District from additional liability exposure.
 4. Act as a liaison between District staff and the Board of Supervisors.
 5. Resolve and take ownership of any facility-related issues that may occur; communicate to the appropriate parties issues that may require additional resources or which are beyond the Contractor's expertise.
 6. Ensure all contractual obligations to the community are fulfilled with excellence; monitor vendor performance and communicate when standards are not being met.
 7. Maintain timely communication with District staff, the Board of Supervisors, and support staff.
 8. Provide timely communication with residents as it relates to concerns and/or requests.

9. Support and hold accountable all District staff to exceptional standards of service in their areas of responsibility; provide direction and support to said staff.
- iii. Ensure compliance with all statutes affecting the District, which include but are not limited to:
1. Certify Special District Update Form, as required each year.
 2. Assign and provide a Records Management Liaison Officer for reporting to the Division of Library and Information Services.
 3. Assign and provide contact person for the State Commission of Ethics for Financial Disclosure and other necessary coordination.
 4. Provide Form 1 Financial Disclosure filing information and/or documents to District Supervisors.
 5. Provide Form 1F Financial Disclosure filing information and/or documents for Supervisors whose terms end during District Manager's tenure, whether through term expiry or resignation.
 6. Monitor and provide Form 8B Memorandum of Voting Conflict to District Supervisors, as may be required from time to time.
 7. Monitor and provide updates to District organizational documents, including the Notice of Establishment, to authorities requesting and having jurisdiction.
 8. Maintain Disclosure of Public Financing and file with Department of Commerce.
 9. Provide for a proposed budget for Board approval on or by June 15 of each fiscal year.
 10. Provide copy of approved proposed budget to the County a minimum of 60 days prior to the public hearing on the budget.
 11. Provide written notice to property owners of public hearing on the budget and its related assessments.
 12. Provide copy of the initial Public Facilities report to the County as required by law and provide copy of an annual notice of any changes to the Public Facilities report to the County if changes are made, at a minimum every seven (7) years after initial submission.
 13. File name and location of the Registered Agent and Office location each year to all authorities having jurisdiction.
 14. Provide for publication and submission of the regular meeting schedule of the Board to the County, and in a newspaper of general circulation in the area of the District, as required by Florida Statute.
 15. Provide District map and updates, as provided by the District's Engineer, as needed to authorities requesting and having jurisdiction.
 16. Provide legal description and District boundary map, as provided by District's Engineer, as needed to the Supervisor of Elections.
 17. File request letter to the Supervisor of Election of the County for number of registered voters as of April 15 of each year.

18. Provide for public records announcement and file document of registered voter data each June.
 19. Update Supervisor names, officer positions, and contact information to the State Commission on Ethics annually or otherwise as required.
 20. Certify and file the Form DR-421 Certification for Taxing Authorities that Do Not Levy Ad Valorem Taxes with the Department of Revenue on or before November 1 each year.
 21. Provide for the appropriate advertisement templates, required language, and services in order to effectuate proper notice of all public meetings of the Board in accordance with the applicable Florida Statutes, including but not limited to, notices of public hearings on assessments; the annual budget; establishment of rates, fees, or charges; rulemaking; uniform method of collection; and all other required notices of meetings, hearings and workshops.
 22. Provide instruction to property owners regarding the general election process and forms.
 23. Respond to bondholder's requests for information in a timely manner.
 24. Implement the policies established and adopted by the Board in connection with the operations of the District.
-
- iii. Provide robust communication strategy, channels, and forms, etc. for District residents to contact the District Manager, including electronic communications, e-blasts, and community mailings, etc.
 - iv. Coordinate with other District staff, including the amenity management, field management, maintenance, and food and beverage golf course management providers.
 - v. Assist in the negotiation and oversight of contracts, as directed, the Board of Supervisors.
 - vi. Advise the Board on the status of negotiations, as well as contract provisions and their impacts on the District and provide contract administration services.
 - vii. Prepare and provide a monthly report of all contracts with start and expiration dates to allow for quick review of status.
 - viii. Make recommendations on contract approval, rejection, amendment, renewal, and cancellation in advance of expiration of contracts.
 - ix. Advise the Board of any need for renewal or additional procurement activities and implement same.
 - x. Monitor certificates of insurance as needed per contracts.
 - xi. Answer project status inquiries from bonding companies, as required.

- xii. Staff an office location to process and respond to written, telephone, and/or e-mail inquiries from the public.
- xiii. Perform periodic performance assessments of District staff, vendors, etc., as requested by the Board.
- xiv. Proactively mitigate and manage risk and impact of management and staff turnover.
- xv. Implement and utilize effective workflow management tools for prioritization and tracking vendor projects, tasks, and activities.

b. District Management Administrative Responsibilities

- i. Prepare agendas for transmittal to the Board, District staff, and residents no less than seven (7) days prior to Board meetings.
- ii. Prepare meeting materials for other meetings, public hearings, etc., as needed.
- iii. Provide accurate minutes for all meetings, workshops, and hearings of the Board within seven (7) days following each meeting.
- iv. Provide a means of remote viewing (such as Zoom) for monthly Board meetings.
- v. Provide means for Board Members (or to the public by request) to receive a recorded video of the meeting.
- vi. Implement and maintain a document management system to create and save documents and provide for the archiving of District documents in accordance with legal requirements and provide all documents to the District upon termination of services agreement in a timely manner.
- vii. Provide a method for Board members to access the database for research and information gathering.
- viii. Certify and file annual report to the Department of State, Division of Library and Information Services for storage and disposal of public records.
- ix. Protect the integrity of all public records in accordance with the requirements of Florida law.
- x. Respond to public records requests as required by law and in compliance with the District's public records policy, as adopted and in compliance with the District's *Rules of Procedure*.

- x. Maintain “Record of Proceedings” for the District within St. Johns County, including meeting minutes, agreements, resolutions, and other records required by law.

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III. Financial Compliance and Accounting Services

a. Accounting

i. **Financial Statements:**

1. Establish Fund Accounting System in accordance with federal and state law, as well as Generally Accepted Auditing Standards (“GAAS”) and the Rules of the Auditor General. This includes the following:
 - A. Chart of Accounts; and
 - B. Vendor and Customer Master File; and
 - C. Report creation and set-up.
2. Prepare and ensure the accuracy of monthly balance sheet, income statement(s) with budget to actual variances, including the following:
 - A. Cash Investment Account Reconciliations per fund; and
 - B. Balance Sheet Reconciliations per fund; and
 - C. Expense Variance analysis.
3. Prepare and file Annual Public Depositor’s Report and distribute it to Florida Department of Financial Services.
4. Prepare and file Public Depositor’s and Indemnification Form on new accounts, as needed.
5. Facilitate banking relations with the District’s Depository and Trustee.
6. Prepare all other financial reports and ensure accuracy of the data contained in financial reports, as required by applicable law and accounting standards, and bond trust indenture requirements.
7. Account for assets constructed by or donated to the District for maintenance.
8. On or before October 1st of every year prepare an annual inventory of all District-owned tangible personal property and equipment in accordance with all applicable rules and standards.
9. Provide audit support to auditors for the required annual audit, as follows:
 - A. Review statutory and bond indenture requirements.
 - B. Prepare Audit Confirmation Letters for independent verification of activities.
 - C. Prepare all supporting accounting reports and documents as requested by the auditors.
 - D. Respond to auditor questions.
 - E. Review and edit draft report.
 - F. Prepare year-end adjusting journal entries as required.
10. Provide for transmission of the audit to all authorities having jurisdiction, as required by law.
11. Provide and file the Annual Financial Report, Bond Financing Reporting, and Financial Audit Report on or before the filing deadline(s) each year.

ii. **Budgeting:**

1. Prepare budget and backup material for and present the budget at all budget meetings, public hearings, and workshops. The budget is to be prepared in accordance with state law standards and requirements and shall be consistent with applicable Government Finance Officers Association (“GFOA”) and Governmental Accounting Standards Board (“GASB”) standards. Budget preparation shall include calculation of operation and maintenance assessments, which may include development of benefit methodology for those assessments.
2. File all required documentation to the Department of Revenue, Auditor General, St. Johns County, and all other governmental agencies with jurisdiction.
3. Prepare and cause to be published notices of all budget-related public hearings and workshops.
4. Prepare all budget amendments on an ongoing basis as needed and additionally when requested by the Board.
5. Assist the Board in and during the process to retain an auditor and cooperate and assist in the performance of the audit by the District’s independent auditor.

iii. Accounts Payable/Receivable:

1. Administer the processing, review and approval, and payment of all invoices and purchase orders.
2. Ensure timely payment of vendor invoices and purchase orders.
3. Manage vendor information per W-9 reports.
4. Prepare monthly Vendor Payment Report and Invoicing Support for presentation to the Board of Supervisors for approval or ratification.
5. Maintain checking accounts with qualified public depository, including reconciliation to reported bank statements for all accounts and funds.
6. Prepare year-end 1099 Forms for vendor payments, as applicable, and file reports with the IRS, as applicable.
7. Ensure monthly Vendor Payment Report (i.e., O&M Expenditures) reflects the current month and is never in arrears.
8. Provide monthly running balance report that ties back to monthly balance sheet and transaction history.

iv. Capital Program Administration:

1. Maintain proper capital fund and project fund accounting procedures and records.
2. Process construction requests, including:
 - A. Vendor Contract completion status; and
 - B. Verify Change Orders for materials; and
 - C. Check for duplicate submittals; and
 - D. Verify allowable expenses per Bond Indenture agreements such as Contract Assignment, Acquisition Agreement, Project Construction and Completion Agreement, as applicable.
3. Oversee and implement bond issuance related compliance, including but not limited to: coordination of annual arbitrage report, transmittal of annual audit

and budget to the Trustee, transmittal of annual audit and other information to dissemination agent (if other than District Manager) or directly to bond holders as required by Continuing Disclosure Agreements, annual and/or quarterly disclosure reporting, updates, etc.

4. Provide asset tracking for improvements to be transferred and their value for removal from the District's Schedule of Property Ownership.
5. Provide for appropriate bid and/or proposal or qualifications processes for construction projects.

v. Purchasing:

1. Assist the Board in selection of vendors as needed for services, goods, supplies, and materials.
2. Obtain pricing proposals as needed and in accordance with District rules and Florida law.
3. Prepare RFPs for administrative services, as needed, such as audit services, legal services, and engineering services.
4. Prepare and process requisitions for capital expenses, in coordination with the District's Engineer.
5. Ensure best price for the value when shopping for products, materials, services, labor, etc. with comparison evidence.

vi. Risk Management:

1. Prepare and follow risk management policies and procedures.
2. Recommend and advise the Board, in consultation with the District's Engineer and counsel, of the appropriate amount and type of insurance.
3. Procure all necessary insurance for the District.
4. Process and assist in the investigation of insurance claims, in coordination with the District's legal counsel.
5. Review insurance policies and coverage amounts of District vendors.
6. Provide an update to the Schedule of Values of Assets owned by the District for purposes of procuring adequate coverage.
7. Maintain and monitor Certificates of Insurance for all service and contract vendors.
8. Investigate eligibility for and prepare application(s) for FEMA grants and other available funding when available, as needed.

b. Financial and Revenue Collection

i. Administer Prepayment Collection:

1. Provide payoff information and pre-payment amounts upon request of property owners. Payment may be required.
2. Monitor, collect, and maintain records of pre-payment of assessments.
3. Coordinate with Trustee to confirm semi-annual interest payments and bond call amounts.

4. Prepare periodic continuing disclosure reports to investment bankers, bondholders, and reporting agencies.

ii. Administer Assessment Roll Process:

1. Prepare annual assessment roll for collection of debt service and operations and maintenance assessments.
2. Update roll to reflect per unit and per parcel assessments based on adopted fiscal year budgets.
3. Verify assessments on platted lots, commercial properties, or other assessable lands.
4. Convert final assessment roll to St. Johns County Property Appraiser or Tax Collector format and remit to St. Johns County.
5. Execute and issue Certificate of Non-Ad Valorem Assessments to St. Johns County.

iii. Administer Assessments for Off Tax Roll parcels/lots:

1. Maintain and update current list of owners of property not assessed via the tax roll.
2. Prepare and issue direct invoices for the annual debt service and operations and maintenance assessments.
3. Monitor collection of direct invoices and prepare and send delinquent/collection notices, as necessary.

iv. True-Up Analysis:

1. Annually compare current and un-platted lots to original development plan to ensure adequate collection of assessment revenue, as necessary.
2. Prepare true-up calculations and invoice property owners for true-up payments, as necessary.

c. Additional Services

- i. **Meetings:** The Contractor, or his or her designee, is expected to attend all meetings, public hearings, and workshops of the Board of Supervisors, which may include attendance at the following meetings as an additional service:

1. Extended meetings, meaning those meetings that are beyond three (3) hours in length; and
2. Continued meetings; and
3. Special and additional meetings, not including the annual budget workshop.

ii. Financial Reports:

1. Modifications and Certification of Special Assessment Allocation Report.
2. True-Up Analysis:

- A. Should certain modifications be made to a Special Assessment Allocation Report, a review of the current platted and un-platted lots compared to the original development plan may be required to ensure adequate collection of assessment revenue.
 - B. Should it be required, prepare true-up calculations and invoice property owners for true-up payments.
- 3. Refinancing analysis.

iii. **Bond Issuance Services:**

- 1. Prepare benefit analysis based on infrastructure to be funded with bond proceeds.
- 2. Prepare Master and/or Preliminary Special Assessment Allocation Report and present to District board and staff as needed.
- 3. Prepare or provide signatures on all closing documents, certificates, or schedules related to the bond issue that are required by District Manager or District Assessment Methodology Consultant.

iv. **Bond Validation Services:**

- 1. Prepare Bond Validation Report determining the “not-to-exceed” par amount of bonds to be issued by the District and present to Board as part of the Bond Resolution.
- 2. Provide expert testimony at bond validation hearing in Court having jurisdiction.

v. Services related to amendment to District boundaries, as needed.

vi. Preparation of Grant Applications, as needed.

vii. Services as Escrow Agent, as needed.

d. **Additional Services Provided to Third Parties**

i. **Issue Estoppel Letters as Needed for Property Transfers:**

- 1. Prepare estoppel letter(s) reflecting current District assessment information as required for sale or transfer of residential or commercial property within the District, upon request.
- 2. Issue lien releases for properties which prepay within the District.

ii. **Bond Prepayment Processing:**

- 1. Collect bond prepayments, both short term and long term bonds, verify amounts, and remit to Trustee with deposit instructions.
- 2. Maintain collection log showing all parcels that have prepaid assessments.
- 3. Prepare, execute, and issue release of lien to be recorded in public records.

4. ALTERNATIVE SCOPE OF SERVICES – LIST OF RESPONSIBILITIES

To assist proposers in providing alternative staffing arrangements to those contained within Part 3 herein, the District listed below all of the responsibilities it requires to be covered to ensure compliance with Chapter 190, *Florida Statutes*, and to maintain the District's facilities. The goal is to provide a full list of responsibilities such that they can be sourced under the heading/person/position description you think works best as an alternative. As set forth in the RFP documents, the District encourages alternative proposal structures for positions and staffing. If responding with an alternative proposal, please provide sufficient detail and information on positions and costs such that the District can make a full evaluation of the proposer's alternative plan.

Below is a list of responsibilities in no particular order:

- Professional interaction with and coordination with outside entities, which may include but not be limited to, coordination with District vendors, Marshall Creek CDD, the homeowner's association, landscape maintenance, and other service contractors, other governmental agencies/enforcement agencies, along with the administration of contracts with one or more of the same.
- Supports the District Manager in monitoring the performance of the District's vendors and service providers and ensure that contractual requirements are met.
- Monitor maintenance needs for District facilities and procure proposals for repair or additional service when needed.
- Oversight of recreational facilities, including processing reservation requests, monitoring the use and condition of the facility, responding to and reporting rules violations, and attempting to resolve issues on behalf of the residents, as appropriate.
- Attention to detail and great customer service.
- Procure third-party proposals for any issue that cannot be repaired "in-house," *i.e.*, by Contractor's staff at no additional cost to the District.
- Oversight and daily management of all on-site staff and any others under the supervision and control of the Contractor.
- Enforce policies relative to the entire District; anticipate and report potential policy changes; and recommend possible solutions.
- Plan and execute multiple special events in addition to providing consistent activities throughout the year.
- Assist the District in the annual budgeting process, including preparing recreational budget projections and actual costs.
- Coordinate and communicate with the Board of Supervisors, other District staff, and others.
- Attend all Board of Supervisors meetings as requested by the District Manager.
- Build and retain relationships daily with all residents, families, and guests while aiding in their safety and enjoyment of the entire facility.
- Provide consistent and thorough communication to residents via phone, email, e-blast, newsletter, website, and face-to-face interaction.
- Occupy and monitor the use and condition of the Fitness Center throughout all operating hours.
- Provide professional interaction and coordination with other outside entities such as property

management, access control, and security services, and provide contract administration services for the same.

- Monitor the amenity facilities and equipment for safe conditions and usage; take appropriate and necessary actions to correct any unsafe conditions as quickly as able; and make any safety/security recommendations to District Manager and/or Board of Supervisors.
- Hire and train front desk staff.
- Manage Court Reserve software and creating accounts for residents.
- Manage POS software.
- Monitor fitness center data, including attendance trends.
- Code and submit third-party invoices.
- Order cleaning supplies for facilities as needed.
- Clubhouse Duties:
 - Empty and replace liners in all garbage cans
 - Clean clubhouse restrooms and stock if needed
 - Clean entrance doors inside and out
 - Sweep and mop ceramic tile
 - Wipe down all tables, coffee tables, and end tables
 - Clean kitchen area, wipe down appliances
 - Dust all pictures, light fixtures, A/C vents, and TVs
 - Clean interior windowsills and glass windows
 - Dust blinds/window treatments and interior ceiling fans
- Pool/Playground Bathroom Duties:
 - Empty and replace liners in all garbage cans
 - Sanitize countertops and diaper changing stations
 - Sanitize all toilets, urinals, and sinks.
 - Sweep and sanitize floors
 - Clean all mirrors
 - Wipe down and disinfect partition doors
 - Restock all paper products, soaps, and toiletries
 - Dust all light fixtures, vents, and doorframes
- Exterior/Grounds
 - Empty all exterior garbage cans and replace liners
 - Monitor pool deck for and dispose of all trash
 - Clean exterior windows and windowsills
 - Clean soffits and fascia boards
 - Empty and replace liners in dog waste stations
- Recreational Amenities
 - Arrange pool furniture and blow off decks
 - Clean water fountains
 - Wipe down pool furniture
 - Check sand in ashtrays and clean/replenish
 - High dust exterior ceiling fans and light fixtures
 - Check light bulbs and replace as needed
 - Check all ceiling fans and report repairs or replacements as needed
- Greet residents and guests.
- Address issues and concerns of residents and guests, escalating to management as appropriate.

- Enforce District policies and rules.
- Answer calls and manage reservations.
- Maintain clean common areas.
- Promptly report any repairs needed to the Amenity Manager.
- Fill out appropriate reports for medical and behavioral events.
- Support others with administrative and miscellaneous support responsibilities.
- Provide general maintenance services at the amenity center and other District recreation facilities, including:
 - Pick up debris in and around the facility including all walkways, fields, courts and perimeter of the amenity center.
 - Inspect gym equipment and repair as able.
 - Monitor condition of all doors and gates and resolve problems as able.
 - Control cobwebs and prevent other debris from accumulating on exterior walls and light fixtures.
 - Replace interior and exterior lights.
 - Replace A/C filters as needed.
 - Inspect and clean playground features periodically.
 - Clean and maintain all features associated with the pickleball courts including; nets, fencing, windscreens, playing surface etc.
- Repair minor issues that do not require a trade license, can be completed in the required timeframe, and do not require prior approval from management.
- Keep walkways clear of debris.
- Inspect the property to identify and locate any needed repairs to sidewalks, common areas, and other CDD property.
- Coordinate for large vendor repairs and projects.
- Pressure wash CDD property as needed.
- Stripe parking lots and walkways as needed.
- Perform general groundskeeping maintenance for the District's common areas, including:
 - Lake embankments
 - Mail kiosk areas
 - Community entrances
 - Debris and trash removal
 - Preserves
 - Passive parks
 - Pergolas
 - Rights-of-way
- Empty and replace liners in dog waste stations.
- Other responsibilities as assigned by the Board.
- Attend and conduct all regularly scheduled and special Board of Supervisors meetings, landowners' meetings, continued meetings, hearings, and workshops. Arrange for time, location, and all other necessary logistics for such meetings, hearings, etc., including broadcasting public meetings via conference call, Zoom, or other communications technology to allow virtual attendance by Board members, District staff, and residents.
- Monitor the performance of the District's vendors and service providers and ensure that contractual requirements are met. The District manager will be responsible for the

comprehensive management, operation, and maintenance of the District's amenity facilities and common areas, including but not limited to the following:

- Oversight of all employees, amenity-related independent contractors, and licensees of the District.
- Aid in the development of the amenity and capital reserve portion of the budgets related to the District's amenities.
- Coordinate necessary insurance, waivers, agreements, and other documentation through District staff to ensure all District-related activities are appropriately and legally documented to protect the District from additional liability exposure.
- Act as a liaison between District staff and the Board of Supervisors.
- Resolve and take ownership of any facility-related issues that may occur; communicate to the appropriate parties issues that may require additional resources or which are beyond the Contractor's expertise.
- Ensure all contractual obligations to the community are fulfilled with excellence; monitor vendor performance and communicate when standards are not being met.
- Maintain timely communication with District staff, the Board of Supervisors, and support staff.
- Provide timely communication with residents as it relates to concerns and/or requests.
- Support and hold accountable all District staff to exceptional standards of service in their areas of responsibility; provide direction and support to said staff.
- Ensure compliance with all statutes affecting the District, which include but are not limited to:
 -
 - Certify Special District Update Form, as required each year.
 - Assign and provide a Records Management Liaison Officer for reporting to the Division of Library and Information Services.
 - Assign and provide contact person for the State Commission of Ethics for Financial Disclosure and other necessary coordination.
 - Provide Form 1 Financial Disclosure filing information and/or documents to District Supervisors.
 - Provide Form 1F Financial Disclosure filing information and/or documents for Supervisors whose terms end during District Manager's tenure, whether through term expiry or resignation.
 - Monitor and provide Form 8B Memorandum of Voting Conflict to District Supervisors, as may be required from time to time.
 - Monitor and provide updates to District organizational documents, including the Notice of Establishment, to authorities requesting and having jurisdiction.
 - Maintain Disclosure of Public Financing and file with Department of Commerce.
 - Provide for a proposed budget for Board approval on or by June 15 of each fiscal year.
 - Provide copy of approved proposed budget to the County a minimum of 60 days prior to the public hearing on the budget.
 - Provide written notice to property owners of public hearing on the budget and its related assessments.
 - Provide copy of the initial Public Facilities report to the County as required by law and provide copy of an annual notice of any changes to the Public Facilities report to the County if changes are made, at a minimum every seven (7) years after initial

submission.

- File name and location of the Registered Agent and Office location each year to all authorities having jurisdiction.
 - Provide for publication and submission of the regular meeting schedule of the Board to the County, and in a newspaper of general circulation in the area of the District, as required by Florida Statute.
 - Provide District map and updates, as provided by the District's Engineer, as needed to authorities requesting and having jurisdiction.
 - Provide legal description and District boundary map, as provided by District's Engineer, as needed to the Supervisor of Elections.
 - File request letter to the Supervisor of Election of the County for number of registered voters as of April 15 of each year.
 - Provide for public records announcement and file document of registered voter data each June.
 - Update Supervisor names, officer positions, and contact information to the State Commission on Ethics annually or otherwise as required.
 - Certify and file the Form DR-421 Certification for Taxing Authorities that Do Not Levy Ad Valorem Taxes with the Department of Revenue on or before November 1 each year.
 - Provide for the appropriate advertisement templates, required language, and services in order to effectuate proper notice of all public meetings of the Board in accordance with the applicable Florida Statutes, including but not limited to, notices of public hearings on assessments; the annual budget; establishment of rates, fees, or charges; rulemaking; uniform method of collection; and all other required notices of meetings, hearings and workshops.
 - Provide instruction to property owners regarding the general election process and forms.
 - Respond to bondholder's requests for information in a timely manner.
 - Implement the policies established and adopted by the Board in connection with the operations of the District.
- Provide robust communication strategy, channels, and forms, etc. for District residents to contact the District Manager, including electronic communications, e-blasts, and community mailings, etc.
 - Coordinate with other District staff, including the amenity management, field management, maintenance, and food and beverage golf course management providers.
 - Assist in the negotiation and oversight of contracts, as directed, the Board of Supervisors.
 - Advise the Board on the status of negotiations, as well as contract provisions and their impacts on the District and provide contract administration services.
 - Prepare and provide a monthly report of all contracts with start and expiration dates to allow for quick review of status.
 - Make recommendations on contract approval, rejection, amendment, renewal, and cancellation in advance of expiration of contracts.
 - Advise the Board of any need for renewal or additional procurement activities and implement same.
 - Monitor certificates of insurance as needed per contracts.
 - Answer project status inquiries from bonding companies, as required.

- Staff an office location to process and respond to written, telephone, and/or e-mail inquiries from the public.
- Perform periodic performance assessments of District staff, vendors, etc., as requested by the Board.
- Proactively mitigate and manage risk and impact of management and staff turnover.
- Implement and utilize effective workflow management tools for prioritization and tracking vendor projects, tasks, and activities.
- Prepare agendas for transmittal to the Board, District staff, and residents no less than seven (7) days prior to Board meetings.
- Prepare meeting materials for other meetings, public hearings, etc., as needed.
- Provide accurate minutes for all meetings, workshops, and hearings of the Board within seven (7) days following each meeting.
- Provide a means of remote viewing (such as Zoom) for monthly Board meetings.
- Provide means for Board Members (or to the public by request) to receive a recorded video of the meeting.
- Implement and maintain a document management system to create and save documents and provide for the archiving of District documents in accordance with legal requirements and provide all documents to the District upon termination of services agreement in a timely manner.
- Provide a method for Board members to access the database for research and information gathering.
- Certify and file annual report to the Department of State, Division of Library and Information Services for storage and disposal of public records.
- Protect the integrity of all public records in accordance with the requirements of Florida law.
- Respond to public records requests as required by law and in compliance with the District's public records policy, as adopted and in compliance with the District's Rules of Procedure.
- Maintain "Record of Proceedings" for the District within St. Johns County, including meeting minutes, agreements, resolutions, and other records required by law.
- Establish Fund Accounting System in accordance with federal and state law, as well as Generally Accepted Auditing Standards ("GAAS") and the Rules of the Auditor General.
This includes the following:
 - Chart of Accounts; and
 - Vendor and Customer Master File; and
 - Report creation and set-up.
- Prepare and ensure the accuracy of monthly balance sheet, income statement(s) with budget to actual variances, including the following:
 - Cash Investment Account Reconciliations per fund; and
 - Balance Sheet Reconciliations per fund; and
 - Expense Variance analysis.
- Prepare and file Annual Public Depositor's Report and distribute it to Florida Department of Financial Services.
- Prepare and file Public Depositor's and Indemnification Form on new accounts, as needed.
- Facilitate banking relations with the District's Depository and Trustee.
- Prepare all other financial reports and ensure accuracy of the data contained in financial

reports, as required by applicable law and accounting standards, and bond trust indenture requirements.

- Account for assets constructed by or donated to the District for maintenance.
- On or before October 1st of every year prepare an annual inventory of all District-owned tangible personal property and equipment in accordance with all applicable rules and standards.
- Provide audit support to auditors for the required annual audit, as follows:
 - Review statutory and bond indenture requirements.
 - Prepare Audit Confirmation Letters for independent verification of activities.
 - Prepare all supporting accounting reports and documents as requested by the auditors.
 - Respond to auditor questions.
 - Review and edit draft report.
 - Prepare year-end adjusting journal entries as required.
- Provide for transmission of the audit to all authorities having jurisdiction, as required by law.
- Provide and file the Annual Financial Report, Bond Financing Reporting, and Financial Audit Report on or before the filing deadline(s) each year.
- Prepare budget and backup material for and present the budget at all budget meetings, public hearings, and workshops. The budget is to be prepared in accordance with state law standards and requirements and shall be consistent with applicable Government Finance Officers Association (“GFOA”) and Governmental Accounting Standards Board (“GASB”) standards. Budget preparation shall include calculation of operation and maintenance assessments, which may include development of benefit methodology for those assessments.
- File all required documentation to the Department of Revenue, Auditor General, St. Johns County, and all other governmental agencies with jurisdiction.
- Prepare and cause to be published notices of all budget-related public hearings and workshops.
- Prepare all budget amendments on an ongoing basis as needed and additionally when requested by the Board.
- Assist the Board in and during the process to retain an auditor and cooperate and assist in the performance of the audit by the District’s independent auditor.
- Administer the processing, review and approval, and payment of all invoices and purchase orders.
- Ensure timely payment of vendor invoices and purchase orders.
- Manage vendor information per W-9 reports.
- Prepare monthly Vendor Payment Report and Invoicing Support for presentation to the Board of Supervisors for approval or ratification.
- Maintain checking accounts with qualified public depository, including reconciliation to reported bank statements for all accounts and funds.
- Prepare year-end 1099 Forms for vendor payments, as applicable, and file reports with the IRS, as applicable.
- Ensure monthly Vendor Payment Report (i.e., O&M Expenditures) reflects the current month and is never in arrears.
- Provide monthly running balance report that ties back to monthly balance sheet and transaction history.
- Maintain proper capital fund and project fund accounting procedures and records.
- Process construction requisitions, including:
 - Vendor Contract completion status; and

- Verify Change Orders for materials; and
 - Check for duplicate submittals; and
 - Verify allowable expenses per Bond Indenture agreements such as Contract Assignment, Acquisition Agreement, Project Construction and Completion Agreement, as applicable.
- Oversee and implement bond issuance related compliance, including but not limited to: coordination of annual arbitrage report, transmittal of annual audit and budget to the Trustee, transmittal of annual audit and other information to dissemination agent (if other than District Manager) or directly to bond holders as required by Continuing Disclosure Agreements, annual and/or quarterly disclosure reporting, updates, etc.
- Provide asset tracking for improvements to be transferred and their value for removal from the District's Schedule of Property Ownership.
- Provide for appropriate bid and/or proposal or qualifications processes for construction projects.
- Assist the Board in selecting vendors as needed for services, goods, supplies, and materials.
- Obtain pricing proposals as needed and in accordance with District rules and Florida law.
- Prepare RFPs for administrative services, as needed, such as audit services, legal services, and engineering services.
- Prepare and process requisitions for capital expenses, in coordination with the District's Engineer.
- Ensure best price for the value when shopping for products, materials, services, labor, etc. with comparison evidence.
- Prepare and follow risk management policies and procedures.
- Recommend and advise the Board, in consultation with the District's Engineer and counsel, of the appropriate amount and type of insurance.
- Procure all necessary insurance for the District.
- Process and assist in the investigation of insurance claims, in coordination with the District's legal counsel.
- Review insurance policies and coverage amounts of District vendors.
- Provide an update to the Schedule of Values of Assets owned by the District for purposes of procuring adequate coverage.
- Maintain and monitor Certificates of Insurance for all service and contract vendors.
- Investigate eligibility and prepare application(s) for FEMA grants and other available funding when available, as needed.
- Administer Prepayment Collection:
 - Provide payoff information and pre-payment amounts upon request of property owners. Payment may be required.
 - Monitor, collect, and maintain records of pre-payment of assessments.
 - Coordinate with Trustee to confirm semi-annual interest payments and bond call amounts.
 - Prepare periodic continuing disclosure reports to investment bankers, bondholders, and reporting agencies.
- Administer Assessment Roll Process:
 - Prepare annual assessment roll for collection of debt service and operations and maintenance assessments.

- Update roll to reflect per unit and per parcel assessments based on adopted fiscal year budgets.
 - Verify assessments on platted lots, commercial properties, or other assessable lands.
 - Convert final assessment roll to St. Johns County Property Appraiser or Tax Collector format and remit to St. Johns County.
 - Execute and issue Certificate of Non-Ad Valorem Assessments to St. Johns County.
- Administer Assessments for Off Tax Roll parcels/lots:
 - Maintain and update current list of owners of property not assessed via the tax roll.
 - Prepare and issue direct invoices for the annual debt service and operations and maintenance assessments.
 - Monitor collection of direct invoices and prepare and send delinquent/collection notices, as necessary.
- Annually compare current and un-platted lots to original development plan to ensure adequate collection of assessment revenue, as necessary.
- Prepare true-up calculations and invoice property owners for true-up payments, as necessary.
- Meetings: The Contractor, or his or her designee, is expected to attend all meetings, public hearings, and workshops of the Board of Supervisors, which may include attendance at the following meetings as an additional service:
 - Extended meetings, meaning those meetings that are beyond three (3) hours in length; and
 - Continued meetings; and
 - Special and additional meetings, not including the annual budget workshop.
- Modifications and Certification of Special Assessment Allocation Report.
- True-Up Analysis:
 - Should certain modifications be made to a Special Assessment Allocation Report, a review of the current platted and un-platted lots compared to the original development plan may be required to ensure adequate collection of assessment revenue.
 - Should it be required, prepare true-up calculations and invoice property owners for true-up payments.
- Refinancing analysis.
- Prepare benefit analysis based on infrastructure to be funded with bond proceeds.
- Prepare Master and/or Preliminary Special Assessment Allocation Report and present to District board and staff as needed.
- Prepare or provide signatures on all closing documents, certificates, or schedules related to the bond issue that are required by District Manager or District Assessment Methodology Consultant.
- Prepare Bond Validation Report determining the “not-to-exceed” par amount of bonds to be issued by the District and present to Board as part of the Bond Resolution.
- Provide expert testimony at bond validation hearing in Court having jurisdiction.
- Services related to amendment to District boundaries, as needed.
- Preparation of Grant Applications, as needed.
- Services as Escrow Agent, as needed.
- Issue Estoppel Letters as Needed for Property Transfers
 - Prepare estoppel letter(s) reflecting current District assessment information as required for sale or transfer of residential or commercial property within the District, upon

- request.
- Issue lien releases for properties which prepay within the District.
 - Collect bond prepayments, both short term and long term bonds, verify amounts, and remit to Trustee with deposit instructions.
 - Maintain collection log showing all parcels that have prepaid assessments.
 - Prepare, execute, and issue release of lien to be recorded in public records.

5. **PROPOSAL FORMS**

[Begins on following page.]

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6. FORM OF CONTRACT(S)

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EIGHTH ORDER OF BUSINESS

Sweetwater Creek Community Development District

Inspected: July 17, 2024 • Revised on: March 18, 2025
St. Augustine, FL

RESERVE STUDY



Sweetwater Creek Community Development District
St. Augustine, Florida

Dear Board of Directors of Sweetwater Creek Community Development District:

At the direction of the Board that recognizes the need for proper reserve planning, we have conducted a *Reserve Study* of Sweetwater Creek Community Development District in St. Augustine, Florida and submit our findings in this report. The effective date of this study is the date of our visual, noninvasive inspection, July 17, 2024.

This *Reserve Study* exceeds the Association of Professional Reserve Analysts (APRA) standards fulfilling the requirements of a “Level II Reserve Study Update.”

An ongoing review by the Board and an Update of this Reserve Study are necessary to ensure an equitable funding plan since a Reserve Study is a snapshot in time. We recommend the Board budget for an Update to this Reserve Study in two- to three-years. We look forward to continuing to help Sweetwater Creek Community Development District plan for a successful future.

As part of our long-term thinking and everyday commitment to our clients, we are available to answer any questions you may have regarding this study.

Respectfully submitted on March 18, 2025 by

Reserve Advisors, LLC

Visual Inspection and Report by: J.J. Barron

Review by: Christopher C. DeWall, P.E., RS¹, PRA²



¹ RS (Reserve Specialist) is the reserve provider professional designation of the Community Associations Institute (CAI) representing America's more than 300,000 condominium, cooperative and homeowners associations.

² PRA (Professional Reserve Analyst) is the professional designation of the Association of Professional Reserve Analysts. Learn more about APRA at <http://www.apra-usa.com>.



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1. RESERVE STUDY EXECUTIVE SUMMARY

Client: Sweetwater Creek Community Development District (Sweetwater Creek)

Location: St. Augustine, Florida

Reference: 181014

Property Basics: Sweetwater Creek Community Development District is a planned unit development which is responsible for the common elements shared by 736 units. The community was built in 2007.

Reserve Components Identified: 44 Reserve Components

Inspection Date: July 17, 2024. We conducted the original inspection on August 13, 2018.

Funding Goal: The Funding Goal of this Reserve Study is to maintain reserves above an adequate, not excessive threshold during one or more years of significant expenditures. Our recommended Cash Flow Funding Plan recognizes a threshold funding year in 2052 due to the replacement of the asphalt pavement at Phase 1. We judge this amount of accumulated reserves in 2054 necessary to fund the likely renovation of the restrooms after 2054. These future needs, although beyond the limit of the Cash Flow Analysis of this Reserve Study, are reflected in the amount of accumulated 2054 year end reserves.

Methodology:

We use the Cash Flow Method to compute the Reserve Funding Plan. This method offsets future variable Reserve Expenditures with existing and future stable levels of reserve funding. Our application of this method also considers:

- Current and future local costs of replacement
- 2.0% anticipated annual rate of return on invested reserves
- 3.3% future Inflation Rate for estimating Future Replacement Costs

Project Prioritization: We note anticipated Reserve Expenditures for the next 30 years in the **Reserve Expenditures** tables and include a **Five-Year Outlook** table following the **Reserve Funding Plan** in section 3. We recommend the Association prioritize the following projects in the next five years based on the conditions identified:

- Repaving of the walking paths due to noted deterioration
- Systematic patching to the asphalt pavement
- Replacement of the pool furniture to maintain cosmetic appearance

Unaudited Cash Status of Reserve Fund:

- \$408,556 as of December 31, 2024
- 2024 budgeted Reserve Contributions of \$254,500
- 2025 budgeted Reserve Contributions of \$100,000

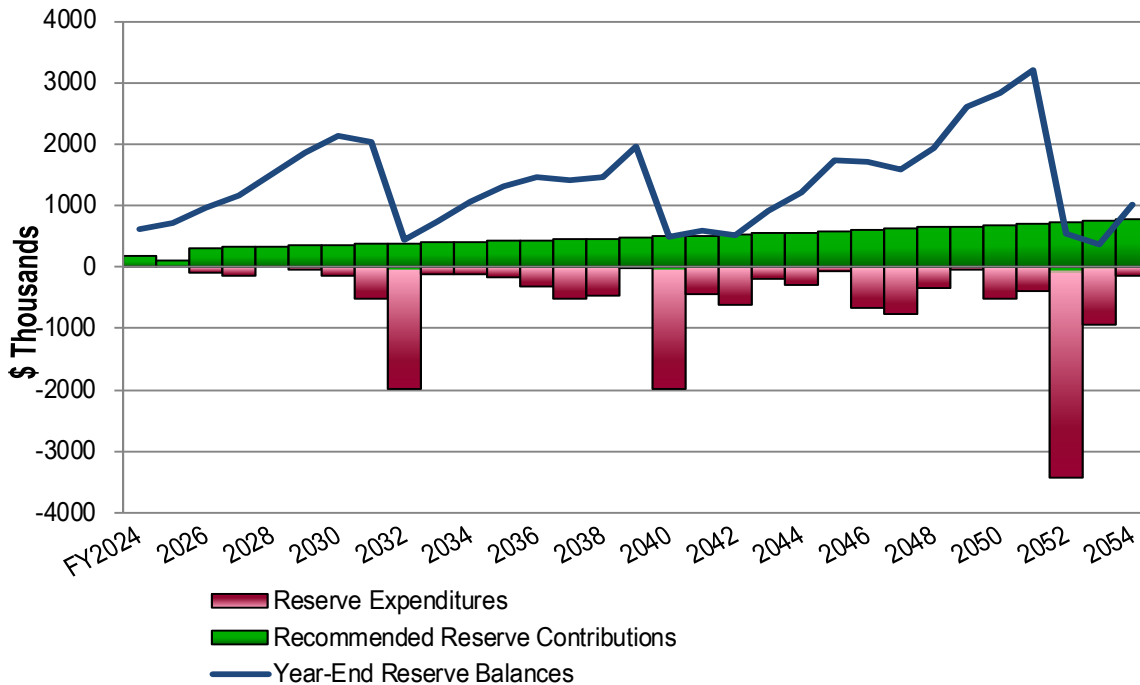


Recommended Reserve Funding: We recommend the following in order to achieve a stable and equitable Cash Flow Methodology Funding Plan:

- Increase to \$315,000 in 2026
- Inflationary increases thereafter through 2054, the limit of this study's Cash Flow Analysis
- Initial recommended adjustment in Reserve Contributions of \$215,000 represents an average monthly increase of \$24.34 per owner and about a eleven percent (11.4%) adjustment in the 2025 total Operating Budget of \$1,884,822.

Recommended Reserve Funding Table and Graph

Year	Reserve Contributions (\$)	Reserve Balances (\$)	Year	Reserve Contributions (\$)	Reserve Balances (\$)	Year	Reserve Contributions (\$)	Reserve Balances (\$)
2025	100,000 (Budgeted)	720,131	2035	421,800	1,322,486	2045	583,500	1,740,675
2026	315,000	958,542	2036	435,700	1,463,739	2046	602,800	1,707,875
2027	325,400	1,153,195	2037	450,100	1,425,912	2047	622,700	1,588,340
2028	336,100	1,515,720	2038	465,000	1,465,527	2048	643,200	1,933,727
2029	347,200	1,861,208	2039	480,300	1,955,679	2049	664,400	2,609,878
2030	358,700	2,124,461	2040	496,100	502,911	2050	686,300	2,833,634
2031	370,500	2,026,004	2041	512,500	595,552	2051	708,900	3,203,839
2032	382,700	454,911	2042	529,400	528,502	2052	732,300	539,707
2033	395,300	742,622	2043	546,900	905,080	2053	756,500	372,914
2034	408,300	1,054,207	2044	564,900	1,204,219	2054	781,500	1,025,610





2.RESERVE STUDY REPORT

At the direction of the Board that recognizes the need for proper reserve planning, we have conducted a *Reserve Study* of

Sweetwater Creek Community Development District

St. Augustine, Florida

and submit our findings in this report. The effective date of this study is the date of our visual, noninvasive inspection, July 17, 2024. We conducted the original inspection on August 13, 2018.

We present our findings and recommendations in the following report sections and spreadsheets:

- **Identification of Property** - Segregates all property into several areas of responsibility for repair or replacement
- **Reserve Expenditures** - Identifies reserve components and related quantities, useful lives, remaining useful lives and future reserve expenditures during the next 30 years
- **Reserve Funding Plan** - Presents the recommended Reserve Contributions and year-end Reserve Balances for the next 30 years
- **Five-Year Outlook** - Identifies reserve components and anticipated reserve expenditures during the first five years
- **Reserve Component Detail** - Describes the reserve components, includes photographic documentation of the condition of various property elements, describes our recommendations for repairs or replacement, and includes detailed solutions and procedures for replacements for the benefit of current and future board members
- **Methodology** - Lists the national standards, methods and procedures used to develop the Reserve Study
- **Definitions** - Contains definitions of terms used in the Reserve Study, consistent with national standards
- **Professional Service Conditions** - Describes Assumptions and Professional Service Conditions
- **Credentials and Resources**

IDENTIFICATION OF PROPERTY



Our investigation includes Reserve Components or property elements as set forth in your Declaration or which were identified as part of your request for proposed services. The Expenditure tables in Section 3 list the elements contained in this study. Our analysis begins by segregating the property elements into several areas of responsibility for repair and replacement.

Our process of identification helps assure that future boards and the management team understand whether reserves, the operating budget or Owners fund certain replacements and assists in preparation of the annual budget. We derive these segregated classes of property from our review of the information provided by the Association and through conversations with Management and the Board. These classes of property include:

- Reserve Components
- Long-Lived Property Elements
- Operating Budget Funded Repairs and Replacements
- Property Maintained by Owners

We advise the Board conduct an annual review of these classes of property to confirm its policy concerning the manner of funding, i.e., from reserves or the operating budget. Reserve Components are defined by CAI as property elements with:

- Sweetwater Creek responsibility
- Limited useful life expectancies
- Predictable remaining useful life expectancies
- Replacement cost above a minimum threshold

The following tables depict the items excluded from the Reserve Expenditure plan:

Excluded Components

for
Sweetwater Creek
Community Development District
St. Augustine, Florida

Operating Budget Components

Repairs normally funded through the Operating Budget and Expenditures less than \$8,000 (These relatively minor expenditures have a limited effect on the recommended Reserve Contributions.)

The operating budget provides money for the repair and replacement of certain Reserve Components. The Association may develop independent criteria for use of operating and reserve funds.

- Asphalt Pavement, Patches, Parking Areas
- Catch Basins, Landscape
- Dog Park Fence
- Fences, Wood, Paint Finishes, Pool
- Fitness Center, Minor Replacements and Repairs
- Irrigation System, Controls and Maintenance
- Landscape, Maintenance
- Paint Finishes, Touch Up
- Pavers, Masonry, Repairs
- Signage
- Valves, Small Diameter¹

¹ We assume replacement as-needed in lieu of an aggregate replacement of all small diameter valves as a single event.

Long-Lived Components

These elements may not have predictable Remaining Useful Lives or their replacement may occur beyond the scope of this study. The operating budget should fund infrequent repairs. Funding untimely or unexpected replacements from reserves will necessitate increases to Reserve Contributions. Periodic updates of this Reserve Study will help determine the merits of adjusting the Reserve Funding Plan.

	Useful Life	Estimated Cost
• Electrical Systems, Common	to 70+	N/A
• Foundations, Common	Indeterminate	N/A
• Inlet/Outlet Structures, Concrete, Storm Water Management System	Indeterminate	N/A
• Pipes, Interior Building, Domestic Water, Sanitary Waste, Common	Indeterminate	N/A
• Pipes, Subsurface Utilities	to 70+	N/A
• Pool Deck and Structure	to 60	N/A
• Structural Frames	Indeterminate	N/A
• Wells, Casings	Indeterminate	N/A

Excluded Components

for
Sweetwater Creek
Community Development District
St. Augustine, Florida

Owners Responsibility Components
Certain items have been designated as the responsibility of the Owners to repair or replace at their cost, including items billed back.
• Homes and Lots

Others Responsibility Components
Certain items have been designated as the responsibility of Others to repair or replace.
• Exercise Equipment, Cardiovascular ¹
• Gate House and Gate Equipment, South ²
¹ Leased
² Neighboring Community



3. RESERVE EXPENDITURES and FUNDING PLAN

The tables following this introduction present:

Reserve Expenditures

- Line item numbers
- Total quantities
- Quantities replaced per phase (in a single year)
- Reserve component inventory
- Estimated first year of event (i.e., replacement, application, etc.)
- Life analysis showing
 - useful life
 - remaining useful life
- 2024 local cost of replacement
 - Per unit
 - Per phase
 - Replacement of total quantity
- Percentage of future expenditures anticipated during the next 30 years
- Schedule of estimated future costs for each reserve component including inflation

Reserve Funding Plan

- Reserves at the beginning of each year
- Total recommended reserve contributions
- Estimated interest earned from invested reserves
- Anticipated expenditures by year
- Anticipated reserves at year end

Five-Year Outlook

- Line item numbers
- Reserve component inventory of only the expenditures anticipated to occur within the first five years
- Schedule of estimated future costs for each reserve component anticipated to occur within the first five years

The purpose of a Reserve Study is to provide an opinion of reasonable annual Reserve Contributions. Prediction of exact timing and costs of minor Reserve Expenditures typically will not significantly affect the 30-year cash flow analysis. Adjustments to the times and/or costs of expenditures may not always result in an adjustment in the recommended Reserve Contributions.

Financial statements prepared by your association, by you or others might rely in part on information contained in this section. For your convenience, we have provided an electronic data file containing the tables of ***Reserve Expenditures*** and ***Reserve Funding Plan***.

Community Development District St. Augustine, Florida																		
Reserve Component Inventory	Estimated 1st Year of Event	Life Analysis, Years		Costs, \$		Percentage of Future Expenditures		RUL = 0 FY2024	1 2025	2 2026	3 2027	4 2028	5 2029	6 2030	7 2031	8 2032	9 2033	10 2034
		Useful	Remaining	Unit (2024)	Per Phase (2024)	Total (2024)												
Wood)	2032	to 25	8	50.00	16,500	16,500	0.1%									21,394		
	2045	to 25	21	43.00	10,535	10,535	0.1%											
	2026	to 10	2	20,000.00	20,000	20,000	0.6%		21,342								5,800	
	2027	to 15	3 to 10	17,500.00	17,500	35,000	0.7%			19,290								2
Phased	2030	8 to 12	6	15.50	73,625	73,625	1.7%							89,460				
Tile	2040	15 to 25	16	17.50	83,125	83,125	0.9%											
es. By Year (\$15,423,747 over 30 years)								0	0	93,210	151,655	0	35,147	134,909	510,051	1,978,357	119,446	1

NG PLAN

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ek
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ida

Individual Reserve Budgets & Cash Flows for the Next 30 Years

	FY2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
(Note 1)	408,556	606,991	720,131	958,542	1,153,195	1,515,720	1,861,208	2,124,461	2,026,004	454,911	742,622	1,054,207	1,322,486
Contributions	190,875	100,000	315,000	325,400	336,100	347,200	358,700	370,500	382,700	395,300	408,300	421,800	435,700
Year	7,560	13,140	16,621	20,908	26,425	33,435	39,462	41,094	24,564	11,857	17,790	23,532	27,580
	0	0	(93,210)	(151,655)	0	(35,147)	(134,909)	(510,051)	(1,978,357)	(119,446)	(114,505)	(177,054)	(322,033)
	\$606,991	\$720,131	\$958,542	\$1,153,195	\$1,515,720	\$1,861,208	\$2,124,461	\$2,026,004	\$454,911	\$742,622	\$1,054,207	\$1,322,486	\$1,463,731

Individual Reserve Budgets & Cash Flows for the Next 30 Years. Continued

	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051
	1,955,679	502,911	595,552	528,502	905,080	1,204,219	1,740,675	1,707,875	1,588,340	1,933,727	2,609,878	2,833,634
Contributions	496,100	512,500	529,400	546,900	564,900	583,500	602,800	622,700	643,200	664,400	686,300	708,900
Year	24,342	10,876	11,129	14,194	20,884	29,157	34,144	32,636	34,872	44,986	53,896	59,777
	(1,973,210)	(430,735)	(607,579)	(184,516)	(286,645)	(76,201)	(669,744)	(774,870)	(332,685)	(33,235)	(516,440)	(398,477)
	\$502,911	\$595,552	\$528,502	\$905,080	\$1,204,219	\$1,740,675	\$1,707,875	\$1,588,340	\$1,933,727	\$2,609,878	\$2,833,634	\$3,203,833

-0.2548694

December 31, 2024; FY2024 starts October 1, 2024 and ends September 30, 2025.
The remaining budgeted 9 months; 2025 is budgeted; 2026 is the first year of recommended contributions.
Return on invested reserves; 2024 is a partial year of interest earned.
We consider the need to fund for repaving of the asphalt pavement shortly after 2054, and the age, size, overall condition and complexity of the property.
(Balance at critical point).

FIVE-YEAR OUTLOOK**Sweetwater Creek
Community Development District**
St. Augustine, Florida

Line Item	Reserve Component Inventory	RUL = 0 FY2024	1 2025	2 2026	3 2027	4 2028	5 2029
<u>Property Site Elements</u>							
3.041	Asphalt Pavement, General, Patch			71,868			
3.140	Concrete Sidewalks, Partial				119,798		
3.800	Sport Courts, Basketball, Color Coat						7,622
3.820	Sport Courts, Pickleball Courts, Color Coat						9,739
<u>Fitness Center Elements</u>							
5.800	Paint Finishes, Interim Refinishing						17,785
5.940	Walls, Stucco, Paint Finishes and Capital Repairs				12,566		
<u>Pool Elements</u>							
6.500	Furniture (Incl. Pool Chair Lift Planned for 2033)			21,342			
6.600	Mechanical Equipment, Phased				19,290		
Anticipated Expenditures, By Year (\$15,423,747 over 30 years)		0	0	93,210	151,655	0	35,147



4. RESERVE COMPONENT DETAIL

The Reserve Component Detail of this *Reserve Study* includes enhanced solutions and procedures for select significant components. This section describes the Reserve Components, documents specific problems and condition assessments, and may include detailed solutions and procedures for necessary capital repairs and replacements for the benefit of current and future board members. We advise the Board use this information to help define the scope and procedures for repair or replacement when soliciting bids or proposals from contractors. *However, the Report in whole or part is not and should not be used as a design specification or design engineering service.*

Property Site Elements

Asphalt Pavement, Repaving

Line Items: 3.040 through 3.043

Quantity: The following quantities represent the approximate square yards of asphalt pavement at the streets

- Total: 134,700 square yards
- Phase 1: 69,500 square yards
- Phase 2: 65,200 square yards
- Parking Areas: 4,990 square yards

History:

- Repaving Phase 1: Constructed in 2007
- Repaving Phase 2: Constructed in 2014
- Repairs: Original
- Parking Areas: Original with the addition of the gravel parking area in 2023

Condition: Good to fair overall with isolated previous repairs evident.



Pavement overview



Pavement overview



Pavement overview



Pavement previous repair



Pavement overview



Ensenada Park pavement overview



Pavement overview



Parking area pavement overview



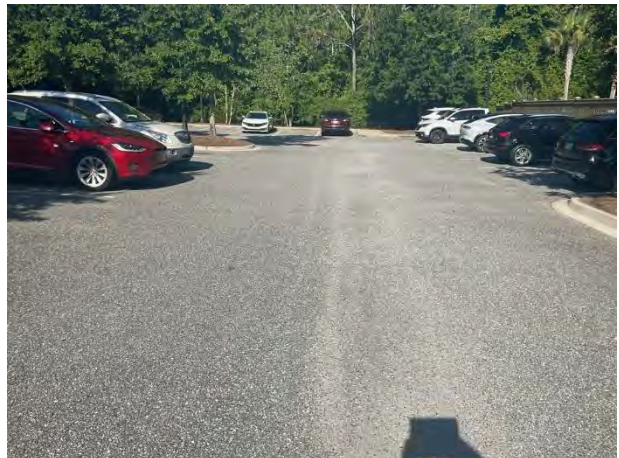
Pavement overview



Parking area pavement overview



Pavement overview



Parking area pavement overview

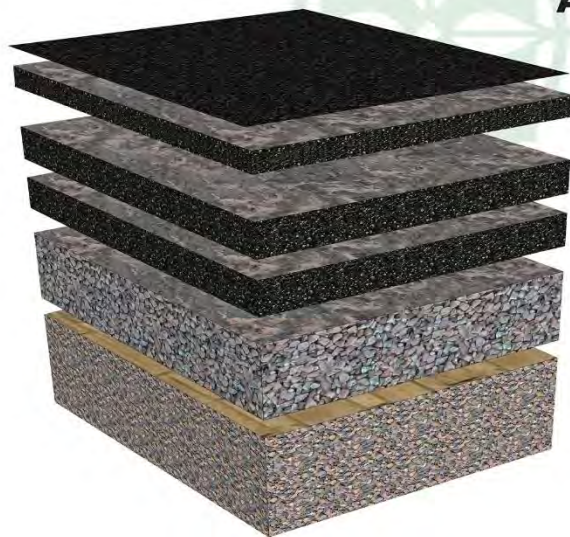


Pavement overview

Useful Life: 15- to 20-years under normal traffic conditions although we anticipate that the asphalt pavement at phase 1 will have an extended useful life to due low usage for beginning of its useful life years with the benefit of patch repairs events every three- to five-years

Component Detail Notes: Patch repairs are conducted at areas exhibiting settlement, potholes, or excessive cracking. These conditions typically occur near high traffic areas, catch basins, and pavement edges.

The initial installation of asphalt uses at least two lifts, or two separate applications of asphalt, over the base course. The first lift is the binder course. The second lift is the wearing course. The wearing course comprises a finer aggregate for a smoother more watertight finish. The following diagram depicts the typical components although it may not reflect the actual configuration at Sweetwater Creek:



ASPHALT DIAGRAM

Sealcoat or Wearing Surface

Asphalt Overlay Not to Exceed
1.5 inch Thickness per Lift or Layer

Original Pavement Inspected and
milled until sound pavement is found,
usually comprised of two layers

Compacted Crushed Stone or Aggregate Base

**Subbase of Undisturbed
Native Soils** Compacted to
95% dry density

© Reserve Advisors

The manner of repaving is either a mill and overlay or total replacement. A mill and overlay is a method of repaving where cracked, worn and failed pavement is mechanically removed or milled until sound pavement is found. A new layer of asphalt is overlaid atop the remaining base course of pavement. Total replacement includes the removal of all existing asphalt down to the base course of aggregate and native soil followed by the application of two or more new lifts of asphalt. We recommend mill and overlayment on asphalt pavement that exhibits normal deterioration and wear. We recommend total replacement of asphalt pavement that exhibits severe deterioration, inadequate drainage, pavement that has been overlaid multiple times in the past or where the configuration makes overlayment not possible. Based on the apparent visual condition and configuration of the asphalt pavement, we recommend the mill and overlay repaving method at Sweetwater Creek.

Preventative Maintenance Notes: We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- Annually:
 - Inspect for settlement, large cracks and trip hazards, and ensure proper drainage
 - Repair areas which could cause vehicular damage such as potholes
- As needed:
 - Perform crack repairs and patching

Priority/Criticality: Defer only upon opinion of independent professional or engineer

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. Our cost includes an allowance for patching of up to



two percent (2%) of the pavement. Our cost for milling and overlayment includes area patching of up to ten percent (10%).

Asphalt Pavement, Repaving, Walking Paths

Line Item: 3.080

Quantity: Approximately 8,590 square yards at the walking paths throughout the community

History: Repaved in 2010.

Condition: Good to fair overall with previous repairs evident.



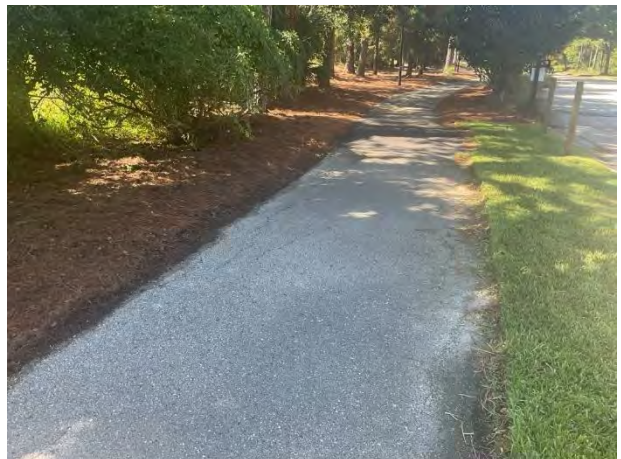
Asphalt pavement walking path



Asphalt pavement walking path



Asphalt pavement walking path previous repair



Asphalt pavement walking path



Asphalt pavement walking path

Useful Life: up to 15 years with the benefit of timely crack repairs and patching, and the need to maintain a safe pedestrian surface

Priority/Criticality: Defer only upon opinion of independent professional or engineer

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

Concrete Curbs and Gutters

Line Item: 3.110

Quantity: Approximately 88,400 linear feet

Condition: Good to fair overall with isolated cracks evident.



Concrete curb



Concrete gutter



Concrete gutter



Concrete curb



Concrete curb



Concrete gutter



Concrete gutter



Concrete gutter



Concrete crack

Useful Life: Up to 65 years although interim deterioration of areas is common

Preventative Maintenance Notes: We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- Annually:
 - Inspect and repair major cracks, spalls and trip hazards
 - Mark with orange safety paint prior to replacement or repair
 - Repair or perform concrete leveling in areas in immediate need of repair or possible safety hazard

Priority/Criticality: Per Board discretion

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. We estimate that up to 17,680 linear feet of curbs and gutters, or twenty percent (20%) of the total, will require replacement during the next 30 years.

Concrete Sidewalks

Line Item: 3.140

Quantity: Approximately 271,700 square feet

Condition: Good to fair overall with cracks evident.



Concrete sidewalk



Concrete sidewalk



Concrete sidewalk



Concrete sidewalk



Concrete sidewalk previous repair



Concrete sidewalk

Useful Life: Up to 65 years although interim deterioration of areas is common

Preventative Maintenance Notes: We note the following select recommended preventative maintenance activities to maximize the remaining useful life:



- Annually:
 - Inspect and repair major cracks, spalls and trip hazards
 - Mark with orange safety paint prior to replacement or repair
 - Repair or perform concrete leveling in areas in immediate need of repair or possible safety hazard

Priority/Criticality: Per Board discretion

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. We estimate that up to 54,340 square feet of concrete sidewalks, or twenty percent (20%) of the total, will require replacement during the next 30 years.

Gate Entry System

Line Item: 3.200

Quantity: One panel

History: Original to construction in 2014. Added a barcode scanner in 2021

Condition: Reported in good overall condition

Useful Life: 10- to 15-years

Preventative Maintenance Notes: We recommend the Association obtain and adhere to the manufacturer's recommended maintenance plan. The required preventative maintenance may vary in frequency and scope based on the unit's age, operational condition, or changes in technology. We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- Monthly:
 - Inspect panel for damage and ensure the panel is mounted securely, tighten or replace any loose or damaged fasteners.
 - Inspect panel for proper operation of buttons, displays, microphone and speaker.
- Annually:
 - Check power connections, and if applicable, functionality of battery power supply systems

Priority/Criticality: Per Board discretion

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

Gate Operators

Line Item: 3.250



Quantity: Four gates and four operators

History:

- Gates: Original
- Operators: Replaced in 2024.

Condition:

- Gates: good overall condition
- Operators: Reported in good overall condition

Useful Life: Up to 10 years for the operators and up to 20 years for the gates

Preventative Maintenance Notes: The status of preventative maintenance was unavailable to us during our inspection. We recommend the Association obtain and adhere to the manufacturer's recommended maintenance plan. We also recommend the Association maintain a maintenance contract with a qualified professional. The required preventative maintenance may vary in frequency and scope based on the unit's age, operational condition, or changes in technology. We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- Semi-annually:
 - Ensure gates operate freely
 - Inspect for any wear, rust and loose fasteners
 - Inspect and correct tension in belts and chains, and lubricate hinges and chains as necessary
 - Check alignment of pulleys
 - Check for no oil leakage at the gear box
 - Check the control board for water damage. Clean and remove insects and other pests as needed.
 - Check all wiring for insulation damage and loose connections. If applicable, check functionality of battery power supply systems

Priority/Criticality: Not recommended to defer

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

Gazebo, Roof

Line Item: 3.300

Quantity: One each at Ensenada Park

History: Original

Condition: Good overall with isolated cracked tiles



Gazebo roof overview

Useful Life: Up to 25 years with periodic maintenance

Priority/Criticality: Per Board discretion

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. Our estimated cost comes from information provided by the Association

Irrigation System, Replacement

Line Item: 3.420

Quantity: Nine controllers with 146 zones at the landscaped areas throughout the community

History: Varies

Condition: Satisfactory operational condition and Management and the Board does not report any deficiencies

Useful Life: Up to and sometimes beyond 40 years

Component Detail Notes: Irrigation systems typically include the following components:

- Electronic controls (timer) Impact rotors
- Network of supply pipes
- Pop-up heads
- Valves

Sweetwater Creek should anticipate interim and partial replacements of the system network supply pipes and other components as normal maintenance to maximize the useful life of the irrigation system. The Association should fund these ongoing seasonal repairs through the operating budget.

Preventative Maintenance Notes: We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- Semi-annually:
 - Conduct seasonal repairs which includes valve repairs, controller repairs, partial head replacements and pipe repairs
 - Blow out irrigation water lines and drain building exterior faucets each fall if applicable

Priority/Criticality: Defer only upon opinion of independent professional or engineer

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

Light Poles and Fixtures

Line Item: 3.560

Quantity: 40 poles with light fixtures at the fitness center

History: Original to construction in 2011

Condition: Good to fair overall with fixture damage evident.



Light pole and fixture pool



Light pole and fixture



Damaged light pole and fixture

Useful Life: Up to 30 years

Preventative Maintenance Notes: We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- As-needed:
 - Inspect and repair broken or dislodged fixtures, and leaning or damaged poles
 - Replaced burned out bulbs as needed

Priority/Criticality: Per Board discretion

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

Pavers, Masonry

Line Item: 3.600

Quantity: Approximately 3,490 square feet of pavers at the fitness center

History: Original to construction in 2011

Condition: Good to fair overall with isolated spalled masonry evident.



Pavers overview



Paver spalls



Paver spalls



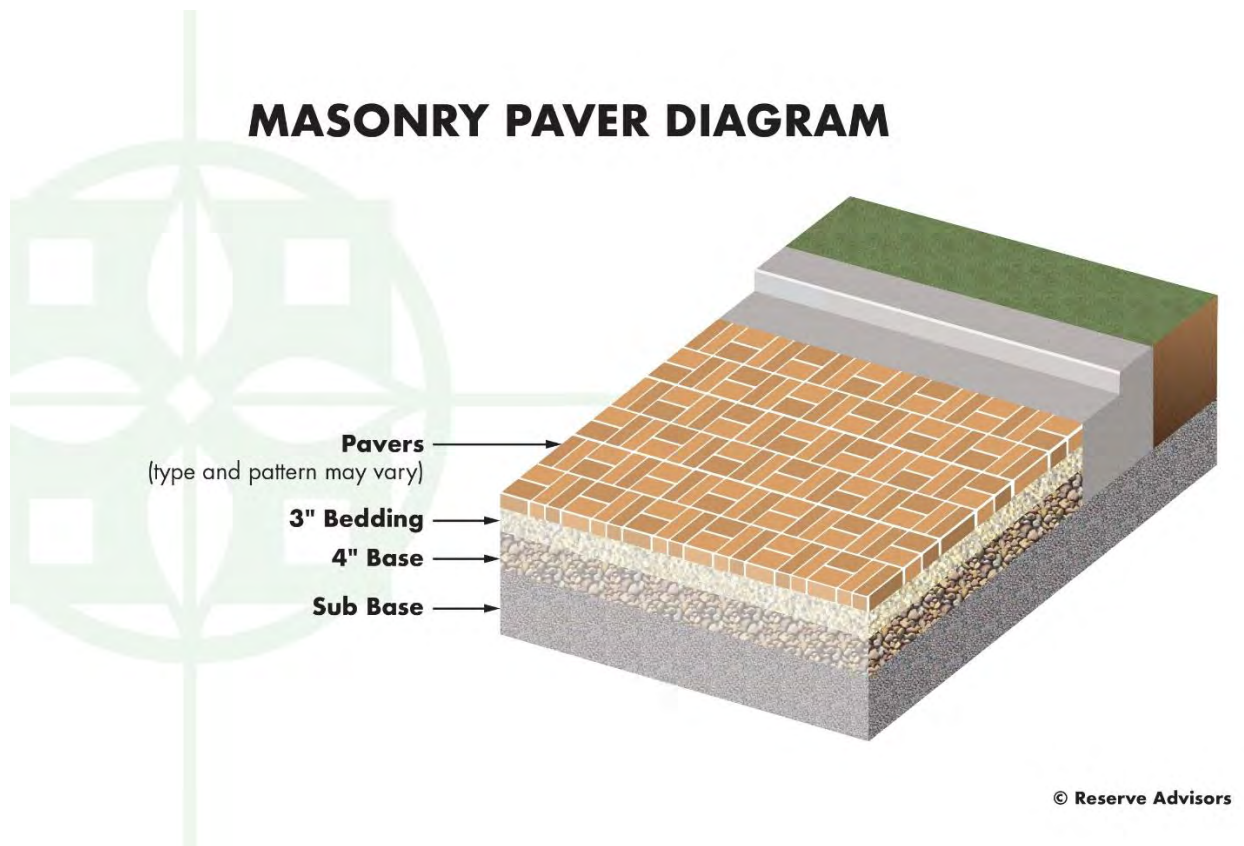
Paver spalls



Masonry pavers overview

Useful Life: 15- to 20-years

Component Detail Notes: The following diagram depicts the typical components of a masonry paver system although it may not reflect the actual configuration at Sweetwater Creek:



Preventative Maintenance Notes: We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- Annually:
 - Inspect and repair settlement, trip hazards and paver spalls at heavy traffic areas
 - Re-set and/or reseal damaged pavers as necessary
 - Periodically clean and remove overgrown vegetation as needed

Priority/Criticality: Defer only upon opinion of independent professional or engineer

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. We suggest the Association conduct interim resetting and replacement of minor areas of pavers as normal maintenance, funded from the operating budget.

Playground Equipment

Line Item: 3.700

History: Original to construction in 2011

Condition: Good to fair overall with finish deterioration evident.



Playground equipment overview



Equipment finish deterioration



Safety surface depletion

Useful Life: 15- to 20-years

Component Detail Notes: Safety is the major purpose for maintaining playground equipment. We recommend an annual inspection of the playground equipment to identify and repair as normal maintenance loose connections and fasteners or damaged elements. We suggest the Association learn more about the specific requirements of playground equipment at PlaygroundSafety.org. We recommend the use of a specialist for the design or replacement of the playground equipment environment.

Preventative Maintenance Notes: We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- Annually:
 - Inspect and repair loose connections and fasteners or damaged elements



- Inspect for safety hazards and adequate coverage of ground surface cover

Priority/Criticality: Defer only upon opinion of independent professional or engineer

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. We include an allowance in the unit cost for replacement of the safety surface and border.

Ponds, Aerator

Line Item: 3.725

Quantity: One aerator

History: Replaced in 2021

Condition: Reported satisfactory

Useful Life: 10- to 15-years

Component Detail Notes: The use of small pumps, motors and aerators circulates pond water and increases the amount of entrained oxygen in the water, increasing water quality and reducing algae growths.

Priority/Criticality: Defer only upon opinion of independent professional or engineer

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

Ponds, Erosion Control

Line Item: 3.735

Quantity: Approximately 28,800 linear feet of natural vegetation at the shorelines of the 24 ponds throughout the community

History: Original

Condition: Good overall



Pond shoreline



Pond shoreline



Pond overview

Useful Life: Shorelines are subject to fluctuations in water levels, increased plant growth and migrating storm and ground water resulting in the need for erosion control measures up to 15 years.

Component Detail Notes: The steep shoreline embankments are likely to exacerbate soil movement and erosion. The use and maintenance of landscape and natural vegetation along the pond shoreline will help maintain an attractive appearance and prevent soil erosion.

Shoreline plantings are referred to as buffer zones. Buffer zones provide the following advantages:

- Control insects naturally
- Create an aesthetically pleasing shoreline
- Enhance water infiltration and storage
- Filter nutrients and pollutants
- Increase fish and wildlife habitat
- Reduce lawn maintenance
- Stabilize shoreline and reduce erosion

- Trap sediments

Priority/Criticality: Defer only upon opinion of independent professional or engineer

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. We recommend the Association plan to install a combination of plantings around the ponds along 4,325 linear feet, or approximately fifteen percent (15%), of the shorelines per event.

Sport Court, Basketball

Line Items: 3.800 and 3.810

Quantity: Approximately 2,160 square feet of concrete comprising one basketball court

History:

- Color Coat: Original
- Surface: Original

Condition: Good to fair overall with cracks evident.



Basketball goal



Surface cracks



Basketball court overview

Useful Life: Up to 40 years for replacement of the surface with the benefit of color coat applications and repairs every four- to six-years

Preventative Maintenance Notes: We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- Annually:
 - Inspect and repair large cracks, trip hazards and possibly safety hazards
 - Verify gate and fencing is secure
 - Verify lighting is working properly if applicable
 - Inspect and repair standards and windscreens as needed

Priority/Criticality: Defer only upon opinion of independent professional or engineer

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section . Our estimated cost comes from information provided by the Association.

Sport Courts, Pickleball

Line Items: 3.820 and 3.850

Quantity: Approximately 920 square yards of asphalt comprising two pickleball courts

History:

- Color Coat: Original to construction in 2024
- Surface: Original to construction in 2024

Condition: Good overall



Pickle ball court overview



Pickle ball courts overview

Useful Life: Up to 25 years for replacement of the surface with the benefit of color coat applications and repairs every four- to six-years

Preventative Maintenance Notes: We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- Annually:
 - Inspect and repair large cracks, trip hazards and possibly safety hazards
 - Verify gate and fencing is secure
 - Verify lighting is working properly if applicable
 - Inspect and repair standards and windscreens as needed

Priority/Criticality: Defer only upon opinion of independent professional or engineer

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section

Sport Court, Pickleball Fence

Line Item: 3.830

Quantity: Approximately 415 linear feet

History: Original to installation in 2024

Condition: Good overall



Chain link fence



Chain link fence



Chain link fence



Chain link fence

Useful Life: Up to 25 years

Priority/Criticality: Per Board discretion

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

Sport Courts, Pickleball, Light Poles and Fixtures

Line Item: 3.840

Quantity: six light poles with eight fixtures

History: Original to installation in 2024

Condition: Good overall



Light pole and fixtures



Light pole and fixture

Useful Life: Up to 35 years

Priority/Criticality: Per Board discretion

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

Wells, Pumps

Line Item: 3.900

Quantity: Three each

History: Varies. One pump was replaced in 2024

Condition: Reported satisfactory without operational deficiencies



Irrigation pump system

Useful Life: Up to 20 years

Preventative Maintenance Notes: The required preventative maintenance may vary in frequency and scope based on the unit's age, operational condition, or changes in technology.

Priority/Criticality: Defer only upon opinion of independent professional or engineer

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

Fitness Center Elements



Fitness center overview

Air Handling and Condensing Units, Split System

Line Item: 5.070

Quantity: Two Trane split systems

History: Original to construction in 2011. Repairs were completed in 2024 through the operating budget

Condition: Reported satisfactory without operational deficiencies and with noted rust at the condenser's cabinets and fans



Split system condensing units



Split system condensing unit cabinet rust



Split system condensing unit fan rust

Useful Life: 15- to 20-years

Component Detail Notes: A split system air conditioner consists of an outside condensing unit, an interior evaporator coil, refrigerant lines and an interior air handling unit. The condensing units have cooling capacities of 15-tons. The split systems use R-410A refrigerant.

Preventative Maintenance Notes: The required preventative maintenance may vary in frequency and scope based on the unit's age, operational condition, or changes in technology. We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- Semi-annually:
 - Lubricate motors and bearings
 - Change or clean air filters as needed
 - Inspect condenser base and piping insulation
 - Inspect base pan, coil, cabinet and clear obstructions as necessary
- Annually:

- Clean coils and drain pans, clean fan assembly, check refrigerant charge, inspect fan drive system and controls
- Inspect and clean accessible ductwork as needed
- Clean debris from inside cabinet, inspect condenser compressor and associated tubing for damage

Priority/Criticality: Defer only upon opinion of independent professional or engineer

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. The condensing unit may require replacement prior to replacement of the related interior forced air unit. For purposes of this Reserve Study, we assume coordination of replacement of the interior forced air unit, evaporator coil, refrigerant lines and exterior condensing unit.

Exercise Equipment

Line Item: 5.165

Quantity: The exercise room contains the following types of strength training equipment:

- Benches
- Dumbbells
- Weight training machines

History and Condition: Varies and reported in good condition. Management informs us that 18 pieces of strength equipment were replaced, and 4 additional pieces were added, all using bond funding in 2025.



Strength training exercise equipment



Strength training exercise equipment



Strength training exercise equipment



Strength training exercise equipment

Useful Life: The useful life of strength training equipment is up to 15 years.

Priority/Criticality: Per Board discretion

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. Management informs us that the cardio is the responsibility of the leasing company.

Exercise Room

Line Item: 5.180

History: Renovated in 2023

Condition: Good overall with no significant deterioration evident.



Exercise room overview



Exercise room overview



Exercise room overview

Useful Life: Renovation up to every 20 years

Priority/Criticality: Per Board discretion

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

Floor Coverings, Carpet

Line Item: 5.200

Quantity: Approximately 190 square yards at the fitness center (Contractor measurements will vary from the actual floor area due to standard roll lengths, patterns and installation waste.)

History: Renovated in 2023

Condition: Good overall with no significant deterioration evident.

Useful Life: 8- to 12-years

Priority/Criticality: Per Board discretion

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

Floor Coverings, Rubber Tiles

Line Item: 5.300

Quantity: Approximately 230 square yards at the exercise room

History: Renovated in 2023



Condition: Good overall with no significant deterioration evident.

Useful Life: Up to 10- years

Priority/Criticality: Per Board discretion

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

Hallways

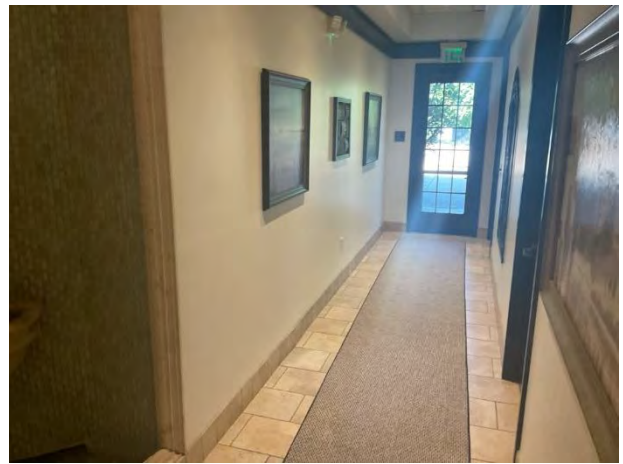
Line Item: 5.500

History: Original to construction in 2011. Management informs us that approximately 720 square feet of hallways were converted to a closet in 2025

Condition: Good overall with no significant deterioration evident.



Fitness center hallway overview



Fitness center hallway overview



Fitness center hallway furnishing



Fitness center hallway paint finishes



Useful Life: Renovation up to every 20 years, however, the scope and cost of lobby renovations may vary greatly based on the direction of the Board.

Priority/Criticality: Per Board discretion

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

Lobby

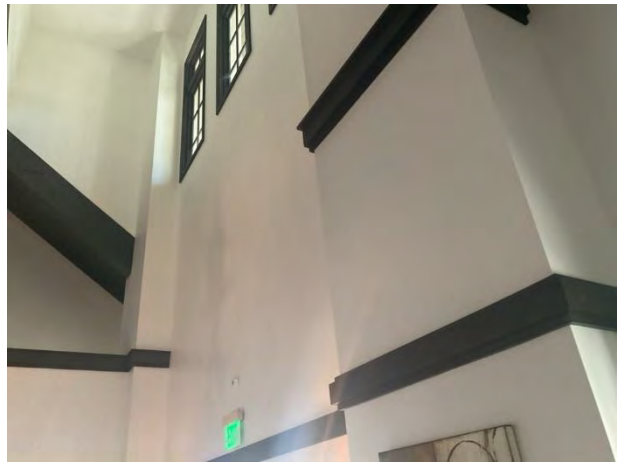
Line Item: 5.600

History: Original to construction in 2011

Condition: Good overall with no significant deterioration evident.



Lobby tile overview



Lobby paint finishes



Lobby furnishings



Lobby overview

Useful Life: Renovation up to every 20 years, however, the scope and cost of lobby renovations may vary greatly based on the direction of the Board.



Priority/Criticality: Per Board discretion

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

Paint Finishes

Line Item: 5.800

Quantity: Approximately 16,800 square feet on the walls and ceilings at the fitness center

History: Original to construction in 2011

Condition: Good overall with no significant deterioration evident.

Useful Life: 6- to 10-years

Priority/Criticality: Per Board discretion

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

Party Room

Line Item: 5.840

Component Detail Notes: Components include:

- Carpet floor coverings
- Acoustic ceiling tiles
- Paint finishes on the walls and ceiling
- Light fixtures
- Furnishings

History: Original to construction in 2011

Condition: Good overall with no significant deterioration evident.

Useful Life: Renovation up to 20 years

Priority/Criticality: Per Board discretion

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

Rest Rooms

Line Item: 5.850

Quantity: Three common rest rooms at the fitness center

History: Original to construction in 2011

Condition: Good overall with no significant deterioration evident.



Rest room overview



Rest room overview



Rest room shower overview



Rest room lockers overview



Rest room overview

Useful Life: Renovation up to every 25 years

Component Detail Notes: Components include:

- Tile and carpet floor coverings
- Tile wall coverings
- Acoustic ceiling tiles
- Paint finishes on the walls and ceiling
- Light fixtures
- Furnishings including lockers and lounges
- Plumbing fixtures

Priority/Criticality: Per Board discretion

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section

Roofs, Concrete Tiles

Line Item: 5.890

Quantity: Approximately 170 squares¹

History: Original to construction in 2011. Isolated tiles have been replaced due to leaks

Condition: Good overall

¹ We quantify the roof area in squares where one square is equal to 100 square feet of surface area.



Concrete tile roofs overview



Concrete tile roofs overview



Concrete tile roofs overview



Concrete tile roofs overview

Useful Life: Up to 30 years

Component Detail Notes: A tile roof rarely fails at all points of application simultaneously. Rather, occurrences of roof leaks will increase as more concrete tiles crack, break and dislodge. This deterioration will result in increased maintenance costs such that replacement becomes the least costly long-term alternative as compared to ongoing repairs.

A concrete tile roof system comprises sheathing, underlayments, battens and the tiles themselves. Replacement standards should conform to the local building code and manufacturer's specifications at the time of actual replacement. The manner of construction is such that the underlayment is the primary line of defense from water infiltration. The tiles act to shade the underlayment from harmful sunlight and to protect the roof from heavy winds. Most storm water is shed from the roof tiles into the gutters or over the edge of the roof. However, this tile style is meant to allow water to pass between the tiles onto the underlayment. The underlayment thus sheds any remaining water into the gutters. In fact, horizontal driving rains will force their way up and under the tile only to be shed at some other point.



Preventative Maintenance Notes: We recommend the Association maintain a service and inspection contract with a qualified professional and record all documentation of repairs conducted. We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- Annually:
 - Record any areas of water infiltration, flashing deterioration, damage or loose tiles
 - Implement repairs as needed if issues are reoccurring
 - Ensure proper ventilation and verify vents are clear of debris and not blocked from attic insulation
 - Trim tree branches that are near or in contact with roof
 - Periodic cleaning at areas with organic growth (We do not recommend pressure washing as it may cause further damage to tiles.)

Priority/Criticality: Defer only upon opinion of independent professional or engineer

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

Security System

Line Item: 5.920

Quantity: Sweetwater Creek utilizes the following security system components:

- Cameras
- Multiplexers
- Recorders

History: Varies

Condition: Reported satisfactory without operational deficiencies



Security system camera



Security system camera



Gate entrance security system camera



Security system camera

Useful Life: Up to 15 years

Preventative Maintenance Notes: We recommend the Association obtain and adhere to the manufacturer's recommended maintenance plan. The required preventative maintenance may vary in frequency and scope based on the unit's age, operational condition, or changes in technology. We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- Monthly:
 - Check cameras for proper focus, fields of view are unobstructed and camera and lenses are clean and dust-free
 - Check recording equipment for proper operation
 - Verify monitors are free from distortion with correct brightness and contrast
- Annually:
 - Check exposed wiring and cables for wear, proper connections and signal transmission
 - Check power connections, and if applicable, functionality of battery power supply systems

Priority/Criticality: Per Board discretion

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. The Association should anticipate replacement of up to fifty percent (50%) of the security system components per event.

Walls, Stucco

Line Item: 5.940

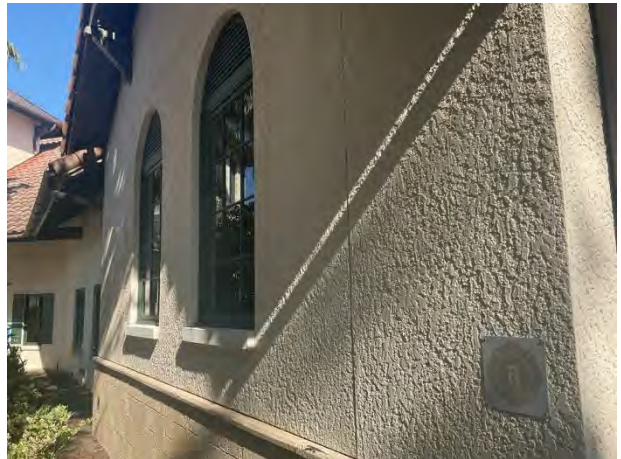
Quantity: Approximately 7,600 square feet of stucco at the fitness center

History: Original to construction in 2011. The timing of the last painting event was unknown at the time of our inspection

Condition: Good overall with no visible deterioration evident.



Stucco wall finishes



Stucco wall finishes



Stucco wall finishes



Stucco wall finishes

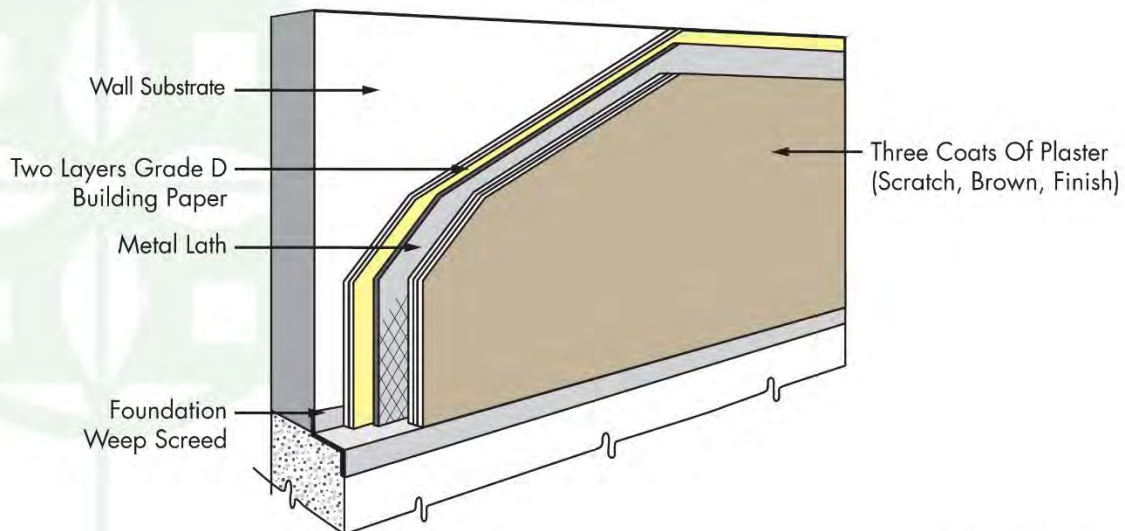


Stucco wall finishes

Useful Life: We recommend inspections, repairs and paint finish applications every five-to seven-years.

Component Detail Notes: The following graphic details the typical components of a stucco wall system on frame construction although it may not reflect the actual configuration at Sweetwater Creek:

STUCCO DETAIL



© Reserve Advisors

Correct and complete preparation of the surface before application of the paint finish maximizes the useful life of the paint finish and surface. The contractor should remove all loose, peeled or blistered paint before application of the new paint finish. The

contractor should then power wash the surface to remove all dirt and biological growth. Water-soluble cleaners that will not attack Portland cement are acceptable for removing stains.

Priority/Criticality: Defer only upon opinion of independent professional or engineer

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. Our estimate of cost anticipates the following in coordination with each paint finish application:

- Complete inspection of the stucco
- Crack repairs as needed (Each paint product has the limited ability to cover and seal cracks but we recommend repair of all cracks which exceed the ability of the paint product to bridge.)
- Replacement of up to one percent (1%), of the stucco walls (The exact amount of area in need of replacement will be discretionary based on the actual future conditions and the desired appearance.)
- Replacement of up to thirty-three percent (33%) of the sealants in coordination with each paint finish application.

Water Heater

Line Item: 5.945

Quantity: One each

History: Unknown at the time of this study

Condition: Reported satisfactory



Water heater

Useful Life: Up to 15- to 20- years



Preventative Maintenance Notes: The required preventative maintenance may vary in frequency and scope based on the unit's age, operational condition, or changes in technology. We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- Weekly:
 - Inspect for leaking water around boilers
 - Check temperature readings
 - Verify vent is unobstructed
 - Conduct boiler blowdown to minimize corrosion and remove suspended solids in system
 - Clean pilot and burner assemblies
- Monthly:
 - Check water and pressure levels
 - Check controls and switches for proper operating
 - Check and inspect condensate drain
 - Check all gaskets for tight sealing
- Annually:
 - Conduct full inspection of burners and flues
 - Clean and inspect tubes to reduce scaling
 - Inspect any pressure relief valves
 - Inspect electrical terminals and controls

Priority/Criticality: Defer only upon opinion of independent professional or engineer

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. Our estimate of cost includes an allowance for replacement of controls.

Pool Elements



Pool overview

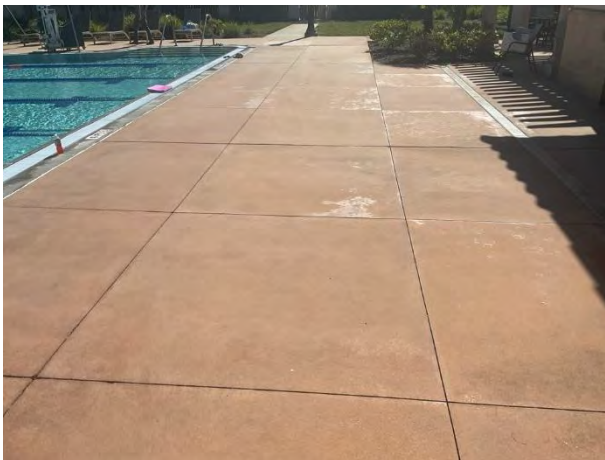
Concrete Deck

Line Item: 6.200

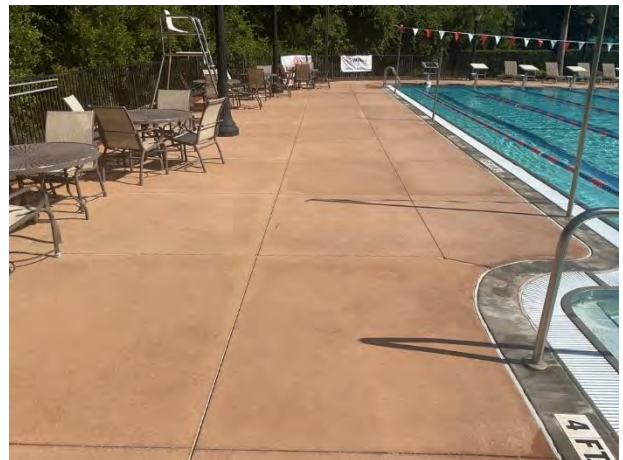
Quantity: Approximately 6,270 square feet of concrete decks at the pool

History: Original to construction in 2011

Condition: Good overall



Concrete pool deck overview



Concrete pool deck overview



Concrete pool deck overview

Useful Life: The useful life of a concrete pool deck is up to 60 years or more with timely repairs. We recommend the Association conduct inspections, partial replacements and repairs to the deck every 8- to 12-years.

Preventative Maintenance Notes: We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- Semi-annually:
 - Inspect and repair large cracks, trip hazards, and possible safety hazards
 - Inspect and repair pool coping for cracks, settlement, heaves or sealant deterioration
 - Repair concrete spalling
 - Schedule periodic pressure cleanings as needed

Priority/Criticality: Defer only upon opinion of independent professional or engineer

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3

Fence, Aluminum

Line Item: 6.400

Quantity: Approximately 330 linear feet around the pool area

History: Original to construction in 2011

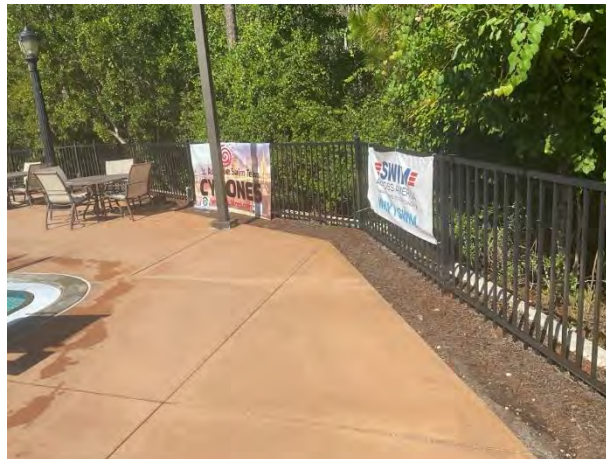
Condition: Fair overall with isolated rust evident



Aluminum pool fence



Aluminum pool fence rust



Aluminum pool fence

Useful Life: Up to 25 years

Preventative Maintenance Notes: We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- Annually:
 - Inspect and repair loose fasteners or sections, and damage
 - Repair leaning sections and clear vegetation from fence areas which could cause damage

Priority/Criticality: Not recommended to defer

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.



Fence, Vinyl

Line Item: 6.401

Quantity: Approximately 245 linear feet of vinyl fencing on the south side of the fitness center near the parking area

History: Management informs us that the wood fence was replaced with vinyl fencing in 2024

Condition: Good overall with no visible deterioration

Useful Life: Up to 25 years

Preventative Maintenance Notes: We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- Annually:
 - Inspect and repair loose fasteners or sections, and damage
 - Repair leaning sections and clear vegetation from fence areas which could cause damage

Priority/Criticality: Not recommended to defer

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

Furniture

Line Item: 6.500

Quantity: The pool furniture includes the following:

- Chairs
- Lounges
- Tables
- Diving Blocks

History: Original. Management informs us of plans to add a pool chair lift in 2033

Condition: Good to fair overall with isolated frame finish deterioration evident



Pool furniture overview



Frame finish deterioration



Pool furniture overview



Frame finish deterioration



Pool furniture overview



Pool furniture overview

Useful Life: Up to 10 years

Priority/Criticality: Per Board discretion

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. We recommend interim re-strapping, refinishing, cushion replacements, reupholstering and other repairs to the furniture as normal maintenance to maximize its useful life.

Mechanical Equipment

Line Item: 6.600

Quantity: The mechanical equipment includes the following:

- Automatic chlorinator
- Controls
- Filter
- Heaters
- Interconnected pipe, fittings and valves
- Pumps
- Electrical panel
- Exhaust fan

History: Varied ages

Condition: Reported satisfactory with isolated pipe leaks evident



Pool mechanical equipment



Piping leak



Pool mechanical equipment

Useful Life: Up to 15 years

Priority/Criticality: Defer only upon opinion of independent professional or engineer

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. Failure of the pool mechanical equipment as a single event is unlikely. We consider interim replacement of motors and minor repairs as normal maintenance.

Pool Finishes, Plaster and Tile

Line Items: 6.800 and 6.801

Quantity: Approximately 4,750 square feet based on the horizontal surface area and 285 linear feet of tile

History: Resurfaced in 2020

Condition: Good overall



Pool plaster overview



Pool plaster overview

Useful Life: 8- to 12-years for the plaster and 15- to 25-years for the tile

Preventative Maintenance Notes: We note the following select recommended preventative maintenance activities to maximize the remaining useful life:

- Semi-annually:
 - Inspect and patch areas of significant plaster delamination, coping damage and structure cracks
 - Inspect main drain connection and anti-entrapment covers, pressure test circulation piping and valves
 - Test handrails and safety features for proper operation

Priority/Criticality: Defer only upon opinion of independent professional or engineer

Expenditure Detail Notes: Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

Reserve Study Update

An ongoing review by the Board and an Update of this Reserve Study are necessary to ensure an equitable funding plan since a Reserve Study is a snapshot in time. Many variables change after the study is conducted that may result in significant overfunding or underfunding the reserve account. Variables that may affect the Reserve Funding Plan include, but are not limited to:

- Deferred or accelerated capital projects based on Board discretion
- Changes in the interest rates on reserve investments
- Changes in the *local* construction inflation rate
- Additions and deletions to the Reserve Component Inventory
- The presence or absence of maintenance programs
- Unusually mild or extreme weather conditions
- Technological advancements



Periodic updates incorporate these variable changes since the last Reserve Study or Update. The Association can expense the fee for an Update with site visit from the reserve account. This fee is included in the Reserve Funding Plan. We base this budgetary amount on updating the same property components and quantities of this Reserve Study report. We recommend the Board budget for an Update to this Reserve Study every three years. Budgeting for an Update demonstrates the Board's objective to continue fulfilling its fiduciary responsibility to maintain the commonly owned property and to fund reserves appropriately.



5.METHODOLOGY

Reserves for replacement are the amounts of money required for future expenditures to repair or replace Reserve Components that wear out before the entire facility or project wears out. Reserving funds for future repair or replacement of the Reserve Components is also one of the most reliable ways of protecting the value of the property's infrastructure and marketability.

Sweetwater Creek can fund capital repairs and replacements in any combination of the following:

1. Increases in the operating budget during years when the shortages occur
2. Loans using borrowed capital for major replacement projects
3. Level monthly reserve assessments annually adjusted upward for inflation to increase reserves to fund the expected major future expenditures
4. Special assessments

We do not advocate special assessments or loans unless near term circumstances dictate otherwise. Although loans provide a gradual method of funding a replacement, the costs are higher than if the Association were to accumulate reserves ahead of the actual replacement. Interest earnings on reserves also accumulate in this process of saving or reserving for future replacements, thereby defraying the amount of gradual reserve collections. We advocate the third method of *Level Monthly Reserve Assessments* with relatively minor annual adjustments. The method ensures that Owners pay their "fair share" of the weathering and aging of the commonly owned property each year. Level reserve assessments preserve the property and enhance the resale value of the homes.

This Reserve Study is in compliance with and exceeds the National standards¹ set forth by the Association of Professional Reserve Analysts (APRA) fulfilling the requirements of a "Level II Reserve Study Update." These standards require a Reserve Component to have a "predictable remaining Useful Life." Estimating Remaining Useful Lives and Reserve Expenditures beyond 30 years is often indeterminate. Long-Lived Property Elements are necessarily excluded from this analysis. We considered the following factors in our analysis:

- The Cash Flow Method to compute, project and illustrate the 30-year Reserve Funding Plan
- Local² costs of material, equipment and labor
- Current and future costs of replacement for the Reserve Components
- Costs of demolition as part of the cost of replacement
- Local economic conditions and a historical perspective to arrive at our estimate of long-term future inflation for construction costs in St. Augustine, Florida at an annual inflation rate³. Isolated or regional

¹ Identified in the APRA "Standards - Terms and Definitions" and the CAI "Terms and Definitions".

² See Credentials for additional information on our use of published sources of cost data.

³ Derived from Marshall & Swift, historical costs and the Bureau of Labor Statistics.

markets of greater construction (development) activity may experience slightly greater rates of inflation for both construction materials and labor.

- The past and current maintenance practices of Sweetwater Creek and their effects on remaining useful lives
- Financial information provided by the Association pertaining to the cash status of the reserve fund and budgeted reserve contribution
- The anticipated effects of appreciation of the reserves over time in accord with a return or yield on investment of your cash equivalent assets. (We did not consider the costs, if any, of Federal and State Taxes on income derived from interest and/or dividend income).
- The Funding Plan excludes necessary operating budget expenditures. It is our understanding that future operating budgets will provide for the ongoing normal maintenance of Reserve Components.

Updates to this Reserve Study will continue to monitor historical facts and trends concerning the external market conditions.



6. CREDENTIALS

HISTORY AND DEPTH OF SERVICE

Founded in 1991, Reserve Advisors is the leading provider of reserve studies, insurance appraisals, developer turnover transition studies, expert witness services, and other engineering consulting services. Clients include community associations, resort properties, hotels, clubs, non-profit organizations, apartment building owners, religious and educational institutions, and office/commercial building owners in 48 states, Canada and throughout the world.

The **architectural engineering consulting firm** was formed to take a leadership role in helping fiduciaries, boards, and property managers manage their property like a business with a long-range master plan known as a Reserve Study.

Reserve Advisors employs the **largest staff of Reserve Specialists** with bachelor's degrees in engineering dedicated to Reserve Study services. Our founders are also founders of Community Associations Institute's (CAI) Reserve Committee that developed national standards for reserve study providers. One of our founders is a Past President of the Association of Professional Reserve Analysts (APRA). Our vast experience with a variety of building types and ages, on-site examination and historical analyses are keys to determining accurate remaining useful life estimates of building components.

No Conflict of Interest - As consulting specialists, our **independent opinion** eliminates any real or perceived conflict of interest because we do not conduct or manage capital projects.

TOTAL STAFF INVOLVEMENT

Several staff members participate in each assignment. The responsible advisor involves the staff through a Team Review, exclusive to Reserve Advisors, and by utilizing the experience of other staff members, each of whom has served hundreds of clients. We conduct Team Reviews, an internal quality assurance review of each assignment, including: the inspection; building component costing; lifing; and technical report phases of the assignment. Due to our extensive experience with building components, we do not have a need to utilize subcontractors.

OUR GOAL

To help our clients fulfill their fiduciary responsibilities to maintain property in good condition.

VAST EXPERIENCE WITH A VARIETY OF BUILDINGS

Reserve Advisors has conducted reserve studies for a multitude of different communities and building types. We've analyzed thousands of buildings, from as small as a 3,500-square foot day care center to a 2,600,000-square foot 98-story highrise. We also routinely inspect buildings with various types of mechanical systems such as simple electric heat, to complex systems with air handlers, chillers, boilers, elevators, and life safety and security systems.

We're familiar with all types of building exteriors as well. Our well-versed staff regularly identifies optimal repair and replacement solutions for such building exterior surfaces such as adobe, brick, stone, concrete, stucco, EIFS, wood products, stained glass and aluminum siding, and window wall systems.

OLD TO NEW

Reserve Advisors' experience includes ornate and vintage buildings as well as modern structures. Our specialists are no strangers to older buildings. We're accustomed to addressing the unique challenges posed by buildings that date to the 1800's. We recognize and consider the methods of construction employed into our analysis. We recommend appropriate replacement programs that apply cost effective technologies while maintaining a building's character and appeal.



J.J. Barron
Responsible Advisor

CURRENT CLIENT SERVICES

J.J. Barron, a Mechanical Engineer, is an Advisor for Reserve Advisors. Mr. Barron is responsible for the inspection and analysis of the condition of clients' properties, and recommending engineering solutions to prolong the lives of the components. He also forecasts capital expenditures for the repair and/or replacement of the property components and prepares technical reports on assignments. He is responsible for conducting Life Cycle Cost Analyses and Capital Replacement Forecast services and the preparation of Reserve Study Reports for condominiums, townhomes and homeowner associations.



The following is a partial list of clients served by J.J. Barron demonstrating his breadth of experiential knowledge of community associations in construction and related buildings systems.

Sunset Lakes Condominium Association - Located in Lakeland, Florida, this condominium association contains 288 units in 12 three-story buildings. The Association maintains a pool and club house, building exteriors including roofs and painting, and asphalt pavement.

Jacksonville Golf & Country Property Owners Association - This homeowners association is located in Jacksonville, Florida. This community consist of 919 single family homes. Jacksonville Golf & Country maintains a dock area that consist of asphalt pavement, concrete sidewalks, and storm drains. The Association is also responsible for landscaping, irrigation, and gate entry systems.

Eagle Dunes Homeowners Association, Inc. - Located in Sorrento, Florida, this homeowners association contains 679 single family homes and 104 townhome units. Eagle Dunes maintains several ponds throughout the community. The association maintains playground equipment, tennis courts, gates and gate entry systems. The community also maintains various fencing and landscaping.

Tidewater Island Condominium Association, Inc. - This development comprises of 38 single family homes across 5 three- story buildings. This Community Association is located in Vero Beach, Florida. Asphalt shingle roofs, elevators, HVAC split systems, and parking garages. This community also maintains breezeways, balconies, and fire suppression systems.

The Seasons at Orchid Homeowners Association, Inc. - Located in Vero Beach, Florida, this Association is responsible for the common elements shared by 100 single family homes. In addition to roads and parking areas, the Association maintains a clubhouse and gatehouse with concrete tile roofs, a swimming pool, exercise equipment and perimeter walls.

Runaway Beach Club Condominium Association, Inc. - This homeowners association is located in Kissimmee, Florida, and is responsible for the common elements shared by 192 single family homes. The Association maintains a clubhouse with a basketball court, weight room, an office, golf carts, a pool and pool deck pavers.

PRIOR RELEVANT EXPERIENCE

Mr. Barron earned his Bachelor of Science degree in Mechanical Engineering from the University of Texas at Tyler. His relevant coursework includes thermodynamics, fluid mechanics, heat transfer, mechanical design, control systems, computer-aided engineering, building systems engineering, materials science, project management, energy management, structural analysis, and life cycle cost analysis.

EDUCATION

University of Texas at Tyler – B.S. Mechanical Engineering



MICHAEL P. SKINNER
Responsible Advisor

CURRENT CLIENT SERVICES

Michael Skinner, a Civil Engineer, is an Advisor for Reserve Advisors. Mr. Skinner is responsible for the inspection and analysis of the condition of clients' properties, and recommending engineering solutions to prolong the lives of the components. He also forecasts capital expenditures for the repair and/or replacement of the property components and prepares technical reports on assignments. He is responsible for conducting Life Cycle Cost Analyses and Capital Replacement Forecast services and the preparation of Reserve Study Reports for condominiums, townhomes and homeowner associations.



The following is a partial list of clients served by Michael Skinner demonstrating his breadth of experiential knowledge of community associations in construction and related buildings systems.

Legends at the Gardens Condominium Association - Located in Palm Beach Gardens, Florida, this condominium association contains 186 units in 22 buildings. The Association maintains a pool and pool house, building exteriors including roofs and painting, landscape and maintenance equipment, and a paver road system.

The Villages of North Redington Beach - Yacht Club Homeowners Association - This townhome development is located in North Redington Beach, Florida. This beachside community consist of 28 units in 6 buildings. The Villages of North Redington Beach maintains a dock area that consist of several docks, a boardwalk and a bulkhead. The Association is also responsible for landscaping, irrigation, and gate entry systems.

Magdalene Reserve Homeowners Association - Located in Tampa, Florida, Magdalene Reserve maintains several ponds throughout the community. The association performs shoreline erosion control and is responsible for retaining walls around the ponds and throughout the community. The community also maintains several perimeter walls and security systems.

Mariner Village Property Owners - This development comprises of 333 single family homes. This Community Association is located in Stuart, Florida. A road system, several storm water retention ponds, a pool and pool house, basketball and tennis courts and a gate house are a few of the elements maintained by the Association.

Holiday Cove RV Resort Condominium Association - Located in Cortez, Florida, this Association includes 97 members who each own a lot on the property. In addition to roads and parking areas, the Association maintains a clubhouse with a metal roof, a swimming pool, patio area and 20 docks.

Stonegate of Pasco Homeowners Association - This large community is located in Land O'Lakes, Florida, and is responsible for the common elements shared by 309 single family homes. The Association maintains a clubhouse with a kitchen, weight room, entertainment areas, a pool, a playground, and multiple common spaces throughout the community.

PRIOR RELEVANT EXPERIENCE

Mr. Skinner earned his Bachelor of Science degree in Civil Engineering from the University of Colorado Boulder. His relevant course work includes structural systems, construction engineering, materials science, computer aided design, and drainage systems engineering.

EDUCATION

University of Colorado Boulder - Civil Engineering

PROFESSIONAL AFFILIATIONS/DESIGNATIONS

Engineer Intern Certification - Florida



CHRISTOPHER C. DEWALL, P.E., PRA, RS
Vice President of Product Development

CURRENT CLIENT SERVICES

Christopher C. DeWall, a Professional Engineer, is a Vice President for Reserve Advisors. Mr. DeWall has been with Reserve Advisors since 2008 and is responsible for the inspection and analysis of the property's current condition, recommending engineering solutions to prolong the lives of building components, forecasting capital expenditures for the repair and/or replacement of the property components, and technical report preparation on assignments. He is responsible for conducting Life Cycle Cost Analysis and Capital Replacement Forecast services and the preparation of Reserve Study Reports for high and midrise buildings, country clubs, and townhomes and homeowner associations. Christopher DeWall often serves as Quality Assurance Reviewer for all types of developments to ensure our reports maintain the level of quality which is expected of our firm.



The following is a partial list of clients served by Christopher DeWall demonstrating his breadth of experiential knowledge of community associations in construction and related buildings systems.

Park Place Tower – Near the intersection of Lake Shore Drive and Irving Park Road in Chicago, this 56-story building was built in 1972 and converted to 901 condominiums in 2001. Residents enjoy the benefits of an expansive amenity deck atop the two-story garage, which includes a basketball court, sundeck and pool.

Burnham Park Plaza – Originally constructed as a 19-story YMCA hotel in Chicago in 1916, the building was converted to apartments in 1987, which included the addition of the 20th and 21st floors. The building includes a party room, spa and rooftop sun decks for the entertainment of 279 residents.

3600 Condominiums – Two 28-story towers were original constructed in 1959 and converted to condominiums in 1977. Just north of Belmont Harbor in Chicago, two rooftop sun decks and a four-story garage structure beneath the buildings serve the 604 residents.

12900 Lake Ave – Along the shore of Lake Erie and just outside Cleveland, this 21-story tower was built from 1969 to 1970 and converted to condominiums in 1979. Also known as The Carlyle on the Lake, the 553 residents enjoy the use of a park along the shore, indoor and outdoor pools, and an amenity level complete with two event rooms, a game room and a guest suite.

The Edgecliff – This 25-story tower sits on a hill overlooking the Ohio River and the city of Cincinnati. Built in 1968 and converted to condominiums in 2005, the residents enjoy an outdoor pool, five floors of garage parking, a guest suite and an on-site restaurant.

North Bank Condominium Home Owners Association - The definition of old meets new in two conjoined buildings in the arena district of Columbus, Ohio. A 20-story tower of wall-to-ceiling windows was built in 2006 next to the historic A&P grocery warehouse originally constructed in 1926. This unique combination of 103 units provides the option of a converted warehouse style loft or a high-rise apartment with stunning views of the Columbus skyline.

PRIOR RELEVANT EXPERIENCE

Before joining Reserve Advisors, Mr. DeWall attained his Bachelor of Science degree in Mechanical Engineering from the University of Wisconsin in Madison, Wisconsin. At the University of Wisconsin, Mr. DeWall helped design and fabricate a wheelchair with a seat capable of raising and lowering to and from the ground. Mr. DeWall is also the proud owner of a patent for a trigger lock on a pressure washer gun he developed while interning at Briggs and Stratton Power Products.

EDUCATION

University of Wisconsin - B.S. Mechanical Engineering

PROFESSIONAL AFFILIATIONS

Professional Engineer (P.E.) – Wisconsin, Illinois and Florida

Professional Reserve Analyst (PRA) - Association of Professional Reserve Analysts

Reserve Specialist (RS) - Community Associations Institute

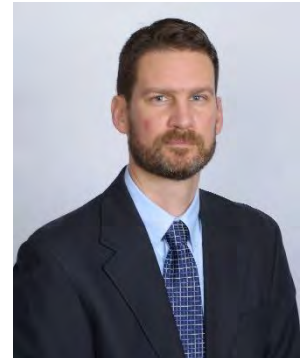


ALAN M. EBERT, P.E., PRA, RS
Director of Quality Assurance

CURRENT CLIENT SERVICES

Alan M. Ebert, a Professional Engineer, is the Director of Quality Assurance for Reserve Advisors. Mr. Ebert is responsible for the management, review and quality assurance of reserve studies. In this role, he assumes the responsibility of stringent report review analysis to assure report accuracy and the best solution for Reserve Advisors' clients.

Mr. Ebert has been involved with thousands of Reserve Study assignments. The following is a partial list of clients served by Alan Ebert demonstrating his breadth of experiential knowledge of community associations in construction and related buildings systems.



Brownsville Winter Haven Located in Brownsville, Texas, this unique homeowners association contains 525 units. The Association maintains three pools and pool houses, a community and management office, landscape and maintenance equipment, and nine irrigation canals with associated infrastructure.

Rosemont Condominiums This unique condominium is located in Alexandria, Virginia and dates to the 1940's. The two mid-rise buildings utilize decorative stone and brick masonry. The development features common interior spaces, multi-level wood balconies and common asphalt parking areas.

Stillwater Homeowners Association Located in Naperville, Illinois, Stillwater Homeowners Association maintains four tennis courts, an Olympic sized pool and an upscale ballroom with commercial-grade kitchen. The community also maintains three storm water retention ponds and a detention basin.

Birchfield Community Services Association This extensive Association comprises seven separate parcels which include 505 townhome and single family homes. This Community Services Association is located in Mt. Laurel, New Jersey. Three lakes, a pool, a clubhouse and management office, wood carports, aluminum siding, and asphalt shingle roofs are a few of the elements maintained by the Association.

Oakridge Manor Condominium Association Located in Londonderry, New Hampshire, this Association includes 104 units at 13 buildings. In addition to extensive roads and parking areas, the Association maintains a large septic system and significant concrete retaining walls.

Memorial Lofts Homeowners Association This upscale high rise is located in Houston, Texas. The 20 luxury units include large balconies and decorative interior hallways. The 10-story building utilizes a painted stucco facade and TPO roof, while an on-grade garage serves residents and guests.

PRIOR RELEVANT EXPERIENCE

Mr. Ebert earned his Bachelor of Science degree in Geological Engineering from the University of Wisconsin-Madison. His relevant course work includes foundations, retaining walls, and slope stability. Before joining Reserve Advisors, Mr. Ebert was an oilfield engineer and tested and evaluated hundreds of oil and gas wells throughout North America.

EDUCATION

University of Wisconsin-Madison - B.S. Geological Engineering

PROFESSIONAL AFFILIATIONS/DESIGNATIONS

Professional Engineering License – Wisconsin, North Carolina, Illinois, Colorado

Reserve Specialist (RS) - Community Associations Institute

Professional Reserve Analyst (PRA) - Association of Professional Reserve Analysts



RESOURCES

Reserve Advisors utilizes numerous resources of national and local data to conduct its Professional Services. A concise list of several of these resources follows:

Association of Construction Inspectors, (ACI) the largest professional organization for those involved in construction inspection and construction project management. ACI is also the leading association providing standards, guidelines, regulations, education, training, and professional recognition in a field that has quickly become important procedure for both residential and commercial construction, found on the web at www.iami.org.

American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc., (ASHRAE) the American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc., devoted to the arts and sciences of heating, ventilation, air conditioning and refrigeration; recognized as the foremost, authoritative, timely and responsive source of technical and educational information, standards and guidelines, found on the web at www.ashrae.org. Reserve Advisors actively participates in its local chapter and holds individual memberships.

Community Associations Institute, (CAI) America's leading advocate for responsible communities noted as the only national organization dedicated to fostering vibrant, responsive, competent community associations. Their mission is to assist community associations in promoting harmony, community, and responsible leadership.

Marshall & Swift / Boeckh, (MS/B) the worldwide provider of building cost data, co-sourcing solutions, and estimating technology for the property and casualty insurance industry found on the web at www.marshallswift.com.

R.S. Means CostWorks, North America's leading supplier of construction cost information. As a member of the Construction Market Data Group, Means provides accurate and up-to-date cost information that helps owners, developers, architects, engineers, contractors and others to carefully and precisely project and control the cost of both new building construction and renovation projects found on the web at www.rsmeans.com.

Reserve Advisors' library of numerous periodicals relating to reserve studies, condition analyses, chapter community associations, and historical costs from thousands of capital repair and replacement projects, and product literature from manufacturers of building products and building systems.

7. DEFINITIONS

Definitions are derived from the standards set forth by the Community Associations Institute (CAI) representing America's 305,000 condominium and homeowners associations and cooperatives, and the Association of Professional Reserve Analysts, setting the standards of care for reserve study practitioners.

Cash Flow Method - A method of calculating Reserve Contributions where contributions to the reserve fund are designed to offset the variable annual expenditures from the reserve fund. Different Reserve Funding Plans are tested against the anticipated schedule of reserve expenses until the desired funding goal is achieved.

Component Method - A method of developing a Reserve Funding Plan with the total contribution is based on the sum of the contributions for individual components.

Current Cost of Replacement - That amount required today derived from the quantity of a *Reserve Component* and its unit cost to replace or repair a Reserve Component using the most current technology and construction materials, duplicating the productive utility of the existing property at current *local* market prices for *materials*, *labor* and manufactured equipment, contractors' overhead, profit and fees, but without provisions for building permits, overtime, bonuses for labor or premiums for material and equipment. We include removal and disposal costs where applicable.

Fully Funded Balance - The Reserve balance that is in direct proportion to the fraction of life "used up" of the current Repair or Replacement cost similar to Total Accrued Depreciation.

Funding Goal (Threshold) - The stated purpose of this Reserve Study is to determine the adequate, not excessive, minimal threshold reserve balances.

Future Cost of Replacement - *Reserve Expenditure* derived from the inflated current cost of replacement or current cost of replacement as defined above, with consideration given to the effects of inflation on local market rates for materials, labor and equipment.

Long-Lived Property Component - Property component of Sweetwater Creek responsibility not likely to require capital repair or replacement during the next 30 years with an unpredictable remaining Useful Life beyond the next 30 years.

Percent Funded - The ratio, at a particular point of time (typically the beginning of the Fiscal Year), of the actual (or projected) Reserve Balance to the Fully Funded Balance, expressed as a percentage.

Remaining Useful Life - The estimated remaining functional or useful time in years of a *Reserve Component* based on its age, condition and maintenance.

Reserve Component - Property elements with: 1) Sweetwater Creek responsibility; 2) limited Useful Life expectancies; 3) predictable Remaining Useful Life expectancies; and 4) a replacement cost above a minimum threshold.

Reserve Component Inventory - Line Items in *Reserve Expenditures* that identify a *Reserve Component*.

Reserve Contribution - An amount of money set aside or *Reserve Assessment* contributed to a *Reserve Fund* for future *Reserve Expenditures* to repair or replace *Reserve Components*.

Reserve Expenditure - Future Cost of Replacement of a Reserve Component.

Reserve Fund Status - The accumulated amount of reserves in dollars at a given point in time, i.e., at year end.

Reserve Funding Plan - The portion of the Reserve Study identifying the *Cash Flow Analysis* and containing the recommended Reserve Contributions and projected annual expenditures, interest earned and reserve balances.

Reserve Study - A budget planning tool that identifies the current status of the reserve fund and a stable and equitable Funding Plan to offset the anticipated future major common area expenditures.

Useful Life - The anticipated total time in years that a *Reserve Component* is expected to serve its intended function in its present application or installation.



8. PROFESSIONAL SERVICE CONDITIONS

Our Services - Reserve Advisors, LLC ("RA") performs its services as an independent contractor in accordance with our professional practice standards and its compensation is not contingent upon our conclusions. The purpose of our reserve study is to provide a budget planning tool that identifies the current status of the reserve fund, and an opinion recommending an annual funding plan, to create reserves for anticipated future replacement expenditures of the subject property. The purpose of our energy benchmarking services is to track, collect and summarize the subject property's energy consumption over time for your use in comparison with other buildings of similar size and establishing a performance baseline for your planning of long-term energy efficiency goals.

Our inspection and analysis of the subject property is limited to visual observations, is noninvasive and is not meant to nor does it include investigation into statutory, regulatory or code compliance. RA inspects sloped roofs from the ground and inspects flat roofs where safe access (stairs or ladder permanently attached to the structure) is available. Our energy benchmarking services with respect to the subject property is limited to collecting energy and utility data and summarizing such data in the form of an Energy Star Portfolio Manager Report or any other similar report, and hereby expressly excludes any recommendations with respect to the results of such energy benchmarking services or the accuracy of the energy information obtained from utility companies and other third-party sources with respect to the subject property. The reserve report and any energy benchmarking report (i.e., any Energy Star Portfolio Manager Report) (including any subsequent revisions thereto pursuant to the terms hereof, collectively, the "Report") are based upon a "snapshot in time" at the moment of inspection. RA may note visible physical defects in the Report. The inspection is made by employees generally familiar with real estate and building construction. Except to the extent readily apparent to RA, RA cannot and shall not opine on the structural integrity of or other physical defects in the property under any circumstances. Without limitation to the foregoing, RA cannot and shall not opine on, nor is RA responsible for, the property's conformity to specific governmental code requirements for fire, building, earthquake, occupancy or otherwise.

RA is not responsible for conditions that have changed between the time of inspection and the issuance of the Report. RA does not provide invasive testing on any mechanical systems that provide energy to the property, nor can RA opine on any system components that are not easily accessible during the inspection. RA does not investigate, nor assume any responsibility for any existence or impact of any hazardous materials, such as asbestos, urea-formaldehyde foam insulation, other chemicals, toxic wastes, environmental mold or other potentially hazardous materials or structural defects that are latent or hidden defects which may or may not be present on or within the property. RA does not make any soil analysis or geological study as part of its services, nor does RA investigate vapor, water, oil, gas, coal, or other subsurface mineral and use rights or such hidden conditions, and RA assumes no responsibility for any such conditions. The Report contains opinions of estimated replacement costs or deferred maintenance expenses and remaining useful lives, which are neither a guarantee of the actual costs or expenses of replacement or deferred maintenance nor a guarantee of remaining useful lives of any property element.

RA assumes, without independent verification, the accuracy of all data provided to it. Except to the extent resulting from RA's willful misconduct in connection with the performance of its obligations under this agreement, you agree to indemnify, defend, and hold RA and its affiliates, officers, managers, employees, agents, successors and assigns (each, an "RA Party") harmless from and against (and promptly reimburse each RA Party for) any and all losses, claims, actions, demands, judgments, orders, damages, expenses or liabilities, including, without limitation, reasonable attorneys' fees, asserted against or to which any RA Party may become subject in connection with this engagement, including, without limitation, as a result of any false, misleading or incomplete information which RA relied upon that was supplied by you or others under your direction, or which may result from any improper use or reliance on the Report by you or third parties under your control or direction or to whom you provided the Report. NOTWITHSTANDING ANY OTHER PROVISION HEREIN TO THE CONTRARY, THE AGGREGATE LIABILITY (IF ANY) OF RA WITH RESPECT TO THIS AGREEMENT AND RA'S OBLIGATIONS HEREUNDER IS LIMITED TO THE AMOUNT OF THE FEES ACTUALLY RECEIVED BY RA FROM YOU FOR THE SERVICES AND REPORT PERFORMED BY RA UNDER THIS AGREEMENT, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE. YOUR REMEDIES SET FORTH HEREIN ARE EXCLUSIVE AND ARE YOUR SOLE REMEDIES FOR ANY FAILURE OF RA TO COMPLY WITH ITS OBLIGATIONS HEREUNDER OR OTHERWISE. RA SHALL NOT BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL, PUNITIVE OR EXEMPLARY DAMAGES OF ANY KIND, INCLUDING, BUT NOT LIMITED TO, ANY LOST PROFITS AND LOST SAVINGS, LOSS OF USE OR INTERRUPTION OF BUSINESS, HOWEVER CAUSED, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), BREACH OF WARRANTY, STRICT LIABILITY OR OTHERWISE, EVEN IF RA HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT WILL RA BE LIABLE FOR THE COST OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES. RA DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES WHATSOEVER, EXPRESS OR IMPLIED OR OF ANY NATURE, WITH REGARD TO THE SERVICES AND THE REPORT, INCLUDING, WITHOUT LIMITATION, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

Report - RA will complete the services in accordance with the Proposal. The Report represents a valid opinion of RA's findings and recommendations with respect to the reserve study and is deemed complete. RA will consider any additional information made available to RA within 6 months of issuing the Report and issue a revised Report based on such additional information if a timely request for a revised Report is made by you. RA retains the right to withhold a revised Report if payment for services was not tendered in a timely manner. All information received by RA and all files, work papers or documents developed by RA during the course of the engagement shall remain the property of



RA and may be used for whatever purpose it sees fit. RA reserves the right to, and you acknowledge and agree that RA may, use any data provided by you in connection with the services, or gathered as a result of providing such services, including in connection with creating and issuing any Report, in a de-identified and aggregated form for RA's business purposes.

Your Obligations - You agree to provide us access to the subject property for an inspection. You agree to provide RA all available, historical and budgetary information, the governing documents, and other information that we request and deem necessary to complete the Report. Additionally, you agree to provide historical replacement schedules, utility bills and historical energy usage files that RA requests and deems necessary to complete the energy benchmarking services, and you agree to provide any utility release(s) reasonably requested by RA permitting RA to obtain any such data and/or information from any utility representative or other third party. You agree to pay actual attorneys' fees and any other costs incurred to collect on any unpaid balance for RA's services.

Use of Our Report and Your Name - Use of the Report is limited to only the purpose stated herein. You acknowledge that RA is the exclusive owner of all intellectual property rights in and relating to the Report. You hereby acknowledge that any use or reliance by you on the Report for any unauthorized purpose is at your own risk and that you will be liable for the consequences of any unauthorized use or distribution of the Report. Use or possession of the Report by any unauthorized third party is prohibited. The Report in whole or in part ***is not and cannot be used as a design specification for design engineering purposes or as an appraisal.*** You may show the Report in its entirety to the following third parties: members of your organization (including your directors, officers, tenants and prospective purchasers), your accountants, attorneys, financial institutions and property managers who need to review the information contained herein, and any other third party who has a right to inspect the Report under applicable law including, but not limited to, any government entity or agency, or any utility companies. Without the written consent of RA, you shall not disclose the Report to any other third party. By engaging our services, you agree that the Report contains intellectual property developed (and owned solely) by RA and agree that you will not reproduce or distribute the Report ***to any party that conducts reserve studies without the written consent of RA.***

RA will include (and you hereby agree that RA may include) your name in our client lists. RA reserves the right to use (and you hereby agree that RA may use) property information to obtain estimates of replacement costs, useful life of property elements or otherwise as RA, in its sole discretion, deems appropriate.

Payment Terms, Due Dates and Interest Charges - If reserve study and energy benchmarking services are performed by RA, then the retainer payment is due upon execution of this agreement and prior to the inspection by RA, and any balance is due net 30 days from the Report shipment date. If only energy benchmarking services are performed by RA, then the retainer payment is due upon execution of this agreement and any balance is due net 30 days from the Report shipment date. In any case, any balance remaining 30 days after delivery of the Report shall accrue an interest charge of 1.5% per month. Unless this agreement is earlier terminated by RA in the event you breach or otherwise fail to comply with your obligations under this agreement, RA's obligations under this agreement shall commence on the date you execute and deliver this agreement and terminate on the date that is 6 months from the date of delivery of the Report by RA. Notwithstanding anything herein to the contrary, each provision that by its context and nature should survive the expiration or early termination of this agreement shall so survive, including, without limitation, any provisions with respect to payment, intellectual property rights, limitations of liability and governing law. We reserve the right to limit or decline refunds in our sole discretion. Refunds vary based on the applicable facts and circumstances.

Miscellaneous – Neither party shall be liable for any failures or delays in performance due to fire, flood, strike or other labor difficulty, act of God, act of any governmental authority, riot, embargo, fuel or energy shortage, pandemic, wrecks or delays in transportation, or due to any other cause beyond such party's reasonable control; provided, however, that you shall not be relieved from your obligations to make any payment(s) to RA as and when due hereunder. In the event of a delay in performance due to any such cause, the time for completion or date of delivery will be extended by a period of time reasonably necessary to overcome the effect of such delay. You may not assign or otherwise transfer this agreement, in whole or in part, without the prior written consent of RA. RA may freely assign or otherwise transfer this agreement, in whole or in part, without your prior consent. This agreement shall be governed by the laws of the State of Wisconsin without regard to any principles of conflicts of law that would apply the laws of another jurisdiction. Any dispute with respect to this agreement shall be exclusively venued in Milwaukee County Circuit Court or in the United States District Court for the Eastern District of Wisconsin. Each party hereto agrees and hereby waives the right to a trial by jury in any action, proceeding or claim brought by or on behalf of the parties hereto with respect to any matter related to this agreement.

SEVENTH ORDER OF BUSINESS

**MARSHALL CREEK COMMUNITY DEVELOPMENT DISTRICT AND
SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT
AMENITY CENTERS, TOLOMATO RIVER BOARDWALK, ATHLETIC
PARK, AND COMMUNITY PARKS**

POLICIES

Adopted November 12, 2003
Revised through May 22, 2006
Revised through June 27, 2007
Revised through July 11, 2007
Revised through November 12, 2008
Revised through February 10, 2010
Revised through July 14, 2010
Revised through March 10, 2011
Revised through September 14, 2011
Revised through January 16, 2013
Revised through November 16, 2016
Revised through February 15, 2017
Revised through August 22, 2018
Revised through February 20, 2019
Revised through July 17, 2019
Revised through September 15, 2021
Revised through April 7, 2022
Revised April 6, 2023
Revised February 6, 2024
[Revised May 1, 2025](#)

SECTION A.
DEFINITIONS

1. District(s) – Shall mean the Marshall Creek Community Development District (MCCDD) and/or Sweetwater Creek Community Development District (SCCDD).
2. Manager – Shall mean the person or entity legally charged with the daily operation and management of the Palencia Amenity Centers.
3. Amenity Centers or Amenity Facilities – Shall refer to the Palencia Amenity Centers including the ~~pool areas~~ [pools and surrounding areas \(family pool, unheated lap pool, and competition lap pool\)](#), exercise rooms, [fitness center](#), clubhouses, pavilions, tennis courts, tennis pro shop, Tolomato River Boardwalk (hereinafter defined), pickleball courts, and any other facilities which are owned by the Districts and are available to Patrons, as defined herein.
4. Tennis Center or Tennis Facilities – Shall include the tennis courts and tennis pro shop.
5. Swim and Fitness Center – Shall include the pool areas, exercise rooms, and building and its attachments.

6. Athletic Park – Shall mean the athletic fields and the Athletic Park Pavilion. These are not included within the District and are open to the general public and are not part of the Amenity Centers.
7. Community Parks – Shall mean the community neighborhood parks, The Village Green, and other common areas not included in #3 and #6 above.
8. Patron – Shall mean property owners of the Marshall Creek Community Development District and Sweetwater Creek Community Development District, and those persons permanently residing in the same dwelling unit as the property owner; and non-property owners, who have paid the Annual User Fee for the use of the Palencia Amenity Centers, and those persons permanently residing in the same dwelling unit as the non-property owner.
9. Annual User Fees – Shall mean that fee established by the Marshall Creek Community Development District and/or Sweetwater Creek Community Development District for the use of the Amenity Centers.
10. Patron Card – An electronic identification card issued by the District to Patrons. Patron Cards are intended to facilitate security and safety for Patrons and protect the Amenity Facilities from non-Patron entry. Under no circumstances shall a Patron provide their Patron Card to another person, whether Patron or non-Patron, to allow access to the Amenity Facilities. Patrons may not intentionally leave doors, gates, or other entrance barriers open to allow entry by non-Patrons.
- ~~11.~~ Guest Privileges – Privileges included with the aforementioned Patron account authorizing Patrons thirty (30) individual guest entries for the Swim and Fitness Center and eight (8) guest entries for the Tennis Center per year. Guest passes are required for the Tennis Center and Swim and Fitness Center every day of the year; and (except as specifically provided for herein) Patrons must accompany their guest(s) to the Swim and Fitness Center. Guest passes for the Swim and Fitness Center are not required for caregivers, such as home health professionals or other health aides, of a child or a special needs adult. Caregivers may only have access to the Marshall Creek CDD family pool; however, special needs adult caregivers may have access to the fitness facility. The child or special needs adult must be present with his or her(s) ~~a Patron~~ amenity eCard. Caregivers must be pre-registered prior to admittance. See attached addendum A for additional details on the Guest Pass Programs.
- ~~12.~~ 11. Summer Guest Pass – A Summer Guest Pass is issued by the Districts for a purchase price of \$150 for unlimited use between Memorial Day and Labor Day and is only valid for one year at a time. The Summer Guest Pass is limited to one individual guest for the Swim and Fitness Center and limited to one individual guest for the Tennis Center. The Summer Guest Pass does not require the resident to be present with the guest user during amenities use. A Summer Guest Pass does not allow the guest user to take classes or use Child Watch.
- ~~13.~~ 12. House Guest – An individual who is residing on a temporary basis (for two weeks or less) in the same dwelling unit as the Patron. A House Guest is not an individual who rents all or part of a Patron's home on a short-term basis (i.e., less than thirty (30) days) or as a vacation rental.
- ~~14.~~ 13. Guest – Any person whom the Patron wishes to accompany them while utilizing the Amenity Centers. However, a guest may be a guest of a single or multiple Patron(s) for the Tennis Center no more than a total of eight (8) times per calendar year. This term does not include guests or

invitees of the Amenity Centers during swim meets, tennis tournaments, or other organized activities. There is a limit of three (3) Guests per Patron at one time at the SCCDD facilities located at 1865 North Loop Parkway, including the competition lap pool, fitness center, and pickleball courts.

- ~~15.14.~~ Boardwalk – Elevated boardwalks that interconnect neighborhoods and areas throughout the community, including the boardwalk along The Promenade.
- ~~16.15.~~ Tolomato River Boardwalk – Elevated Tolomato River Boardwalk which entrance can be found at the terminus end of Costa Blanca Rd. in North River, Phase II of Palencia, that stretches the length of approximately 7/8th of a mile east-north-eastward into the marsh area and splitting into a “Y” on a couple of intracoastal waterway island pods.
- ~~17.16.~~ Ingress/Egress Facilities – Shall mean all District-owned roads, sidewalks, gates and access monitoring equipment.
- ~~18.17.~~ Facilities – Shall collectively mean the Amenity Center and Amenity Facilities, Tennis Center, Tennis Facilities, Swim and Fitness Center, the Village Green, Dog Park, Community Parks, Boardwalk, Tolomoto River Boardwalk, Ingress/Egress Facilities, and any other real or personal property owned or leased by a District.
18. Policies – Shall mean these Policies governing the use of the Amenity Facilities.
19. Legal Guardian – Shall mean the parent(s) of a minor in accordance with Section 744.301, *Florida Statutes*, or another guardian appointed in accordance with Chapter 744, *Florida Statutes*. The Districts reserve the right to request proof of guardianship.

SECTION B.

GENERAL PROVISIONS

1. An active Patron Card is required to utilize any of the Amenity Centers. Patrons must present their Patron Card and register with amenity staff upon entering the Amenity Centers. Amenity staff may refuse entry if an active Patron Card is not presented.
2. Children under the ages of twelve (12) for Tennis Center, eight (8) for playgrounds, fourteen (14) for MCCDD swimming pools, (14) fourteen for SCCDD competition lapswimming pool, and sixteen (16) for the fitness center, years of age must be accompanied by a parent or Legal Guardian eighteen (18) years of age or older, unless specifically stated elsewhere in the Policies. No child under the age of fourteen (14) is allowed in the fitness areas.
3. The Amenity Centers hours of operation shall be established by the Manager and based upon seasonal and other considerations and shall be published to the Patrons in a manner determined by the Manager.
4. Alcoholic beverages shall not be served or sold, nor permitted to be consumed, except for catered events or as specifically authorized in the Policies.
5. Pet and Service Animal Policy:

- a. Unless otherwise posted, dogs or other pets (with the exception of Service Animal(s) trained to do work or perform tasks for an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability) are not permitted in the Amenity Centers or Tennis Facilities. Pets are permitted at the Community Parks, but must always be leashed, and pet owners are to pick up any waste the pets may produce when in the park(s) or along the path of travel to and from the park(s).
 - b. A Service Animal must be kept under the control of its handler by leash or harness, unless doing so interferes with the Service Animal's work or tasks or the individual's disability prevents doing so. The District may remove the Service Animal under the following conditions:
 - If the Service Animal is out of control and the handler does not take effective measures to control it;
 - If the Service Animal is not housebroken; or
 - If the Service Animal's behavior poses a direct threat to the health and safety of others.
 - c. The District is prohibited from asking about the nature or extent of an individual's disability in order to determine whether an animal is a Service Animal or pet. However, the District may ask whether an animal is a Service Animal required because of a disability and what work or tasks the animal has been trained to perform.
6. Vehicles, including golf carts, scooters, and bicycles must be parked in designated areas. Unless designated otherwise, 4-wheel passenger vehicles and golf carts must be parked in the parking lots. Vehicles shall not be parked on grass lawns, or in any manner which blocks the normal flow of traffic. Golf carts are strictly prohibited in Community parks, The Village Green, elevated boardwalks, The Promenade, and pedestrian sidewalks.
7. Fireworks of any kind are not permitted anywhere on the MCCDD or SCCDD grounds or adjacent areas.
8. No Patron or Guest is permitted in the service areas of the Facilities.
9. The Board of Supervisors reserves the right to amend or modify the Policies when necessary and will notify the residents of any changes.
10. Members of the Boards of Supervisors, the District Managers, and MCCDD and SCCDD Managers and authorized employees shall have full authority to enforce these policies, rules and regulations.
11. Patron Cards shall be issued to Patrons at the time their membership commences. All Patrons must present their Patron Card for entrance to the Amenity Centers. All lost or stolen Patron Cards should be reported immediately to the Manager. There will be a \$10.00 replacement fee.
12. Smoking (including electronic cigarettes) is not permitted anywhere in the Amenity Centers or other areas as designated by law.
13. All Guests must be registered and accompanied by a resident before entering the Amenity Centers.

14. Disregard of these policies and rules may result in expulsion from the Amenity Centers and/or loss of Amenity Center privileges.
15. Any exceptions to the Policies must be made in writing by the Manager prior to the time any such contrary action is taken.
16. Swimming, boating, jet skiing, paddle-boarding, or in any way entering or being on top of any retention/detention pond, lake, or other body of water within the Districts shall be prohibited.
16. Bicycles, e-bicycles, and scooters must be parked at a bike rack. It is not permitted to park unsecured bicycles, e-bicycles, or scooters against doorways, hallways, etc.

These bodies of water are subject to, among other legal restrictions, conservation easements to protect the natural habitat for plants and wildlife, including alligators, which are known to cause serious bodily injury and death. This rule shall not apply to the Districts' employees, contractors, or other authorized individuals when servicing the retention/detention ponds, lakes, or other bodies of water within the Districts.

SECTION C.

LOSS OR DESTRUCTION OF PROPERTY OR INSTANCES OF PERSONAL INJURY

Each Patron and Guest as a condition of invitation to the premises of the Amenity Centers assumes sole responsibility for his or her personal property. The Districts, their agents, employees, and contractors shall not be responsible for the loss or damage to any private property used or stored on the premises of the Amenity Centers, whether in lockers or elsewhere.

No person shall remove from the room in which it is placed or from the Amenity Centers' premises any property or furniture belonging to the Districts, the Districts' Board of Supervisors, their agents, employees, or contractors without proper authorization. Patrons and Guests shall be liable for any property damage to the Facilities and/or personal injury at the Amenity Centers, or at any activity or function operated, organized, arranged, or sponsored by the Districts or their contractors which is caused by the Patron or their Guests. The Districts reserve the right to pursue any and all legal and equitable measures necessary to remedy any losses due to any such property damage or personal injury.

Any Patron, Guest or other person who, in any manner, makes use of or accepts the use of any apparatus, appliance, facility, privilege or service whatsoever owned, leased or operated by the Districts, the Districts' Board of Supervisors, its agents, employees or contractors, or who engages in any contest game, function, exercise, competition, or other activity operated, organized, arranged, or sponsored by them, either on or off the Amenity Centers' premises, shall do so at his or her own risk, and shall hold the Districts, the Districts' Board of Supervisors, their agents, employees, and contractors harmless for any and all loss, cost, claim, injury, damage, or liability sustained or incurred by him or her, resulting there from and/or from any act of omission of the Districts, the Districts' Board of Supervisors, its agents, employees, or contractors. Any Patron shall have, owe, and perform the same obligation to the Districts, the Districts' Board of Supervisors, their agents, employees, or contractors hereunder in respect to any loss, cost, claim, injury, damage, or liability sustained or incurred by any Guest or family member of such Patron.

Should any party bound by the Policies bring suit against the Districts, the Districts' Board of

Supervisors, its agents, employees, or contractors in connection with any event operated, organized, arranged, or sponsored by the Districts or any other claim or matter in connection with any event operated, organized, arranged, or sponsored by the Districts, and fail to obtain judgment therein against the Districts, the Districts' Board of Supervisors, their agents, employees, or contractors, said party shall be liable to the Districts for all costs and expenses incurred by it in the defense of such suit (including court costs and attorneys' fees through all appellate proceedings).

SECTION D.

GENERAL SWIMMING POOL RULES

1. All Patrons and Guests must sign in upon entry of the pool area in MCCDD or SCCDD. The pools governed by these rules are the MCCDD Adult Pool, MCCDD Family Pool, MCCDD Wading Pool and the SCCDD Swimming Pool.
The maximum bathing capacity of the pools is as follows:

MCCDD Adult Pool	42 people
MCCDD Family Pool	130 people
MCCDD Splash Pad	10 people
SCCDD Swimming Pool	91 people
2. Lifeguards are on duty on a seasonal basis only.
3. Children under fourteen (14) years of age entering the MCCDD Family Pool, and those under fourteen (14) years of age entering the SCCDD Swimming Pool must be accompanied by a ~~parent~~ or Legal gGuardian of at least eighteen (18) years of age, unless otherwise provided for herein.
4. When lifeguards are on duty, ~~parents or Legal gGuardians~~ may, by completing and signing the appropriate form, designate teenagers between the ages of fourteen (14) and seventeen (17) as "Supervising Companions" for their children. Each Supervising Companion may accompany one child at a time who is under the age of six (6) or up to two children at a time who are between the ages of six (6) and eleven (11). Staff reserves the right to terminate an individual's privilege of being designated as a Supervising Companion if, in staff's sole discretion, such individual is not fulfilling his or her responsibilities as a Supervising Companion.
5. Additionally, subject to the receipt of a consent form from a ~~parent or Legal gGuardian~~, Patrons under the age of fourteen (14) may use the MCCDD Family Pools and Patrons under the age of fourteen (14) may use the SCCDD Swimming Pool under the direct supervision of the Swim Team Coaching Staff or District-authorized Swim Lesson Staff Members.
6. Radios, televisions, and the like may be listened to if played at a volume, which is not offensive to other Patrons and Guests.
7. Swimming is permitted only during designated hours, as posted at the pool. No swimming is permitted during non-designated hours nor when a tarp is covering the pool.
8. Showers are required before entering the pool.
9. Glass containers, aluminum cans, and other sharp or potentially hazardous objects are not permitted in the pool area.

10. Children under three (3) years of age, and those who are not reliably toilet trained, must wear rubber lined swim diapers, as well as a swimsuit over the swim diaper, to reduce the health risks associated with human waste in the swimming pool/deck area. *See* Section F. Feces Policy, page #8.
11. Play equipment, such as floats, rafts, snorkels, dive sticks, and flotation devices must be presented to the MCCDD Amenity Center staff for approval prior to use. The aforementioned play equipment is prohibited at the SCCDD Swimming Pool. The MCCDD Amenity Center reserves the right to prevent usage of such play equipment during times of peak or scheduled activity at the pool, or if the equipment provides a safety concern.
12. The pools will be closed once per week on Monday (unless otherwise noted) in order to facilitate maintenance.
13. Bicycles, skateboards, roller blades, scooters, and golf carts are not permitted on the pool deck area inside the pool gates at any time.
14. No one shall block or place an object to block any exit or entrance to a pool area.
15. Food delivery from outside food vendors is prohibited within the pool/deck area. All food deliveries from outside vendors are required to be delivered to the front desk of the Amenity Center.
16. Hanging on the lane lines, interfering with the lap-swimming lane, and unauthorized diving are prohibited.
17. The Amenity Centers' staff reserves the right to control all programs and activities, including the number of guest participants, equipment, and supplies usage, etc. conducted at the pool including swim lessons, aquatic/recreational programs, and pool parties.
18. Any person swimming when the pool is closed may be suspended from using the pool. The hours during which the pool is attended by a lifeguard will be posted. All Guests must be registered. Guests, other than House Guests, must be accompanied by a Patron before entering the Amenity Centers.
19. Proper swim attire (no cutoffs) must be worn in and around the pool.
20. No chewing gum is permitted in the pool or on the pool deck area.
21. Outside alcoholic beverages are not permitted in the pool area, but instead may be purchased at the poolside café. Notwithstanding the prior sentence, alcoholic beverages may be consumed in the Amenity Centers (including the pool deck) at events pre-approved by MCCDD and/or SCCDD.
22. No diving, jumping, pushing, running, or other horseplay is allowed in the pool or on the pool deck area. Facility staff reserves the right to enforce pool warnings, as set forth in this document, including 1st warnings, "time-outs," suspensions, and expulsions.
23. All diapers or changing of clothes must be done in the outside pool bathrooms.

24. Radio controlled watercrafts are not allowed in the pool area, unless it is a MCCDD and/or SCCDD sponsored event.
25. Pool entrances must be kept clear at all times.
26. Smoking (including electronic cigarettes) is not permitted in the Amenity Centers, in any pool, on any pool deck, or any other area as designated by law.
27. No pets (except for Service Animals) are allowed in the pool area.
28. No swinging on ladders, fences, or railings is allowed.
29. Pool furniture is not to be removed from the pool area.
30. Loud, profane, or abusive language is prohibited.
31. Children less than forty inches tall are not permitted to ride the MCCDD Family Pool slide.
MCCDD Family Pool Slide Rules:
 - a. Patron must be able to climb and slide unassisted.
 - b. One person at a time.
 - c. Slide feet first and face up.
 - d. Wait for lifeguard to signal before starting the ride.
 - e. Do not run, dive, stand, knell, rotate, or stop in the slide.
 - f. Keep arms, hands, and legs inside flume at all times.
 - g. No flotation devices are allowed on the water slide unless specifically provided by lifeguard for the purpose of use on the slide.
 - h. The slide may only be used while lifeguards are on duty.
 - i. No shorts with snaps or rivets will be allowed.
 - j. The slide is to be used at your own risk.
 - k. For safety reasons, pregnant women and persons with health conditions or back problems should not ride the water slide.

32. All ~~P~~Patrons must be 18 years of age or older to use the MCCDD Adult Pool and deck.

~~32.~~33. For safety reasons, all Patrons must dry off completely before entering the indoor areas of the Amenity Facilities.

Lap Swimming Rules

All Patrons in a lap lane must swim laps. Maximum occupancy is 4 Patrons per lane.

Individuals not swimming laps or slow swimmers will be asked to leave the lap lanes and use recreation/social area at the MCCDD Adult Pool. Only Patrons eighteen (18) years or older are permitted to use the lap lanes at the MCCDD Adult Pool. Patrons younger than eighteen (18) years old may use the SWCCDD Swimming Pool and MCCDD Family Pool for swimming laps. Children under fourteen (14) years of age entering the MCCDD Family Pool, and those under sixteen (16) years of age entering the SCCDD Swimming Pool must be accompanied by a parent or other Legal Guardian as defined in these Policies, unless otherwise provided for herein.

No one is permitted to conduct swim lessons in District pools absent prior written authorization from the District(s). Under no circumstances may swim lessons interfere with Patron pool usage or swim team practice schedules. All swim lessons must be coordinated with the Director of Amenities and are subject to relocation if they interfere with the uses described herein.

1. Equipment such as pull buoys, masks, fins, snorkels, and paddles may be used at the MCCDD Adult Pool only with prior approval.
2. Patrons must swim in a circular direction.
3. The SCCDD Swimming Pool may be utilized by certain swim teams at certain times. Management has discretion to determine the number of lanes to be used at the SCCDD Swimming Pool when the swim team is utilizing the SCCDD Swimming Pool.
4. The SCCDD swimming pool is “heat capable.”

SECTION E. SWIMMING POOL: THUNDERSTORM POLICY

The lifeguards, if present, are in control of the operation of the swimming pool during thunderstorms and heavy rain. The lifeguards will control whether swimming is permitted or not during the times the pool is attended. During periods of heavy rain, thunderstorms, and other inclement weather the pool will be closed.

SECTION F. SWIMMING POOL: FECES POLICY

1. No one shall pollute the pool. The Patron responsible for the individual who pollutes the pool is liable for any costs incurred in treating and reopening the pool.
2. If contamination occurs, the pool will be closed for twelve (12) hours and the water will be

shocked with chlorine to kill the bacteria.

3. Parents should take their children to the restroom before entering the pool.
4. If a child is not completely potty-trained, they must wear rubber lined swim diapers swim diaper, as well as a swimsuit over the swim diaper, at all times.

SECTION G.

GENERAL FITNESS CENTER RULES

1. Usage of the fitness center is permitted only during designated operating hours, as posted at the fitness center.
2. Children aged fourteen (14) and fifteen (15) years of age must be accompanied by a ~~parent or~~ Legal Guardian of at least eighteen (18) years of age to use the fitness area. No children under the age of fourteen (14) are allowed in the fitness area, except that:
 - (a) Children aged thirteen (13) years and older may use the cardio and strength rooms of the fitness center upon the following conditions:
 - (1) Child must be accompanied by a ~~parent or~~ Legal Guardian of at least eighteen (18) years of age; and
 - (2) Child is involved in an organized sport activity where fitness training is integral to the sport activity, as validated by their coach in writing; and
 - (3) Coach and child's physician provide a written training program and attests that the child has the mental and physical ability to participate in the training; and
 - (4) All documentation required herein shall be provided to a CDD fitness trainer for approval.
3. The sauna and steam room may only be used by Patrons at least sixteen (16) years of age.
4. All users must register before entering. Use of the equipment is at your own risk.
5. Guests and House Guests must be accompanied by a Patron and register upon entering.
6. All Patrons and Guests using the fitness center are expected to conduct themselves in a responsible, courteous, and safe manner in compliance with fitness center rules and regulations.
7. Appropriate clothing is always required in the fitness center. Appropriate clothing means t- shirts, shorts, leotards, and/or sweat suits.
8. All Patrons and Guests must wear athletic footwear, which covers the entire foot.
9. Food is permitted in lobby area only. Water and sports drinks in non-glass containers, however, are permitted in the fitness center when sealed and covered.
10. Smoking, electronic cigarettes, and smokeless tobacco products are not permitted anywhere in the fitness center.

11. Chewing of gum is not permitted in the fitness center.
- ~~12.~~ Headphones are to be used with all electronic devices.
- ~~12-13.~~ Tripods and other bulky equipment used for filming or photography are not permitted absent prior written consent from the District(s). Patrons may not film others on District property without their consent.
- ~~13-14.~~ Loud, profane, or abusive language is prohibited.
- ~~14-15.~~ Patrons and Guests exercise at their own risk. Everyone is responsible for his or her own safety.
- ~~15-16.~~ All emergencies or injuries must be reported to the Manager, as well as the District Management Office. Disregarding any fitness center rule will result in expulsion from the fitness center and/or loss of fitness center privileges.
- ~~16-17.~~ All broken equipment should immediately be reported to the Manager on duty as well as the General Manager, whose phone number is (904) 829-8584 or (904) 810-0520.
- ~~17-18.~~ Equipment may not be removed from the fitness center for any reason.
- ~~18-19.~~ Everyone is responsible for wiping off the equipment after use.
- ~~19-20.~~ You should limit cardiovascular equipment usage to 30 minutes if others are waiting for the equipment, stepping aside between multiple sets on the weight equipment, and restacking weights after usage. Patrons are not permitted to “save” or reserve equipment that they are not actively using.
- ~~20-21.~~ The Amenity Centers reserves the right to authorize all programs and activities at the fitness facility including group fitness classes, personal training, massage/spa services, etc. and reserve the right to discontinue any such program(s) or activities due to concerns with safety and other conflicts with the operation of the Amenity Centers.
- ~~21-22.~~ Everyone is responsible for removing the weight plates that he or she has used on the plate- loaded machine and returning all plates, dumbbells, barbells, and other equipment to the proper storage places.
- ~~22-23.~~ Hand chalk is not permitted.
- ~~23-24.~~ Weight plates are not to be attached to weight stacks on the machines.
- ~~24-25.~~ Weights, dumbbells, and bars shall be not to be dropped. Everything should be placed down gently.
- ~~25-26.~~ Benches and machines are not to be stepped on.
- ~~26-27.~~ Dumbbells, weight plates, and barbells shall not be placed on the benches.
- ~~27-28.~~ Dogs and other pets (with the exception of Service Animals) are not permitted in the Fitness

Center.

~~28-29.~~ Private fitness trainers are not allowed. All trainers are pre-approved by the MCCDD and SCCDD providing evidence of acceptable training certificates and insurance as required by the MCCDD and SCCDD.

SECTION H. TENNIS FACILITY RULES

1. All players shall check in at the tennis pro shop prior to playing. Unreserved tennis courts will be assigned on a first come, first serve basis. Clinic, lesson, and guest fees are to be paid prior to stepping on the court(s).
2. A member may make a court reservation by calling the tennis shop or in person. Reservations are allowed for one court, up to 72 hours in advance.
3. The length of time for a court reservation is 1 1/2 hours for singles and 2 hours for doubles. If a member arrives more than 15 minutes late for a reservation, that court will be forfeited if there are others waiting.
4. Tennis court usage may be limited or suspended from time to time for sponsored events or lessons, as approved by the Manager.
5. Proper tennis attire shall be worn at all times; cutoffs or jeans are prohibited. Only smooth sole tennis shoes shall be worn. Running shoes and cross-training shoes are prohibited due to risk of injury and damage to courts.
6. Proper court etiquette should be observed at all times. Profanity and/or disruptive behavior are prohibited.
7. Use of the tennis courts is permitted only during operating hours, as posted.
8. Tennis courts are for tennis only. Equipment such as skateboards, roller blades, or scooters are not allowed on courts.
9. Children under twelve (12) years of age must be accompanied by a parent or other person of at least eighteen (18) years of age.
10. Glass containers, food, and smoking (including electronic cigarettes) are prohibited on or near the courts.
11. All vehicles, including, but not limited to, golf carts, bicycles, baby carriages/strollers, and scooters, are restricted from being parked on or near the tennis courts. Golf carts shall be parked in the parking lot. Bicycles, E-Bicycles, and scooters ~~shall~~ must be parked at the bike rack located by Court 1.
12. The Amenity Center reserves the right to authorize all programs and activities at the tennis center including tennis tournaments, clinics, lessons, socials, etc. and reserves the right to discontinue

any such programs or activities due to concerns with safety and other conflicts with the operation of the Amenity Centers.

13. Patrons may bring beer and/or wine for their responsible personal consumption at designated areas and times as designated by the staff within the Tennis Facility.

SECTION I.

AMENITY CENTER ROOM RENTAL POLICY

1. Only Patrons may utilize the Amenity Centers for private parties.
2. The current pool regulations and the Policies apply.
3. Check with the Manager regarding the anticipated date for the party in order to determine availability. A reservation must be made, and a private rental agreement accepted by the Amenity Manager prior to date of rental.
4. No trackless trains, trampolines, or battery- or gas-powered vehicles of any kind are permitted in the Amenity Center or Pool Pavilion at any time. The staking of tents and other acts which may cause damage to the MCCDD Amenity Center or Pool Pavilion facilities or grounds are also prohibited. The staking of tents is allowed at the SCCDD Amenity Center during swim team competition and are permitted on the grass at the rear of the SCCDD Amenity Center building only.

SECTION J.

ATHLETIC PARK AND ATHLETIC PARK PAVILION POLICIES

1. For rules and regulations of the Athletic Park and the Athletic Park Pavilion, please visit <http://www.co.st-johns.fl.us/Recreation/pavilions.aspx>.
2. All reservations are to be made directly with the County to reserve the Athletic Park Pavilion for the St. Johns County Park and Pavilion at Palencia, located at 649 Palencia Club Drive, St. Augustine, FL 32095. The Palencia Amenity Centers will no longer accept reservations, and will refer all calls to:

St. Johns County Parks & Recreation; phone number (904) 209-0333

Please be advised that although the pavilion area can be reserved, the County nor the MCCDD can deny other members of the general public from use of the playground area or athletic fields during a scheduled event.

3. For Athletic Park and ball field reservations, please contact the coordinator at the St Johns County Parks and Recreation department at (904) 209-0333.

SECTION K.

MCCDD VILLAGE GREEN POLICIES

For the comfort and safety of all residents and ~~g~~Guests, all children under the age of sixteen (16) years of age must be accompanied by a ~~parent or~~ Legal ~~g~~Guardian of at least eighteen (18) years of age while on the Village Green. The Village Green is not a “playing” park area. There are several areas appropriate for children to play in the community. Therefore, the following activities/items are prohibited on the Village Green:

1. Running, rough playing;
2. Playing with or around the water fountains or any of the water areas;
3. Touching, removing, picking up, or throwing of the rocks, mulch, or plant materials (including fruit from the trees);
4. Loud noise; and
5. Golf carts, bicycles, scooters, and skateboards – foot traffic is the only mode of traffic.

SECTION L. DOG PARK POLICIES

1. The park’s operating hours are dawn to dusk.
2. The park is not staffed and shall be used at the user’s own risk. The Sweetwater Creek Community Development District is not responsible for injuries to visiting dogs, their owners, or others using the park, nor is the District responsible for the escape of any visiting dogs.
3. Dispose of trash in proper receptacle.
4. Park for use by residents, ~~p~~Patrons and ~~g~~Guests only.
5. All owners are responsible for the behavior of their dogs at all times.
6. Dogs must be leashed while entering and exiting dog park.
7. Dog waste must be cleaned up by owner immediately.
8. Owners must be within dog park and supervising their dog with leash readily available.
9. Handler must be at least 16 years of age.
10. Children under 12 must be accompanied by an adult and supervised at all times.
11. Aggressive dogs must be removed immediately.
12. Dogs should be under voice control.
13. Dogs must wear current county tags and have a current rabies vaccination.
14. Owners must immediately fill in any holes dug by their dogs.

15. Dogs in heat are not allowed in the park.
16. Limit three dogs per adult dog handler.
17. Puppies under four months of age shall not enter the dog park.
18. Human or dog food inside the dog park is prohibited.
19. Dog toys are not permitted inside the dog park.
20. The dog park is designated a “No Smoking” (including electronic cigarettes) area.

SECTION M. **PICKLEBALL COURTS**

All Patrons and Guests using the pickleball courts are expected to conduct themselves in a responsible, courteous and safe manner in compliance with all policies and rules governing the Amenity Facilities. Disregard or violation of the District’s policies and rules or misuse or destruction of pickleball equipment may result in the suspension or termination of Amenity Facilities privileges. Guests may use the pickleball courts [only](#) if accompanied by a Patron.

Please note that people using the pickleball courts do so at their own risk. Persons interested in using the pickleball courts are encouraged to consult with a physician prior to using the facility.

- (1) *Hours:* The pickleball courts are available for use by Patrons and Guests, consistent with these Policies, during normal operating hours of 7:00 AM to 9:00 PM.
- (2) *Proper Attire:* Proper pickleball shoes and attire are required at all times while on the courts.
- (3) *Reservations:* Patrons may reserve a pickleball court by contacting the Amenity Center to create an account through the Court Reserve program. Once an account is created, all reservations and signups for court use are to be conducted through Court Reserve.
- (4) *General Policies:*
 - Proper pickleball etiquette shall be adhered to at all times. The use of profanity or disruptive behavior is prohibited.
 - People using the pickleball courts must supply their own equipment (rackets, balls, etc.).
 - The pickleball courts are for the play of pickleball only. Pets, roller blades, bicycles, skates, skateboards, and scooters are prohibited from the pickleball courts.

- Non-alcoholic beverages are permitted at the pickleball courts if contained in non-breakable containers with screw top or sealed lids. No glass containers are permitted on the pickleball courts.
- No chairs other than those provided by the District permitted on the pickleball courts.
- Children under the age of twelve (12) are not allowed to use the pickleball courts unless accompanied by an adult Patron.

SECTION N.

SUSPENSION AND TERMINATION OF PRIVILEGES

1. **Introduction.** This rule addresses disciplinary and enforcement matters relating to the use of the amenities and other properties owned and managed by the District (“Amenity Centers” or “Amenity Facilities”).

2. **General Rule.** All persons using the Amenity Facilities and entering District properties are responsible for compliance with the rules and policies established for the safe operations of the District’s Amenity Facilities.

3. **Patron Card.** Patron Cards are the property of the District. The District may request surrender of, or may deactivate, a person’s Patron Card for violation of the District’s rules and policies established for the safe operations of the District’s Amenity Facilities.

4. **Suspension and Termination of Rights.** The District, through its Board, District Manager, and Operation Manager shall have the right to restrict or suspend, and after a hearing as set forth herein, terminate the Amenity Facilities access of any Patron and members of their household or Guests to use all or a portion of the Amenity Facilities for any of the following acts (each, a “Violation”):

- a. Submitting false information on any application for use of the Amenity Facilities, including but not limited to facility rental applications;
- b. Failing to abide by the terms of rental applications;
- c. Permitting the unauthorized use of a Patron Card or otherwise facilitating or allowing unauthorized use of the Amenity Facilities;
- d. Exhibiting inappropriate behavior or repeatedly wearing inappropriate attire;
- e. Failing to pay amounts owed to the District in a proper and timely manner (with the exception of special assessments);
- f. Failing to abide by any District rules or policies (e.g., Amenity Policies);
- g. Treating the District’s staff, contractors, representatives, residents, Patrons or Guests, in a harassing or abusive manner;
- h. Damaging, destroying, rendering inoperable or interfering with the operation of District property, or other property located on District property;
- i. Failing to reimburse the District for property damaged by such person, or a minor for whom the person has charge, or a guest;
- j. Engaging in conduct that is likely to endanger the health, safety, or welfare of the District, its staff, amenities management, contractors, representatives, residents, Patrons or Guests;
- k. Committing or is alleged, in good faith, to have committed a crime on or off District

property that leads the District to reasonably believe the health, safety or welfare of the District, its staff, contractors, representatives, residents, Patrons or Guests is likely endangered;

- l. Engaging in another Violation after a verbal warning has been given by staff (which verbal warning is not required); or
- m. Such person's guest or a member of their household committing any of the above Violations.

Termination of access to the District's Amenity Facilities shall only be considered and implemented by the Board in situations that pose a long term or continuing threat to the health, safety and/or welfare of the District, its staff, contractors, representatives, residents, Patrons or Guests. The Board, in its sole discretion and upon motion of any Board member, may vote to rescind a termination of access to the Amenity Facilities.

5. Authority of District Manager and Operation Manager. The District Manager, Operation Manager or their designee has the ability to remove any person from one or all Amenities if a Violation occurs or if in his/her reasonable discretion it is the District's best interests to do so. Upon the Director of Amenities and Strategic Planning's assent, the District Manager, Operation Manager or their designee may each independently at any time restrict or suspend for cause or causes, including but not limited to those Violations described above, any person's privileges to use any or all of the Amenities until the next regularly scheduled meeting of the Board of Supervisors that is at least eight (8) days after the initial suspension, as evidenced by the date of notice sent by certified electronic or other mail service or longer if such individual requests deferment of his or her right to due process. In the event of such a suspension, the District Manager or his or her designee shall mail a letter to the person suspended referencing the conduct at issue, the sections of the District's rules and policies violated, the time, date, and location of the next regular Board meeting where the person's suspension will be presented to the Board, and a statement that the person has a right to appear before the Board and offer testimony and evidence why the suspension should be lifted. If the person is a minor, the letter shall be sent to the adults at the address within the community where the minor resides.

6. Administrative Reimbursement. The Board may in its discretion require payment of an administrative reimbursement of up to Five Hundred Dollars (\$500) in order to offset the actual legal and/or administrative expenses incurred by the District as a result of a Violation ("Administrative Reimbursement"). Such Administrative Reimbursement shall be in addition to any suspension or termination of Amenity access, any applicable legal action warranted by the circumstances, and/or any Property Damage Reimbursement (defined below).

7. Property Damage Reimbursement. If damage to District property occurred in connection with a Violation, the person or persons who caused the damage, or the person whose guest caused the damage, or the person who has charge of a minor that caused the damage, shall reimburse the District for the costs of cleaning, repairing, and/or replacing the property ("Property Damage Reimbursement"). Such Property Damage Reimbursement shall be in addition to any suspension or termination of Amenity access, any applicable legal action warranted by the circumstances, and/or any Administrative Reimbursement.

8. Initial Hearing by the Board; Administrative Reimbursement; Property Damage Reimbursement.

- a. If a person's Amenity Facilities privileges are suspended, as referenced in

Section 5, a hearing shall be held at the next regularly scheduled Board meeting that is at least eight (8) days after the initial suspension, as evidenced by the date of notice sent by certified electronic or other mail service or as soon thereafter as a Board meeting is held if the meeting referenced in the letter is canceled, during which both District staff and the person subject to the suspension shall be given the opportunity to appear, present testimony and evidence, cross examine witnesses present, and make arguments. The Board may also ask questions of District staff, the person subject to the suspension, and witnesses present. All persons are entitled to be represented by a licensed Florida attorney at such hearing if they so choose. Any written materials should be submitted at least seven (7) days before the hearing for consideration by the Board. If the date of the suspension is less than eight (8) days before a Board meeting, the hearing may be scheduled for the following Board meeting at the discretion of the suspensee.

- b. The person subject to the suspension may request an extension of the hearing date to a future Board meeting, which shall be granted upon a showing of good cause, but such extension shall not stay the suspension.
- c. After the presentations by District staff and the person subject to the suspension, the Board shall consider the facts and circumstances and determine whether to lift or extend the suspension or impose a termination. In determining the length of any suspension, or a termination, the Board shall consider the nature of the conduct, the circumstances of the conduct, the number of rules or policies violated, the person's escalation or de-escalation of the situation, and any prior Violations and/or suspensions.
- d. The Board shall also determine whether an Administrative Reimbursement is warranted and, if so, set the amount of such Administrative Reimbursement.
- e. The Board shall also determine whether a Property Damage Reimbursement is warranted and, if so, set the amount of such Property Damage Reimbursement. If the cost to clean, repair and/or replace the property is not yet available, the Property Damage Reimbursement shall be fixed at the next regularly scheduled Board meeting after the cost to clean, repair, and/or replace the property is known.
- f. After the conclusion of the hearing, the District Manager shall mail a letter to the person suspended identifying the Board's determination at such hearing.

9. **Suspension by the Board.** The Board on its own initiative acting at a noticed public meeting may elect to consider a suspension of a person's access for committing any of the Violations outlined in Section 4. In such circumstance, a letter shall be sent to the person suspended which contains all the information required by Section 5, and the hearing shall be conducted in accordance with Section 8.

10. **Automatic Extension of Suspension for Non-Payment.** Unless there is an affirmative vote of the Board otherwise, no suspension or termination will be lifted or expire until all Administrative Reimbursements and Property Damage Reimbursements have been paid to the District. If an Administrative Reimbursement or Property Damage Reimbursement is not paid by its due date, the District reserves the right to request surrender of, or deactivate, all access cards or key fobs associated with an address within the District until such time as the outstanding amounts are paid.

11. **Appeal of Board Suspension.** After the hearing held by the Board required by Section 8, a person subject to a suspension or termination may appeal the suspension or termination, or the assessment or amount of an Administrative Reimbursement or Property Damage Reimbursement, to the Board by filing a written request for an appeal ("Appeal Request"), as referenced in Section 8(e). The filing of an Appeal Request shall not result in the stay of the suspension or termination. The Appeal Request shall be filed within thirty (30) calendar days after mailing of the notice of the Board's

determination as required by Section 8(f), above. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file an Appeal Request shall constitute a waiver of all rights to protest the District's suspension or termination and shall constitute a failure to exhaust administrative remedies. The District shall consider the appeal at a Board meeting and shall provide reasonable notice to the person of the Board meeting where the appeal will be considered. At the appeal stage, no new evidence shall be offered or considered. Instead, the appeal is an opportunity for the person subject to the suspension or termination to argue, based on the evidence elicited at the hearing, why the suspension or termination should be reduced or vacated. The Board may take any action deemed by it in its sole discretion to be appropriate under the circumstances, including affirming, overturning, or otherwise modifying the suspension or termination. The Board's decision on appeal shall be final.

12. **Legal Action; Criminal Prosecution; Trespass.** If any person is found to have committed a Violation, such person may additionally be subject to arrest for trespassing or other applicable legal action, civil or criminal in nature. If a person subject to a suspension or termination is found at the Amenity Facilities, such person will be subject to arrest for trespassing. If a trespass warrant is issued to a person by a law enforcement agency, the District has no obligation to seek a withdrawal or termination of the trespass warrant even though the issuance of the trespass warrant may effectively prevent a person from using the District's Amenity Facilities after expiration of a suspension imposed by the District.

13. **Severability.** If any section, paragraph, clause or provision of this rule shall be held to be invalid or ineffective for any reason, the remainder of this rule shall continue in full force and effect, it being expressly hereby found and declared that the remainder of this rule would have been adopted despite the invalidity or ineffectiveness of such section, paragraph, clause or provision.

SECTION O.

ASSIGNMENT OF RIGHTS BY DISTRICT PROPERTY OWNERS

1. District property owners may elect to assign their right to the use of the Amenity Centers to lessees of their property located within the District in accordance with the provisions of this Section.
 - a. All assignments must be in writing and contain a clear affirmative assignment of the property owner's rights for the use and enjoyment of the Amenity Centers.
 - b. A copy of the written agreement must be provided to the District and the Manager immediately upon execution.
 - c. District property owners who assign their right to use the Amenity Centers are prohibited from the use of the facility, including rental of the pavilion or Amenity Centers' room(s), without payment of the Annual User Fee as provided for non-residents.
 - d. Assignees shall assume all liabilities associated with the assignment of rights to the use the Amenity Center.
 - e. Acceptance by the Districts of any such assignment shall not be considered an assignment of the District property owner's obligations regarding the payment of any

fee or assessment levied by the Districts or in any way impede, alter, or restrict the power of the Districts to enforce the collection of fees and assessments as provided by law.

f. Property owners may not assign their rights to use the Amenity Center to short-term renters (e.g., renters for a period of under thirty (30) days) or individuals using said homes as a vacation rental.

SECTION P.

USER FEES FOR NON-RESIDENTS

1. The Annual User Fee for non-residents is:
 - a. \$3,500 per non-resident Patron for use of the swim, fitness and tennis facilities.
 - b. \$2,700 per non-resident Patrons for use of the tennis facilities only.
 - c. \$1,750 per non-resident Single Patron for use of the tennis facilities only.
 - d. \$100 per non-resident Swim Team Patron for use of the SCCDD fitness pool (Swim Team Patron shall include members of swim teams approved by the Board of Supervisors of either the MCCDD or SCCDD).
2. A Guest Card, good for a total of thirty (30) guest uses at either the MCCDD or SCCDD Swim and Fitness facilities and eight (8) guest uses at the Tennis Center, will be issued with the Patron Card.
3. The Tennis Center guest fee is \$10.00 per guest, per day, for any additional Tennis Center guest passes after the initial eight (8) passes are provided with the Patron Card each year.
4. A Weekly House Guest Pass may be purchased from the Manager for a fee of \$25.00 per individual House Guest Pass.

SECTION Q.

TOLOMATO RIVER BOARDWALK AT PALENCIA

The Tolomato River Boardwalk is for the use of the residents of the District, their guests, and the general public. These rules are designed to maximize the safe and enjoyable use of the Tolomato River Boardwalk system, and to protect wetland vegetation and wildlife.

****** USE AT YOUR OWN RISK – MCCDD AND SWCCDD ARE NOT RESPONSIBLE
FOR PERSONAL PROPERTY OR PERSONAL INJURY ******

1. The authorized Tolomato River Boardwalk vehicle parking areas are located at the St. Johns County Park at Palencia, located on Palencia Village Drive - the park with the ship playground, and the Palencia Swim and Fitness Center, located in the Village Center at 625 Palencia Club

Drive.

2. All areas surrounding the Tolomato River Boardwalk system are environmentally sensitive areas. All cautions are to be made to protect the natural inhabitants, marshes, animals, and wildlife. No plants, trees, or animal life are to be removed, touched, walked on, trampled, or damaged in any way.
3. Children under the age of twelve (12) are not permitted on the Tolomato River Boardwalk system without a Legal ~~g~~Guardian eighteen (18) years of age or older.
4. Excepting the entrance, leaving or departing the Tolomato River Boardwalk system or its designated areas is not permitted.
5. The Tolomato River Boardwalk hours of operation are during daylight hours, from dawn until dusk, sunrise to sunset. Overnight stays or camping are not permitted on the Tolomato River Boardwalk system.
6. Residents, guests, and users are encouraged to access the Tolomato River Boardwalk entrance by walking or riding their bicycles. Appropriate footwear is required. A bicycle rack will be located at the entrance to Tolomato River Boardwalk. The entrance to the Tolomato River Boardwalk is situated adjacent to several private property home sites. Residents, guests and users of the Tolomato River Boardwalk are asked to respect the enjoyment of this private property by not parking any vehicles, including, but not limited to, automobiles or golf carts, anywhere except at the two Authorized Parking Area locations defined above in paragraph 1. No parking for the Tolomato River Boardwalk has been provided along Costa Blanca Road, Hickory Hill Drive, or North River Drive. (See Paragraph 1 for authorized parking locations).
7. The Tolomato River Boardwalk is intended for pedestrian foot traffic and persons in wheelchairs only. Wheeled vehicles, including automobiles, trucks, motorcycles, all-terrain vehicles (ATV), golf carts, scooters (motorized or non-motorized), skateboards (motorized or non-motorized), power wheel-type children's vehicles, skates, bicycles, or any other motorized or non-motorized vehicles are not permitted anywhere on the Tolomato River Boardwalk system. Acceptable wheeled vehicles include ADA- compliant wheelchairs, and tandem baby strollers or wagons used to transport babies or small children. Double-wide strollers are not permitted anywhere on the Tolomato River Boardwalk system. A bike rack at the front entrance to the Tolomato River Boardwalk is available where bicyclists may leave their bikes prior to using the Tolomato River Boardwalk system.
8. NOTE: Motorized MCCDD carts and bicycles will be used for security purposes and to maintain and haul trash from the Tolomato River Boardwalk system.
9. Fireworks of any kind are not permitted anywhere on the Tolomato River Boardwalk system. Alcohol is not permitted anywhere on the Tolomato River Boardwalk system.
10. The Tolomato River Boardwalk is for the enjoyment of nature under quiet conditions. Shouting and radios are incompatible with such enjoyment, and thus, radios or other loud noise- generating devices, other than personal headphones, are not permitted anywhere on the Tolomato River Boardwalk system.

11. Running and rough play is not permitted on the Tolomato River Boardwalk system.
12. The Tolomato River Boardwalk is not for the use of private parties.
13. Smoking (including electronic cigarettes) or fires of any kind are not permitted anywhere on the Tolomato River Boardwalk system.
14. Fishing is permitted, with required licenses, only at the designated fishing pier area at the end of the Tolomato River Boardwalk. Fishing is not permitted on any other portion of the Tolomato River Boardwalk system. Residents, guests, and users must fish in accordance with State of Florida Fish and Wildlife Conservation Commission fishing license and permit requirements (<http://www.floridaconservation.org/license/>).
15. All pets must always be leashed. Pet owners are responsible for policing of pet excrement. If pets and pet waste become a nuisance or problem, the MCCDD Board may be forced revise the policy to prohibit pets. The Tolomato River Boardwalk users and their pets are not permitted to leave the Tolomato River Boardwalk for any reason other than the entrance/exit (*See Paragraph 2*).
16. Hunting is not permitted anywhere on or off the Tolomato River Boardwalk system.
17. Horses and horseback riding is not permitted anywhere on the Tolomato River Boardwalk system. No electrical outlets are provided for any purpose. Power generators of any kind are not permitted anywhere on or near the Tolomato River Boardwalk system.
18. Food and non-alcoholic beverages are allowed only in designed picnic areas. All picnic areas are available for use based on the first come basis.
19. Board walkers are encouraged to carry out all trash they bring in. Trash and all refuse should be secured in proper trash bags, properly tied, and disposed in designated trash receptacles.
20. No boats motorized or non-motorized, nor any other water vessel shall be anchored or docked on or off the Tolomato River Boardwalk system.
21. Violations of these policies and procedures for the Tolomato River Boardwalk system, or any amenity, will subject the party(ies) to penalties of law, environmental regulatory agencies, and potential loss of privileges to any and all Amenity Facilities. The District will hold any user(s) personally and legally responsible for any activities which result in violations of environmental regulatory requirements.
22. We highly encourage Tolomato River Boardwalk users to carry their personal cell phones on the Tolomato River Boardwalk system, as there is no other form of communication provided or available.
23. Report maintenance or vandalism concerns to the local District office, 904-810-0520.

Thank you for doing your part to make the Tolomato River Boardwalk system a wonderful experience and pleasant place for everyone to enjoy.

GUEST PASS ADDENDUM - A

GUEST PRIVILEGES

Swim & Fitness

Guest Pass

Each household will be issued 30 annual guest passes. An additional 12 passes can be purchased for \$75.00. All passes must be used prior to purchasing additional sets of 12. (1)

Daily Pass

\$10 fee per day per person good for day of issue only.

Weekly House Guest Pass

\$25 weekly fee per individual house guest.

Summer Guest Pass

\$150 fee for unlimited use between Memorial Day and Labor Day. Limited to 1 individual guest.

Tennis

Guest Pass

Each household will be issued 8 annual guest passes. (1)

Daily Pass

\$10 fee per day per person. Good for day of issue only.

Weekly House Guest Pass

\$25 weekly fee per individual House Guest.

Restrictions

Residents must be present with their guest. Sign in is required at the front desk of the Amenity. A guest pass is required for use at each amenity.

Daily Pass

Resident to accompany guests.

Weekly House Guest Pass

Resident to accompany guests.

Summer Guest Pass

Resident to accompany guests. (4)

Guest Pass (1)

Resident to accompany guests. Passes cannot be used for league play. (1)

Daily Pass

Resident to accompany guests.

Weekly House Guest Pass

Resident to accompany guests.

Pass Privileges

Use of pools and fitness facility in accordance with the Policies and rules. (2)

Daily Pass

Use of pools and fitness facility in accordance with the Policies and rules. (2)

Weekly House Guest Pass

Use of pools and fitness facility in accordance with the Policies and rules. (2)

Summer Guest Pass

Use of pools and fitness facility in accordance with the Policies and rules. (2)

Guest Pass (1, 2)

Tennis Privileges – subject to availability. 1,2)

Daily Pass

Tennis Privileges – subject to availability. (2)

Weekly House Guest Pass

Tennis Privileges–subject to availability. (2, 3)

Notes

- (1) Guest passes are required every day of the year and Patrons **must** accompany their guest(s) to the Swim and Fitness Center. Guest passes for the Swim and Fitness Center are not required for caregivers ([see Section A, Paragraph 11](#)).
- (2) Excludes child watch and classes.
- (3) Check calendar for special closed days for Leagues and Tournaments.

***Caregivers are defined as someone caring for a child or special needs adult [as explained in Section A, Paragraph 11 of the Policies](#). Caregivers may only have access to the Marshall Creek CDD family pool, however special needs adult caregivers may have access to the fitness facility. The child or special needs adult must be present with his or her(s) ~~amenity card~~ [Patron Card](#). Caregivers must be pre-registered prior to admittance.**

****Residents may use no more than 8 guest passes per visit.**

**** CDD Management will turn away anyone that is not an official guest (AIRBNB, VRBO, etc. and less than 30-day rentals are not defined as guest).**

SWIM TEAM POLICIES ADDENDUM – B

Guidelines for Swim Team Usage

1. All Swim Team usage of District facilities must be pre-scheduled with District staff at least 30 days prior to the beginning of practices.
2. All Swim Team members must be District residents, paid users of the District's facilities, lifeguards at the facility, or Swim Team coaches and their minor children.
3. Swim Team is responsible for ensuring that Swim Team members and visiting teams abide by all facility rules and policies.
4. Except with the prior approval of the District, no Swim Team competitions may be held on weekends or on days that the pool is closed.
5. Swim Team shall be responsible for straightening chairs and disposing of trash in poolside trash receptacles.
6. During Swim Team practices, the swim team shall leave two lanes open for use by non-swim team users. Should the lane reserved for non-swim team users be used by more than three swimmers, the Swim Team shall make another lane available for non-swim team users.
7. Swim Team roster must be provided to the District 30 days prior to practices beginning. Roster must include all coaching staff. Amendments to roster must be provided to District as soon as practical.
8. Proof of insurance must be provided to the District 30 days prior to practices beginning.
9. Swim Team contract with the District must be signed and provided to the District 30 days prior to practices beginning.
10. If the Swim Team wishes to bring in outside "vendors" such as Swim Zone or Planet Swim School, the dates and times must be approved by District staff, two weeks prior to such date.
11. Swim Team is responsible for ensuring that children ages 5 through 12 are accompanied by a parent, coach, or person (13) years old or over at all times.
12. Swim Team shall pay for the cost of any special services (e.g. increased lifeguard coverage or expanded Child Watch service), should the District allow or offer such services to the Swim Team.
13. Swim Team shall be responsible for automobile parking on swim meet days. Swim meets are expected to surpass the District's parking lot capacity, and the Swim Team shall have volunteers available to manage such overflow parking. Should the asphalt parking lot and grassy overflow parking area to the south of the asphalt parking lot reach a completely full capacity, the preferred overflow parking area shall be the north bound lane of North Loop Parkway (e.g. – opposite side of street from Amenity Center entrance). Use of temporary "No Parking on this Side of Street" signs shall be permitted two (2) hours prior and one (1) hour after a scheduled swim meet. The Swim Team may also directly seek out permission of nearby vacant landowners for over-flow parking.

NINTH ORDER OF BUSINESS

Sweetwater Creek

Community Development District

Proposed Budget FY 2026



May 1, 2025

Presented by:



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Sweetwater Creek
Community Development District
Proposed Budget
General Fund

Description	Adopted Budget FY2025	Actuals Thru 3/31/25	Projected Next 6 Months	Projected Thru 9/30/25	Proposed Budget FY 2026
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REVENUES:

Special Assessments - Tax Roll	\$1,857,822	\$1,807,868	\$49,954	\$1,857,822	\$2,169,279
Fitness Center Revenue	2,000	3,580	1,200	4,780	3,000
Cost Sharing - Marshall Creek Revenue	-	-	-	-	-
Interest/Miscellaneous	25,000	18,606	19,894	38,500	30,000

TOTAL REVENUES	\$1,884,822	\$1,830,054	\$71,048	\$1,901,102	\$2,202,279
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EXPENDITURES:

General and Administrative

Supervisor Fees	\$12,000	\$6,600	\$6,000	\$12,600	\$12,000
Engineering Fees	20,000	10,820	9,180	20,000	20,000
District Counsel	63,599	21,549	46,818	68,367	63,599
Annual Audit	3,800	-	3,800	3,800	3,800
Assessment Roll	5,200	5,200	-	5,200	5,460
Arbitrage	500	-	500	500	500
Dissemination Agent	5,512	2,756	2,756	5,512	5,788
Trustee Fees	3,800	3,143	657	3,800	4,139
Management Fees	44,200	22,100	22,100	44,200	46,410
Information Technology	1,482	741	741	1,482	1,556
Website Maintenance	1,040	520	520	1,040	1,092
Telephone	742	159	521	680	742
Postage & Delivery	3,000	1,391	1,823	3,214	3,300
Public Official Insurance	5,172	5,224	-	5,224	4,921
Copies	2,500	887	3,278	4,165	4,200
Legal Advertising	2,000	182	1,818	2,000	2,000
Miscellaneous	1,500	424	1,076	1,500	1,500
Dues, Licenses & Subscriptions	175	175	-	175	175
Cost Share Expense - Marshall Creek	100,000	-	100,000	100,000	100,000

TOTAL GENERAL AND ADMINISTRATIVE	\$276,222	\$81,870	\$201,589	\$283,459	\$281,181
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Operations & Maintenance

Utilities

Electric	\$78,000	\$37,072	\$38,178	\$74,336	\$82,500
General Insurance/Workers Comp	6,884	5,892	-	5,892	6,629
Landscape Maintenance	291,276	145,638	145,638	291,276	300,014
Landscape Improvements	50,000	3,257	46,743	50,000	50,000
Mulch	50,000	20,000	30,000	50,000	50,000
Lake Maintenance	22,000	12,735	12,735	25,469	25,469
Fountain Maintenance	1,500	-	500	500	1,500
Irrigation Repairs & Maintenance	39,000	25,370	13,630	39,000	39,000
Storm Clean-Up	10,000	-	-	-	10,000
Field Repairs & Maintenance	36,000	26,341	9,659	36,000	36,000
Tree Removals	14,000	5,250	8,750	14,000	14,000
Tree Replacements	-	1,820	-	1,820	5,000
Tree Pruning	15,000	5,480	9,520	15,000	15,000
Annual Flower Replacements	-	-	-	-	-
Streetlight Repairs	2,250	-	1,000	1,000	2,250
Signage Repairs	1,000	-	500	500	1,000
Holiday Decoration	5,000	3,616	1,384	5,000	5,000
Miscellaneous Field Supplies	3,500	68	3,432	3,500	3,500

TOTAL OPERATIONS & MAINTENANCE	\$625,410	\$292,538	\$321,669	\$613,293	\$646,863
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Sweetwater Creek
Community Development District
Proposed Budget
General Fund

Description	Adopted Budget FY2025	Actuals Thru 3/31/25	Projected Next 6 Months	Projected Thru 9/30/25	Proposed Budget FY 2026
<u>Amenities</u>					
<u>Administrative</u>					
Property & Casualty Insurance	\$43,218	\$40,216	\$0	\$40,216	\$43,933
Facility Management	266,340	141,397	124,943	266,340	291,523
Performance Incentive	10,000	8,492	-	8,492	10,000
Info Technology	-	795	-	795	1,000
Licenses & Permits	770	-	764	764	770
Subscriptions & Memberships	2,040	750	750	1,500	2,040
Training	-	219	-	219	500
Office Supplies	3,000	1,291	1,109	2,400	2,500
Office Equipment	2,500	562	1,938	2,500	2,500
Communication - Telephone/Internet/TV	12,000	4,212	4,539	8,751	9,600
Internet/Telephone - Guard House	4,500	1,802	900	2,702	2,000
<u>Field</u>					
Field Management Fees	92,602	46,301	46,301	92,602	97,232
Facility Maintenance - Cost Share	-	-	-	-	20,000
General Utilities	78,000	42,011	40,339	82,350	90,585
Refuse Removal	6,725	4,301	4,200	8,501	9,600
Security	41,137	20,891	20,928	41,819	41,857
Janitorial Services	43,467	19,922	21,734	41,656	45,640
Operating Supplies - Spa & Paper	4,000	1,195	2,805	4,000	4,000
Operating Supplies - Uniforms	500	535	-	535	500
Cleaning Supplies	12,500	3,622	9,109	12,732	12,500
Amenity Landscape Maintenance & Improvements	22,872	28,207	11,778	39,985	29,263
Gate Repairs & Maintenance	2,500	868	1,632	2,500	2,500
Dog Park Repairs & Maintenance	6,000	866	3,000	3,866	6,000
Park Mulch	5,000	-	5,000	5,000	5,000
Miscellaneous Field Supplies	4,100	91	1,189	1,280	4,100
Buildings Repairs & Maintenance	30,000	33,557	2,000	35,557	36,000
Pest Control	1,800	327	502	829	1,800
Pool Maintenance - Contract	19,469	9,735	9,735	19,469	20,442
Pool Repairs & Maintenance	3,000	358	2,643	3,000	3,000
Pool Chemicals	30,000	13,700	14,400	28,100	30,000
Signage & Amenity Repairs	300	101	-	101	300
Special Events	2,000	928	1,072	2,000	2,000
Park Repair & Maintenance	10,000	8,585	-	8,585	10,000
Pickleball Repair & Maintenance	3,000	2,794	500	3,294	3,000
Guardhouse Maintenance	2,500	-	1,000	1,000	2,500
Playground Repairs & Maintenance	5,000	7,139	-	7,139	5,000
<u>Fitness</u>					
Professional Services - Outside Fitness	55,515	22,125	25,000	47,125	55,515
Fitness Equipment Repairs & Maintenance	7,000	1,482	1,718	3,200	7,000
Fitness Equipment Rental	36,635	18,010	15,239	33,248	36,635
Miniature Golf Course Maintenance	500	355	-	355	500
Miscellaneous Fitness Supplies	6,300	448	3,352	3,800	4,000
Capital Outlay - Machinery & Equipment	6,400	1,087	5,313	6,400	6,400
Capital Outlay	-	23,702	5,941	29,643	-
TOTAL AMENITIES	\$883,190	\$512,978	\$391,371	\$904,349	\$959,235
TOTAL EXPENDITURES	\$1,784,822	\$887,386	\$914,629	\$1,801,102	\$1,887,279
<u>Other Sources/Uses</u>					
Capital Reserve	(\$100,000)	\$0	(\$100,000)	(\$100,000)	(\$315,000)
TOTAL OTHER SOURCES/(USES)	\$(100,000)	\$-	\$(100,000)	\$(100,000)	\$(315,000)
EXCESS REVENUES (EXPENDITURES)	\$(0)	\$942,668	\$(943,581)	\$-	\$-

Sweetwater Creek
Community Development District
Budget Narrative

REVENUES

Special Assessments- Tax Roll

The District will levy a Non-Ad Valorem assessment on all sold and platted parcels within the District in order to pay for the operating expenditures during the Fiscal Year.

Fitness Center Revenue

The onsite fitness center provides various services that are fee based. Trainer will provide \$5 fee for each session to the district.

Interest

The District earns interest on the monthly average collected balance for each of their investment accounts. The amount is based upon the estimated average balance of funds available during the fiscal year.

Expenditures - Administrative

Supervisors Fees

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting in which they attend. The budgeted amount for the fiscal year is based on all supervisors attending 12 meetings.

Engineering

The District's engineer, Matthews Design Group LLC, will provide general engineering services to the District, i.e. attendance and preparation for monthly board meetings, review of invoices, and other specifically requested assignments.

District Counsel

The District's Attorney, Kilinski Van Wyk PLLC, will be providing general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research assigned as directed by the Board of Supervisors and the District Manager.

Annual Audit

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on contracted fees from the previous year engagement plus anticipated increase.

Assessment Roll Administration

The District has contracted with Governmental Management Services to maintain the assessment roll and annually certify for collection a Non-Ad Valorem assessment for operating and debt service expenses, calculate, collect, record and transmit prepaid assessments, maintain the District's lien book along with various other responsibilities.

Dissemination Agent

The District is required to prepare an annual disclosure report in accordance with the Continuing Disclosure Agreement and Rule 15(c)(2)-12(b)(5) promulgated by Securities and Exchange Commission. The annual report is filed on the Municipal Securities Rulemaking Board (EMMA) website.

Trustee Fees

The District pays monthly fees plus reimbursable expenses to US Bank as Trustee for the District Series 2019A Special Assessment Revenue Bonds.

Management Fees

The District has contracted with Governmental Management Services, LLC to provide management, accounting and recording secretary services. These services include, but not limited to, advertising, recording, and transcribing of Board meetings, administrative services, budget preparation, financial reporting, and assisting with annual audits.

Information Technology

Represents various cost of information technology for the District such as video conferencing, cloud storage and servers, positive pay implementation and programming for fraud protection, accounting software, tablets for meetings, Adobe, Microsoft Office, etc.

Website Maintenance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc. contracted with Governmental Management Services, LLC.

Telephone

New internet and Wi-Fi service for Office. Represents expense for telephone internet and Wi-Fi Service and conference calls for the office that are reimbursable by the district.

Postage and Delivery

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Insurance General Liability

The District's General Liability & Public Officials Liability Insurance policy is with a qualified entity that specializes in providing insurance coverage to governmental agencies. The amount is based upon estimated premium.

Copies

Copies used in the preparation of agenda packages, required mailings, and other special projects.

Legal Advertising

The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices and public hearings, bidding etc. for the District based on statutory guidelines.

Sweetwater Creek

Community Development District

Budget Narrative

Miscellaneous

This includes monthly bank charges, amortization schedules, office supplies and any other miscellaneous expenses that incur during the year.

Due, Licenses & Subscriptions

The District is required to pay an annual fee to the Florida Department of Commerce for \$175.

Cost Share Expense - Marshall Creek

The District has an interlocal agreement with Marshall Creek Community Development District for shared facilities with certain costs, net of off-setting revenues. The net is then allocated based upon the proportionate number of platted units in each District.

Expenditures – Field Operations

Utilities:

Electric Services

The District has the following electric accounts with Florida Power & Light Company for general purposes. Additional streetlights may be added as phases are initiated.

Description	Monthly	Annual
661 ENSENADA DR #IRR	\$111	\$1,332
STREET LIGHTS # PALENCIA N PH	\$5,100	\$61,200
166 TORCIDO BLVD #IRR	\$42	\$504
166 PANTANO VISTA WAY # FOUNTAIN	\$313	\$3,756
1504 LAS CALINAS BLVD #IRR	\$154	\$1,848
43 PRIVADO CT #LITE	\$32	\$384
537 ENSENADA DR #IRR	\$38	\$456
2036 LAS CALINAS BLVD #IRR	\$65	\$780
97 ONDA LN # IRR	\$74	\$888
1329 LAS CALINAS BLVD #IRR	\$88	\$1,056
1802 N LOOP PKWY #LGT	\$12	\$144
499 ENSENADA DR #IRR	\$12	\$144
633 GLORIETA DR #IRR	\$18	\$216
2064 LAS CALINAS BLVD #IRR	\$22	\$264
336 RIO DEL NORTE RD # IRR	\$40	\$480
711 ENREDE LN	\$379	\$4,548
Contingency	\$375	\$4,500
Total	\$6,875	\$82,500

General Insurance

Represents the cost of annual coverage of general liability insurance. Coverage is provided by Egis Insurance who specializes in providing insurance coverage to governmental agencies.

Landscape Maintenance

The District has a contract with Duval Landscape Maintenance to maintain the landscaping located within the District. These services include monthly landscape maintenance such as mowing, weeding, edging, blowing debris and shrubs and groundcover pruning, as well as: fertilization, insect control, weed control, and irrigation inspections.

Landscape Improvements

Represents the cost of improving or replacing any landscaping located within the common areas of the District.

Mulch

The District will incur expenses related to providing ground covering.

Lake Maintenance

The District has contracted with Future Horizons Inc for the 24 ponds that require monthly maintenance and includes miscellaneous expenses.

Description	Monthly	Annual
Future Horizons	\$2,122	\$25,469

Fountain Maintenance

The District will incur expenses related to fountain maintenance.

Irrigation Repairs & Maintenance

The District will incur expenditures related to the maintenance of the irrigation systems.

Storm Clean-Up

Represents the estimated costs of Storm Clean-Up throughout the fiscal year.

Field Repairs & Maintenance

Represents estimated costs for the general repairs and maintenance of various facilities throughout the District.

Tree Removals

This item represents the estimated costs of removing any trees throughout the fiscal year.

New Trees/Replacement Trees

This item represents the estimated costs of installing and replacing damaged trees throughout the fiscal year.

Sweetwater Creek
Community Development District
Budget Narrative

Tree Pruning

This item represents the estimated costs of trimming Palm trees and Crepe Myrtles within the district.

Annual Flower Replacement

This item represents the estimated costs of annual flower replacement in addition to contract rotation.

Streetlight Repairs

The District will incur costs related to the repair and maintenance of streetlights not maintained by FPL within the District.

Signage Repair

The District will incur costs related to the repair and maintenance of the signage within the District.

Holiday Decoration

Represents an estimated cost for seasonal holiday decorations.

Miscellaneous Field Supplies

The District may incur costs for field maintenance supplies purchased on debit card for operations.

Expenditures – Amenities

Administrative:

Property & Casualty Insurance

The District's property and casualty insurance coverage is provided by EGIS Insurance who specializes in providing insurance coverage to governmental agencies.

Facility Management

The District has contracted with Riverside Management Services to provide onsite amenity management and oversee the daily safety and enjoyment of residents by providing newsletters, communication, and email blasts. Management and staff will plan and execute special events throughout the year and monitor use and condition of Fitness Center and assist with budget process.

Performance Incentive

Bonus pool available for the Board to award performance incentive bonus to on-site staff as designated by Board policy.

Info Technology

The District incurs the expense for IT support for the computer systems. This also includes any license renewal/software updates to the District computer systems (i.e. McAfee Antivirus, MS Office) and repairs.

Licenses & Permits

This line item is the cost for the licensing and permits necessary for operation of the Swim and Fitness Center (i.e. Pool Operating Permits).

Subscriptions & Memberships

The District purchases supplies from Amazon for the district., Pandora music for amenity center and, Court reserve \$125.

Description	Monthly	Annual
Amazon Membership	\$15	\$180
Pandora Music	\$29	\$348
Court Reserve	\$125	\$1,500
Contingency	\$1	\$12
Total	\$170	\$2,040

Training

This line item is for material costs associated with annual CPR/First Aid/AED Training. Also included in this item are any other professional development courses.

Office Supplies

This line item is for office supplies purchased for the amenity office.

Office Equipment

This cost allocation represents the purchase of office equipment such as filing cabinets, printers, etc.

Communication – Telephone/Internet/TV

The District has an agreement with Comcast for this service. Additional monies budgeted for Marshall Creek Fitness Center Business Voice Edge and Village Key for quarterly monitoring with phone line.

Description	Monthly	Annual
Village Key (Quarterly)	\$20	\$240
Comcast	\$756	\$9,077
Contingency	\$24	\$283
Total	\$800	\$9,600

Internet/Telephone - Guard House

This line item is for the Comcast service agreement for internet and telephone for the guard house location.

Description	Monthly	Annual
AT&T	\$150	\$1,798
Contingency	\$17	\$202
Total	\$167	\$2,000

Field Management

The District has contracted with Riverside Management Services to provide onsite field management of contracts for the District Services such as landscape and lake maintenance. Services to include onsite inspections, meetings with contractors and monitoring of utility accounts.

Sweetwater Creek
Community Development District
Budget Narrative

Expenditures – Amenities (Continued)

Facility Maintenance - Cost Share

Represents general maintenance completed on property represented in the Cost Share Agreement such as parks, fitness center, security, etc.

General Utilities

County Utility Department for amenity purposes.

Description	Monthly	Annual
FP&L – 1187 Las Calinas Blvd #LITE	\$165	\$1,978
FP&L – 1865 N Loop Parkway	\$3,465	\$41,576
FP&L – 491 Ensenada Drive #PARK	\$34	\$408
TECO – 1865 N Loop Parkway	\$457	\$5,487
Florida Natural Gas – 1865 N Loop Parkway	\$661	\$7,928
St John's Utility Dept – 1187 Las Calinas Blvd	\$43	\$519
St John's Utility Dept – 1865 N Loop Parkway	\$2,022	\$24,263
St John's Utility Dept – 491 Ensenada Park	\$16	\$189
Contingency	\$686	\$8,237
Total	\$7,549	\$90,585

Refuse Removal

The District has contracted with Republic Services for trash removal.

Security

The District has contracted with Hidden Eyes DBA Envera Services for security gate monitoring

Description	Monthly	Annual
Hidden Eyes DBA Envera	\$3,488	41,857

Janitorial Services

The District has contracted with Marshall Creek CDD staffing services to provide commercial cleaning services for the amenities.

Operating Supplies - Spa & Paper

Represents expenses for restroom paper products, trash bags and other similar items.

Operating Supplies - Uniforms

Costs that will be incurred for uniforms for employees

Cleaning Supplies

Represents expenses for cleaning supplies.

Amenity Landscape Maintenance & Improvements

Represents costs for maintaining amenity center landscaping and any improvements to the landscape.

Gate Repairs & Maintenance

Represents estimated costs of repairing and/or maintaining the District's gates.

Dog Park Repairs & Maintenance

Represents the cost for maintaining and repairing the District Dog Park.

Park Mulch

Cost for mulch used in the park.

Miscellaneous Field Supplies

This represents any Field Supplies expense that is purchased with Debit card cannot be otherwise categorized.

Buildings Repairs & Maintenance

The District may incur costs for various repairs and maintenance to the Amenity Center.

Pest Control

The District has contracted with Turner Pest Control to provide services to its buildings.

Pool Maintenance – Contract

Represents monthly water management costs for pool maintenance services contracted with Riverside Management Services.

Description	Monthly	Annual
Riverside Management Services	\$1,704	\$20,442

Pools Repairs & Maintenance

Represents any costs for pool maintenance services and repairs needed by Amenity Manager.

Pool Chemicals

Represents pool chemicals provided by Poolsure for amenity pool and any extra cost for pool chemicals/supplies purchased by amenity manager.

Signage & Amenity Repairs

Cost for sign purchases and replacements.

Special Events

Social and Promotional events for Swim & Fitness held on property, such as the Easter and the Halloween events.

Sweetwater Creek
Community Development District
Budget Narrative

Expenditures – Amenities (Continued)

Park Repair and Maintenance

Represents estimated cost for Onda Park maintenance services and repairs.

Pickleball Repair and Maintenance

Represents the estimated expenses for Pickball courts.

Guardhouse Maintenance

Represents the cost of maintenance for the guardhouse.

Playground Repairs & Maintenance

This District will incur costs related to the maintenance of its playground. This line item includes the cost of resealing the playground.

Fitness:

Professional Service - Outside Fitness

This category encompasses the Adult Fitness classes that are taught by fitness staff throughout the year.

Fitness Equipment Repairs & Maintenance

This category provides funds for any fitness equipment repair related expenses.

Fitness Equipment Rental

The District has a lease agreement with Geneva Capital for rental of fitness equipment for the Fitness facility. Currently renting spin bikes from Frank A Flori.

Description	Monthly	Annual
Geneva Capital	\$2,540	\$30,477
Frank A Flori DBA Chariman's Enterprise	\$513	\$6,158
Total	\$3,053	\$36,635

Miniature Golf Course Maintenance

The District will incur costs related to the maintenance of the miniature golf course within the District.

Miscellaneous Fitness Supplies

Represents estimated costs for non-capitalizable fitness supplies, such as therapy bands, etc.

Capital Outlay - Machinery & Equipment

Represents any expenses for any fitness machinery or equipment that may be purchased.

Capital Outlay

Represents any expenses for the property represented in the Cost Share Agreement such as parks, fitness center, security, etc..

Capital Reserve Transfer

Funds collected and reserved for major repairs and/or maintenance to the pool and amenity building.

Sweetwater Creek

Community Development District

Proposed Budget Debt Service Series 2019 Special Assessment Revenue Bonds

Description	Adopted Budget FY2025	Actuals Thru 3/31/25	Projected Next 6 Months	Projected Thru 9/30/25	Proposed Budget FY 2026
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REVENUES:

Special Assessments - Tax Roll	\$741,440	\$718,752	\$21,424	\$740,176	\$740,977
Special Assessments - Prepayments	-	10,926	-	10,926	-
Interest Income	30,000	12,469	5,178	17,647	30,000
Carry Forward Surplus ⁽¹⁾	187,616	190,940	-	190,940	193,461
TOTAL REVENUES	\$959,056	\$933,088	\$26,602	\$959,690	\$964,439

EXPENDITURES:

Series 2019 - A1

Interest - 11/1	\$81,650	\$81,650	\$-	\$81,650	\$77,766
Special Call -11/1	-	10,000	-	10,000	-
Interest - 5/1	81,650	-	81,366	81,366	77,766
Principal - 5/1	360,000	-	360,000	360,000	365,000
Special Call - 5/1	-	-	10,000	10,000	-

Series 2019 - A2

Interest - 11/1	44,200	44,200	-	44,200	41,825
Special Call -11/1	-	5,000	-	\$5,000	-
Interest - 5/1	44,200	-	44,013	44,013	41,825
Principal - 5/1	130,000	-	125,000	125,000	130,000
Special Call - 5/1	-	-	5,000	5,000	-

TOTAL EXPENDITURES	\$741,700	\$140,850	\$625,378	\$766,228	\$734,181
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Other Sources/(Uses)

Interfund transfer In/(Out)	\$-	\$-	\$-	\$-	\$-
TOTAL OTHER SOURCES/(USES)	\$-	\$-	\$-	\$-	\$-

TOTAL EXPENDITURES	\$741,700	\$140,850	\$625,378	\$766,228	\$734,181
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EXCESS REVENUES (EXPENDITURES)	\$217,356	\$792,238	\$(598,776)	\$193,461	\$230,258
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⁽¹⁾ Carry Forward is Net of Reserve Requirement

A-1 Interest Due 11/1/26	\$73,888
A-2 Interest Due 11/1/26	39,550
	<u>\$113,438</u>

Sweetwater Creek

Community Development District

SERIES 2019A-1 AMORTIZATION SCHEDULE

DATE	BALANCE	PRINCIPAL	INTEREST	TOTAL
11/1/25	\$ 5,600,000.00	\$ -	\$ 77,765.63	\$ 77,765.63
5/1/26	\$ 5,600,000.00	\$ 365,000.00	\$ 77,765.63	
11/1/26	\$ 5,235,000.00	\$ -	\$ 73,887.50	\$ 516,653.14
5/1/27	\$ 5,235,000.00	\$ 375,000.00	\$ 73,887.50	
11/1/27	\$ 4,860,000.00	\$ -	\$ 69,668.75	\$ 518,556.26
5/1/28	\$ 4,860,000.00	\$ 385,000.00	\$ 69,668.75	
11/1/28	\$ 4,475,000.00	\$ -	\$ 65,096.88	\$ 519,765.63
5/1/29	\$ 4,475,000.00	\$ 390,000.00	\$ 65,096.88	
11/1/29	\$ 4,085,000.00	\$ -	\$ 60,221.88	\$ 515,318.75
5/1/30	\$ 4,085,000.00	\$ 405,000.00	\$ 60,221.88	
11/1/30	\$ 3,680,000.00	\$ -	\$ 54,400.00	\$ 519,621.88
5/1/31	\$ 3,680,000.00	\$ 415,000.00	\$ 54,400.00	
11/1/31	\$ 3,655,000.00	\$ -	\$ 48,434.38	\$ 517,834.38
5/1/32	\$ 3,265,000.00	\$ 425,000.00	\$ 48,434.38	
11/1/32	\$ 2,840,000.00	\$ -	\$ 42,325.00	\$ 515,759.38
5/1/33	\$ 2,840,000.00	\$ 440,000.00	\$ 42,325.00	
11/1/33	\$ 2,400,000.00	\$ -	\$ 36,000.00	\$ 518,325.00
5/1/34	\$ 2,400,000.00	\$ 450,000.00	\$ 36,000.00	
11/1/34	\$ 1,950,000.00	\$ -	\$ 29,250.00	\$ 515,250.00
5/1/35	\$ 1,950,000.00	\$ 465,000.00	\$ 29,250.00	
11/1/35	\$ 1,485,000.00	\$ -	\$ 22,275.00	\$ 516,525.00
5/1/36	\$ 1,485,000.00	\$ 480,000.00	\$ 22,275.00	
11/1/36	\$ 1,005,000.00	\$ -	\$ 15,075.00	\$ 517,350.00
5/1/37	\$ 1,005,000.00	\$ 495,000.00	\$ 15,075.00	
11/1/37	\$ 510,000.00	\$ -	\$ 7,650.00	\$ 517,725.00
5/1/38	\$ 510,000.00	\$ 510,000.00	\$ 7,650.00	
			\$	\$ 517,650.00
		\$ 5,600,000.00	\$ 1,204,100.00	\$ 6,804,100.02

Sweetwater Creek

Community Development District

SERIES 2019A-2 AMORTIZATION SCHEDULE

DATE	BALANCE	PRINCIPAL	INTEREST	TOTAL
11/1/25	\$ 2,160,000.00	\$ -	\$ 41,825.00	\$ 41,825.00
5/1/26	\$ 2,160,000.00	\$ 130,000.00	\$ 41,825.00	\$ -
11/1/26	\$ 2,030,000.00	\$ -	\$ 39,550.00	\$ 211,375.00
5/1/27	\$ 2,030,000.00	\$ 135,000.00	\$ 39,550.00	\$ -
11/1/27	\$ 1,895,000.00	\$ -	\$ 37,187.50	\$ 211,737.50
5/1/28	\$ 1,895,000.00	\$ 140,000.00	\$ 37,187.50	\$ -
11/1/28	\$ 1,755,000.00	\$ -	\$ 34,737.50	\$ 211,925.00
5/1/29	\$ 1,755,000.00	\$ 145,000.00	\$ 34,737.50	\$ -
11/1/29	\$ 1,610,000.00	\$ -	\$ 32,200.00	\$ 211,937.50
5/1/30	\$ 1,610,000.00	\$ 150,000.00	\$ 32,200.00	\$ -
11/1/30	\$ 1,460,000.00	\$ -	\$ 29,200.00	\$ 211,400.00
5/1/31	\$ 1,460,000.00	\$ 160,000.00	\$ 29,200.00	\$ -
11/1/31	\$ 1,300,000.00	\$ -	\$ 26,000.00	\$ 215,200.00
5/1/32	\$ 1,300,000.00	\$ 165,000.00	\$ 26,000.00	\$ -
11/1/32	\$ 1,135,000.00	\$ -	\$ 22,700.00	\$ 213,700.00
5/1/33	\$ 1,135,000.00	\$ 170,000.00	\$ 22,700.00	\$ -
11/1/33	\$ 965,000.00	\$ -	\$ 19,300.00	\$ 212,000.00
5/1/34	\$ 965,000.00	\$ 180,000.00	\$ 19,300.00	\$ -
11/1/34	\$ 785,000.00	\$ -	\$ 15,700.00	\$ 215,000.00
5/1/35	\$ 785,000.00	\$ 185,000.00	\$ 15,700.00	\$ -
11/1/35	\$ 600,000.00	\$ -	\$ 12,000.00	\$ 212,700.00
5/1/36	\$ 600,000.00	\$ 190,000.00	\$ 12,000.00	\$ -
11/1/36	\$ 410,000.00	\$ -	\$ 8,200.00	\$ 210,200.00
5/1/37	\$ 410,000.00	\$ 200,000.00	\$ 8,200.00	\$ -
11/1/37	\$ 210,000.00	\$ -	\$ 4,200.00	\$ 212,400.00
5/1/38	\$ 210,000.00	\$ 210,000.00	\$ 4,200.00	\$ -
			\$	\$ 214,200.00
		\$ 2,160,000.00	\$ 645,600.00	\$ 2,805,600.00

Sweetwater Creek
Community Development District
Proposed Budget
Capital Reserve Fund

Description	Adopted Budget FY2025	Actuals Thru 3/31/25	Projected Next 6 Months	Projected Thru 9/30/25	Proposed Budget FY 2026
<u>REVENUES:</u>					
Capital Reserve - Transfer In	\$100,000	\$-	\$-	\$-	\$315,000
Interest Income	5,000	6,420	5,400	11,820	9,000
Carry Forward Balance	444,309	405,337	-	405,337	395,335
TOTAL REVENUES	\$549,309	\$411,757	\$5,400	\$417,157	\$719,335
<u>EXPENDITURES:</u>					
Capital Outlay	\$30,000	\$-	\$-	\$-	\$-
Repair & Maintenance (1)	21,317	-	21,317	21,317	93,210
Other Current Charges	600	246	258	504	600
Reserve Study	-	-	-	-	-
TOTAL EXPENDITURES	\$51,917	\$246	\$21,575	\$21,821	\$93,810
<u>Other Sources/(Uses)</u>					
Transfer in/(Out)	\$-	\$-	\$-	\$-	\$0
TOTAL OTHER SOURCES/(USES)	\$-	\$-	\$-	\$-	\$-
EXCESS REVENUES (EXPENDITURES)	\$497,392	\$411,510	\$(16,175)	\$395,335	\$625,525

**Sweetwater Creek
Community Development District
Assessment Schedule - O&M**

FY2025

Net O&M Assessments	\$1,857,821.60
Collection fees (6%)	\$118,584.36
Gross Assessments	\$1,976,405.96

Product	Assessable		ERU's	% ERUs	Total Net		
	Units	ERU/Unit			Assessments	Net O&M	Gross O&M
Up to 63' Lot	469	1.00	469.00	58.17%	\$ 1,080,704.91	\$ 2,304.27	\$ 2,451.36
64-73' Lot	166	1.16	192.56	23.88%	\$ 443,711.17	\$ 2,672.96	\$ 2,843.57
80-88' Lot	42	1.40	58.80	7.29%	\$ 135,491.36	\$ 3,225.98	\$ 3,431.90
90' Lot	4	1.43	5.72	0.71%	\$ 13,180.45	\$ 3,295.11	\$ 3,505.44
Marsh (less than 15K sq ft)	6	1.40	8.40	1.04%	\$ 19,355.91	\$ 3,225.98	\$ 3,431.90
Marsh (15K-30K sq ft)	35	1.43	50.05	6.21%	\$ 115,328.96	\$ 3,295.11	\$ 3,505.44
Marsh (30K and greater)	6	1.50	9.00	1.12%	\$ 20,738.47	\$ 3,456.41	\$ 3,677.03
McCann Lots	8	1.59	12.72	1.58%	\$ 29,310.38	\$ 3,663.80	\$ 3,897.66
Total ERU's	736		806.25		\$ 1,857,821.60		

FY2026

Net O&M Assessments	\$2,169,278.78
Collection fees (6%)	\$138,464.60
Gross Assessments	\$2,307,743.39

Product	Assessable		ERU's	% ERUs	Total Net			Increase
	Units	ERU/Unit			Assessments	Net O&M	Gross O&M	
Up to 63' Lot	469	1.00	469.00	58.17%	\$ 1,261,881.24	\$ 2,690.58	\$ 2,862.32	\$ 410.96
64-73' Lot	166	1.16	192.56	23.88%	\$ 518,097.76	\$ 3,121.07	\$ 3,320.29	\$ 476.71
80-88' Lot	42	1.40	58.80	7.29%	\$ 158,206.01	\$ 3,766.81	\$ 4,007.24	\$ 575.35
90' Lot	4	1.43	5.72	0.71%	\$ 15,390.11	\$ 3,847.53	\$ 4,093.11	\$ 587.67
Marsh (less than 15K sq ft)	6	1.40	8.40	1.04%	\$ 22,600.86	\$ 3,766.81	\$ 4,007.24	\$ 575.35
Marsh (15K-30K sq ft)	35	1.43	50.05	6.21%	\$ 134,663.45	\$ 3,847.53	\$ 4,093.11	\$ 587.67
Marsh (30K and greater)	6	1.50	9.00	1.12%	\$ 24,215.21	\$ 4,035.87	\$ 4,293.48	\$ 616.44
McCann Lots	8	1.59	12.72	1.58%	\$ 34,224.16	\$ 4,278.02	\$ 4,551.08	\$ 653.43
Total ERU's	736		806.25		\$ 2,169,278.78			