

*Sweetwater Creek
Community Development District*

Agenda

July 10, 2025

AGENDA

**Sweetwater Creek
Community Development District**
475 West Town Place, Suite 114
St. Augustine, Florida 32092
www.SweetwaterCreekCDD.com

July 3, 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, July 10, 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:

Audit Committee Meeting

- I. Call to Order
- II. Review and Ranking of Proposals for Audit Services
- III. Other Business
- IV. Adjournment

Board of Supervisors Meeting

- I. Roll Call
- II. Public Comment (limited to three minutes)
- III. Approval of the Consent Agenda
 - A. Minutes
 - 1. May 1, 2025 Meeting
 - 2. June 5, 2025 Meeting
 - B. Financial Statements
 - C. Check Registers
 - 1. May
 - 2. June

- D. Ratification of Requisition Nos. 161-167
- IV. Staff Reports
 - A. Landscape Team – Maintenance Report
 - B. District Engineer
 - 1. Consideration of Proposal for an As-Built Survey of the Rincon Property Line Swales
 - 2. Consideration of Proposal for a Partial Drainage Assessment Regarding Pond Perimeters, Control Structures, and Outfalls
 - 3. Consideration of Proposal for a Full Drainage Assessment and Report for Rincon Drive
 - C. District Counsel
 - D. District Manager
 - 1. Update on Cost Share True-Up Invoice
 - 2. Financial Update
 - E. Field Manager – Report
 - F. Director of Amenities
 - 1. Report
 - 2. Roof Quotes
 - 3. Proposal for Golf Cart Parking
- V. Ratification of the Engagement Letter with McDirmit Davis for the Fiscal Year 2024 Audit
- VI. Acceptance of the Fiscal Year 2024 Audit
- VII. Discussion of the Fiscal Year 2026 Budget
- VIII. Discussion and Decision Regarding a District Operational Vehicle / UTV / Trailer / Pressure Washer
- IX. Discussion of Gate Security and Response; Consideration of Form Letters to Residents and Nonresidents for Property Damage
- X. Consideration of Resolution 2025-05, Classifying Surplus Tangible Personal Property and Authorizing Disposition (Stair Climber)
- XI. Consideration of Amenity Policy Changes, Resolution 2025-06
- XII. Discussion of Swim Lessons

- XIII. Consideration of Swim Team License Agreement
- XIV. Consideration of Resolution 2025-07, Designating Officers
- XV. Consideration of Resolutions Relating to Transition of District Management Firm
 - A. Resolution 2025-08, Appointing and Removing Officers as of July 29th
 - B. Resolution 2025-09, Designating Signatories for the Bank Accounts as of July 29th
 - C. Resolution 2025-10, Designating the Primary Administrative Office and Principal Headquarters of the District; Designating the Local District Records Office
 - D. Resolution 2025-11, Designating the Dissemination Agent
- XVI. Discussion of Full-Time vs. Part-Time Maintenance Technician / CPO (backup to be provided under separate cover)
- XVII. Discussion of Scheduling a Workshop in July
- XVIII. Acceptance of the Audit Committee's Recommendation
- XIX. Other Business
- XX. Supervisor Requests / Public Comment
- XXI. Next Scheduled Meeting – Thursday, August 7, 2025 at 4:00 p.m. at the Fitness Center, 1865 N. Loop Parkway, St. Augustine, Florida 32095
- XXI. 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.

Sweetwater Creek Community Development District
Auditor Selection Evaluation Criteria

	Ability of Personnel (e.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing workload; proposed staffing levels, etc.)	Proposer's Experience (e.g., past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character; integrity; reputation of respondent, etc.)	Understanding of Scope of Work Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.	Ability to Furnish the Required Services Extent to which the proposal demonstrates the adequacy of proposer's financial resources and stability as a business entity necessary to complete the services required (e.g., the existence of any natural disaster plan for business operations).	Price Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to services.	Point Total
Proposer	20	20	20	20	20	100
Berger, Toombs, Elam, Gaines & Frank						
Grau & Associates						
McDimit Davis						

THIRD ORDER OF BUSINESS

A.

1.

**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, May 1, 2025** at 4:00 p.m. at the Fitness Center, 1865 N. Loop Parkway, St. Augustine, Florida.

Present and constituting a quorum were:

Ron Cervelli	Chairman
John Smith	Vice Chairman
Stephen Handler	Supervisor

Also present were:

Matt Biagetti	District Manager, GMS
Mike Silverstein <i>by Zoom</i>	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

The following is a summary of the discussions and actions taken at the May 1, 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. Three Board members were physically present, constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment

James Crossfield stated that he bought a lot on Rio Del Norte in 2015 and at that time he specifically asked what he could expect in terms of CDD fees and whether it was based on lot size. He received an email back from the CDD stating that all the lots on Rio Del Norte were treated equally as far as the CDD fee was concerned. That was not the case, and he found that his CDD fee was considerably higher than he anticipated and higher than not only everyone else on the street, but higher than everyone else in the District.

Bruce Brandenburg provided a check to Mr. Wright for construction of some irrigation.

Michael Barber stated that he thinks the survey regarding the modification of Tract K as it is constructed now is lacking information for the rest of the community. In his opinion, it is very one-sided and only speaks to one single benefit with regards to providing funds for the capital reserves. The objections that have been raised over multiple months are not included. If the rest of the community's input is going to be requested, they need to know what is going on.

THIRD ORDER OF BUSINESS**Approval of the Consent Agenda****A. Minutes****1. April 3, 2025 Audit Committee Meeting****2. April 3, 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.

C. Check Registers**1. March****2. April**

Copies of the check registers was included in the agenda package for the Board's review.

Mr. Cervelli stated that he saw a finance charge was paid to LocaliQ and there was an invoice showing as past due by 60 days. He asked if there is an issue with LocaliQ or if there is something holding up payments.

Mr. Oliver responded that GMS has already coordinated a credit from LocaliQ for the finance charge. There is always a lag in LocaliQ's invoices, so it is a system problem that they have that affects multiple districts.

D. Ratification of Requisition Nos. 155 and 156

On MOTION by Dr. Handler, seconded by Mr. Smith, with all in favor, the consent agenda was approved 3-0.

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 Supervisor Lisotta has asked to push the mowing schedule a bit to let the fertilizer flush out more, so the community may notice the grass being a bit longer than it has been. He will ask if that should continue for the next week. The winter rye at the roundabout is dying off, so he will have a conversation with Mr. Wright and Supervisor Lisotta regarding what the next steps are. Privado Park was top dressed and seeded. Flowers have been ordered for the front entrance as it was missed previously.

Mr. Wright provided an overview of proposals for installation of a new irrigation well and/or pump. East Coast Wells proposed \$19,180 for just the well, or \$22,080 for the well and pump. Duval proposed \$57,185. He clarified that the main difference in the two quotes is that Duval will be digging 500-feet to install the well, whereas East Coast will be digging 320-feet.

Mr. [REDACTED] stated that there is a well on Las Calinas near the lift station that East Coast installed that was redone last year and is already sitting on a sand separator because it was only dug to 320-feet.

Mr. Smith stated that the second water table is at 300-feet, so 320-feet is a very common drilling area for water. He's not sure why it would be necessary to pay for another 200-feet of drilling. He suggested asking East Coast to drill another 30-to-40-feet.

Mr. Wright will bring a revised quote back to the Board from East Coast Wells.

B. District Engineer

Mr. Silverstein stated his firm was called out for multiple concerns, one being a safety concern with the inlets at the island at Dosel Lane. He has provided his suggestions to Mr. Wright to satisfy that concern that are relatively low cost and should be able to be handled by the maintenance staff.

Mr. Wright stated that it has already been taken care of.

Next, Mr. Silverstein stated that there were concerns about the drainage system functionality. He has reached out to St. Johns County and obtained the as built plans for the entire community. Next, he informed the Board that 202 Rincon Drive expressed some concerns with flooding along their property line. It appears that the downspouts and gutters the homeowner has on the house discharging on the rear lot line is causing water to get trapped along the fence. The design plans show that the lots are supposed to grade from the back to the front down the swale

line and it looks as if the lot breaks towards the back property line from the back of the home, so the water coming off the roof has no place to go. He offered to do a quick as built survey of the lot lines to see if it can be corrected with some grading work, however ultimately it would be a homeowner issue, and the correction would be to redirect the down spouts at least in front of the PVC fence so it catches the swale along the property lines and runs toward Rincon. Lastly, Mr. Silverstein stated that his firm can provide a proposal to do a drainage assessment report if the Board has concerns with the District's drainage system.

Mr. Cervelli indicated he'd like a proposal put together for the drainage assessment.

C. District Counsel

1. Hourly Rates for Fiscal Year 2026

Ms. Kilinski presented a letter outlining her firm's rate increases for the next two years.

Mr. Lisotta reminded the Board that GMS's rate increase was deferred for this year.

On MOTION by Dr. Handler, seconded by Mr. Cervelli, with three in favor and Mr. Lisotta opposed, the rate increases were approved as proposed 3-1.

2. Mark Kaprellian

Ms. Kilinski stated that at the last meeting there were some questions about the history of assessment imposition, particularly for the home located at 717 Rio Del Norte. From their research, their conclusion is the District appropriately mailed and published notices of every assessment increase that has been done since 2017 and that is as far back as they went. There were some changes in the assessment structure, but all of those were also noticed as required by law. She did not see any irregularities for the Board to be concerned about.

Dr. Handler stated that Mark Kaprellian has requested to meet over Zoom to go over the information District Counsel has found.

Mark Kaprellian stated that 2015 is when the McCann lots were changed from 64 to 84-feet, which resulted in an increase in the O&M rate from \$1,500 to \$3,500.

Ms. Kilinski explained that the analysis for assessments that secure the District's annual budget is on a year-to-year basis, so if the District is going to change the amounts upwards, or the way the district applies the benefit, such as in 2017 when the ERU change happened that split the

marsh lots out, it has to do a mailed and published notice, which it did. Under the law, the assessment allocation could be changed every year as long as the requirements to do so are met, the findings are not arbitrary, and it's being based on a benefit allocation. There is no way to bind the District to a commitment from 15 to 20 years ago on a maximum assessment level. The builder could have made a statement, but that does not bind the District.

Mr. Cervelli offered to speak further with Mr. Kaprellian after the meeting.

D. District Manager

1. Update on Cost Share True-Up

Mr. Oliver stated Marshall Creek is awaiting their fiscal year 2024 audit so that they can verify certain numbers related to the cost share. Once GMS receives the feedback from Marshall Creek, they will verify their numbers.

2. Financial Update

Mr. Oliver reported that the capital reserve balance is at \$411,00 and another \$100,000 will be added to that balance later this year. There is \$1,444,000 in the unassigned fund, which are the assessments that has been received from the tax collector. The assessments are currently 99.4% collected. Tax certificate sales will be completed after May 31st, and at that point the assessments will be fully collected. Mr. Oliver also gave an overview of the capital reserve study, noting it does not include resurfacing of the roads. The 2025 capital reserve study recommends putting aside \$315,000 this year for the capital reserve fund. The capital project fund balance is currently at \$221,536. Lastly, Mr. Oliver reminded the Board there is a workshop to discuss the fiscal year 2026 budget scheduled for May 14th. The budget is scheduled to be approved at the June 5th meeting and adopted at the August meeting.

3. Report on the Number of Registered Voters (1,595)

A letter from the St. Johns County elections office stating that were 1,595 registered voters residing within the District as of April 15th was included in the agenda package for the Board's review. No action was needed on this item.

E. Field Manager

1. Report

A copy of the field operations report was included in the agenda package for the Board's review. Mr. Wright asked the Board about their desired approach to trip hazards with the sidewalks. Marshall Creek's policy is anything under a quarter inch is grinded and anything over a half inch would be replaced.

Mr. Cervelli suggested following the same policy as Marshall Creek.

Mr. Smith stated that he and Mr. Wright have been discussing the Envera video system, which extremely security sensitive. There have been several gate crashes recently, so Mr. Smith suggested setting a policy for how the District will respond to the incidents. He suggested mailing warning letters to homeowners, and if there is second incident, there needs to be some sort of enforcement.

Mr. Cervelli asked that an e-blast be drafted to inform residents of the implementation of a policy regarding gate damage and be brought to the Board at the next meeting for approval.

2. Consideration of Proposals for a Deep Well

This item was discussed under the landscape report.

F. Director of Amenities – Report

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

Ms. Gunia reported that the mini golf repair should be completed next week. She requested estimates for turf for the dog park and area next to the fitness center. One estimate has come back so far at \$37,000. The estimate for turf in the area in which bocce ball has been proposed came in at almost \$28,000. She is awaiting a few more quotes for turf. Additionally, Best Fence's estimate to expand the fence was over \$1,000. She's awaiting a quote for the small dog portion to keep dogs from sliding through. She may be submitting additional ideas to use the funds still available from the refinance.

The Board took a five-minute recess at this time. Upon reconvening, the following discussions and actions were taken.

FIFTH ORDER OF BUSINESS

Consideration of Survey for the PUD Modification

There being no comments or revisions from the Board, the survey will be sent out to the Sweetwater Creek residents by email as it was presented.

SIXTH ORDER OF BUSINESS

Consideration of Issuing an RFP for Amenity & Operations Management Services and/or District Management Services and/or Financial Compliance and Accounting Support Services

Mr. Lisotta stated that the Board previously discussed giving RMS a period of time to correct any issues. He asked if they are still being given that opportunity.

Mr. Cervelli responded that RMS should continue to make any changes they see fit in operations and/or policy, but that should not stop the board from getting informal quotes.

On MOTION by Dr. Handler, seconded by Mr. Smith, with three in favor and Mr. Lisotta opposed, issuing a request for proposals with the documents as presented was approved 3-1.

SEVENTH ORDER OF BUSINESS

Consideration of Revisions to Amenity Policies

This item was discussed under the amenity director's report.

EIGHTH ORDER OF BUSINESS

Update Regarding Capital Reserve Study

Mr. Oliver presented the Board with the capital reserve study prepared by Reserve Advisors that is based on a 30-year outlook. The idea is to provide an estimate for how much money should be put aside each year for expenditures anticipated over the next 30-years.

NINTH ORDER OF BUSINESS

Discussion of the Fiscal Year 2026 Budget

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

TENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisor Requests / Public Comment

Barney Holmes commented on a written warning he received for not using his access card, stating that in the ten years he's been a resident there have been many variations of what is and isn't acceptable. At one stage he had a card on file and that was acceptable. There is no mention in the policies as to backup procedures and over the last ten years it's never been an issue to walk up to the front desk and have someone look up your profile. On this particular day, he was asked why he doesn't have his access card. He provided his opinion, and his opinion was not appreciated

and the conversation escalated. In reviewing the policies, he sees they state you must have your access card, but they do not reference alternative means. He also commented that if the policy is going to be enforced, it needs to be enforced equally from all residents, which is not the case. He asked for the written warning to be rescinded.

Bruce Brandenburg commented on the need to check for broken sprinklers.

Darlene Ewing questioned why all the residents have to pay for the dog parks and asked if there can be an amendment for owners who need and want the dog parks.

Mr. Lisotta responded that the bond debt funds that are being used to purchase it all must be used for amenity improvements. The Board tries to use surveys to guide its decisions, but it should not expect that every resident agree.

Michael Barber asked for confirmation if the survey presented earlier in the meeting will be sent out as presented.

Mr. Cervelli responded yes.

Michael Barber stated that the board has been preaching how important it is to get all of the information. He asked why that same level of information is not being provided with regards to the survey for the modification of Tract K. Only one benefit is being listed for the project and the objections are not being taken into account.

Dr. Handler stated that the board has had good results from the surveys historically.

Michael Barber stated that his issue is with the first paragraph or two prior to the questions and what information is being provided to the community, because for a lot of people this is going to be the first time they're hearing about this project.

Mr. Cervelli stated that a lot of this was posted on the Palencia neighborhood page, however that was not providing a complete picture of what was going on.

Michael Barber asked Supervisor Smith to resign.

Mr. Cervelli stated that the decision to make a change or not make a change to Tract K will be based on all of the information the Board receives, and the survey will be a piece of it.

TWELFTH ORDER OF BUSINESS

Next Scheduled Meetings – Budget Workshop on Thursday, 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

May 1, 2025

Sweetwater Creek CDD

**Fitness Center, 1865 N. Loop Parkway, St.
Augustine, Florida 32095**

THIRTEENTH ORDER OF BUSINESS Adjournment

The meeting was adjourned at approximately 5:45 p.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman

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, June 5, 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
Rob Lisotta	Supervisor
Dan Colin	Supervisor
Stephen Handler <i>by phone</i>	Supervisor

Also present were:

Jim Oliver	District Manager, GMS
Mike Silverstein <i>by Zoom</i>	District Engineer, Matthews DCCM
Mary Grace Henley	District Counsel, KVV
Meredith Hammock <i>by Zoom</i>	District Counsel, KVV
Rich Gray	Director of Operations, RMS
Dan Wright	Operations Manager, RMS
Michael Woolridge	Duval Landscape

The following is a summary of the discussions and actions taken at the June 5, 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

Pat (Resident) stated that there wasn't enough information to answer the survey sent to the community regarding the PUD modification. She would like to know how many acres of land is involved and exactly where the land is located. Mr. Cervelli stated that there is a chance the discussion of the survey may be pushed to the July meeting due to the lengthy agenda.

Michael Barber (Resident) stated that he sent an email to the Board with further opposition from Onda Lane residents regarding the PUD modification. The letter he forwarded was signed by all homeowners on the street and was sent to the county commissioners. He has spoken to two of the county commissioners and both expressed opposition to any rezoning. Mr. Barber asked the Board to reconsider what can be done with the remaining bond proceeds.

THIRD ORDER OF BUSINESS**Approval of the Consent Agenda****A. Minutes of the May 1, 2025 Meeting and May 14, 2025 Workshop**

Copies of the minutes were included in the agenda package for the Board's review.

Mr. Smith stated that he does believe the minutes of the May 1st meeting accurately reflect the language and tone of Mr. Barber towards himself and the District's attorneys and they need to be amended.

The May 1, 2025 minutes will be reviewed and brought back to the July meeting for additional consideration.

B. Financial Statements

Copies of the financial statements were provided to the Board for their review.

C. Check Registers**1. April****2. May**

Copies of the check registers was included in the agenda package for the Board's review.

D. Ratification of Requisition Nos. 157-160

On MOTION by Mr. Lisotta, seconded by Mr. Smith, with all in favor, the consent agenda, with exception to the May 1, 2025 minutes, was approved 5-0.

FOURTH ORDER OF BUSINESS**Staff Reports****A. Landscape Team – Maintenance Report**

Mr. Woolridge provided an overview of the items that have been completed and that are still in progress.

B. District Engineer

Mr. Silverstein stated that he had nothing to report and would answer any questions on proposals sent over for a drainage assessment and some lot surveying on Rincon.

There being no questions, the next item followed.

C. District Counsel

Ms. Henley reminded the Board members to file their Form 1 by July 1st and to complete four hours' worth of ethics training by December 31st.

D. District Manager

1. Update on Cost Share True-Up

Mr. Oliver stated Marshall Creek is awaiting their fiscal year 2024 audit so that they can verify certain numbers related to the cost share. Once GMS receives the feedback from Marshall Creek, they will verify their numbers. Currently, \$144,000 is expected to be owed to Sweetwater Creek CDD.

2. Financial Update

Mr. Oliver reported that the capital reserve balance is at \$412,000 and another \$100,000 will be added to that balance later this year. There is \$1,344,000 in the unassigned fund as of April 30th, which are the assessments that have been received from the tax collector. Looking at projected expenditures for the rest of the year, there should be approximately \$400,000 of excess funds that could be moved to capital reserves.

E. Field Manager – Report

A copy of the field operations report was included in the agenda package for the Board's review. Mr. Wright reported the installation of the well and pump on Las Calinas should start the week following the meeting.

F. Director of Amenities

1. Report

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

2. Roof Quotes

Mr. Cervelli stated that more information is needed before the roof quotes can be considered.

Mr. Smith stated that the roof is leaking again. Mr. Wright stated that FCC would be coming out the day after the meeting to look at it.

3. Stair Climber Quotes

Mr. Lisotta stated that a stair climber is down and needs to be replaced as it is highly used. He recommended purchasing a high-end demo unit for \$6,700 through Design2Wellness that has a two-year warranty.

On MOTION by Mr. Lisotta, seconded by Mr. Smith, with all in favor, purchasing the demo stair climber from Design2Wellness for \$6,700 was approved 5-0.

FIFTH ORDER OF BUSINESS

Discussion of the Survey Results for the PUD Modification

This item was tabled.

SIXTH ORDER OF BUSINESS

Consideration of Responses to RFP for Amenity & Operations Management Services and/or District Management Services and/or Financial Compliance and Accounting Support Services

A. Vesta Property Services

B. Inframark

C. Rizzetta & Company

Representatives from each proposer were present and provided the Board with an overview of their company's background and proposal.

The Board took a brief recess following the presentations. Upon reconvening, the Board members discussed the proposals.

On MOTION by Mr. Cervelli, seconded by Dr. Handler, with three in favor and Mr. Lisotta and Mr. Smith opposed, terminating the agreement with Riverside Management Services for amenity management, field operations services and pool maintenance services was approved 3-2.

Mr. Lisotta stated that he no longer wants to serve as the landscape liaison.

On MOTION by Mr. Cervelli, seconded by Mr. Colin, with three in favor and Mr. Lisotta and Mr. Smith opposed, selecting Vesta Property Services for both district management and amenity and field operations management services was approved 3-2.

Mr. Lisotta left the meeting at this time.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2025-04,
Approving the Proposed Budget for Fiscal
Year 2026 and Setting a Public Hearing Date**

Mr. Oliver presented the proposed budget for fiscal year 2026, noting if the budget is approved as presented, it would result in a 6.17% increase in assessments.

On MOTION by Mr. Smith, seconded by Mr. Colin, with all in favor, Resolution 2025-04, approving the proposed budget for fiscal year 2026 and setting a public hearing for August 7, 2025 at 4:00 p.m. was approved 4-0.

Mr. Smith stated that he would like to step down as the Vice Chairman and asked the Board to reassign the officer designations at the next meeting.

EIGHTH ORDER OF BUSINESS

Discussion of Gate Security and Response

This item was tabled.

NINTH ORDER OF BUSINESS

**Consideration of Resident and Nonresident
Warning Letters for Property Damage**

This item was tabled.

TENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisor Requests / Public Comment

A resident commented that she has experienced some things with Vesta Property Services, and she wishes the board luck.

Gary (Resident) commented that the community appreciates what the Board does, and suggested the board members not take anything personal and to not doing anything brash.

Mr. Colin stated that he is going to work with District Counsel regarding an issue with the security gate arm and one individual.

TWELFTH ORDER OF BUSINESS

Next Scheduled Meetings – Thursday, July 10, 2025 at 4:00 p.m. at the Fitness Center, 1865 N. Loop Parkway, St. Augustine, Florida 32095

THIRTEENTH ORDER OF BUSINESS

Adjournment

The meeting was adjourned at approximately 5:58 p.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Sweetwater Creek
Community Development District

Unaudited Financial Reporting
May 31, 2025



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6	<u>Capital Projects Income Statement</u>
7-9	<u>Month to Month</u>
10	<u>Long Term Debt Summary</u>
11	<u>Assessment Receipt Schedule</u>
12-14	<u>Construction Schedule</u>

Sweetwater Creek
Community Development District
Combined Balance Sheet
May 31, 2025

	General Fund	Debt Service Fund	Capital Reserve Fund	Capital Project Fund	Totals Governmental Funds
Assets:					
Cash:					
Operating Account General Fund	\$ 112,234	\$ -	\$ 134,029	-	\$ 246,264
Operating Account Amenity Account	74,113	-	-	-	74,113
Debit Card Account	3,973	-	-	-	3,973
Accounts Receivable	-	-	-	-	-
Assessments Receivable	-	-	-	-	-
Due from General Fund	-	-	-	-	-
Due from Others	596	-	-	-	596
Due from Amenity	-	-	-	-	-
Due from Debt Service	-	-	-	-	-
Due from Capital Reserve	-	-	-	-	-
Due from Capital Projects	3,446	-	-	-	3,446
	-	-	-	-	-
Investments:					
State Board of Administration (SBA)	700,757	-	379,514	-	1,080,272
US Bank Custody Account	256,223	-	-	-	256,223
	-	-	-	-	-
Series 2019					
Reserve - A-1	-	133,070	-	-	133,070
Reserve - A-2	-	107,700	-	-	107,700
Revenue	-	189,783	-	-	189,783
Prepayment	-	-	-	-	-
Excess Revenue	-	0	-	-	0
Construction	-	-	-	169,971	169,971
Prepaid Expenses	-	-	-	-	-
Deposits	-	-	-	-	-
Total Assets	\$ 1,151,343	\$ 430,552	\$ 513,544	\$ 169,971	\$ 2,265,410
Liabilities:					
Accounts Payable	\$ 35,590	\$ -	\$ -	\$ -	\$ 35,590
Accrued Expenses	-	-	-	-	-
Contracts Payable	-	-	-	-	-
Due to Debt Service	-	-	-	-	-
Due to Amenity Fund	3,000	-	-	-	3,000
Due to Capital Reserve	-	-	-	-	-
Due to General Fund	-	-	-	-	-
Total Liabilities	\$ 38,590	\$ -	\$ -	\$ -	\$ 38,590
Fund Balance:					
Nonspendable:					
Prepaid Items	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted for:					
Debt Service	-	430,552	-	-	430,552
Capital Project	-	-	-	169,971	169,971
Assigned for:					
Capital Reserve Fund	-	-	513,544	-	513,544
Unassigned	1,112,753	-	-	-	1,112,753
Total Fund Balances	\$ 1,112,753	\$ 430,552	\$ 513,544	\$ 169,971	\$ 2,226,820
Total Liabilities & Fund Balance	\$ 1,151,343	\$ 430,552	\$ 513,544	\$ 169,971	\$ 2,265,410

Sweetwater Creek
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending May 31, 2025

	Adopted Budget	Prorated Budget Thru 05/31/25	Actual Thru 05/31/25	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 1,857,822	\$ 1,857,822	\$ 1,846,749	\$ (11,073)
Fitness Center Revenue	2,000	2,000	4,680	2,680
Interest/Miscellaneous	25,000	16,667	28,460	11,794
Insurance Proceeds	-	-	1,820	1,820
Total Revenues	\$ 1,884,822	\$ 1,876,488	\$ 1,881,709	\$ 5,221
Expenditures:				
<u>General & Administrative:</u>				
Supervisor Fees	\$ 12,000	\$ 10,200	\$ 10,200	-
Engineering	20,000	13,333	16,220	(2,887)
District Counsel	63,599	42,399	55,151	(12,751)
Annual Audit	3,800	-	-	-
Assessment Administration	5,200	5,200	5,200	-
Arbitrage Rebate	500	-	-	-
Dissemination Agent	5,512	3,675	3,675	-
Trustee Fees	3,800	3,800	3,143	657
Management Fees	44,200	29,467	29,467	-
Information Technology	1,482	988	988	-
Website Maintenance	1,040	693	693	-
Telephone	742	495	279	215
Postage & Delivery	3,000	2,000	2,162	(162)
Public Official Insurance	5,172	5,172	5,224	(52)
Copies	2,500	1,667	1,715	(49)
Legal Advertising	2,000	1,333	559	775
Miscellaneous	1,500	626	626	-
Dues, Licenses & Subscriptions	175	175	175	-
Cost Share Expense - Marshall Creek	100,000	-	-	-
Total General & Administrative	\$ 276,222	\$ 121,223	\$ 135,477	\$ (14,254)
<u>Operations & Maintenance</u>				
Electric	\$ 78,000	\$ 52,000	\$ 49,830	2,170
General Insurance	6,884	6,884	5,892	992
Landscape Maintenance	291,276	194,184	194,184	-
Landscape Improvements	50,000	21,848	21,848	-
Mulch	50,000	20,000	20,000	-
Lake Maintenance	22,000	14,667	16,980	(2,313)
Fountain Maintenance	1,500	1,000	-	1,000
Irrigation Repairs & Maintenance	39,000	29,150	29,150	-
Storm Clean-Up	10,000	-	-	-
Field Repairs & Maintenance	36,000	29,831	29,831	-
Tree Removals	14,000	9,333	6,650	2,683
Tree Replacements	-	-	1,820	(1,820)
Tree Pruning	15,000	10,000	5,480	4,520
Streetlight Repairs	2,250	1,500	-	1,500
Signage Repairs	1,000	1,000	1,456	(456)
Holiday Decoration	5,000	3,616	3,616	-
Miscellaneous Field Supplies	3,500	2,333	68	2,266
Subtotal Operations & Maintenance	\$ 625,410	\$ 397,346	\$ 386,804	\$ 10,542

Sweetwater Creek
Community Development District

General Fund

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

	Adopted Budget	Prorated Budget Thru 05/31/25	Actual Thru 05/31/25	Variance
<u>Amenities</u>				
Administrative				
Property & Casualty Insurance	\$ 43,218	\$ 43,218	\$ 40,216	3,002
Facility Management	266,340	177,560	188,431	(10,871)
Performance Incentive	10,000	10,000	8,492	1,508
Info Technology	-	-	795	(795)
Licenses & Permits	770	350	350	-
Subscriptions & Memberships	2,040	1,360	1,335	25
Training	-	-	706	(706)
Office Supplies	3,000	2,000	1,838	162
Office Equipment	2,500	1,667	816	851
Communication - Telephone/Internet/TV	12,000	8,000	5,855	2,145
Internet/Telephone - Guard House	4,500	3,000	2,101	899
<u>Field</u>				
Field Management Fees	92,602	61,735	61,735	-
Facility Maintenance - Cost Share	-	-	4,452	(4,452)
General Utilities	78,000	52,000	53,344	(1,344)
Refuse Removal	6,725	4,483	5,754	(1,270)
Security	41,137	27,425	26,129	1,296
Janitorial Services	43,467	27,167	27,167	-
Operating Supplies - Spa & Paper	4,000	2,667	1,917	750
Operating Supplies - Uniforms	500	500	535	(35)
Cleaning Supplies	12,500	8,333	7,106	1,227
Amenity Landscape Maintenance & Improvements	22,872	22,872	31,026	(8,154)
Gate Repairs & Maintenance	2,500	1,667	868	799
Dog Park Repairs & Maintenance	6,000	4,000	1,167	2,833
Park Mulch	5,000	-	-	-
Miscellaneous Field Supplies	4,100	779	779	-
Buildings Repairs & Maintenance	30,000	30,000	34,944	(4,944)
Pest Control	1,800	1,200	1,062	138
Pool Maintenance - Contract	19,469	13,282	13,282	-
Pool Repairs & Maintenance	3,000	523	523	-
Pool Chemicals	30,000	20,000	18,317	1,683
Signage & Amenity Repairs	300	200	101	99
Special Events	2,000	1,333	1,474	(141)
Park Repair & Maintenance	10,000	8,585	8,585	-
Pickleball Repair & Maintenance	3,000	3,000	9,039	(6,039)
Guardhouse Maintenance	2,500	-	-	-
Playground Repairs & Maintenance	5,000	5,000	7,139	(2,139)
<u>Fitness</u>				
Professional Services - Outside Fitness	55,515	37,010	29,765	7,245
Fitness Equipment Repairs & Maintenance	7,000	4,667	1,958	2,709
Fitness Equipment Rental	36,635	24,424	23,602	821
Miniature Golf Course Maintenance	500	355	355	-
Miscellaneous Fitness Supplies	6,300	4,200	589	3,611
Capital Outlay - Machinery & Equipment	6,400	1,177	1,177	-
Capital Outlay	-	-	23,702	(23,702)
Subtotal Amenities	\$ 883,190	\$ 615,737	\$ 648,527	\$ (32,789)
Total Operations & Maintenance and Amenities	\$ 1,508,600	\$ 1,013,083	\$ 1,035,331	\$ (22,248)
<u>Reserves</u>				
Capital Reserve Transfer	\$ 100,000	\$ 100,000	100,000	\$ -
Subtotal Reserves	\$ 100,000	\$ 100,000	\$ 100,000	\$ -
Total Expenditures	\$ 1,884,822	\$ 1,134,307	\$ 1,270,809	\$ (36,502)
Excess (Deficiency) of Revenues over Expenditures	\$ (0)		\$ 610,900	
Fund Balance - Beginning	\$ -		\$ 501,852	
Fund Balance - Ending	\$ (0)		\$ 1,112,753	

Sweetwater Creek
Community Development District

Debt Service Fund Series 2019

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending May 31, 2025

	Adopted	Prorated Budget	Actual	
	Budget	Thru 05/31/25	Thru 05/31/25	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 741,440	\$ 741,440	\$ 734,210	\$ (7,230)
Special Assessments - Prepayments	-	-	10,926	10,926
Interest Income	30,000	20,000	19,809	(191)
Total Revenues	\$ 771,440	\$ 761,440	\$ 764,946	\$ 3,506
Expenditures:				
<i>Series 2019 - A1</i>				
Interest - 11/01	\$ 81,650	\$ 81,650	\$ 81,650	\$ -
Special Call -11/1	-	-	10,000	
Interest - 5/1	81,650	81,650	81,503	147
Principal - 5/1	360,000	360,000	360,000	-
Special Call - 5/1	-	-	10,000	(10,000)
<i>Series 2019 - A2</i>				
Interest - 11/01	44,200	44,200	44,200	-
Special Call -11/1	-	-	5,000	
Interest - 05/01	44,200	44,200	44,113	88
Principal - 05/01	130,000	130,000	125,000	5,000
Special Call - 5/1	-	-	5,000	(5,000)
Total Expenditures	\$ 741,700	\$ 741,700	\$ 766,466	\$ (9,766)
Excess (Deficiency) of Revenues over Expenditures	\$ 29,740	\$ 19,740	\$ (1,520)	\$ (6,260)
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 29,740	\$ 19,740	\$ (1,520)	\$ (6,260)
Fund Balance - Beginning	\$ 187,616		\$ 432,072	
Fund Balance - Ending	\$ 217,356		\$ 430,552	

Sweetwater Creek
Community Development District

Capital Reserve Fund

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

	Adopted	Prorated Budget	Actual	
	Budget	Thru 05/31/25	Thru 05/31/25	Variance
Revenues				
Capital Reserve - Transfer In	\$ 100,000	\$ 100,000	\$ 100,000	\$ -
Interest	5,000	5,000	8,539	3,539
Miscellaneous Income	-	-	-	-
Insurance Proceeds	-	-	-	-
Total Revenues	\$ 105,000	\$ 105,000	\$ 108,539	\$ 3,539
Expenditures:				
Capital Outlay	\$ 30,000	\$ 20,000	\$ -	\$ 20,000
Repair & Maintenance	21,317	14,211	-	14,211
Other Current Charges	600	400	332	68
Reserve Study	-	-	-	-
Total Expenditures	\$ 51,917	\$ 34,611	\$ 332	\$ 34,279
Excess (Deficiency) of Revenues over Expenditures	\$ 53,083		\$ 108,207	
Other Financing Sources/(Uses)				
Transfer In and (Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 53,083		\$ 108,207	
Fund Balance - Beginning	\$ 444,309		\$ 405,337	
Fund Balance - Ending	\$ 497,392		\$ 513,544	

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	\$ 100,000
Interest Income/Misc Income/Insurance Proceeds	\$ 8,539
Expenditures	\$ (332)
Actual Balance	\$513,544
Variance Reserve Study Vs Actual	(\$299,435)

Sweetwater Creek
Community Development District
Capital Projects Fund Series 2019
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending May 31, 2025

	Actual
	Thru 05/31/25
Revenues	
Interest Income	\$ 9,131
Total Revenues	\$ 9,131
Expenditures:	
Capital Outlay	\$ 181,341
Total Expenditures	\$ 181,341
Excess (Deficiency) of Revenues over Expenditures	\$ (172,210)
Other Financing Sources/(Uses)	
Transfer In/(Out)	\$ -
Total Other Financing Sources (Uses)	\$ -
Net Change in Fund Balance	\$ (172,210)
Fund Balance - Beginning	\$ 342,181
Fund Balance - Ending	\$ 169,971.37

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	\$ -	\$ 38,881	\$ -	\$ -	\$ -	\$ -	\$ -	1,846,749
Fitness Center Revenue	1,890	540	-	-	1,150	-	1,100	-	-	-	-	-	4,680
Cost Sharing - Marshall Creek Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest/Miscellaneous	1,162	697	986	2,135	6,002	7,624	5,073	4,781	-	-	-	-	28,460
Insurance Proceeds	-	-	-	-	-	-	1,820	-	-	-	-	-	1,820
Total Revenues	\$ 3,052	\$ 184,021	\$ 339,963	\$ 1,119,835	\$ 175,559	\$ 7,624	\$ 46,874	\$ 4,781	\$ -	\$ -	\$ -	\$ -	\$ 1,881,709

Expenditures:

General & Administrative:

Supervisor Fees	\$ 800	\$ 1,000	\$ 800	\$ 1,000	\$ 1,000	\$ 2,000	\$ 1,800	\$ 1,800	\$ -	\$ -	\$ -	\$ -	10,200
Engineering	3,636	2,082	1,668	1,133	934	1,368	2,603	2,798	-	-	-	-	16,220
District Counsel	3,814	3,896	2,202	6,150	5,487	7,936	13,952	11,715	-	-	-	-	55,151
Annual Audit	-	-	-	-	-	-	-	-	-	-	-	-	-
Assessment Administration	5,200	-	-	-	-	-	-	-	-	-	-	-	5,200
Arbitrage Rebate	-	-	-	-	-	-	-	-	-	-	-	-	-
Dissemination Agent	459	459	459	459	459	459	459	459	-	-	-	-	3,675
Trustee Fees	3,143	-	-	-	-	-	-	-	-	-	-	-	3,143
Management Fees	3,683	3,683	3,683	3,683	3,683	3,683	3,683	3,683	-	-	-	-	29,467
Information Technology	124	124	124	124	124	124	124	124	-	-	-	-	988
Website Maintenance	87	87	87	87	87	87	87	87	-	-	-	-	693
Telephone	36	9	27	41	36	11	39	82	-	-	-	-	279
Postage & Delivery	122	431	252	284	113	189	171	601	-	-	-	-	2,162
Public Official Insurance	5,224	-	-	-	-	-	-	-	-	-	-	-	5,224
Copies	153	204	183	7	321	18	449	379	-	-	-	-	1,715
Legal Advertising	-	-	-	-	182	96	92	189	-	-	-	-	559
Miscellaneous	419	45	23	85	26	(174)	201	1	-	-	-	-	626
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
Cost Share Expense - Marshall Creek	-	-	-	-	-	-	-	-	-	-	-	-	-
Total General & Administrative	\$ 27,075	\$ 12,019	\$ 9,507	\$ 13,052	\$ 12,451	\$ 15,797	\$ 23,658	\$ 21,917	\$ -	\$ -	\$ -	\$ -	\$ 135,477

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	\$ 6,240	\$ 6,518	\$ -	\$ -	\$ -	\$ -	49,830
General Insurance	5,892	-	-	-	-	-	-	-	-	-	-	-	5,892
Landscape Maintenance	24,273	24,273	24,273	24,273	24,273	24,273	24,273	24,273	-	-	-	-	194,184
Landscape Improvements	-	1,202	-	-	2,055	4,975	5,910	7,706	-	-	-	-	21,848
Mulch	-	20,000	-	-	-	-	-	-	-	-	-	-	20,000
Lake Maintenance	2,122	2,122	2,122	2,122	2,122	2,122	2,122	2,122	-	-	-	-	16,980
Fountain Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
Irrigation Repairs & Maintenance	11,995	5,280	2,405	-	3,970	1,720	1,765	2,015	-	-	-	-	29,150
Storm Clean-Up	-	-	-	-	-	-	-	-	-	-	-	-	-
Field Repairs & Maintenance	8,854	3,975	8,365	895	45	4,252	1,285	2,160	-	-	-	-	29,831
Tree Removals	800	3,600	250	600	-	-	1,400	-	-	-	-	-	6,650
Tree Replacements	-	-	-	-	1,820	-	-	-	-	-	-	-	1,820
Tree Pruning	-	-	-	5,480	-	-	-	-	-	-	-	-	5,480
Streetlight Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
Signage Repairs	-	-	-	-	-	-	1,456	-	-	-	-	-	1,456
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	\$ 40,429	\$ 43,553	\$ 44,452	\$ 44,795	\$ -	\$ -	\$ -	\$ -	386,804
Amenities													
Administrative													
Property & Casualty Insurance	\$ 40,216	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	40,216
Facility Management	23,634	23,699	23,642	23,502	23,675	23,244	23,773	23,262	-	-	-	-	188,431
Performance Incentive	-	8,492	-	-	-	-	-	-	-	-	-	-	8,492
Info Technology	795	-	-	-	-	-	-	-	-	-	-	-	795
Licenses & Permits	-	-	-	-	-	-	-	350	-	-	-	-	350
Subscriptions & Memberships	125	125	125	125	125	125	125	460	-	-	-	-	1,335
Training	-	-	-	-	-	219	-	487	-	-	-	-	706
Office Supplies	188	138	616	59	146	144	23	523	-	-	-	-	1,838
Office Equipment	107	139	240	25	-	52	193	60	-	-	-	-	816
Communication - Telephone/Internet/TV	663	664	664	709	756	756	886	756	-	-	-	-	5,855
Internet/Telephone - Guard House	653	343	357	150	150	150	150	150	-	-	-	-	2,101

Sweetwater Creek
Community Development District
Month to Month

Field	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Field Management Fees	7,717	7,717	7,717	7,717	7,717	7,717	7,717	7,717	-	-	-	-	61,735
Facility Maintenance - Cost Share	-	-	-	-	-	897	1,862	1,692	-	-	-	-	4,452
General Utilities	6,163	6,720	5,422	8,154	7,042	8,509	6,288	5,045	-	-	-	-	53,344
Refuse Removal	635	780	780	799	654	654	145	1,308	-	-	-	-	5,754
Security	3,488	3,428	3,428	3,488	3,428	3,631	1,810	3,428	-	-	-	-	26,129
Janitorial Services	3,622	3,622	3,622	3,622	1,811	3,622	3,622	3,622	-	-	-	-	27,167
Operating Supplies - Spa & Paper	475	222	-	264	170	63	722	-	-	-	-	-	1,917
Operating Supplies - Uniforms	-	-	27	508	-	-	-	-	-	-	-	-	535
Cleaning Supplies	244	1,472	342	1,464	80	1,320	1,941	243	-	-	-	-	7,106
Amenity Landscape Maintenance & Improvements	17,938	1,963	1,963	1,963	1,963	2,417	2,819	-	-	-	-	-	31,026
Gate Repairs & Maintenance	-	-	-	-	868	-	-	-	-	-	-	-	868
Dog Park Repairs & Maintenance	286	-	143	129	136	172	301	-	-	-	-	-	1,167
Park Mulch	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous Field Supplies	-	34	-	58	-	61	515	111	-	-	-	-	779
Buildings Repairs & Maintenance	28,243	75	4,111	718	34	1,030	258	475	-	-	-	-	34,944
Pest Control	81	81	81	84	484	84	167	-	-	-	-	-	1,062
Pool Maintenance - Contract	1,622	1,622	1,622	1,622	1,622	1,622	1,622	1,925	-	-	-	-	13,282
Pool Repairs & Maintenance	-	-	-	-	-	358	165	-	-	-	-	-	523
Pool Chemicals	2,055	2,160	2,498	2,397	2,432	2,158	2,311	2,306	-	-	-	-	18,317
Signage & Amenity Repairs	61	-	-	40	-	-	-	-	-	-	-	-	101
Special Events	-	164	595	124	29	17	100	447	-	-	-	-	1,474
Park Repair & Maintenance	8,585	-	-	-	-	-	-	-	-	-	-	-	8,585
Pickleball Repair & Maintenance	1,800	-	908	-	76	10	6,215	29	-	-	-	-	9,039
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	3,625	4,015	-	-	-	-	29,765
Fitness Equipment Repairs & Maintenance	1,469	13	-	-	-	-	476	-	-	-	-	-	1,958
Fitness Equipment Rental	3,053	3,053	3,053	2,540	3,053	3,258	2,540	3,053	-	-	-	-	23,602
Miniature Golf Course Maintenance	-	-	355	-	-	-	-	-	-	-	-	-	355
Miscellaneous Fitness Supplies	117	76	-	215	18	21	67	74	-	-	-	-	589
Capital Outlay - Machinery & Equipment	-	-	795	-	167	125	90	-	-	-	-	-	1,177
Capital Outlay	-	19,610	-	-	4,092	-	-	-	-	-	-	-	23,702
Subtotal Amenities	\$ 158,166	\$ 95,572	\$ 67,093	\$ 65,528	\$ 64,214	\$ 65,886	\$ 70,530	\$ 61,539	\$ -	\$ -	\$ -	\$ -	648,527
Total Operations & Maintenance and Amenities	\$ 219,808	\$ 163,444	\$ 111,120	\$ 105,563	\$ 104,643	\$ 109,439	\$ 114,982	\$ 106,333	\$ -	\$ -	\$ -	\$ -	1,035,331
Reserves													
Capital Reserve Transfer	-	-	-	-	-	-	-	100,000	-	-	-	-	100,000
Subtotal Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	100,000
Total Expenditures	\$ 246,883	\$ 175,463	\$ 120,628	\$ 118,615	\$ 117,094	\$ 125,236	\$ 138,640	\$ 228,251	\$ -	\$ -	\$ -	\$ -	1,270,809
Excess (Deficiency) of Revenues over Expenditures	\$ (243,831)	\$ 8,558	\$ 219,335	\$ 1,001,220	\$ 58,465	\$ (117,612)	\$ (91,766)	\$ (223,470)	\$ -	\$ -	\$ -	\$ -	610,900

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)
Less: Principal Payment - 5/1/25		(\$360,000)
Less: Principal Payment - 5/1/25 (Special Call)		(\$10,000)
Current Bonds Outstanding		\$5,600,000

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	\$107,600	
Reserve Fund Balance	107,700	
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)
Less: Principal Payment - 5/1/25		(\$125,000)
Less: Principal Payment - 5/1/25 (Special Call)		(\$5,000)
Current Bonds Outstanding		\$2,160,000

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
04/08/25	8	51,573.79	36,902.50	14,671.29		51,573.79
04/14/25	INTEREST 2	2,765.13	1,978.53	786.60		2,765.13
		-	-	-		-
		-	-	-		-
		-	-	-		-
		-	-	-		-
TOTAL		\$ 2,580,959.40	\$ 1,846,748.69	\$ 734,210.26	\$	2,580,958.95

99.40%	Percent Collected
\$ 15,476.54	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: SWCrfnl220 - 10% Balance Upon Final Sign Off	\$ 11,500.00
2/24/20	10	JLC Construction Inc.	Invoice: 1/20/2020 - Deposit for Perogola Replacement	\$ 6,790.80
2/26/20	11	Performance Painting Contractors, Inc.	Invoice: 9578 - Power Wash and Paint	\$ 35,240.00
2/24/20	12	Rick Arsenault Certified Pool Consultant, Inc.	Invoice: SWCrefF220 - 40% Commencement of Filling	\$ 46,000.00
2/26/20	13	Rick Arsenault Certified Pool Consultant, Inc.	Invoice: SWCgtr220 - Gutter Grating Supports repaired	\$ 500.00
3/17/20	14	Walter Carucci AE	Invoice: 1 - Services for Palencia Fitness Center from 11/11/19 thru 3/2/19	\$ 5,034.68
3/17/20	15	Bob's Backflow & Plumbing Services, Inc.	Invoice: 65745 - Back Flow Testing	\$ 265.00
3/23/20	16	JLC Construction Inc.	Invoice: 3/20/2020 - Final payment for Perogola Replacement	\$ 6,790.80
4/8/20	17	England Thims & Miller	Invoice: 0193131 Traffic Study & Certification Package	\$ 3,000.02
4/16/20	18	England Thims & Miller	Invoice: 0193703 Traffic Study & Certification Package	\$ 1,062.00
5/20/20	19	Fitness International Associates Corp	Invoice: 2904 Flooring	\$ 4,000.44
6/9/20	20	Beacon Electrical Contractors Inc	Invoice: 200503 - Electrical work	\$ 16,357.00
6/15/20	21	Sundancer Sign Graphics	Invoice: 2564 - Street Sign	\$ 12,310.00
6/22/20	22	Yellowstone Landscape	Invoice: JAX120765 & JAX 120768 - Onda Field Full Irrigation & Sod	\$ 25,583.33
7/14/20	23	Hopping Green & Sams	Invoice: 113207, 113803, 114427, 115066 - Project Construction	\$ 1,053.50
7/31/20	24	Duval Asphalt	Invoice: 21750 - Stripping - Layout Stripe Crosswalks	\$ 1,458.00
8/7/20	25	Yellowstone Landscape	Invoice: AJAX120768 - Onda Field Irrigation & Sod	\$ 24,722.16
9/10/20	26	Radarsign	Invoice: 10761 - Solar Powered	\$ 7,888.00
9/10/20	27	Hopping Green & Sams	Invoice: 116998 - Legal Services	\$ 559.00
9/14/20	28	Sweetwater Creek CDD	Invoice: 2940 & 2904 Deposit paid via credit card for flooring	\$ 2,644.28
10/21/20	29	Hopping Green & Sams	Invoice: 114427 - Legal services	\$ 258.00
10/29/20	30	Hopping Green & Sams	Invoice #117953 - Project Construction Legal Services	\$ 1,075.00
11/16/20	31	Clark Advisory Services, LLC	Services Rendered June 2020-October 2020	\$ 5,034.00
2/17/21	32	Yellowstone Landscape	Invoice #173437 - Irrigation Repairs	\$ 58,703.67
2/17/21	33	Armstrong Fence Company	Invoice #20210221 - Deposit for Vinyl Coated chain-link Ensenda Park	\$ 2,570.79
5/13/21	34	Armstrong Fence Company	Invoice #20210547 Remaining balance for Vinyl Coated chain-link	\$ 2,570.78
5/13/21	35	Riverside Management Services	Invoice #13 Soccer Goals & Lacrosse Equipment	\$ 3,444.73
5/13/21	36	Hopping Green & Sams	Invoice: 121275 - Legal Services	\$ 210.00
3/8/22	37	England Thims & Miller	Invoice 0201371 - Engineer's Report	\$ 2,500.00
4/20/22	38	Invision Construction	Invoice #0001 Fitness Center Expansion Process	\$ 2,000.00
4/20/22	39	Basham & Lucas Desing Group Inc	Invoice #8851 Palencia Amenity & CDs	\$ 5,200.00
7/11/22	40	Basham & Lucas Desing Group Inc	Invoice #8929 Palencia Amenity & CDs	\$ 3,889.78
6/22/22	41	England Thims & Miller	Invoice #203006 Palencia Fitness Center Addition & Modification	\$ 3,750.00
6/22/22	42	KE Law Group PLLC	Invoice #2879 2019 Project Construction	\$ 217.00
7/11/22	43	Basham & Lucas Desing Group Inc	Invoice #8963 Palencia Amenity & CDs	\$ 13,600.00
8/8/22	44	KE Law Group PLLC	Invoice #2993 2019 Project Construction	\$ 344.50
8/8/22	45	England Thims & Miller	Invoice #203518 Palencia Fitness Center Addition & Modification	\$ 6,250.00
8/8/22	46	Basham & Lucas Desing Group Inc	Invoice #9014 Palencia Amenity & CDs	\$ 13,025.00
9/19/22	47	ECS Florida LLC	Palencia Fitness Center Addition Invoice #995173	\$ 3,500.00
9/19/22	48	England Thims & Miller	Invoice #204046 Palencia Fitness Center Addition & Modification	\$ 7,392.55
9/19/22	49	Basham & Lucas Desing Group Inc	Invoice #9028 Palencia Amenity & CDs	\$ 8,046.25
9/19/22	50	KE Law Group PLLC	Invoice #3599 2019 Project Construction	\$ 992.00
9/19/22	51	England Thims & Miller	Invoice #204510 Palencia Fitness Center Addition & Modification	\$ 7,375.00
9/19/22	52	KE Law Group PLLC	Invoice #3955 2019 Project Construction	\$ 726.00
11/8/22	53	Bartram Trail Surveying	Invoice # 5394 Palencia Fitness Center Topographic Survey	\$ 2,900.00
11/8/22	54	England Thims & Miller	Invoice #204943 Palencia Fitness Center Addition & Modification	\$ 15,013.75
11/8/22	55	KE Law Group PLLC	Invoice #3955 2019 Project Construction	\$ 248.00
11/8/22	56	Heartline Fitness Systems	Deposit Invoice #151945 50% deposit on Fitness Equipment	\$ 7,498.94
11/8/22	57	Heartline Fitness Systems	Deposit Invoice #151948 50% deposit on Flooring Material	\$ 3,535.61
12/5/22	58	England Thims & Miller	Invoice #205415 Palencia Fitness Center Addition & Modification	\$ 1,486.25
12/5/22	59	Sweetwater Creek CDD-Capital Reserve	Studio 1+ Professional Design Services Inv #21.069 Palencia Fitness Club	\$ 10,375.00
12/13/22	60	KE Law Group PLLC	Invoice #4873 2019 Project Construction	\$ 168.00
12/13/22	61	Invision Construction	Invoice #PAL_001 Initial deposit per agreement	\$ 42,531.00
12/13/22	62	England Thims & Miller	Invoice #204510 Palencia Fitness Center Addition & Modification	\$ 10,120.00
1/11/23	63	Sweetwater Creek CDD	Palencia Interior Renovation Change Order Id #PAL_002 Invision Construction Inc	\$ 13,315.00
1/11/23	64	England Thims & Miller	Invoice #205795 Palencia Fitness Center Addition & Modification	\$ 983.75
1/11/23	65	KE Law Group PLLC	Invoice #5089 2019 Project Construction	\$ 31.00
1/11/23	66	IT Systems of Jacksonville LLC	Invoice #1312 Deposit for New Audio System for Amenity Center	\$ 2,100.00
1/17/23	68	Bartram Trail Surveying Inc	Invoice #5651 Palencia Fitness Cneter Topographic Survey 1/4/23	\$ 3,080.00
2/14/23	67	Sweetwater Creek CDD	Invoice #1226 Mirrors for Fitness Room - Nassau Windows & Glass	\$ 5,300.00
2/14/23	69	England Thims & Miller	Invoice# 206344 Pickleball Courts Addition & Modifications	\$ 367.50
2/14/23	70	Sweetwater Creek CDD-Capital Reserve	Invoice# 01.10.2023 Anastasia Pool & Spa Inc Gas Heater Replacement for Pool and Invoice#	
2/14/23	71	Sweetwater Creek CDD	PAL_004 Invision Construction Inc for Fitness Interior Renovation	\$ 16,218.00
2/28/23	73	Invision Construction	Invoice #1231 Nassau Windows & Glass Inc. Rain Glass installation for gym	\$ 850.00
3/14/23	72	Bartram Trail Surveying Inc	Final Payment per agreement for Palencia Interior Renovation	\$ 42,531.00
4/4/23	74	England Thims & Miller	Invoice #5789 Palencia Fitness Cneter Topographic Survey 2/7/23	\$ 770.00
4/24/23	75	Design 2 Wellness	Invoice# 207105 Pickleball Courts Addition & Modifications	\$ 6,275.00
4/24/23	76	England Thims & Miller	Invoice #41744 - Strength Equipment for remodel	\$ 21,441.00
4/24/23	77	IT Systems of Jacksonville LLC	Invoice# 207521 Pickleball Courts Addition & Modifications	\$ 9,617.50
4/24/23	78	Heartline Fitness Systems	Invoice #1319 Wire work for coax for cameras	\$ 3,055.00
4/24/23	79	Sweetwater Creek CDD	Deposit Invoice #154186-F Final payment on Flooring Materials	\$ 3,827.85
4/24/23	80	Motley Electric	Deposit Invoice #151945-F Final payment for Fitness Equipment	\$ 7,498.93
4/24/23	81	Feather & Bloom	Invoice #266805595 Install Addtl wiring/reconfigure circuits for Treadmill	\$ 1,020.00
5/9/23	82	Kilinski/Van Wyk PLLC	Invoice #000714 Moss Wall & Painting for Zen Room	\$ 2,775.00
5/9/23	83	Sweetwater Creek CDD	Invoice# 6480 2019 Project Construction	\$ 1,485.50
			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.	
12/5/23	113	Sweetwater Creek CDD		\$ 2,959.95
12/6/23	114	England Thims & Miller	Invoice # 211276 Pickleball Courts Addition & Modifications.	\$ 205.00
1/10/24	115	Duval Landscape Maintenance	Invoice # 25237 Revamp amenity center irrigation.	\$ 12,917.16
1/10/24	116	Sweetwater Creek CDD-Capital Reserve	Dowling Douglas Invoice # 211276 Pickleball Courts Addition & Modifications – Nov 2023.	\$ 2,600.00
1/22/24	117	Kilinski/Van Wyk PLLC	Invoice # 8459 2019 Project Construction	\$ 124.00
2/13/24	118	Atlantic Security	Video Surveillance System Equipment and Installation 50% Dep Invoice #327381-Deposit	\$ 5,946.88
2/13/24	119	Alfred W Grover, Electrical Contractor	Invoice # 12524 - 6 Outdoor Motion Detector-LED light fixture for Pickleball Project	\$ 3,800.00
2/13/24	120	England Thims & Miller	Invoice # 212440 Pickleball Courts Addition & Modifications - Nov 2023.	\$ 1,571.25
2/14/24	121	Kilinski/Van Wyk PLLC	Invoice # 8723 2019 Project Construction	\$ 155.00
2/20/24	122	American Electrical Contracting Inc	Palencia Pickleball Courts Install two light deflectors Invoice #W64623	\$ 1,840.00
2/22/24	123	American Electrical Contracting Inc	Palencia Pickleball Courts Change timer to digital Invoice #W63086	\$ 140.65
2/22/24	124	American Electrical Contracting Inc	Palencia Pickleball Courts Change Order Lighting Project Invoice #W62910	\$ 3,227.30
2/27/24	125	Hoffman Commercial Construction LLC	Palencia Pickleball Courts Pay App 2304-7-Final Payment	\$ 25,623.00
3/12/24	126	Workman's Kwik Fix Plumbing Division	Invoice # 97146 – installed self close metering faucet in ensenada park per contract	\$ 1,280.00
			Invoice #212712 – CEI Services - Finalized documents and pay apps for Pickleball Court 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		\$ 1,437.50
3/20/24	129	Kilinski/Van Wyk PLLC	Invoice # 8974 2019 Project Construction	\$ 2,168.75
4/30/24	130	Matthews/DCCM	Invoice # 190784 - Due Diligence and Site Planning	\$ 2,037.50
5/20/24	131	Matthews/DCCM	Invoice # 190937 - Due Diligence and Site Planning	\$ 5,884.37
5/31/24	132	Atlantic Security	Invoice # 331612Final Invoice for Security System	\$ 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 # 9385 2019 Project Construction	\$ 93.00
7/26/24	135	Kilinski/Van Wyk PLLC	Invoice # 9861 2019 Project Construction	\$ 2,475.00
8/5/24	136	Matthews/DCCM	Invoice # 191118 - Due Diligence and Site Planning	\$ 9,489.26
8/5/24	137	Matthews/DCCM	Invoice # 191467 - Onda Park Survey and Construction Plans	\$ 5,100.00
8/21/24	138	Matthews/DCCM	Invoice # 191636 - Onda Park Construction Plans/Landscape/Meetings	\$ 583.00
8/28/24	139	Kilinski/Van Wyk PLLC	Invoice # 10065 2019 Project Construction	\$ 3,403.50
9/13/24	140	Kilinski/Van Wyk PLLC	Invoice # 10430 2019 Project Construction	\$ 1,186.88
11/5/24	141	Matthews/DCCM	Invoice #191859 Onda Park	\$ 332.00
10/18/24	142	Kilinski/Van Wyk PLLC	Invoice # 10546 2019 Project Construction	\$ 15,810.12
11/5/24	143	Sweetwater Creek CDD-Capital Reserve	Envera System upgrade deposit and install balance	\$ 553.75
12/9/24	144	Kilinski/Van Wyk PLLC	Invoice # 10810 2019 Project Construction	\$ 124.00
12/23/24	145	Kilinski/Van Wyk PLLC	Invoice # 10975 2019 Project Construction	\$ 43,663.00
12/24/24	146	Design 2 Wellness	Invoice #49881 Strenght Equipment Replacement-50% deposit	\$ 1,130.43
2/17/25	147	Lee and Cates	Quote #193688 Polished Mirror Wall Install Deposit	\$ 11,750.00
2/17/25	148	C Buss Entreprses Inc	Invoice #3019 Pool Parts and Labor	\$ 26,689.40
2/21/25	149	BYO Recreation	Invoice #115817 Two Shades and Materials	\$ 19,515.00
2/21/25	150	National Playground Construction	Invoice #115858 Down Payment for Installation & Permitting	\$ 1,476.50
2/24/25	151	Kilinski/Van Wyk PLLC	Invoice # 10975 2019 Project Construction	\$ 8,753.00
3/5/25	152	Invision Construction	Invoice #PALF-001- Storage Room Final/Invoice #PKNE-001-Knee Wall in Fitness Ctr	\$ 3,979.00
3/5/25	152	Invision Construction	Invoice #PKNE-001-Knee Wall in Fitness Ctr	\$ 3,920.00
3/18/25	153	Matthews/DCCM	Invoice #192893 - Onda Residential - Planning, Mod App & Meetings	\$ 744.00
3/18/25	154	Kilinski/Van Wyk PLLC	Invoice # 11682 2019 Project Construction	\$ 2,323.33
4/2/25	155	Sweetwater Creek CDD	Invoice #164342 and #64340 Polish mirror wall install Workout Room	\$ 5,667.50
4/2/25	156	JD Goals Inc	Invoice #112528 50% Deposit for Mini Golf Resurfacing	\$ 3,508.00
4/29/25	157	Design 2 Wellness	Invoice #50458, 50492, 50926 Additional Equipment for Fitness Center	\$ 1,881.86
5/19/25	158	Matthews/DCCM	Invoice #193071 and Invoice #193217 Onda Residential - Planning, Mod App & Meetings	\$ 105.00
5/30/25	159	Matthews/DCCM	Invoice #192481 Onda Park Meetings and Coordination	\$ 43,193.00
5/27/25	160	Design 2 Wellness	Invoice #49881 Strength Equipment Replacement-Final Payment	\$ 2,364.02
5/30/25	161	Sweetwater Creek CDD	TreeTop Products for Park Benches Order #TP200077866	\$ 11,750.00
	162	C Buss Entreprses Inc	Invoice #3020 for Pool Parts and Labor	\$ 4,270.00
	163	All Weather Contractors	Invoice #195650 - Plumbing for approved ice machine	\$ 1,029.00
	164	Best Fence and Rail fo FL LLC	Invoice #2504118 Deposit for fence expansion at Dog Park	\$ 1,586.00
	165	Kilinski/Van Wyk PLLC	Invoice #12430 and #12184 2019 Project Construction	
TOTAL				\$ 1,542,879.71

Sweetwater Creek
COMMUNITY DEVELOPMENT DISTRICT

Special Assessment Revenue Bonds, Series 2019

Date	Requisition #	Contractor	Description	Requisition
			Project (Construction) Fund at 08/30/19	\$ 1,540,777.96
			Interest Earned and Transfers thru 05/31/25	\$ 153,438.12
			Outstanding Requisitions	\$ 18,635.00
			Requisitions Paid thru 05/31/25	\$ (1,542,879.71)
			Remaining Project (Construction) Fund	\$ 169,971.37
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	\$8,450.24
			Boccee Ball Court And Shade	\$40,000.00
			Shade Srutures Playgrounds, Pickleball	\$93,795.60
			Parking Lot for Golf Carts	\$12,000.00
			Dog Park - Las Calinas/Glorietta	\$21,606.98
	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	\$179,852.82
			PROJECTED REMAINING PROJECTS (CONSTRUCTION) FUNDS	(\$9,881)

C.

1.

Sweetwater Creek
COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2025
Check Register

<i>Date</i>	<i>check #'s</i>	<i>Amount</i>
General Fund		
5/1/25 - 5/31/25	4290-4309	\$70,710.96
6/1/25 - 6/27/25	4310-4325	35,357.08
SUBTOTAL		\$106,068.04
<i>Date</i>	<i>check #'s</i>	<i>Amount</i>
Amenity Fund		
5/1/25 - 5/31/25	2949-2978	\$51,591.25
6/1/25 - 6/27/25	2979-3001	47,922.90
SUBTOTAL		\$99,514.15
<i>Date</i>	<i>check #'s</i>	<i>Amount</i>
Capital Reserve		
SUBTOTAL		\$0.00
TOTAL		\$205,582.19

AP300R		YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER						RUN 5/28/25		PAGE 1	
*** CHECK DATES 05/01/2025 - 05/28/2025 ***		SWEETWATER CREEK - GENERAL									
		BANK A GENERAL FUND									
CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME		STATUS	AMOUNTCHECK..... AMOUNT	#		
5/06/25	00089	5/01/25 05012025	202505 310-51300-11000	5/1/25 CDD BOARD MEETING		*	200.00				
				JOHN T SMITH				200.00	004290		
5/06/25	00051	5/01/25 05012025	202505 310-51300-11000	5/1/25 CDD BOARD MEETING		*	200.00				
				ROBERT LISOTTA				200.00	004291		
5/06/25	00108	5/01/25 05012025	202505 310-51300-11000	5/1/25 CDD BOARD MEETING		*	200.00				
				RONALD J CERVELLI				200.00	004292		
5/06/25	00040	5/01/25 05012025	202505 310-51300-11000	5/1/25 CDD BOARD MEETING		*	200.00				
				STEPHEN J HANDLER				200.00	004293		
5/13/25	00086	4/29/25 31072	202504 320-53800-47300	VALV DECODER RPR BARBELLA		*	1,765.00				
				DUVAL LANDSCAPE MAINTENANCE				1,765.00	004294		
5/13/25	00063	4/30/25 89365	202504 320-53800-47000	APR LAKE MAINTENANCE		*	2,122.44				
				FUTURE HORIZONS				2,122.44	004295		
5/13/25	00029	5/01/25 170	202505 310-51300-34000	MAY MANAGEMENT FEES		*	3,683.33				
		5/01/25 170	202505 310-51300-35200	MAY WEBSITE ADMIN		*	86.67				
		5/01/25 170	202505 310-51300-35100	MAY INFO TECH		*	123.50				
		5/01/25 170	202505 310-51300-31300	MAY DISSEM AGENT SRVC		*	459.33				
		5/01/25 170	202505 310-51300-49000	OFFICE SUPPLIES		*	1.20				
		5/01/25 170	202505 310-51300-42000	POSTAGE		*	600.61				
		5/01/25 170	202505 310-51300-42500	COPIES		*	378.75				
		5/01/25 170	202505 310-51300-41000	TELEPHONE		*	82.03				
				GOVERNMENTAL MANAGEMENT SERVICES				5,415.42	004296		
5/13/25	00094	4/15/25 11931	202503 310-51300-31500	MAR GENERAL COUNSEL		*	7,936.10				
				KILINSKI VAN WYK PLLC				7,936.10	004297		
SWCC SWEETWATER CRK BPEREGRINO											

SWCC SWEETWATER CRK BPEREGRINO

CHECK DATE	VEND#INVOICE..... DATE	INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT	#
5/15/25	00109	5/14/25	05142025 5/14/25	202505	310	51300	-11000		DANIEL L COLIN	*	200.00	200.00	004298
5/15/25	00089	5/14/25	05142025 5/14/25	202505	310	51300	-11000		JOHN T SMITH	*	200.00	200.00	004299
5/15/25	00051	5/14/25	05142025 5/14/25	202505	310	51300	-11000		ROBERT LISOTTA	*	200.00	200.00	004300
5/15/25	00108	5/14/25	05142025 5/14/25	202505	310	51300	-11000		RONALD J CERVELLI	*	200.00	200.00	004301
5/15/25	00040	5/14/25	05142025 5/14/25	202505	310	51300	-11000		STEPHEN J HANDLER	*	200.00	200.00	004302
5/16/25	00103	5/13/25	193216 APR ENGINEERING SERVICES	202504	310	51300	-31100		MATTHEWS DESIGN GROUP LLC	*	2,602.50	2,602.50	004303
5/27/25	00086	3/31/25	30918 TOP DRESSING VARIOUS AREA	202503	320	53800	-46400		DUVAL LANDSCAPE MAINTENANCE	*	4,975.00	4,975.00	004304
5/27/25	00086	5/01/25	31120 MAY PALENCIA RENEWAL	202505	320	53800	-46200		DUVAL LANDSCAPE MAINTENANCE	*	24,273.00	24,273.00	004305
5/27/25	00086	5/21/25	31376 SEED AT AROUND A BOUT	202505	320	53800	-46400		DUVAL LANDSCAPE MAINTENANCE	*	4,920.00	4,920.00	004306
5/27/25	00086	5/21/25	31377 VALVE RPR MIDDLE CLOCK	202505	320	53800	-47300		DUVAL LANDSCAPE MAINTENANCE	*	525.00	525.00	004307
5/27/25	00086	5/21/25	31378 VALV RPR ROUNDABOUT CLOCK	202505	320	53800	-47300		DUVAL LANDSCAPE MAINTENANCE	*	425.00	425.00	004308
5/27/25	00094	5/16/25	12183 APR GENERAL COUNSEL	202504	310	51300	-31500		KILINSKI VAN WYK PLLC	*	13,951.50	13,951.50	004309
TOTAL FOR BANK A											70,710.96		
SWCC SWEETWATER CRK BPEREGRINO													

CHECK	VEND#INVOICE.....		...EXPENSED TO...				VENDOR NAME	STATUS	AMOUNTCHECK.....
DATE		DATE	INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS			AMOUNT #
TOTAL FOR REGISTER										70,710.96	

Attendance Confirmation
for
BOARD OF SUPERVISORS

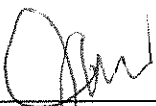
District Name: Sweetwater Creek CDD

Board Meeting Date: May 1, 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	✓	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

5/1/2025

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.
04/29/25	31072
Terms	Due Date
Net 40	06/08/25

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
\$1,765.00	

Please detach top portion and return with your payment.

DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
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#36553 - sweetwater valve decoder
repair barbella Apr 25

sweetwater valve decoder repair Apr 25

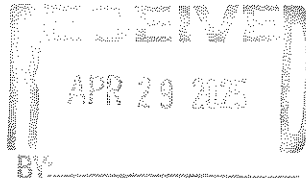
Irrigation Service/Repairs

\$1,765.00

Dbry Splice Kit		4.00	\$15.00	\$60.00	
Electrical Valve	2"	2.00	\$225.00	\$450.00	
Hunter 1 Station Decoder	1	3.00	\$285.00	\$855.00	
Irrigation Labor	Hr	2.00	\$100.00	\$200.00	
Misc Irrigation Supplies		1.00	\$30.00	\$30.00	
Slip fix	2"	2.00	\$85.00	\$170.00	

Total	\$1,765.00
Payments/Credits	(\$0.00)
Balance Due	\$1,765.00

1.320.53800.47300
Irrigation repair and maint
DW
4/29/25



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

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

INVOICE

Invoice Number: 89365
Invoice Date: Apr 30, 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		6/14/25

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services performed April 9 & 24, 2025	2,122.44	2,122.44

Lake Maintenace
1.320.53800.47000
DW
5/1/25

RECEIVED
MAY 01 2025
BY: _____

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.

Governmental Management Services, LLC

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

Invoice**Invoice #:** 170**Invoice Date:** 5/1/25**Due Date:** 5/1/25**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 - May 2025		3,683.33	3,683.33
Website Administration - May 2025		86.67	86.67
Information Technology - May 2025		123.50	123.50
Dissemination Agent Services - May 2025		459.33	459.33
Office Supplies		1.20	1.20
Postage		600.61	600.61
Copies		378.75	378.75
Telephone		82.03	82.03
<div>RECEIVED MAY 07 2025 BY: _____</div>			
Total			\$5,415.42
Payments/Credits			\$0.00
Balance Due			\$5,415.42



KILINSKI | VAN WYK

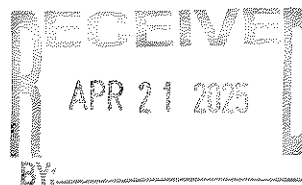
Kilinski | Van Wyk PLLC

P.O. Box 6386
Tallahassee, Florida 32314

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

INVOICE

Invoice # 11931
Date: 04/15/2025
Due On: 05/15/2025



SWEETWATER CREEK CDD – GENERAL COUNSEL/MONTHLY MEETING

Type	Attorney	Date	Notes	Quantity	Rate	Discount	Total
Service	JK	03/02/2025	Review Envera invoicing and failures with arm and replacement; confer with staff on same	0.30	\$310.00	-	\$93.00
Service	MGH	03/03/2025	Prepare for and remotely attend Board workshop; includes review of RMS agreement, GMS agreement, prior meeting notes, Supervisor memoranda and correspondence, and other District documents in preparation for same.	2.40	\$265.00	80.0%	\$127.20
Service	JK	03/03/2025	Attend monthly workshop on staffing and prepare summary of same	1.50	\$310.00	-	\$465.00
Service	MGH	03/03/2025	Review and analyze correspondence regarding Envera service outage and recent gate strikes.	0.30	\$265.00	-	\$79.50
Service	SD	03/04/2025	Download CDD documents for district staff	0.30	\$165.00	-	\$49.50
Service	JK	03/04/2025	Transmit PEO proposal; review updates to staffing plan and workshop notes; review Envera status updates	0.20	\$310.00	-	\$62.00

Service	MGH	03/04/2025	Review update on St. Johns County force main project and changes to crosswalk plans; analyze local legal authority regarding crosswalk requirements.	0.40	\$265.00	-	\$106.00
Service	MGH	03/05/2025	Plan for agenda call with District Chair and analyze takeaways from workshop to discuss district and field management matters; review resident correspondence regarding Onda Lane project.	0.40	\$265.00	-	\$106.00
Service	MGH	03/06/2025	Prepare for and attend agenda planning meeting with Board Chair.	1.60	\$265.00	100.0%	\$0.00
Service	MH	03/06/2025	Prepare for and attend conference call with J. Kilinski, M.G. Henley, and Chairman regarding workshop and staffing matters.	1.60	\$310.00	100.0%	\$0.00
Service	JK	03/06/2025	Attend Chairman call on structure for management services; summary of same; confer with MBS/NG on bond structure options	1.60	\$310.00	-	\$496.00
Service	JK	03/07/2025	Field call from Supervisor on Envera	0.20	\$310.00	-	\$62.00
Service	LG	03/07/2025	Research case law regarding public comment periods; prepare amendments to Opportunity to be Heard Resolution.	0.10	\$310.00	-	\$31.00
Service	MGH	03/10/2025	Prepare for and attend meeting with District Chair to discuss upcoming Board meeting agenda; review and disseminate materials to other Board members regarding same.	0.80	\$265.00	-	\$212.00
Service	MGH	03/10/2025	Review and analyze agenda package and materials for Board consideration, including	2.40	\$265.00	-	\$636.00

meeting minutes, financial statements, requisitions, landscape reports, staff reports and supporting materials, proposals, and related District documents, in preparation for Board meeting. Confer with JK and MWH regarding ongoing District matters and legal strategy. Analyze additional correspondence from MBS regarding bond reissuance/road privatization.

Service	JK	03/10/2025	Call with Board members (one way) on update for 3/11 Board meeting; review agenda materials and prepare for Board meeting; field calls from individual members on further contextual proceedings for management structure; field call on MPUD status; confer re: status update on Envera and bond refinancing options with MBS	1.50	\$310.00	-	\$465.00
Service	MGH	03/11/2025	Analyze additional resident correspondence and documentation from Supervisor Smith regarding Onda Lane project and PUD modification; review options and strategy for moving forward with potential roadway privatization and bond reissuance.	0.50	\$265.00	-	\$132.50
Service	JK	03/11/2025	Prepare for Board meeting; attend Board meeting; call with MBS/ Nabors Giblin on engagement for bond refinancing and options for same; review engagement	2.60	\$310.00	-	\$806.00
Service	MGH	03/12/2025	Review MBS engagement	1.60	\$265.00	80.0%	\$84.80

			letter; prepare for and attend meeting with Board Chairperson; confer with JK regarding RFP documents needed and scope of services to be bid; prepare for and attend meeting with District Manager.				
Service	JK	03/12/2025	Conference call on bid documents and structure for same; review assessment questions for resident request/demands	1.00	\$310.00	-	\$310.00
Service	MGH	03/13/2025	Review resident correspondence regarding political message on District sidewalk; analyze legal considerations for removal of same under the First Amendment.	0.60	\$265.00	-	\$159.00
Service	MGH	03/13/2025	Begin analyzing resident request for assessment reimbursement.	0.40	\$265.00	-	\$106.00
Service	MGH	03/13/2025	Compile and adapt RFP and scope documents for amenity and field operations and/or district management services.	3.70	\$265.00	-	\$980.50
Service	JK	03/13/2025	Field call from Supervisor Smith on Onda and O&M questions	0.60	\$310.00	-	\$186.00
Service	JK	03/14/2025	Review/edit RFP for management services, scope, contract, proposal forms, org chart and description of staffing	1.30	\$310.00	-	\$403.00
Service	MGH	03/14/2025	Further prepare and revise draft RFP instructions and scope documents.	1.60	\$265.00	10.0%	\$381.60
Service	MGH	03/20/2025	Review overall status of ongoing District matters and projects, including assessment challenge, swim lessons and pool usage, and review of staffing options and draft RFP; identify follow-up	0.80	\$265.00	-	\$212.00

			items needed; review and provide comments to draft workshop meeting minutes; exchange correspondence with District staff regarding swim team/lessons agreements.				
Service	MGH	03/21/2025	Call with Supervisor Smith to discuss potential pickleball expansion project; confer with JK regarding status of District projects and potential assessment challenge; exchange correspondence with Supervisor Colin regarding RMS collaboration update; review draft agenda for upcoming Board meeting.	0.80	\$265.00	-	\$212.00
Service	JK	03/21/2025	Call re: pickleball options; begin review of assessment structure; follow up on RFP documents and field call on same; review summary of RMS meeting	0.50	\$310.00	-	\$155.00
Service	MGH	03/24/2025	Review, revise, and distribute Supervisor Colin's report on meeting with GMS/RMS representatives.	0.30	\$265.00	-	\$79.50
Service	JK	03/24/2025	Call with Smith on options for expansion project; confer with Marshall Creek attorney on same; review Colin summary of items with RMS/GMS and confer with staff on same	0.60	\$310.00	-	\$186.00
Service	CD	03/25/2025	Draft FY26 Budget Approval Resolutions with optional Resolution setting O&M Assessment Hearing; Advise district staff of status of same; Research CDD website for count and district manager information.	0.40	\$165.00	-	\$66.00
Service	RWW	03/25/2025	Monitor legislation	0.20	\$310.00	-	\$62.00

			affecting District and provide newsletter summary of same.				
Service	MGH	03/26/2025	Exchange correspondence with District Chair regarding ongoing review of draft RFP documents and timeline for same; analyze additional correspondence related to potential bond refunding for roadway privatization.	0.30	\$265.00	-	\$79.50
Service	MGH	03/27/2025	Exchange correspondence with District staff and MBS regarding upcoming Board meeting and updates on bond refunding research.	0.20	\$265.00	-	\$53.00
Service	MGH	03/31/2025	Review and analyze agenda package and materials for Board consideration, including audit committee selection criteria, meeting minutes, financial statements, requisitions, staff reports and backup materials, and related District documents, in preparation for Board meeting.	1.10	\$265.00	-	\$291.50
Line Item Discount Subtotal							-\$1,810.40
Total							\$7,936.10

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
11931	05/15/2025	\$7,936.10	\$0.00	\$7,936.10
Outstanding Balance				\$7,936.10
Total Amount Outstanding				\$7,936.10

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

Please pay within 30 days.

Attendance Confirmation
for
BOARD OF SUPERVISORS

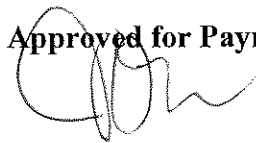
District Name: Sweetwater Creek CDD

Board Meeting Date: May 14, 2025 Workshop

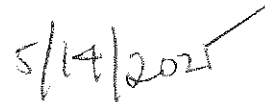
	<i>Name</i>	<i>In Attendance Please ✓</i>	<i>Fee Involved Yes / No</i>
1	Rob Lisotta 51	✓	Yes (\$200)
2	Ron Cervelli 108	✓	Yes (\$200)
3	Stephen Handler 40	✓	Yes (\$200)
4	Dan Colin 109	✓	Yes (\$200)
5	John Smith 89	✓	Yes (\$200)

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

Approved for Payment:



District Manager Signature



Date

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

Project Manager Alex Acree

Matthews | **BCCM**

Engineering - Architecture - Planning - Surveying

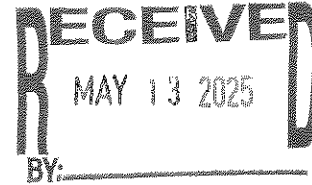
Governmental Management Services
James Oliver
475 West Town Place
St. Augustine, FL 32092

May 13, 2025
Invoice # 193216

Project 0000021856.0000 Sweetwater Creek CDD

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

- Coordination with District Manager
- Prepare Requisitions
- April Meter Readings
- CDD Meeting
- Rincon Flooding Review
- Rio Del Norte Drainage Review



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 April 30, 2025

Phase 0001 Engineering Services

	Hours	Rate	Amount
Vice President of Production	.75	290.00	217.50
Sr. Construction Inspector	7.75	210.00	1,627.50
CAD Designer III	1.00	150.00	150.00
CAD Designer 1	4.00	130.00	520.00
Project Coordinator 3	.50	115.00	57.50
Project Administrator	.25	120.00	30.00
Total Labor			2,602.50
Total Due:			2,602.50

Billed to Date

	Current Due	Prior Billed	Billed to Date
Labor	2,602.50	25,340.00	27,942.50
Expense	0.00	117.88	117.88
Unit	0.00	83.71	83.71
Interest	0.00	41.32	41.32
Totals	2,602.50	25,582.91	28,185.41

7 Waldo Street, St. Augustine, FL 32084 | 904.826.1334 | www.matthews.dccm.com

LICENSE #26535, LB8590, LA666877

Invoices are due upon receipt.

Prompt payments are critical to keeping your project on schedule. Payments not received within 30 days of the invoice date are considered past due and all work and submittals will be placed on hold until payment is received along with finance charges of 18% annual accrued. We appreciate your business and cooperation with timely payments.



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

INVOICE

Date	Invoice No.
03/31/25	30918
Terms	Due Date
Net 40	05/10/25

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
\$4,975.00	

Please detach top portion and return with your payment.

DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
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#36429 - Top dressing various areas

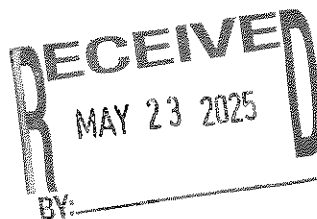
Top dress various areas along Las Calinas Blvd and Ensenada Dr. This quote includes 19 yards of top soil. Duval Landscape will provide up to an additional 19 yards of top soil under this agreement free of charge.

Enhancement/Extra Services

\$4,975.00

Landscape improvements
1.320.53800.46400
DW
5/23/25

Total	\$4,975.00
Payments/Credits	(\$0.00)
Balance Due	\$4,975.00





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

INVOICE

Date	Invoice No
05/01/25	31120
Terms	Due Date
Net 40	06/10/25

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	UGM	QTY	UNIT PRICE	EXT PRICE	TOTAL
#35508 - Palencia-2025 May 2025					\$24,273.00

Monthly Breakdown

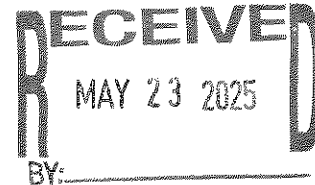
- Monthly Landscape- Mowing, edging, blowing, trimming /detail- \$20,091.48
- Fertilization- \$1,630.00
- Bedding Plants (ANNUALS)- \$1,915.50
- Irrigation check- \$636.00
-

Bed Dressing / Pinestraw

(billed at time of service)

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

Landscape Maintenance & Material
1.320.53800.46200
DW
5/23/25



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



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

INVOICE

Date	Invoice No.
05/21/25	31376
Terms	Due Date
Net 40	06/30/25

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
\$4,920.00	

Please detach top portion and return with your payment.

DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
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#37307 - Seed at round-a-bout

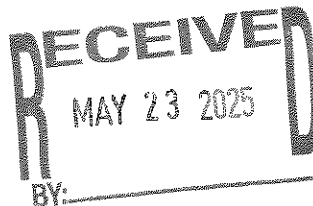
String trim down existing turf around entire round-a-bout. Rake smooth, install Bermuda grass seed. Due to minimal compaction I am not recommending aeration or top dressing.

Enhancement/Extra Services

\$4,920.00

Total	\$4,920.00
Payments/Credits	(\$0.00)
Balance Due	\$4,920.00

Landscape Improvements
1.320.53800.46400
DW
5/23/25





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

INVOICE

Date	Invoice No.
05/21/25	31377
Terms	Due Date
Net 40	06/30/25

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	P.O. Number
\$525.00	

Please detach top portion and return with your payment.

DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
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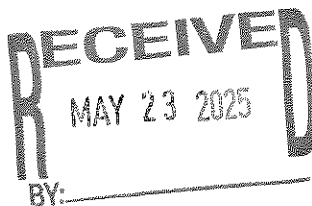
#37421 - sweetwater valve repair middle
clock may25

sweetwater valve repair middle clock
may25

Irrigation Service/Repairs					\$525.00
Electrical Valve	2"	1.00	\$225.00	\$225.00	
Misc Electrical Parts		1.00	\$15.00	\$15.00	
Slip fix	2"	1.00	\$85.00	\$85.00	
Valve Locating	each	2.00	\$100.00	\$200.00	

Total	\$525.00
Payments/Credits	(\$0.00)
Balance Due	\$525.00

Irrigation repairs and Maintenance
1.320.53800.47300
DW
5/23/25





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

INVOICE

Date	Invoice No.
05/21/25	31378
Terms	Due Date
Net 40	06/30/25

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
\$425.00	

Please detach top portion and return with your payment.

DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
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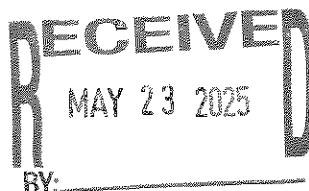
#37422 - sweetwater valve repair round
about clock may

sweetwater valve repair round about
clock may25

Irrigation Service/Repairs					\$425.00
Electrical Valve	2"	1.00	\$225.00	\$225.00	
Irrigation Labor	Hr	1.00	\$100.00	\$100.00	
Misc Electrical Parts		1.00	\$15.00	\$15.00	
Slip fix	2"	1.00	\$85.00	\$85.00	

Irrigation repair and Maint
1.320.53800.47300
DW
5/23/25

Total	\$425.00
Payments/Credits	(\$0.00)
Balance Due	\$425.00





KILINSKI | VAN WYK

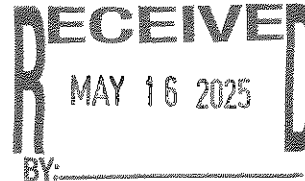
Kilinski | Van Wyk PLLC

P.O. Box 6386
Tallahassee, Florida 32314

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

INVOICE

Invoice # 12183
Date: 05/16/2025
Due On: 06/15/2025



SWEETWATER CREEK CDD – GENERAL COUNSEL/MONTHLY MEETING

Type	Attorney	Date	Notes	Quantity	Rate	Discount	Total
Service	MGH	04/01/2025	Review and disseminate RMS March 2025 invoice to Board members; review District Manager feedback on agenda items.	0.30	\$265.00	-	\$79.50
Service	JK	04/01/2025	Review correspondence on resident items and follow up on same with onsite management team; research same	0.30	\$310.00	100.0%	\$0.00
Service	MGH	04/02/2025	Analyze District policies regarding fitness center usage and suspension/termination of privileges; advise regarding recent incident at fitness center; analyze Florida legal authority and guidance on weapons policies by governmental entities; begin analyzing records and District documents pertaining to resident assessment challenge; review Florida legal standards on assessments and notice requirements for methodology changes.	1.20	\$265.00	-	\$318.00
Service	JK	04/02/2025	Field call from Supervisor	0.30	\$310.00	-	\$93.00

			on agenda items; review further correspondence on amenity policy/options; review MPUD PPT				
Service	MGH	04/03/2025	Analyze status and exchange correspondence with District staff regarding ongoing District matters, including swim team and instructor license agreements, assessment challenge, and roadway privatization research; analyze legal authority to inform potential weapons policies on CDD property; analyze assessment challenge documentation, prior methodologies, meeting minutes and assessment history; attend meeting with District staff and Supervisor Lisotta to discuss fitness center incident.	3.90	\$265.00	38.46%	\$636.00
Service	MGH	04/03/2025	Prepare for and remotely attend Board meeting.	1.50	\$265.00	100.0%	\$0.00
Service	JK	04/03/2025	Field call from Supervisor re: survey/options for language; prepare for and attend Board meeting; attend call on resident policies and Marshall Creek interlocal	2.20	\$310.00	-	\$682.00
Service	JK	04/06/2025	Research offering memorandums, engineers reports, 2007 methodology, 2019 methodology, tax bills and O&M resolutions for history on ERU allocation methods; begin summary of same	1.30	\$310.00	-	\$403.00
Service	JK	04/07/2025	Review records requests on Onda; compile same; field call on accusations made by resident; prepare records response and call on same; review assessment history and	2.10	\$310.00	-	\$651.00

			O&M mailed notices; field call with Supervisor Smith on various CDD matters; confer re: methodology options; call with staff on same; confer re: ERUs				
Service	SD	04/07/2025	Confer with District Staff, Download O&M Mailed Notices for 2021 and 2020, and multiple Resolutions from 2017 to 2019	0.60	\$165.00	-	\$99.00
Service	MGH	04/08/2025	Prepare response to resident records requests and inquiries regarding PUD modification project; prepare second notice letter regarding easement encroachments and vegetation clearing; prepare warning letter to resident regarding amenity access card rules; confer with District staff regarding numerous ongoing District matters.	2.40	\$265.00	25.0%	\$477.00
Service	JK	04/08/2025	Review resident suspension correspondence and confer with onsite staff on same; review conservation easement impacts and WMD letters and review/edit same; continue assessment research; field call regarding public records response and review responses/supplemental questions on same; follow up on status of RFP documents	1.20	\$310.00	-	\$372.00
Service	MGH	04/09/2025	Further prepare, finalize, and distribute second notice letter to resident regarding encroachment and clearing on District property/SJRWMD easement.	0.20	\$265.00	-	\$53.00
Service	MGH	04/10/2025	Analyze Board member inquiries regarding RMS invoicing; analyze RMS	2.30	\$265.00	56.52%	\$265.00

			agreement to advise regarding same; call with District Chair to discuss various ongoing District matters.				
Service	JK	04/10/2025	Call with Smith on Onda; prepare survey letter; call with Cervelli on various CDD issues/items/RFP; assessment research and summaries of same; conservation easement follow up; Onda correspondence review and related matters	2.60	\$310.00	-	\$806.00
Service	MGH	04/11/2025	Call with Supervisor Smith to discuss IT services and equipment log; analyze timeline and strategy for various District discussions and potential workshop; confer with District staff regarding same; revise workshop meeting notice; prepare Sunshine Law and social media overview memorandum.	2.00	\$265.00	30.0%	\$371.00
Service	JK	04/11/2025	Review records/training correspondence and memorandums for same; field call from multiple supervisors separately; review workshop notice and timeline and field call on same	2.40	\$310.00	-	\$744.00
Service	MGH	04/14/2025	Call with Board Chairperson to discuss draft RFP and make revisions following same; analyze GMS and RMS invoices and contract language inquiries from Supervisor Colin; call with Supervisor Lisotta to discuss pond access and e-bike issues; review updates on potential roadway privatization project.	2.10	\$265.00	33.33%	\$371.00
Service	JK	04/14/2025	RFP Conference call on updates to documents;	2.20	\$310.00	-	\$682.00

			update documents on same; continue assessment research; review GMS/RMS contract for additional considerations				
Service	MGH	04/15/2025	Confer with District staff and Board members regarding invoicing and contract provisions; further review and analyze GMS and RMS agreements regarding same.	0.70	\$265.00	57.14%	\$79.50
Service	JK	04/15/2025	Call on records and staff information; update assessment schedules; update RFP documents for dissemination	0.40	\$310.00	-	\$124.00
Service	SD	04/15/2025	Confer with district staff and tax review documents	0.80	\$165.00	75.0%	\$33.00
Service	MGH	04/16/2025	Further prepare Request for Proposals to incorporate additional feedback from onsite staff; confer with District staff regarding timeline for upcoming Board meetings and agenda items; review workshop agenda.	0.70	\$265.00	-	\$185.50
Service	JK	04/16/2025	Update assessment research and review updates tax bill/ assessment information from GMS; review requisition information from Trustee	0.40	\$310.00	-	\$124.00
Service	SD	04/16/2025	Create tax table based on tax bills, notices, and Assessment Summary for District Staff. Confer with District staff. Review and compare tax bills from FY18 to FY24.	3.00	\$165.00	20.0%	\$396.00
Service	MGH	04/17/2025	Prepare for and attend meeting with District and Amenity Management to discuss invoicing procedures and prepare Board supervisor report	1.60	\$265.00	62.5%	\$159.00

			regarding same; preliminary review of draft agenda for upcoming Board meeting.				
Service	JK	04/17/2025	Conference call with RMS/GMS on various CDD issues; prepare correspondence on same; review survey updates; confer re: workshop status	0.90	\$310.00	-	\$279.00
Service	SD	04/17/2025	Confer with District Staff and revise Tax Table based on feedback from District Staff.	2.30	\$165.00	39.13%	\$231.00
Service	MGH	04/18/2025	Analyze pricing for dissemination agent services and advise Board member regarding same; analyze overall status of numerous ongoing District projects.	0.30	\$265.00	-	\$79.50
Service	JK	04/21/2025	Field call from Supervisor Smith on Rincon and review history of same; review materials for workshop and Supervisor Colin information; confer re: status of RFP documents and edits to same	0.90	\$310.00	-	\$279.00
Service	MGH	04/21/2025	Analyze update from Operations Manager and historical information regarding Rincon Drive flooding reports.	0.30	\$265.00	-	\$79.50
Service	MGH	04/22/2025	Confer with District staff and attend call with Supervisor Colin regarding workshop agenda items; review and analyze workshop agenda items in preparation for meeting; analyze public records request for email server list.	1.70	\$265.00	64.71%	\$159.00
Service	JK	04/22/2025	Call with Supervisor Colin on workshop feedback; review correspondence on survey and provide	0.90	\$310.00	-	\$279.00

			feedback on same; review public records response and provide comments on same				
Service	MGH	04/23/2025	Further revise alternate resident survey language for Onda project and disseminate same in advance of Board workshop; prepare redlined amenity policies for Board consideration based on staff feedback; further revise Request for Proposals and resident survey language based on Board feedback at workshop.	2.90	\$265.00	-	\$768.50
Service	MGH	04/23/2025	Prepare for and attend Board workshop.	1.50	\$265.00	100.0%	\$0.00
Service	JK	04/23/2025	Attend workshop; update RFP documents with additional feedback from Board; review updated policies; update survey; update agenda	2.30	\$310.00	21.74%	\$558.00
Service	JK	04/24/2025	Prepare summary of O&M research and distribute to Board; update RFP documents with bid alternative summary of options and transmit same; update survey; update policies; finalize agenda edits; field call from Supervisor Handler	2.50	\$310.00	-	\$775.00
Service	MGH	04/24/2025	Incorporate additional feedback from District staff into redlined amenity policies for Board consideration and call with E. Gunia to discuss same; analyze operations and maintenance assessment summary and history.	1.60	\$265.00	-	\$424.00
Service	SD	04/24/2025	Confer with district staff. Reformat list of duties from RFP. Research District website; Prepare Budget mailing notice	2.40	\$165.00	41.67%	\$231.00

			options and letter to residents with Affidavit of Mailing for District Manager.				
Service	JK	04/25/2025	Field call from Supervisor re: various CDD issues/ options	0.40	\$310.00	-	\$124.00
Service	MGH	04/28/2025	Review resident response to warning letter and evaluate strategy for response to public records requests; call with E. Gunia to discuss same.	0.70	\$265.00	-	\$185.50
Service	JK	04/29/2025	Review agenda materials and prepare for Board meeting; review minutes; field call on same	0.70	\$310.00	28.57%	\$155.00
Service	MGH	04/29/2025	Review Regions Bank document summary regarding bond funds expended on District roadways; begin analyzing agenda package and materials for Board consideration in preparation for Board meeting.	0.70	\$265.00	-	\$185.50
Service	JK	04/30/2025	Review records request; review records; review video; review policies/ requested agreement; transmit same; continue agenda review	0.50	\$310.00	-	\$155.00
Service	JK	04/30/2025	Review records correspondence and update same; field call from Supervisor Handler; review budget documents; confer re: assessment impacts; confer re: RFP documents; review appraiser options and confer with team on same	1.10	\$310.00	-	\$341.00
Service	RWW	04/30/2025	Monitor legislation affecting District and provide newsletter summary of same.	0.20	\$310.00	-	\$62.00
Service	MGH	04/30/2025	Further evaluate and advise regarding public	1.50	\$265.00	-	\$397.50

records requests; review and analyze agenda package and materials for Board consideration, including meeting minutes, financial statements, staff reports, amenity policy revisions, resident survey language, and other pertinent District documents, in preparation for Board meeting; analyze roof replacement quotes; review response from resident regarding warning letter and public records.

Line Item Discount Subtotal **-\$3,524.48**

Total **\$13,951.50**

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
11931	05/15/2025	\$7,936.10	\$0.00	\$7,936.10

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
12183	06/15/2025	\$13,951.50	\$0.00	\$13,951.50
Outstanding Balance				\$21,887.60
Total Amount Outstanding				\$21,887.60

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

Please pay within 30 days.

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
5/13/25	00168	4/23/25 193994	202504 330-53800-48100	MISC RPR PICKLEBALL COURT	*	5,820.00	
				ALL WEATHER CONTRACTORS INC			5,820.00 002949
5/13/25	00168	4/29/25 194260	202504 320-53800-47301	CONCRETE REPAIRS	*	1,285.00	
				ALL WEATHER CONTRACTORS INC			1,285.00 002950
5/13/25	00131	4/29/25 04292025	202504 340-53800-34500	4/7-4/20 FITNESS CLASSES	*	600.00	
				DIANE LAURA STOEVEER			600.00 002951
5/13/25	00119	4/30/25 31286	202504 330-53800-46200	ADD DIRT-S.WALK&P.BALL CT	*	856.00	
				DUVAL LANDSCAPING MAINTENANCE			856.00 002952
5/13/25	00128	4/22/25 04222025	202504 340-53800-34500	4/22 2X FITNESS CLASSES	*	80.00	
				ELIANA N ROQUE			80.00 002953
5/13/25	00080	5/01/25 754974	202505 330-53800-48400	JUN GATE GRD MONITORING	*	3,428.05	
				HIDDEN EYES LLC			3,428.05 002954
5/13/25	00166	4/29/25 04292025	202504 340-53800-34500	4/16-4/25 FITNESS CLASSES	*	140.00	
				KATHY ROY			140.00 002955
5/13/25	00152	4/29/25 04292025	202504 340-53800-34500	4/22-4/29 FITNESS CLASSES	*	70.00	
				MARILYN J COSTANZO			70.00 002956
5/13/25	00135	4/23/25 04232025	202504 340-53800-34500	4/14-4/23 FITNESS CLASSES	*	245.00	
				MIRANDA BULGER			245.00 002957
5/13/25	00141	4/29/25 04292025	202504 340-53800-34500	4/21-4/28 FITNESS CLASSES	*	70.00	
				PATRICIA SCOTT			70.00 002958
5/13/25	00019	5/01/25 13129562	202505 330-53800-52002	MAY POOL CHEMICALS	*	2,157.54	
				POOLSURE			2,157.54 002959
5/13/25	00104	5/01/25 301	202505 330-53800-10000	MAY FITNESS CNTR MANAGER	*	10,319.83	

SWCC SWEETWATER CRK BPEREGRINO

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
		5/01/25 301	202505 330-53800-10000		*	6,868.07	
			MAY ASSISTANCE MANANGER				
		5/01/25 301	202505 330-53800-10000		*	5,007.08	
			MAY FRONT DESK ATTENDANTS				
		5/01/25 301	202505 330-53800-10000		*	1,066.73	
			APR FRONT DESK ATTENDANTS				
		5/01/25 301	202505 330-53800-46500		*	3,622.25	
			MAY JANITORIAL SERVICES				
		5/01/25 301	202505 330-53800-52000		*	1,622.42	
			MAY POOL MAINT SERVICES				
		5/01/25 301	202505 320-53800-12100		*	7,716.83	
			MAY FIELD MANAGEMENT				
		5/01/25 301	202505 330-53800-52000		*	302.50	
			POOL COVER REMOVAL				
		5/01/25 301	202505 330-53800-52002		*	148.67	
			POOL CHEM-BICARB				
				RIVERSIDE MANAGEMENT SERVICES INC			36,674.38 002960
5/13/25 00138		4/24/25 04242025	202504 340-53800-34500		*	105.00	
			4/17-4/24 FITNESS CLASSES				
				RONALD C CULLUM			105.00 002961
5/13/25 00136		4/08/25 04082025	202504 340-53800-34500		*	140.00	
			4/6-4/19 FITNESS CLASSES				
				TIFFANY ROSE CUNNINGHAM			140.00 002962
5/16/25 00169		5/09/25 50925	202505 320-53800-12200		*	340.00	
			FAULT POOL/GYM LAMPPOSTS				
				ALFRED W GROVER			340.00 002963
5/16/25 00131		5/12/25 05122025	202504 340-53800-34500		*	160.00	
			4/21-4/28 FITNESS CLASSES				
				DIANE LAURA STOEVEER			160.00 002964
5/16/25 00131		5/12/25 05122025	202505 340-53800-34500		*	240.00	
			5/07-5/16 FITNESS CLASSES				
				DIANE LAURA STOEVEER			240.00 002965
5/16/25 00128		5/02/25 05022025	202505 340-53800-34500		*	200.00	
			4/29-5/2 FITNESS CLASSES				
				ELIANA N ROQUE			200.00 002966
5/16/25 00128		5/08/25 05082025	202505 340-53800-34500		*	70.00	
			5/8 FITNESS CLASSES				
				ELIANA N ROQUE			70.00 002967
				SWCC SWEETWATER CRK BPEREGRINO			

CHECK	VEND#INVOICE.....	...EXPENSED TO...	VENDOR NAME				STATUS	AMOUNTCHECK....	
DATE		DATE	INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS		AMOUNT	#
TOTAL FOR REGISTER										55,904.17	



Invoice

Date:	Invoice #:
4/23/2025	193994

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 241 Las Calinas Blvd. Riverside Management Services St. Augustine, FL 32095 Dan Wright		
Purchase Order	Rep	Work Order
-	PM SCOTT HAINES	255132

Item	Description	Amount
	<p>Final Billing</p> <p>Sweetwater at Palencia</p> <p>Attn: Dan Wright -RMSNF 4 1 25</p> <p>Re;misc repairs at pickleball court</p> <p>>bring in the crew to excavate the rock at the pickleball court fence on the side of the courts at the gap where the asphalt courts ends and rocks go to the bottom of the fence the gap between the fence and the asphalt and make level with the existing asphalt >clean up job and haul away debris</p> <p>*option # 1 use asphalt to fill the gap at areas listed below- this option was declined</p> <p>-front 130 lin ft -\$1,985.00 -rear 130 lin ft -\$1,985.00 -sides 40 lin ft each side-\$690.00 per side -area with tables on side 30 lin ft each -\$495.00 per side</p> <p>Option #2 use 1½" concrete paver - this option was approved -front 130 lin ft -\$2,290.00 -rear 130 lin ft -\$2,290.00 -sides 40 lin ft each side -\$710.00 per side -area with tables on side 30 lin ft each -\$530.00 per side</p> <p>Total \$5820.00</p> <p>*all work carries a 1 year warranty</p>	\$5,820.00

Pickleball Court + maintenance
2.330.53800.48100
DW
4/24/25

RECEIVED
APR 24 2025
BY: _____



Invoice

Date:	Invoice #:
4/23/2025	193994

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

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:	\$5,820.00
Sales Tax:	\$0.00
Invoice Total:	\$5,820.00
Payments and Credits:	\$0.00
Total Due:	\$5,820.00



Invoice

Date:	Invoice #:
4/29/2025	194260

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-concrete Privado Court Riverside Management Services St. Augustine, FL 32095 Dan Wright		
Purchase Order	Rep	Work Order
-	PM SCOTT HAINES	255484

Item	Description	Amount
	<p>Final Billing Sweetwater at Palencia</p> <p>Attn: Dan Wright -RMSNF 4 4 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>>bring in the crew/materials and equipment to do the following scope listed below of work >saw cut and remove up to 32 sq ft of 4" thick concrete sidewalk at Privado Ct in location per management >form and pour new 4" thick 32 sq ft of 3000 psi concrete with a little broom finish >strip forms and cut joints as needed >clean up job and haul away debris * all work carries a 1 year warranty</p> <p>Total Price \$1,285.00</p> <p>2.330.53800.47301 Maint & repairs - Field DW 5/8/25</p>	\$1,285.00

RECEIVED
MAY 08 2025
BY: _____

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:	\$1,285.00
Sales Tax:	\$0.00
Invoice Total:	\$1,285.00
Payments and Credits:	\$0.00
Total Due:	\$1,285.00

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: 4/7 - 4/20

Pilates Dates:

Kids Fitness Dates: 4/9, 4/10

Stretch Dates: 4/7, 4/11, 4/14, 4/18

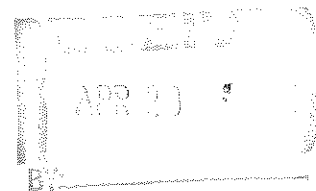
Barre Dates: 4/14

Substitute Dates: 4/8 Cardio 4/10 strength 4/15 Cardio
4/8 Pilates 4/10 Pilates 4/15 Pilates
4/17 strength 4/17 Pilates

Code: 2-340-53800-34500

Cost:

\$600.00



Approved:

Date:

4/29/25



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

2-330-53800-46200
Landscape-EG
5/5/25

RECEIVED
MAY 05 2025

INVOICE

Date	Invoice No.
04/30/25	31286
Terms	Due Date
Net 40	06/09/25

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
\$856.00	

Please detach top portion and return with your payment.

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

#34089 - Dirt along sidewalk to pickle
ball courts

Add dirt along sidewalk that goes back
to the pickle ball courts. Compact the
dirt as best we can.

Enhancement/Extra Services

\$856.00

Total	\$856.00
Payments/Credits	(\$0.00)
Balance Due	\$856.00

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: 4/22/25

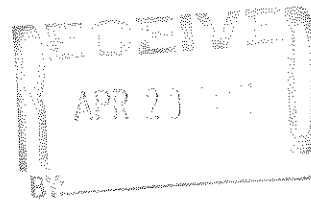
Senior Mat Pilates Dates: 4/22/25

Senior Strength Dates:

Substitute Dates:

Code: 2-340-53800-34500

Cost: 80



Approved:

A handwritten signature in dark ink, appearing to be "Eliana Roque", written over a horizontal line.

Date: 4/22/25

Envera

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

Invoice

Invoice Number 754974	Date 05/01/2025
Customer Number 300299	Due Date 06/01/2025

Page: 1

Customer Name	Customer Number	PO Number	Invoice Date	Due Date
Sweetwater Creek CDD	300299		05/01/2025	06/01/2025

Quantity	Description	Months	Rate	Amount
<i>2898 - Gate Access - Sweetwater Creek CDD -</i>				
1.00	Envera Kiosk System 06/01/2025 - 06/30/2025	1.00	\$500.00	\$500.00
1.00	Service & Maintenance 06/01/2025 - 06/30/2025	1.00	\$464.80	\$464.80
1.00	Data Management 06/01/2025 - 06/30/2025	1.00	\$250.00	\$250.00
1.00	Virtual Gate Guard Monitoring 06/01/2025 - 06/30/2025	1.00	\$2,213.25	\$2,213.25
Subtotal:				\$3428.05
Tax				\$0.00
Payments/Credits Applied				\$0.00
Invoice Balance Due:				\$3428.05

Date	Invoice #	Description	Amount	Balance Due
5/1/2025	754974	Monitoring Services	\$3428.05	\$3428.05

Envera

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

Security
2.330.53800.48400
DW
5/5/25

RECEIVED
MAY 05 2025
BY: _____

Invoice

Invoice Number 754974	Date 05/01/2025
Customer Number 300299	Due Date 06/01/2025

Net Due: \$3,428.05

Amount Enclosed: _____

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

REMIT TO:
Envera
PO Box 2086
Hicksville, NY 11802

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

Name: Kathy Roy

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

2025 Classes Taught:

Yoga: 4/16, 4/23

Gentle Yoga: 4/18, 4/25

Sub:

Requested by: Erin Gunia

Code: 2-330-53800-34500

Total cost - \$140⁰⁰

RECEIVED
APR 29 2025
BY: _____

Approved:

CM

Date:

4/29/25

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

Name: Marilyn Costanzo

Address: 328 Stokes Creek Dr. St. Augustine, FL 32095

2025 Classes Taught:

Tai Chi:

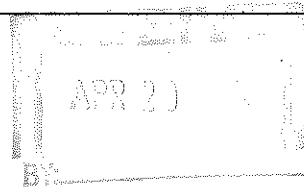
4/22/25
4/29/25

Requested by: Erin Gunia

Total=\$

70.00

Code: 2-330-53800-34500



Approved:

M J Costanzo

Date:

4/29/25

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

Vendor: Miranda Bulger

2112 Pons Springs Way, Fleming Island, FL 32003

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

Spin Dates: 4/14 4/16 4/21

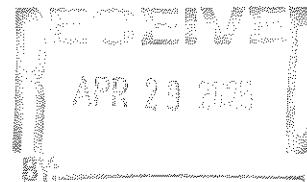
HIIT Dates: 4/16 4/23

Substitute Dates:

Code: 2-340-53800-34500

Cost:

245.00



Approved:

A handwritten signature in black ink, appearing to read "Miranda Bulger", written over a horizontal line.

Date:

4/23

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

Vendor: Patty Scott

256 Front Door Lane, St. Augustine, FL 32095

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

Meditation Dates:

Spin 4/21 10:15-11:00

Yogalates Dates:

Spin 4/28 10:15-11:00 AM

Power Pump Dates:

Yoga Dates:

Pilates Dates:

Code: 2-340-53800-34500

Cost:

70⁰⁰

RECEIVED
APR 29 2025
BY: _____

Approved:

[Signature]

Date:

4/29/25



Invoice

Date
Invoice#

5/1/2025
131295628359

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

Terms	Net 30
Due Date	5/31/2025
PO #	

Bill To
Attn: Bernadette Pegrino 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

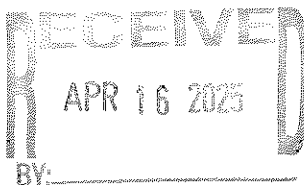
Total \$2,157.54

2-330-53800-52002
Pool Chemicals
Approved 4/16/25-EG

Amount Paid/Credit Applied \$0.00

Balance Due \$2,157.54

[Click Here to Pay Now](#)



131295628359

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

Invoice

Invoice #: 301
Invoice Date: 5/1/2025
Due Date: 5/1/2025
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 - May 2025		10,319.83	10,319.83
2.330.53800.10000- Assistant Manager - May 2025		6,868.07	6,868.07
2.330.53800.10000- Front Desk Attendants- May 2025		5,007.08	5,007.08
2.330.53800.10000- Front Desk Attendants (RMS) - April 2025 - Additional Amount Owed (Per 5/1/25 Adjustment memo for April 2025 Hourly Services)		1,066.73	1,066.73
2.330.53800.46500- Janitorial Services - May 2025		3,622.25	3,622.25
2.330.53800.52000 Pool Maintenance Services - May 2025		1,622.42	1,622.42
2.320.53800.12100- Field Management - May 2025		7,716.83	7,716.83
Pool Cover Removal		302.50	302.50
Pool Chemicals - Bicarb		148.67	148.67

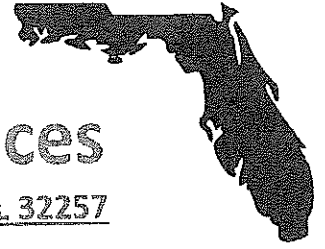
RECEIVED
MAY 07 2025
BY: _____

Alison Moring
5-7-25

Total	\$36,674.38
Payments/Credits	\$0.00
Balance Due	\$36,674.38

Riverside Management Services

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



Sweetwater Creek CDD
Monthly Credit Memorandum

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

Please adjust May 2025 invoice to reflect the actual hours worked for the month of April 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	292.01	\$20.80	\$6,073.81	\$5,007.08	\$1,066.73 Owed

RMS

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
4/1/25	3.93	H.T.	Amenity Center/Fitness Center Attendant
4/1/25	5.25	E.K.	Amenity Center/Fitness Center Attendant
4/2/25	3.95	H.T.	Amenity Center/Fitness Center Attendant
4/2/25	5.38	Z.S.	Amenity Center/Fitness Center Attendant
4/3/25	5.5	H.T.	Amenity Center/Fitness Center Attendant
4/3/25	5.28	AB.F.	Amenity Center/Fitness Center Attendant
4/4/25	2.98	M.N.	Amenity Center/Fitness Center Attendant
4/4/25	3.92	H.T.	Amenity Center/Fitness Center Attendant
4/4/25	4.43	Z.S.	Amenity Center/Fitness Center Attendant
4/5/25	5.33	M.N.	Amenity Center/Fitness Center Attendant
4/5/25	6.05	AB.F.	Amenity Center/Fitness Center Attendant
4/6/25	1.38	Z.S.	Amenity Center/Fitness Center Attendant
4/6/25	3.88	T.N.	Amenity Center/Fitness Center Attendant
4/6/25	6.08	M.N.	Amenity Center/Fitness Center Attendant
4/7/25	4.58	H.T.	Amenity Center/Fitness Center Attendant
4/7/25	5.27	M.N.	Amenity Center/Fitness Center Attendant
4/8/25	4.13	H.T.	Amenity Center/Fitness Center Attendant
4/8/25	5.28	AB.F.	Amenity Center/Fitness Center Attendant
4/9/25	4	E.K.	Amenity Center/Fitness Center Attendant
4/9/25	5.42	Z.S.	Amenity Center/Fitness Center Attendant
4/10/25	4	E.K.	Amenity Center/Fitness Center Attendant
4/10/25	5.25	AB.F.	Amenity Center/Fitness Center Attendant
4/11/25	4	E.K.	Amenity Center/Fitness Center Attendant
4/11/25	4.45	Z.S.	Amenity Center/Fitness Center Attendant
4/12/25	5.17	E.K.	Amenity Center/Fitness Center Attendant
4/12/25	2.8	AB.F.	Amenity Center/Fitness Center Attendant
4/12/25	3.15	E.K.	Amenity Center/Fitness Center Attendant
4/13/25	5.25	E.K.	Amenity Center/Fitness Center Attendant
4/13/25	6.33	Z.S.	Amenity Center/Fitness Center Attendant
4/14/25	4	E.K.	Amenity Center/Fitness Center Attendant
4/14/25	5.53	Z.S.	Amenity Center/Fitness Center Attendant
4/15/25	4	E.K.	Amenity Center/Fitness Center Attendant
4/15/25	5.32	AB.F.	Amenity Center/Fitness Center Attendant
4/16/25	4	E.K.	Amenity Center/Fitness Center Attendant
4/16/25	5.45	Z.S.	Amenity Center/Fitness Center Attendant
4/17/25	4	E.K.	Amenity Center/Fitness Center Attendant
4/17/25	5.28	AB.F.	Amenity Center/Fitness Center Attendant
4/18/25	4	E.K.	Amenity Center/Fitness Center Attendant
4/18/25	4.02	M.N.	Amenity Center/Fitness Center Attendant
4/19/25	5.25	E.K.	Amenity Center/Fitness Center Attendant
4/19/25	5.83	AB.F.	Amenity Center/Fitness Center Attendant
4/20/25	5.25	E.K.	Amenity Center/Fitness Center Attendant
4/20/25	6.27	Z.S.	Amenity Center/Fitness Center Attendant
4/21/25	4.02	E.K.	Amenity Center/Fitness Center Attendant
4/21/25	5.27	Z.S.	Amenity Center/Fitness Center Attendant
4/22/25	4	E.K.	Amenity Center/Fitness Center Attendant
4/22/25	5.27	AB.F.	Amenity Center/Fitness Center Attendant
4/23/25	4	E.K.	Amenity Center/Fitness Center Attendant
4/23/25	5.38	Z.S.	Amenity Center/Fitness Center Attendant
4/24/25	4	E.K.	Amenity Center/Fitness Center Attendant
4/24/25	5.4	Z.S.	Amenity Center/Fitness Center Attendant
4/25/25	4	E.K.	Amenity Center/Fitness Center Attendant
4/25/25	4.28	AB.F.	Amenity Center/Fitness Center Attendant
4/26/25	5	E.K.	Amenity Center/Fitness Center Attendant
4/26/25	8.3	AB.F.	Amenity Center/Fitness Center Attendant
4/27/25	0.37	M.N.	Amenity Center/Fitness Center Attendant
4/27/25	3.63	Z.S.	Amenity Center/Fitness Center Attendant
4/27/25	6	T.N.	Amenity Center/Fitness Center Attendant
4/28/25	5.47	Z.S.	Amenity Center/Fitness Center Attendant
4/29/25	4.98	T.N.	Amenity Center/Fitness Center Attendant
4/29/25	5.02	AB.F.	Amenity Center/Fitness Center Attendant
4/30/25	3.67	AB.F.	Amenity Center/Fitness Center Attendant
4/30/25	5.33	Z.S.	Amenity Center/Fitness Center Attendant

292.01

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

Vendor: Ron Collum

416 Heather Dr St. Augustine, FL 32095

2025

2025 Classes Taught in TWO week period:

Tai Chi Dates:

Taiji - 12:30 - 1:30
17 & 24 APRIL

Substitute Dates:

Stretch Seniors
24 APRIL

3 x 35 = 105.

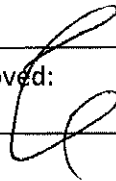
Code: 2-340-53800-34500

Cost:

\$105.

RECEIVED
APR 29 2025
BY: _____

Approved:



Date:

24 APR 2025

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) classes total

Cardio X Dates:

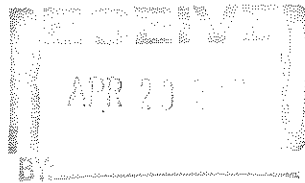
4/6 → 4/19

Substitute Dates:

Code: 2-340-53800-34500

Cost:

140⁰⁰



Approved:

A large, stylized handwritten signature in black ink.

Date:

4-8-23

INVOICE

Alfred W. Grover, Electrical Contractor

1304 Padola Road
St Augustine, FL 32092
215-847-5339
awg7422@gmail.com

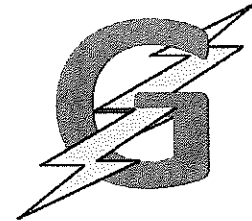
FL License: EC 13010167

DATE: 5/9/2025
INVOICE # 50925
TERMS: Due upon receipt

Bill To:

Sweetwater Creek CDD
Palencia Fitness Center
1879 N. Loop Pkwy
Saint Augustine, FL 32095
dwright@rmsnf.com

Job Location: Palencia Amenity Center



DESCRIPTION OF WORK	AMOUNT
1) Trouble shoot fault in electrical circuit to outdoor poolside lampposts. Disconnected two 30 ft poolside lampposts to clear fault. Note: High reach lift equipment needed to repair or replace these lighting fixtures.	Facility Maintenace 2.330.53800.12200 DW 5/12/25
2) Replaced lamp socket in recessed light fixture located in gym area.	
Material:	20.00
Labor: 1 electrician 4.0 hrs @ \$80 per hr	320.00
Work ordered by Dan Wright	
TOTAL	\$ 340.00

RECEIVED
MAY 12 2025
BY: _____

Accepted methods of payment:

Check payable to: Alfred W. Grover

THANK YOU FOR YOUR BUSINESS!

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

Vendor: Diane Stoevers

153 Oak Common Ave. St. Augustine, FL 32095

2023 Classes Taught in TWO week period:

4/21-5/4

Pilates Dates:

Kids Fitness Dates:

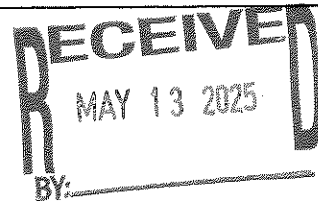
Stretch Dates: 4/21, 4/25, 4/28

Barre Dates: 4/21

Substitute Dates:

Code: 2-340-53800-34500

Cost: \$160.00



Approved:

[Handwritten signature]

Date:

5/12/25

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

Vendor: Diane Stoevers

153 Oak Common Ave. St. Augustine, FL 32095

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

5/5 - 5/18

Pilates Dates:

Kids Fitness Dates:

5/7, 5/14

Stretch Dates:

5/9, 5/12, 5/16

Barre Dates:

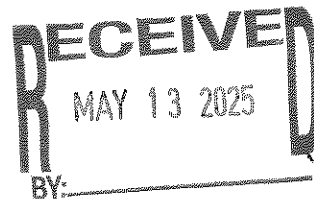
5/12

Substitute Dates:

Code: 2-340-53800-34500

Cost:

240⁰⁰



Approved:

CN

Date:

5/12/25

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: 4/29

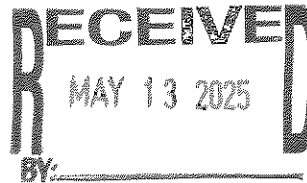
Senior Mat Pilates Dates: 4/29 - 5/2

Senior Strength Dates: 5/1

Substitute Dates: 5/2

Code: 2-340-53800-34500

Cost: \$200



Approved:

Eliana Roque

Date: 5/2/25

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:

5/8

Senior Mat Pilates Dates:

5/8

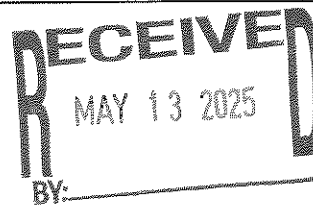
Senior Strength Dates:

Substitute Dates:

Code: 2-340-53800-34500

Cost:

70⁰⁰



Approved:

Eliana Roque

Date:

5/8/25

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:

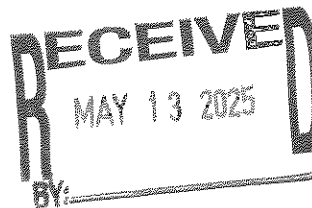
Substitute Dates:

Monday - 5/5/25 - 7:00 AM - 6 PM

Code: 2-340-53800-34500

Cost:

\$35



Approved:

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

Date:

5/12/25

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: 4/30, 5/7

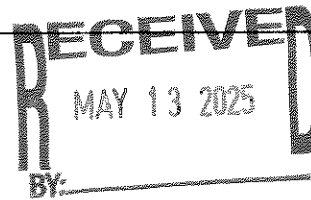
Gentle Yoga: 5/9

Sub:

Requested by: Erin Gunia

Code: 2-330-53800-34500

Cost: 10500



Approved: *[Signature]*

Date: 05/12/25

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

Vendor: Lina Hermez

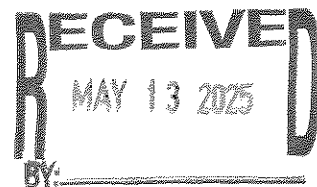
248 Glorietta Dr, St. Augustine, FL 32095

2023 Classes Taught in **TWO** week period: 14th Apr ~ 27th Apr
Meditation Dates: 16th, 23rd Apr
Yogalates Dates: 15th, 22nd Apr
Power Pump Dates: 15th, 22nd Apr
Yoga Dates: 16th, 20th, 27th (23rd cancelled CDD meeting)
Pilates Dates: 14th, 21st Apr

Code: 2-340-53800-34500

Cost: \$410⁰⁰

2-0-0-0



Approved:

[Signature]

Date: 30th Apr, 2025

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

Vendor: Lina Hermez

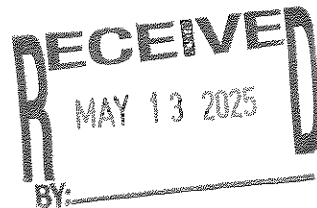
248 Glorietta Dr, St. Augustine, FL 32095

2025 Classes Taught in **TWO** week period: 28th Apr ~ 11th May
Meditation Dates: 30th Apr, 7th May
Yogalates Dates: 29th Apr, 6th May
Power Pump Dates: 29th Apr, 6th May
Yoga Dates: 30th Apr, 4th May, 7th May, 11th May
Pilates Dates: 28th Apr, 5th May

Code: 2-340-53800-34500

Cost: \$450⁰⁰

Q u d l



Approved: Ly

Date: May 11, 2025

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

Name: Marilyn Costaza

Address: 328 Stokes Creek Dr. St. Augustine, Fl 32095

2025 Classes Taught:

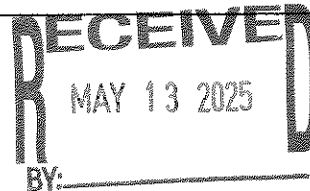
5/6/25

Tai Chi:

Requested by: Erin Gunia

Total=\$ 35.00

Code: 2-330-53800-34500



Approved:

MJ Costaza

Date:

5/6/25

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

Vendor: Miranda Bulger

2112 Pons Springs Way, Fleming Island, FL 32003

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

Spin Dates: 4/28 4/30 5/5 5/7

HIIT Dates: 4/30 5/7

Substitute Dates:

Code: 2-340-53800-34500

Cost:

245.00

RECEIVED
MAY 13 2025
BY: _____

Approved:

Miranda Bulger

Date:

5/7/25

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:

Pilates 4/29 6-6:50

Yogalates Dates:

Stretch 5/2 12-1PM

Power Pump Dates:

Spin 5/5 " "

Yoga Dates:

Stretch 5/5 " "

Pilates Dates:

Spin 5/12 10:15-11

Code: 2-340-53800-34500

Cost:

175⁰⁰

RECEIVED
MAY 13 2025
BY: _____

Approved:

[Signature]

Date:

5/12/25

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:

~~2~~

Cardio X Dates:

4/22 4/24
4/29 5/1

Substitute Dates:

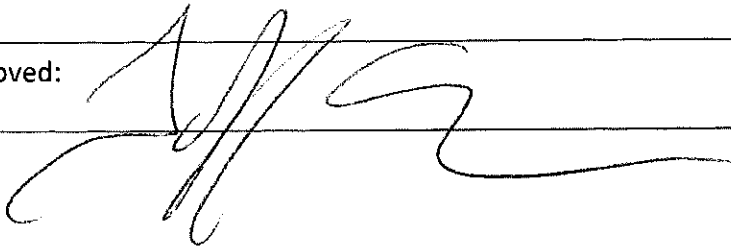
Code: 2-340-53800-34500

Cost:

140⁰⁰

RECEIVED
MAY 13 2025
BY: _____

Approved:



Date:

5/1/25

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

Name: Chairman's Enterprise

Address: 11586 Tyndel Creek Lane, Jacksonville, Fl 32223

Description: January invoice for leased Spin Bikes

Requested by: Erin Gunia

Total=\$513.20

Code: 2-330-53800-44000

Approved: Erin Gunia

Date: 4/29/25

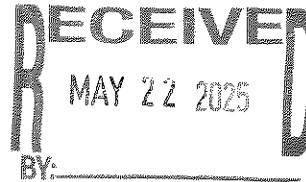
Chairmans Enterprises

Invoice # 1250

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

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

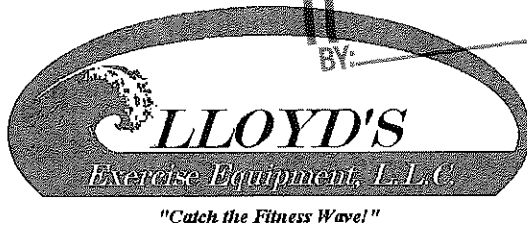
JANUARY 1ST, 2025



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
	01/01/2025 through 01/31/2025		
	Terms: 30 Day Net		
		Subtotal	\$513.20
	Tax Exempt		\$0.00
		Total	\$513.20

2-330-53800-52100
Cleaning Supplies
Approved-EG

RECEIVED
MAY 20 2025
Invoice
BY: _____



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 #
4/15/2025	H480-103

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

Invoice Date	Terms
5/15/2025	Due on receipt

Manufacturer	Item	Model	Details	Amount
Zoom	Fitness Wipes	* Physical Address Sweetwater CDD 1865 North Loop Parkway St. Augustine, FL 32095 904-829-8488 (Erin Gunia) Disinfectant Fitness Wipes; 4 rolls per case; 800 wipes per roll; at \$130.00 per case.	(8 cases)	1,040.00

Thank you for your business.

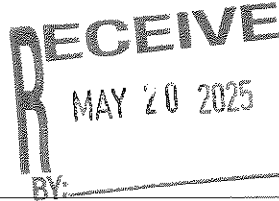
Subtotal	\$1,040.00
Sales Tax (0.0%)	\$0.00
Total	\$1,040.00
Payments/Credits	\$0.00
Balance Due	\$1,040.00

"Specializing in Service After the Sale"

VKA Security
Village Key & Alarm, Inc
441 State Road 16
St. Augustine, FL 32084
904-824-5003

2-330-53800-48400
Security
Approved-EG

PALENCIA SWIM & FITNESS
Care of Sweetwater Creek CDD
625 PALENCIA CLUB DR
SAINT AUGUSTINE, FL 32095



INVOICE

Date	04/01/2025
Number	354915

TERMS	Due on Date of Invoice
ACCOUNT #	SLD801374

Service Address
SWEETWATER CREEK FITNESS CENTER SWEETWATER CREEK CDD 1865 NORTH LOOP PARKWAY SAINT AUGUSTINE, FL 32095

Quan	Item	Description	Price	Tax %	Amount
3	600	RESIDENTIAL BURGLAR PHONE LINE MONITORING 04/01/2025 to 06/30/2025	\$25.00		\$75.00
SUB-TOTAL					\$75.00
SALES TAX					\$0.00
INVOICE TOTAL					\$75.00
AMOUNT PAID					\$0.00
It is important to test your alarm system regularly. Feel free to contact our office for an appointment or instructions on how to test your system. Thank you for choosing Village Key & Alarm.					
TOTAL DUE					\$75.00

Detach Here

PALENCIA SWIM & FITNESS
Care of Sweetwater Creek CDD
625 PALENCIA CLUB DR
SAINT AUGUSTINE, FL 32095

VKA Security
Village Key & Alarm, Inc
441 State Road 16
St. Augustine, FL 32084

Account Number	SLD801374
Invoice Number	354915
Amount Due	\$75.00
Amount Paid	

Reminder: To ensure reliable system operation test your alarm frequently and keep your emergency call list updated. Visit our website, <https://villagekeyalarm.com/>, for step-by-step instructions or e-mail us at <mailto:info@vkalarm.com>

2.

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
6/06/25	00086	5/28/25 31433	202505 320-53800-46400	BAHIA GRASS SEED ISLANDS	*	2,785.81	
				DUVAL LANDSCAPE MAINTENANCE			2,785.81 004310
6/06/25	00063	5/30/25 89859	202505 320-53800-47000	MAY LAKE MAINTENANCE	*	2,122.44	
				FUTURE HORIZONS			2,122.44 004311
6/06/25	00029	6/01/25 171	202506 310-51300-34000	JUN MANAGEMENT FEES	*	3,683.33	
		6/01/25 171	202506 310-51300-35200	JUN WEBSITE ADMIN	*	86.67	
		6/01/25 171	202506 310-51300-35100	JUN INFO TECH	*	123.50	
		6/01/25 171	202506 310-51300-31300	JUN DISSEM AGENT SRVCS	*	459.33	
		6/01/25 171	202506 310-51300-49000	OFFICE SUPPLIES	*	.93	
		6/01/25 171	202506 310-51300-42000	POSTAGE	*	152.64	
		6/01/25 171	202506 310-51300-42500	COPIES	*	526.80	
		6/01/25 171	202506 310-51300-41000	TELEPHONE	*	69.15	
				GOVERNMENTAL MANAGEMENT SERVICES			5,102.35 004312
6/06/25	00090	4/16/25 7091906	202504 310-51300-48000	4/23 BOS WS #11225104	*	91.76	
				GANNETT FL LOCALIQ			91.76 004313
6/09/25	00109	6/05/25 06052025	202506 310-51300-11000	6/5/25 CDD WORKSHOP	*	200.00	
				DANIEL L COLIN			200.00 004314
6/09/25	00089	6/05/25 06052025	202506 310-51300-11000	6/5/25 CDD WORKSHOP	*	200.00	
				JOHN T SMITH			200.00 004315
6/09/25	00051	6/05/25 06052025	202506 310-51300-11000	6/5/25 CDD WORKSHOP	*	200.00	
				ROBERT LISOTTA			200.00 004316
6/09/25	00108	6/05/25 06052025	202506 310-51300-11000	6/5/25 CDD WORKSHOP	*	200.00	
				RONALD J CERVELLI			200.00 004317
				SWCC SWEETWATER CRK BPEREGRINO			

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
6/09/25	00040	6/05/25 06052025	202506 310-51300-11000		*	200.00	
		6/5/25 CDD WORKSHOP		STEPHEN J HANDLER			200.00 004318
6/13/25	00105	5/28/25 195479	202505 320-53800-47301		*	1,080.00	
		CONCRETE GRIND/RMVL RPR		ALL WEATHER CONTRACTORS, INC			1,080.00 004319
6/13/25	00086	4/30/25 31349	202504 320-53800-46400		*	5,910.00	
		OVERSEED BERMUDA TURF		DUVAL LANDSCAPE MAINTENANCE			5,910.00 004320
6/13/25	00103	6/10/25 193397	202505 310-51300-31100		*	2,798.25	
		MAY ENGINEERING SERVICES		MATTHEWS DESIGN GROUP LLC			2,798.25 004321
6/25/25	00081	6/24/25 144764	202506 310-51300-42500		*	675.73	
		ASSESSMENT MAILED NOTICES			*	537.28	
		6/24/25 144764	202506 310-51300-42000				
		POSTAGE MAILED NOTICES		ADVANCED DIRECT MARKETING SERVICES			1,213.01 004322
6/25/25	00086	5/30/25 31444	202505 320-53800-47300		*	1,350.00	
		MAY CYCLE STOP INSTALL		DUVAL LANDSCAPE MAINTENANCE			1,350.00 004323
6/25/25	00090	5/31/25 7145342	202505 310-51300-48000		*	89.04	
		5/14 MTG #11270025			*	99.92	
		5/31/25 7145342	202505 310-51300-48000				
		SWC AUDIT RFP #11212945		GANNETT FL LOCALIQ			188.96 004324
6/25/25	00094	6/17/25 12429	202505 310-51300-31500		*	11,714.50	
		MAY GENERAL COUNSEL		KILINSKI VAN WYK PLLC			11,714.50 004325
TOTAL FOR BANK A						35,357.08	
TOTAL FOR REGISTER						35,357.08	



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

INVOICE

Date	Invoice No.
05/28/25	31433
Terms	Due Date
Net 40	07/07/25

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
\$2,785.81	

Please detach top portion and return with your payment.

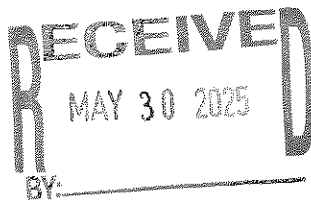
DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
-------------	-----	-----	------------	-----------	-------

#37435 - Bahia grass seed on islands
on Rio Del Norte

Install bahia grass seed to two islands
on Rio Del Norte. One island at the mail
kiosk. One island at the back end of Rio
Del Norte. We will need to increase
watering times on both islands to make
sure the grass seed germinates.

Enhancement/Extra Services

\$2,785.81



Landscape improvements
1.320.53800.46400
DW
5/3/25

Total	\$2,785.81
Payments/Credits	(\$0.00)
Balance Due	\$2,785.81

Future Horizons, Inc

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

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

INVOICE

Invoice Number: 89859
Invoice Date: May 30, 2025
Page: 1

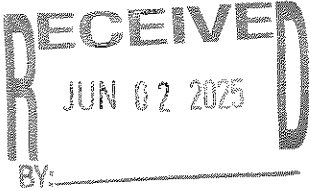
Bill To:

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		7/14/25

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services performed May 5 & 23, 2025 Lake Maintenance 1.320.53800.47000 DW 6/2/25 	2,122.44	2,122.44
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.

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

Invoice

Invoice #: 171
Invoice Date: 6/1/25
Due Date: 6/1/25
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 - June 2025		3,683.33	3,683.33
Website Administration - June 2025		86.67	86.67
Information Technology - June 2025		123.50	123.50
Dissemination Agent Services - June 2025		459.33	459.33
Office Supplies		0.93	0.93
Postage		152.64	152.64
Copies		526.80	526.80
Telephone		69.15	69.15
<div data-bbox="394 1106 703 1291"><p>RECEIVED JUN 04 2025 BY: _____</p></div>			

Total \$5,102.35

Payments/Credits \$0.00

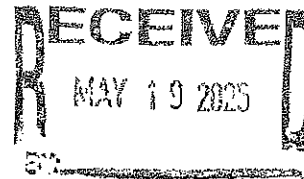
Balance Due \$5,102.35



ACCOUNT NAME		ACCOUNT #	INV DATE
Sweetwater Creek Cdd/Gms		764151	04/30/25
INVOICE #	INVOICE PERIOD	CURRENT INVOICE TOTAL	
0007091906	Apr 1- Apr 30, 2025	\$91.76	
PREPAY (Memo Info)	UNAPPLIED (Included in amt due)	TOTAL CASH AMT DUE*	
\$0.00	\$0.00	\$187.60	

BILLING ACCOUNT NAME AND ADDRESS	PAYMENT DUE DATE: MAY 31, 2025
Sweetwater Creek Cdd/Gms 475 W. Town Pl. Ste. 114 Saint Augustine, FL 32092-3649 	<p>Legal Entity: Gannett Media Corp.</p> <p>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.</p> <p>All funds payable in US dollars.</p>
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			
4/1/25	Balance Forward	\$95.84			
Package Advertising:					
Start-End Date	Order Number	Product	Description	PO Number	Package Cost
4/16/25	11225104	SAG St Augustine Record	April 23rd meeting		\$91.76



30 days past due amount for \$95.84 was processed and mailed out on 4/25/25 with check #4289.
TP 6/3/25

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 \$187.60 Service Fee 3.99% \$7.49 *Cash/Check/ACH Discount -\$7.49 *Payment Amount by Cash/Check/ACH \$187.60 Payment Amount by Credit Card \$195.09
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NAME		ACCOUNT NUMBER		INVOICE NUMBER		AMOUNT PAID
Sweetwater Creek Cdd/Gms		764151		0007091906		\$91.76
CURRENT DUE	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120+ DAYS PAST DUE	UNAPPLIED PAYMENTS	TOTAL CASH AMT DUE*
\$91.76	\$95.84	\$0.00	\$0.00	\$0.00	\$0.00	\$187.60
REMITTANCE ADDRESS (Include Account# & Invoice# on check)				TO PAY BY PHONE PLEASE CALL:		TOTAL CREDIT CARD AMT DUE
Gannett Florida LocaliQ PO Box 631244 Cincinnati, OH 45263-1244				1-877-736-7612		\$195.09
				To sign up for E-mailed invoices and online payments please contact abgspecial@gannett.com		

00007641510000000000000070919060001876067178

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:

04/16/2025

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 04/16/2025

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$91.76

Tax Amount: \$0.00

Payment Cost: \$91.76

Order No: 11225104

Customer No: 764151

PO #:

of Copies:

1

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 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 Wednesday, April 23, 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 operations and maintenance staff and resident communication.

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 of 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.

No Board decisions will be made at the Workshop. However, 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

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

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04/16/2025

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 04/16/2025

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$91.76

Tax Amount: \$0.00

Payment Cost: \$91.76

Order No: 11225104

Customer No: 764151

PO #:

of Copies:

1

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Notary Public
State of Wisconsin

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Jim Oliver
District Manager

Attendance Confirmation
for
BOARD OF SUPERVISORS

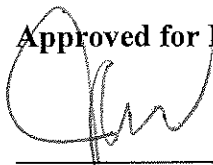
District Name: Sweetwater Creek CDD

Board Meeting Date: June 5, 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 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

6/5/2025

Date

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



Invoice

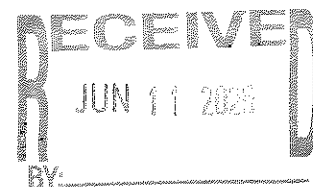
Date:	Invoice #:
5/28/2025	195479

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

Bill To		Work Performed At		
Sweetwater Creek CDD 475 West Town Place Suite 114 Riverside Management Services St. Augustine, FL 32092-3649		Sweetwater Creek CDD-concrete Privado Court Riverside Management Services St. Augustine, FL 32095 Dan Wright		
Email	Terms	Purchase Order	Rep	Work Order
bperegrino@gmsnf.com	Due Upon Receipt	-	PM SCOTT HAINES	257854

Item	Description	Amount
	<p>Final Billing</p> <p>Attn: Dan Wright -RMSNF 5 12 25 Re;concrete grinding/removal repairs</p> <p>>bring in the crew/materials and equipment to do the following scope listed below of work >grind 3 lin ft of concrete trip hazard at 161 Rio Del Norte per management</p> <p>>includes grinding 10 lin ft of concrete at sweetwater creek CDD Las Calinas Drive and saw cut and remove/replace 15 sq ft of 4" thick concrete with a broom finish >clean up job and haul away debris</p> <p>Total Price \$1,080.00</p>	\$1,080.00

Field repairs and maint
1.320.53800.47301
DW
6/11/25



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:	\$1,080.00
Sales Tax:	\$0.00
Invoice Total:	\$1,080.00
Payments and Credits:	\$0.00
Total Due:	\$1,080.00



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

INVOICE

Date	Invoice No.
04/30/25	31349
Terms	Due Date
Net 40	06/09/25

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
\$5,910.00	

Please detach top portion and return with your payment.

DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
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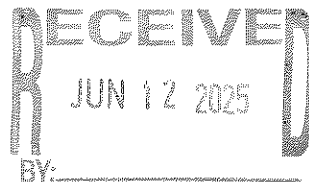
#35926 - Aerate and overseed Privado
Park

Aerate, overseed and top dress stressed bermuda turf area at Privado Park. We will need to figure out a way to block off the area while the seed germinates. We will need to run the irrigation multiple times a day to make sure the seed does not dry out so it can germinate properly.

Enhancement/Extra Services	\$5,910.00
Irrigation Service/Repairs	\$0.00

Total	\$5,910.00
Payments/Credits	(\$0.00)
Balance Due	\$5,910.00

1.320.53800.46400
Landscape Improvements
DW
6/12/25



Project Manager Alex Acree

Matthews | DCCM

Engineering - Architecture - Planning - Surveying

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

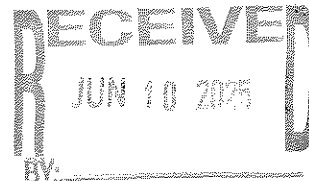
June 10, 2025

Invoice # 193397

Project 0000021856.0000 Sweetwater Creek CDD

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

- Coordination with District Manager
- Prepare Requisitions
- May 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 May 31, 2025

Phase 0001 Engineering Services

	Hours	Rate	Amount
Sr. Construction Inspector	5.50	210.00	1,155.00
Inspector 2	4.00	180.00	720.00
CAD Designer III	3.50	150.00	525.00
Project Coordinator 3	1.75	115.00	201.25
Project Administrator	1.25	120.00	150.00
Total Labor			2,751.25

Phase 0999 Reimbursable Expenses

Reimbursable Expenses

Mileage/Parking/Tolls	47.00
Total Reimbursables	47.00

Total Due: 2,798.25

Billed to Date

	Current Due	Prior Billed	Billed to Date
Labor	2,751.25	27,942.50	30,693.75
Expense	47.00	117.88	164.88
Unit	0.00	83.71	83.71
Interest	0.00	41.32	41.32
Totals	2,798.25	28,185.41	30,983.66

7 Waldo Street, St. Augustine, FL 32084 | 904.826.1334 | www.matthews.dccm.com

LICENSE #26535, LB8590, LA6666877

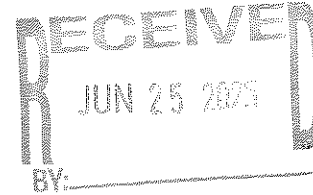
Invoices are due upon receipt.

Prompt payments are critical to keeping your project on schedule. Payments not received within 30 days of the invoice date are considered past due and all work and submittals will be placed on hold until payment is received along with finance charges of 18% annual accrued. We appreciate your business and cooperation with timely payments.

3733 Adirolf Rd.
Jacksonville, FL 32207-4719
(V) 904.396.3028 (F) 396.6328

DATE	INVOICE #
6/24/2025	144764

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

[illegible]



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

INVOICE

Date	Invoice No.
05/30/25	31444
Terms	Due Date
Net 40	07/09/25

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
\$1,350.00	

Please detach top portion and return with your payment.

DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
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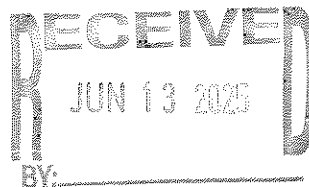
#37556 - Cycle stop installation May 25

Cycle stop installation May 25

Irrigation Service/Repairs					\$1,350.00
Cycle stop	2"	1.00	\$1,250.00	\$1,250.00	
Irrigation Labor	Hr	1.00	\$100.00	\$100.00	

Total	\$1,350.00
Payments/Credits	(\$0.00)
Balance Due	\$1,350.00

Irrigation repair and maint
1.320.53800.47300
DW
6/13/25





Florida
GANNETT

ACCOUNT NAME		ACCOUNT #	INV DATE
Sweetwater Creek Cdd/Gms		764151	05/31/25
INVOICE #	INVOICE PERIOD	CURRENT INVOICE TOTAL	
0007145342	May 1- May 31, 2025	\$188.96	
PREPAY (Memo Info)	UNAPPLIED (included in amt due)	TOTAL CASH AMT DUE*	
\$0.00	\$0.00	\$280.72	

BILLING ACCOUNT NAME AND ADDRESS

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

**PAYMENT DUE DATE: JUNE 30, 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

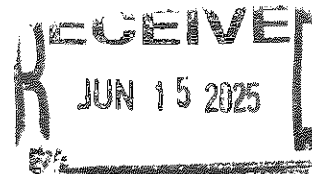
FEDERAL ID 47-2390983

Save A Tree! Gannett is going paperless. Enjoy the convenience of accessing your billing information anytime and pay online. To avoid missing an invoice, sign up today by reaching out to abgspecial@gannett.com.

Date	Description	Amount
5/1/25	Balance Forward	\$187.60
5/5/25	PAYMENT - THANK YOU	-\$95.84

Package Advertising:

Start-End Date	Order Number	Product	Description	PO Number	Package Cost
5/5/25	11270025	SAG St Augustine Record	May 14th meeting		\$89.04
5/12/25	11212945	SAG St Augustine Record	Sweetwater Creek Audit RFP	Audit RFP	\$99.92



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	\$280.72
Service Fee 3.99%	\$11.20
*Cash/Check/ACH Discount	-\$11.20
*Payment Amount by Cash/Check/ACH	\$280.72
Payment Amount by Credit Card	\$291.92

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NAME		ACCOUNT NUMBER		INVOICE NUMBER		AMOUNT PAID
Sweetwater Creek Cdd/Gms		764151		0007145342		\$188.96
CURRENT DUE	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120+ DAYS PAST DUE	UNAPPLIED PAYMENTS	TOTAL CASH AMT DUE*
\$188.96	\$91.76	\$0.00	\$0.00	\$0.00	\$0.00	\$280.72
REMITTANCE ADDRESS (Include Account# & Invoice# on check)				TO PAY BY PHONE PLEASE CALL:		TOTAL CREDIT CARD AMT DUE
Gannett Florida LocaliQ PO Box 631244 Cincinnati, OH 45263-1244				1-877-736-7612		\$291.92
				To sign up for E-mailed invoices and online payments please contact abgspecial@gannett.com		

00007641510000000000000071453420002807267176

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:

05/05/2025

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 05/05/2025

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$89.04

Tax Amount: \$0.00

Payment Cost: \$89.04

Order No: 11270025

Customer No: 764151

PO #:

of Copies:

1

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 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 Wednesday, May 14, 2025 at 4:00 p.m., at 1865 N. Loop Parkway, St. Augustine, Florida 32095. This Workshop is being held to discuss the fiscal year 2026 budget.

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.

No Board decisions will be made at the Workshop. However, 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

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 Govt Bids & Proposals, was published on the publicly accessible website of St Johns County, Florida, or in a newspaper by print in the issues of, on:

05/12/2025

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 05/12/2025

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost:	\$99.92	
Tax Amount:	\$0.00	
Payment Cost:	\$99.92	
Order No:	11212945	# of Copies:
Customer No:	764151	1
PO #:	Audit RFP	

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 REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES

The Sweetwater Creek Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2025, with an option for four (4) additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in St. Johns County, Florida. The District currently has an operating budget of approximately \$1,884,822, not including debt service payments. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2025, be completed no later than June 1, 2026.

Each auditing entity submitting a proposal must be authorized to do business in Florida; hold all applicable state and federal professional licenses in good standing, including but not limited to a license under Chapter 473, Florida Statutes, and be qualified to conduct audits in accordance with "Government Auditing Standards", as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida law and particularly section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below. Proposers must provide eight (8) copies of their proposal to Governmental Management Services - North Florida, LLC, Attn: Jim Oliver, District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, in an envelope marked on the outside "Auditing Services - Sweetwater Creek Community Development District." Proposals must be received by 5:00 p.m. on Monday, June 2, 2025, at the office address listed above. Proposals received after this time will not be eligible for consideration. Please direct all questions regarding this Notice to the District Manager who can be reached at (904) 940-5850. Jim Oliver, District Manager
Governmental Management Services - North Florida, LLC
Run date: May 12, 2025 #11212945



KILINSKI | VAN WYK

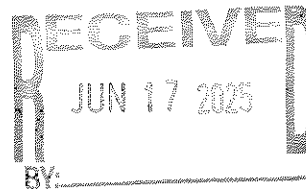
Kilinski | Van Wyk PLLC

P.O. Box 6386
Tallahassee, Florida 32314

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

INVOICE

Invoice # 12429
Date: 06/17/2025
Due On: 07/17/2025



SWEETWATER CREEK CDD – GENERAL COUNSEL/MONTHLY MEETING

Type	Attorney	Date	Notes	Quantity	Rate	Discount	Total
Service	MGH	05/01/2025	Further analyze and advise regarding response to resident public records request; advise regarding additional revision to amenity policies to add inclement weather provision; prepare form of agreement and additional proposal forms for RFP.	0.90	\$265.00	-	\$238.50
Service	MGH	05/01/2025	Prepare for and remotely attend Board meeting.	2.30	\$265.00	100.0%	\$0.00
Service	JK	05/01/2025	Prepare for and attend Board meeting; post meeting call with Supervisor; update RFP documents for distribution in May; additional individual call with additional Board meeting	2.90	\$310.00	-	\$899.00
Service	MGH	05/02/2025	Call with Supervisor Handler to discuss ongoing District matters; analyze strategy for RFP issuance and management; analyze strategy for PUD modification communication and	1.90	\$265.00	-	\$503.50

			planning; confer with District staff regarding benefits information; analyze correspondence from prospective bidders.				
Service	JK	05/02/2025	Confer re: survey and distribution strategy and timelines for same; confer re: RFP documents and generate interested party list; coordinate meeting calendars for same; field call on same	1.10	\$310.00	-	\$341.00
Service	MGH	05/05/2025	Further prepare and finalize Request for Proposals Project Manual, proposer forms, and form of agreement.	0.70	\$265.00	-	\$185.50
Service	JK	05/05/2025	Review/edit RFP documents, proposal forms, bid forms, agreement and final distribution; transmit to proposer list and field inquiries on same	1.50	\$310.00	-	\$465.00
Service	JK	05/06/2025	Field call on RFP documents and PEO's with scope of service requests.	0.30	\$310.00	-	\$93.00
Service	MGH	05/06/2025	Review responses to RFP package from prospective bidders and employee benefits information.	0.20	\$265.00	-	\$53.00
Service	SH	05/07/2025	Monitor legislation affecting District and provide newsletter summary of same.	0.20	\$265.00	-	\$53.00
Service	MGH	05/08/2025	Call with Supervisor Smith to discuss progress with commercial appraisers for PUD modification project analysis and procedure for handling gate strikes; coordination with prospective bidders and District staff regarding RFP meetings.	0.60	\$265.00	-	\$159.00
Service	JK	05/08/2025	Conference call with Board member on	1.00	\$310.00	-	\$310.00

			security options; respond to RFP requests and transmit updates to same; review status of survey and Tract K information.				
Service	MGH	05/09/2025	Review correspondence from prospective bidders regarding RFP response and informational meetings; review Board workshop meeting minutes.	0.30	\$265.00	-	\$79.50
Service	JK	05/10/2025	Field call from proposer and respond to questions on same	0.20	\$310.00	-	\$62.00
Service	MGH	05/12/2025	Analyze strategy and prepare for meeting with potential RFP respondents; prepare draft agenda for introductory RFP meeting.	0.40	\$265.00	-	\$106.00
Service	JK	05/13/2025	Prepare outline script for RFP meeting and summary of agenda to Chairman; attend same	1.40	\$310.00	-	\$434.00
Service	MGH	05/13/2025	Prepare for and attend RFP introductory and question-and-answer meeting with District Chair and Vesta/FCS; review updated proposal from East Coast Wells.	1.30	\$265.00	-	\$344.50
Service	JK	05/14/2025	Attend budget workshop	1.20	\$310.00	-	\$372.00
Service	MGH	05/14/2025	Prepare for and remotely attend budget workshop meeting; call with Supervisor Handler to discuss assessment methodology and procedure for damage to District property and prepare written summary of same; investigate and compile records responsive to RFP bidder request for employee compensation information; update and provide revised Amenity Policies for District	2.90	\$265.00	-	\$768.50

			website; review Board meeting minutes.				
Service	MGH	05/15/2025	Prepare for and attend RFP informational meeting with Inframark and Supervisor Cervelli; analyze strategy for and prepare supplemental information for prospective bidders; review public records request for additional budget documents; analyze status of resident survey regarding PUD modification project.	2.10	\$265.00	-	\$556.50
Service	JK	05/15/2025	Field call with Supervisor Smith; Field call with Supervisor Handler; call on survey status; call with proposers	1.80	\$310.00	-	\$558.00
Service	JK	05/17/2025	Review survey correspondence and coordinate on chain of custody with onsite staff; review budget status; field inquiries for onsite tours	0.30	\$310.00	-	\$93.00
Service	JK	05/19/2025	Confer with staff on RFP response; update first addendum and transmit same to bidders	0.40	\$310.00	-	\$124.00
Service	MGH	05/19/2025	Review Board workshop meeting minutes.	0.20	\$265.00	-	\$53.00
Service	CD	05/21/2025	Research emails from District manager and district staff; Prepare Agreement for Well Installation and Related Services; Transmit to District Staff.	0.80	\$165.00	-	\$132.00
Service	MGH	05/21/2025	Review and revise draft agreement with East Coast Wells.	0.30	\$265.00	-	\$79.50
Service	JK	05/22/2025	Field call from PEO; confer re: RFI for supporting documentation	0.30	\$310.00	-	\$93.00
Service	MGH	05/22/2025	Prepare correspondence and backup	0.40	\$265.00	-	\$106.00

documentation for solicitation of PEO proposals for District staffing; review draft agenda for upcoming Board meeting.

Service	JK	05/23/2025	Call on RFP with potential bidder; review survey updates and status; review gate strike information and follow up with Envera attorney	0.60	\$310.00	-	\$186.00
Service	MGH	05/27/2025	Confer with District staff regarding agreement with East Coast Wells and additional information needed to finalize exhibits and further prepare same; analyze draft agenda and status of legal agenda items, including RFP responses, PUD survey results, and budget approval items; prepare budget approval resolution and mailed/ published budget and assessment notices; analyze documents and correspondence related to swim team in furtherance of establishing license agreement for use of District pool; analyze issues and correspondence related to gate strikes.	2.50	\$265.00	-	\$662.50
Service	JK	05/27/2025	Review Smith correspondence on gate strike and security items; review well agreement and correspondence; confer with staff on same	0.30	\$310.00	-	\$93.00
Service	MGH	05/28/2025	Prepare form letters re District property damage to residents and nonresidents for Board consideration; review additional correspondence regarding recent gate strikes; preliminary review of RFP responses received and	1.60	\$265.00	-	\$424.00

			transmission of same to Board supervisors and District Manager for agenda package; review and respond to public records request for other RFP responses.				
Service	SD	05/28/2025	Confer with district staff and download RFP response documents	0.40	\$165.00	-	\$66.00
Service	JK	05/29/2025	Field call on RFP's from Supervisor; field call from proposers; respond to records requests; review draft agenda; review letters; review gate strike information; begin review of proposals; follow up on PEO	1.30	\$310.00	-	\$403.00
Service	MGH	05/29/2025	Review and advise regarding RFP responses and status of same as public records; further prepare and submit agenda items to District Manager; correspondence with bidders and Board Supervisors regarding RFP responses; review Certificate of Insurance and Sunbiz registration status of swim team for license agreement; confer with District staff regarding timing of RFP response review and meeting dates; review additional agenda items submitted by Supervisor Smith related to gate strikes and property damage concerns.	1.10	\$265.00	-	\$291.50
Service	JK	05/30/2025	Field multiple calls from supervisors (separately) on GMS resignation and review same; field call from Oliver on same; begin reviewing proposals and agenda materials; field call on survey results	4.00	\$310.00	-	\$1,240.00
Service	MGH	05/30/2025	Review GMS resignation letter and field numerous	4.10	\$265.00	-	\$1,086.50

calls from Supervisors regarding same; further review and analyze RFP responses; strategize regarding upcoming Board meetings and voluminous agenda items; analyze overall status of ongoing District projects; analyze District documents and prior agenda to confirm staff communication and board direction policy; follow up regarding PEO proposals.

Line Item Discount Subtotal -\$609.50

Total \$11,714.50

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
12429	07/17/2025	\$11,714.50	\$0.00	\$11,714.50
Outstanding Balance				\$11,714.50
Total Amount Outstanding				\$11,714.50

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

Please pay within 30 days.

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT	#
6/06/25	00168	5/28/25 195479	202505 320-53800-47301	CONCRETE GRIND/RMVL RPR	ALL WEATHER CONTRACTORS INC	*	1,080.00	1,080.00	002979
6/06/25	00170	5/12/25 05122025	202504 340-53800-34500	4/26 SUB FITNESS CLASS	ANGELLA BASCOM	*	35.00	35.00	002980
6/06/25	00170	5/12/25 05122025	202505 340-53800-34500	5/3 SUB FITNESS CLASS	ANGELLA BASCOM	*	35.00	35.00	002981
6/06/25	00170	5/30/25 05302025	202505 340-53800-34500	5/24 SUB FITNESS CLASS	ANGELLA BASCOM	*	35.00	35.00	002982
6/06/25	00170	5/30/25 05302025	202505 340-53800-34500	5/17 SUB FITNESS CLASS	ANGELLA BASCOM	*	35.00	35.00	002983
6/06/25	00131	5/30/25 05302025	202505 340-53800-34500	5/19-5/30 FITNESS CLASSES	DIANE LAURA STOEVEER	*	200.00	200.00	002984
6/06/25	00128	5/15/25 05152025	202505 340-53800-34500	5/13-5/29 FITNESS CLASSES	ELIANA N ROQUE	*	480.00	480.00	002985
6/06/25	00127	5/25/25 05252025	202505 340-53800-34500	5/12-5/25 FITNESS CLASSES	LINA HERMEZ	*	450.00	450.00	002986
6/06/25	00135	5/21/25 05212025	202505 340-53800-34500	5/12-5/21 FITNESS CLASSES	MIRANDA BULGER	*	245.00	245.00	002987
6/06/25	00135	5/30/25 05302025	202505 340-53800-34500	5/26-6/4 FITNESS CLASSES	MIRANDA BULGER	*	245.00	245.00	002988
6/06/25	00135	5/30/25 05302025	202506 340-53800-34500	6/9-6/18 FITNESS CLASSES	MIRANDA BULGER	*	245.00	245.00	002989
6/06/25	00141	5/30/25 05302025	202505 340-53800-34500	5/19 FITNESS CLASS	PATRICIA SCOTT	*	35.00	35.00	002990
SWCC SWEETWATER CRK BPEREGRINO									

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
6/06/25	00104	5/16/25 302	202504 320-53800-12200		*	1,862.00	
			APR FACILITY MAINTENANCE				
		5/16/25 302	202504 330-53800-49000		*	480.15	
			APR MISCELLANEOUS				
				RIVERSIDE MANAGEMENT SERVICES INC			2,342.15 002991
6/06/25	00138	5/29/25 05292025	202505 340-53800-34500		*	280.00	
			5/1-5/29 FITNESS CLASSES				
				RONALD C CULLUM			280.00 002992
6/06/25	00136	5/15/25 05152025	202505 340-53800-34500		*	140.00	
			5/6-5/15 FITNESS CLASSES				
				TIFFANY ROSE CUNNIGHAM			140.00 002993
6/06/25	00136	5/27/25 05272025	202505 340-53800-34500		*	140.00	
			5/20-5/29 FITNESS CLASSES				
				TIFFANY ROSE CUNNIGHAM			140.00 002994
6/06/25	00041	4/10/25 62052206	202504 340-53800-34400		*	167.26	
			APR PEST CONTROL				
				TURNER PEST CONTROL LLC			167.26 002995
6/13/25	00170	6/11/25 06112025	202505 340-53800-34500		*	140.00	
			4/19-6/7 FITNESS CLASSES				
				ANGELLA BASCOM			140.00 002996
6/13/25	00019	6/01/25 13129562	202506 330-53800-52002		*	2,157.54	
			JUN POOL CHEMICALS				
				POOLSURE			2,157.54 002997
6/13/25	00041	6/05/25 62076414	202506 340-53800-34400		*	250.89	
			JUN PEST CONTROL				
		6/05/25 62076414	202506 340-53800-34400		V	250.89-	
			JUN PEST CONTROL				
				TURNER PEST CONTROL LLC			.00 002998
6/13/25	00041	6/05/25 62076414	202506 340-53800-34400		*	83.63	
			JUN PEST CONTROL				
				TURNER PEST CONTROL LLC			83.63 002999
6/25/25	00104	6/18/25 304	202505 320-53800-12200		*	1,352.40	
			MAY FACILITY MAINTENANCE				
		6/18/25 304	202505 330-53800-49000		*	111.48	
			MAY MISCELLANEOUS				
				RIVERSIDE MANAGEMENT SERVICES INC			1,463.88 003000

SWCC SWEETWATER CRK BPHEREGRINO

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
6/25/25	00104	6/01/25 303	202506 330-53800-10000	JUN FITNESS CNTR MANAGER	*	10,319.83	
		6/01/25 303	202506 330-53800-10000	JUN ASSISTANT MANAGER	*	6,868.07	
		6/01/25 303	202506 330-53800-10000	JUN FRONT DESK ATTENDANTS	*	5,007.08	
		6/01/25 303	202506 330-53800-10000	MAY FRONT DESK ATTENDANTS	*	1,532.02	
		6/01/25 303	202506 330-53800-46500	JUN JANITORIAL SERVICES	*	3,622.25	
		6/01/25 303	202506 330-53800-52000	JUN POOL MAINTENANCE	*	1,622.42	
		6/01/25 303	202506 320-53800-12100	JUN FIELD MANAGEMENT	*	7,716.83	
		6/01/25 303	202506 330-53800-52000	POOL RPR-PATCH & PLASTER	*	880.00	
		6/01/25 303	202506 330-53800-52002	POOL CHEM-TRICHLOR	*	113.69	
		6/01/25 303	202506 330-53800-52002	POOL CHEM-BICARB	*	206.25	
RIVERSIDE MANAGEMENT SERVICES INC						37,888.44	003001

TOTAL FOR BANK B						47,922.90	
TOTAL FOR REGISTER						47,922.90	



Invoice

Date:	Invoice #:
5/28/2025	195479

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-concrete Privado Court Riverside Management Services St. Augustine, FL 32095 Dan Wright		
Purchase Order	Rep	Work Order
-	PM SCOTT HAINES	257854

Item	Description	Amount
	<p>Final Billing Attn: Dan Wright -RMSNF 5 12 25 Re;concrete grinding/removal repairs</p> <p>>bring in the crew/materials and equipment to do the following scope listed below of work >grind 3 lin ft of concrete trip hazard at 161 Rio Del Norte per management</p> <p>>includes grinding 10 lin ft of concrete at sweetwater creek CDD Las Calinas Drive and saw cut and remove/replace 15 sq ft of 4" thick concrete with a broom finish >clean up job and haul away debris</p> <p>Total Price \$1,080.00</p> <p>Maint and repairs -field 2.330.53800.47301 DW 5/29/25</p> <p>RECEIVED MAY 29 2025 BY: _____</p>	\$1,080.00

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:	\$1,080.00
Sales Tax:	\$0.00
Invoice Total:	\$1,080.00
Payments and Credits:	\$0.00
Total Due:	\$1,080.00

Sweetwater Creek CDD

1865 North Loop Parkway,

Saint Augustine, Fl, 32095

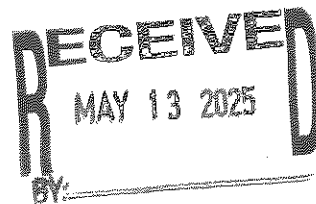
Vendor Name: *Angie Bascom - Zumba sub.*

Vendor Address: *415 Jasmine Road
St. Augustine, FL 32086*

Substitute Date: *April 26, 2025 Saturday*

Code: 2-340-53800-34500

Cost: *\$ 35. -*



Approved:

A handwritten signature in dark ink, appearing to be "AND" or similar, written over a horizontal line.

Date: *5/12/25*

Sweetwater Creek CDD

1865 North Loop Parkway,

Saint Augustine, FL, 32095

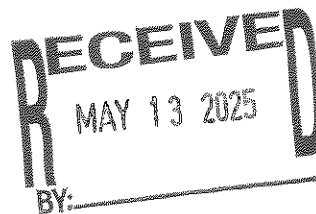
Vendor Name: *Angie Bascom Zumba Sub.*

Vendor Address: *415 Jasmine Road
St. Augustine, FL
32086*

Substitute Date : *5/3/25*

Code: 2-340-53800-34500

Cost: *\$ 35. —*



Approved:

A handwritten signature in dark ink, appearing to be "WNO" or similar, written over a horizontal line.

Date:

5/12/25

Sweetwater Creek CDD

1865 North Loop Parkway,

Saint Augustine, FL, 32095

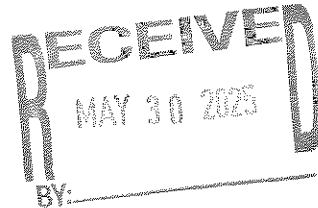
Vendor Name: *Angie Bascom* *Zumba (sub)*

Vendor Address: *415 Jasmine Road*
Saint Augustine, FL
32086

Substitute Date: *May 24, 2025, Saturday*

Code: 2-340-53800-34500

Cost: *\$ 35.-*



Approved:

[Signature]

Date:

5/30/25

Sweetwater Creek CDD

1865 North Loop Parkway,

Saint Augustine, FL 32095

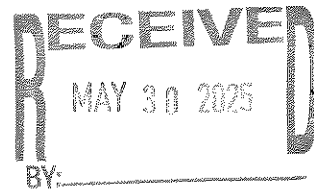
Vendor Name: *Angie Bascom Zumba (sub)*

Vendor Address: *415 Jasmine Road
St. Augustine FL 32086*

Substitute Date: *May 17, 2025 Saturday*

Code: 2-340-53800-34500

Cost: *\$ 35.00*



Approved:

E. L. J.

Date:

5/30/25

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:

5/19 - 6/1

Pilates Dates:

Kids Fitness Dates:

5/21

Stretch Dates:

5/19 5/23, 5/30

Barre Dates:

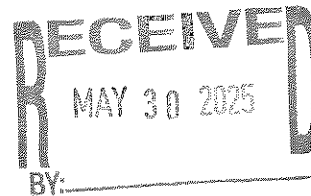
5/19

Substitute Dates:

Code: 2-340-53800-34500

Cost:

\$ 200



Approved:

A handwritten signature in black ink, appearing to be "Diane Stoeber", written over a horizontal line.

Date:

5/30/25

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: 5/13 5/20 5/27

Senior Mat Pilates Dates: 5/13 5/15 5/20 5/22 5/27

Senior Strength Dates: 5/15 5/22 5/29 5/29

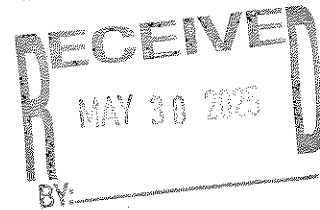
Substitute Dates:

12 classes

Code: 2-340-53800-34500

Cost:

~~12300~~ \$480



Approved:

Eliana Roque

Date: 5/15/23

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

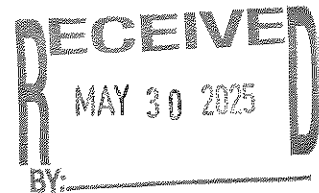
Vendor: Lina Hermez

248 Glorietta Dr, St. Augustine, FL 32095

5
2025 Classes Taught in TWO week period: 12th May ~ 25th May
Meditation Dates: 14th, 21st May
Yogalates Dates: 13th, 20th May
Power Pump Dates: 13th, 20th May
Yoga Dates: 14th, 18th, 21st, 25 May
Pilates Dates: 12th, 19th May

Code: 2-340-53800-34500

Cost: \$ 450⁰⁰ *Alina*



Approved: *WDA*

Date: May 25th, 2025

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

Vendor: Miranda Bulger

2112 Pons Springs Way, Fleming Island, FL 32003

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

Spin Dates: 5/12 5/14 5/19 5/21

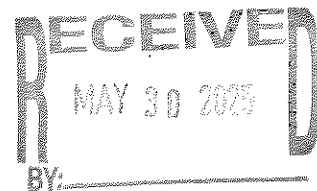
HIIT Dates: 5/14 5/21

Substitute Dates:

Code: 2-340-53800-34500

Cost:

245.00



Approved:

Miranda Bulger

Date:

5/21

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

Vendor: Miranda Bulger

2112 Pons Springs Way, Fleming Island, FL 32003

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

Spin Dates: 5/26 5/28 ~~5/29~~ ~~5/30~~

HIIT Dates: 5/28

Substitute Dates: 5/26 spin

Code: 2-340-53800-34500

Cost:

245.00

RECEIVED
MAY 30 2025
BY: _____

Approved: 

Date: 5/30/25

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

Vendor: Miranda Bulger

2112 Pons Springs Way, Fleming Island, FL 32003

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

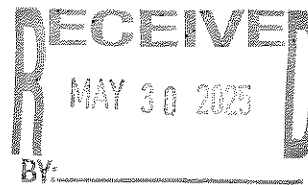
Spin Dates: 6/9 6/11 6/16 6/18

HIIT Dates: 6/11 6/18

Substitute Dates:

Code: 2-340-53800-34500

Cost: 245⁰⁰



Approved:

A handwritten signature in black ink, appearing to be "C. J. S.", written over a horizontal line.

Date: 5/30/25

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:

Spin 5/19 10:25-11am

Yogalates Dates:

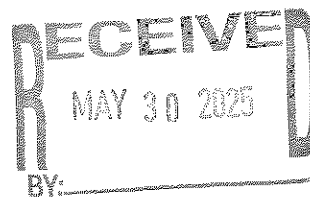
Power Pump Dates:

Yoga Dates:

Pilates Dates:

Code: 2-340-53800-34500

Cost: 35⁰⁰



Approved:

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

Date:

5/30/25

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

Invoice

Invoice #: 302
Invoice Date: 5/16/2025
Due Date: 5/16/2025
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 April 1 - April 30, 2025	46.55	40.00	1,862.00
Maintenance Supplies		480.15	480.15
APPROVED			
FACILITY MAINTENANCE- 1,862\$ 2.330.53800.12200			
MISCELLANEOUS- 480.15 2.330.53800.49000			
DAN WRIGHT 5/19/25			
RECEIVED MAY 23 2025 BY: _____			
Alison Mossing 5-23-25			
Total			\$2,342.15
Payments/Credits			\$0.00
Balance Due			\$2,342.15

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
4/7/25	4.03	P.S.	Installed storage shelving, inspected fountain, re-secured trim around window in fitness center, removed debris from roadways
4/11/25	6.32	P.S.	Cleaned fountain at fitness center entrance, installed two outdoor motion lights, replaced battery in emergency light, cut down and removed dead trees
4/14/25	7.73	P.S.	Repair and spray paint pickleball paddle holders, installed two shelved in air handlers room, repaired closet door lock, painted bollards on Las Calinas Blvd, removed pads from bench and put in storage, emptied trash receptacles in fitness center
4/18/25	8.47	P.S.	Replaced four playground platforms, diagnosed light ballast, reinstalled toilet paper holder in women's room, inspected the property
4/21/25	6	P.S.	Replaced platform on playground, secured exercise equipment to floor
4/21/25	2	J.S.	Assisted with putting playground back together
4/25/25	6	P.S.	Installed drain barriers, reassembled and installed speed, radar sign, removed debris around community
4/28/25	6	P.S.	Patched rubber playground flooring, patched all areas that needed coal patch, secured gym equipment to the floor

TOTAL	<u>46.55</u>
--------------	--------------

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

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 5/05/25

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
SWEETWATER CREEK				
	3/20/25	Gas for Golf Cart and Blower	17.11	D.W.
	4/1/25	2 Keys	9.18	D.W.
	4/1/25	Halogen Bulb 75W (2)	16.08	D.W.
	4/2/25	Paint Primer PNT	9.19	D.W.
	4/2/25	Scrub Brush	9.88	D.W.
	4/2/25	Paint Primer Spray	9.19	D.W.
	4/9/25	Fastners Misc (18)	13.25	D.W.
	4/9/25	Concrete Mix	9.19	D.W.
	4/11/25	Bleach Sprayer	31.02	P.S.
	4/11/25	Wall Hooks	16.02	P.S.
	4/11/25	30 Sec Bleach	34.48	P.S.
	4/18/25	Sakrete Blacktop (2)	52.83	P.S.
	4/18/25	4" Rollers 6pk	12.58	P.S.
	4/18/25	Paint Liners 3pk (2)	10.97	P.S.
	4/18/25	1/2x 4-1/2 Bolts (2)	3.86	P.S.
	4/18/25	3/8 Lock Washer (2)	0.62	P.S.
	4/18/25	5/16 Flat Washers (2)	0.37	P.S.
	4/18/25	5/16 Nuts (2)	0.32	P.S.
	4/18/25	3/8 x 4-1/2 Bolts (2)	1.89	P.S.
	4/18/25	5/16 Flat Washers (2)	0.37	P.S.
	4/18/25	3/8 Nuts (2)	0.37	P.S.
	4/21/25	3/8 Tapcon 10ct (2)	51.68	P.S.
	4/21/25	Concrete Bits	40.22	P.S.
	4/21/25	3.0 Flat Brush (2)	11.45	P.S.
	4/21/25	2.0 Flat Brush (2)	9.15	P.S.
	4/21/25	1/2" Washer (12)	3.73	P.S.
	4/25/25	Fence Posts (2)	66.17	P.S.
	4/25/25	Pole Straps 2pk (6)	12.14	P.S.
	4/25/25	Tap Cons	26.85	P.S.
		TOTAL	<u>\$480.15</u>	

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:

MAY 1, 8, 13, 15, 20, 22, 27, 29

Tai Chi Dates:

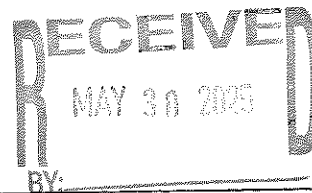
8 x 35 = 280

Substitute Dates:

Code: 2-340-53800-34500

Cost:

280,



Approved:

[Signature]

Date:

29 May

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:

5-6

5-8

5-13

5-15

Substitute Dates:

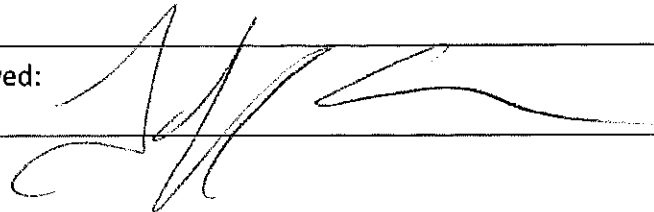
Code: 2-340-53800-34500

Cost:

1410⁰⁰

RECEIVED
MAY 30 2025
BY: _____

Approved:



Date:

5/5/25

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:

5/20 - 5/22

Substitute Dates:

5/27 - 5/29

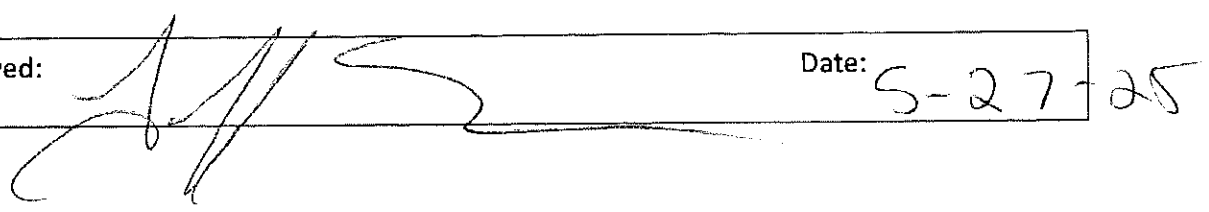
Code: 2-340-53800-34500

Cost:

140⁰⁰

RECEIVED
MAY 30 2025
BY: _____

Approved:



Date:

5-27-25

2-340-53800-34400
Pest Control
Approved-EG-5/30/25



PAYMENT ADDRESS:
Turner Pest Control LLC • P.O. Box 600323 • Jacksonville, Florida 32260-0323
904-355-6380 • Toll Free: 800-225-5305 • turnerpest.com

Service Slip/Invoice

INVOICE: 620522068
DATE: 04/10/2025
ORDER: 620522068

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

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

Work Date	Time	Target Pest	Technician	Time In
04/10/2025	11:36 AM			11:36 AM
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	05/14/2025		11:55 AM

Service	Description	Price
CPCM	Commercial Pest Control - Monthly Service	\$83.63
		SUBTOTAL \$83.63
		TAX \$0.00
		AMT. PAID \$0.00
		TOTAL \$83.63
		PRIOR BAL \$83.63
		AMOUNT DUE \$167.26

RECEIVED
MAY 30 2025
BY: _____

[Signature]
TECHNICIAN SIGNATURE

[Signature]
CUSTOMER SIGNATURE

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

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

PLEASE PAY FROM THIS INVOICE

CHECK REQUEST FORM

Project: Sweetwater Creek C.D.D.

Vendor:

Angie Bascom
415 Jasmine Rd, St. Augustine, FL 32086

Check Amount: 140⁰⁰

Check Needed: ASAP

Cost Code:

Requestor: Erin Gunia

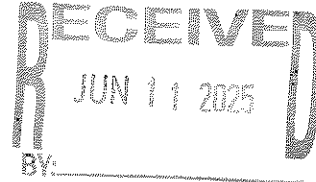
Description:

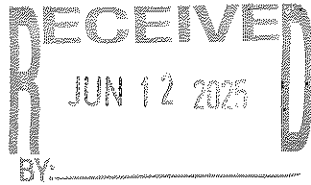
classes for
4/19, 5/18, 5/31, 6/7

Approved By: Erin Gunia

Date:

ELD





2-330-53800-52100
Pool Chemicals
Approved-EG
Invoice Date

Invoice# 6/1/2025
131295628995

858-POOL (7665) www.poolsure.com
Terms Net 30 Due Date 7/1/2025 PO #

1707 Townhurst Dr. Houston TX 77043 (800)

Bill To Ship To

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

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	Water Management Flat Billing Rate
WM-CHEM-FLAT				1 ea \$2,157.54

Subtotal \$2,157.54

Tax \$0.00

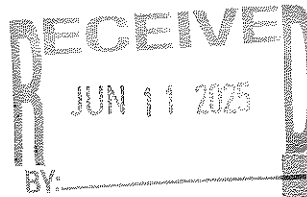
Total \$2,157.54

Amount Paid/Credit Applied \$0.00

Balance Due \$2,157.54

[Click Here to Pay Now](#)

2-340-53800-34400
Pest Control
#83.63 Approved - EG



PAYMENT ADDRESS:
Turner Pest Control LLC • P.O. Box 600323 • Jacksonville, Florida 32269-0323
904-355-5300 • Toll Free: 800-226-5206 • turnerpest.com

Turner Pest Control LLC
PO Box 600323
Jacksonville, FL 32260-0323
904-355-5300

Service Slip/Invoice

INVOICE: 620764144
DATE: 06/05/2025
ORDER: 620764144

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

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

Work Date	Time	Target Pest	Technician	Time In
06/05/2025	11:32 AM			11:32 AM
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	06/05/2025		11:48 AM

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

CPCM

Commercial Pest Control - Monthly Service

\$83.63

SUBTOTAL \$83.63
TAX \$0.00
AMT. PAID \$0.00
TOTAL \$83.63

PRIOR BAL \$167.26
AMOUNT DUE \$250.89

TECHNICIAN SIGNATURE

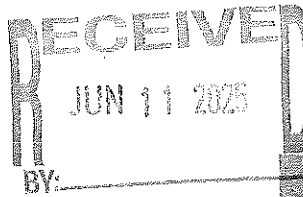
C
CUSTOMER SIGNATURE

Balance outstanding over 90 days from the date of service may be subject to a late fee of 1.5% per month (18% per year) or the maximum allowed by law.
Customer agrees to pay service charges in the event of collection.

This invoice is not valid unless accompanied by the original copy of the Service Slip/Invoice.

PLEASE PAY FROM THIS INVOICE.

2-340-53800-34400
Pest Control
\$83.63 Approved - EG



PAYMENT ADDRESS:
Turner Pest Control LLC • P.O. Box 600323 • Jacksonville, Florida 32250-0323
904-355-5350 • Toll Free: 800-235-5305 • turnerpest.com

Turner Pest Control LLC
PO Box 600323
Jacksonville, FL 32260-0323
904-355-5300

Service Slip/Invoice

INVOICE: 620764144
DATE: 06/05/2025
ORDER: 620764144

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

Work Location: [216013] 904-940-5350
Sweetwater Creek CDD
1865 N Loop Pkwy
Saint Augustine, FL 32095-6842

Work Date	Time	Target Pest	Technician	Time In
06/05/2025	11:32 AM			11:32 AM

Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	06/05/2025		11:48 AM

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

CPCM

Commercial Pest Control - Monthly Service

\$93.63

SUBTOTAL	\$93.63
TAX	\$0.00
AMT. PAID	\$0.00
TOTAL	\$93.63

PRIOR BAL	\$167.28
AMOUNT DUE	\$250.89

TECHNICIAN SIGNATURE

C
CUSTOMER SIGNATURE

Deliveries scheduled every 30 days on the date of service may be subject to late fee.
An additional 15% per month late fee per year on the amount owed by the
Customer after the 30-day grace period expires on the date of bill.com

PLEASE PAY FROM THIS INVOICE

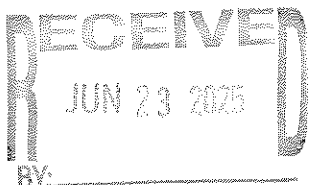
Riverside Management Services, Inc
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 304
Invoice Date: 6/18/2025
Due Date: 6/18/2025
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 May 1 - May 31, 2025	33.81	40.00	1,352.40
Maintenance Supplies		111.48	111.48
APPROVED			
Facility Maintenance- 1,352.40\$ 2.330.53800.12200			
Miscellaneous- 111.48\$ 2.330.53800.49000			
Dan Wright 6/20/25			
			
<i>Alison Mossing</i> 6-23-25			
Total			\$1,463.88
Payments/Credits			\$0.00
Balance Due			\$1,463.88

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
5/2/25	4	P.S.	Bolted exercise equipment to the floor, filled in holes with coal patch, poured Drano down fountain
5/5/25	2.05	P.S.	Adjusted front door to amenity center, pressure washed storage shed, gathered amenity center trash
5/9/25	6.58	P.S.	Moved diving block on pool deck, repaired two exercise bikes, shocked fountain, patched trip hazard, removed debris around property
5/12/25	4	P.S.	Replaced two wall sconces in men's bathroom at fitness center, repaired treadmill
5/19/25	6.16	P.S.	Diagnosed lighting issues on pool deck, replaced receptacles on pool deck, attempted to log into Trane system to adjust building temperature
5/23/25	6	P.S.	Replaced bulbs around pool deck, diagnosed electrical issues, removed and replace grip on stairs at fitness center
5/30/25	5	P.S.	Repaired broken chair, moved exercise bike to shed, tightened exercise equipment, replaces PVC cover on pickleball court, cleaned entrance monument
TOTAL	<u>33.81</u>		
MILES	<u>0</u>		

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 6/05/25

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
SWEETWATER CREEK				
	5/9/25	Gas for Golf Cart	8.18	D.W.
	5/29/25	Vigor Marble Chips - White Stones (5)	45.83	D.W.
	5/29/25	Blue Bungee Cord	4.00	D.W.
	5/30/25	30 Second Cleaner	34.48	P.S.
	5/30/25	Junction Box	19.00	P.S.
		TOTAL	<u>\$111.48</u>	

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

Invoice

Invoice #: 303
Invoice Date: 6/1/2025
Due Date: 6/1/2025
Case:
P.O. Number:

Bill To:

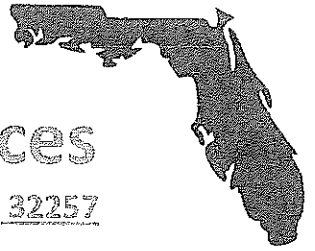
Sweetwater Creek
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
2.330.53800.10000- Fitness Center Manager - June 2025		10,319.83	10,319.83
2.330.53800.10000- Assistant Manager - June 2025		6,868.07	6,868.07
2.330.53800.10000- Front Desk Attendants- June 2025		5,007.08	5,007.08
2.330.53800.10000- Front Desk Attendants (RMS) - May 2025 - Additional Amount Owed (Per 6/1/25 Adjustment memo for May 2025 Hourly Services)		1,532.02	1,532.02
2.330.53800.46500- Janitorial Services - June 2025		3,622.25	3,622.25
2.330.53800.52000 Pool Maintenance Services - June 2025		1,622.42	1,622.42
2.320.53800.12100- Field Management - June 2025		7,716.83	7,716.83
Pool Repair- Patch small popout of plaster on the bottom of the deep end pool surface with a blend of hydraulic cement and quartz finish to match existing finish. Certified Diver Required		880.00	880.00
Pool Chemicals - Trichlor		113.69	113.69
Pool Chemicals - Bicarb		206.25	206.25
<div><div>RECEIVED</div><div>JUN 12 2025</div><div>BY: <i>Alison Moring</i></div><div>6-12-25</div></div>			

Total	\$37,888.44
Payments/Credits	\$0.00
Balance Due	\$37,888.44

Riverside Management Services

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



Sweetwater Creek CDD
Monthly Credit Memorandum

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

Please adjust June 2025 invoice to reflect the actual hours worked for the month of May 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	314.38	\$20.80	\$6,539.10	\$5,007.08	\$1,532.02 Owed

RMS

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
5/1/25	3.98	A.F.	Amenity Center/Fitness Center Attendant
5/1/25	5.38	AB.F.	Amenity Center/Fitness Center Attendant
5/2/25	4.07	A.F.	Amenity Center/Fitness Center Attendant
5/2/25	4.42	Z.S.	Amenity Center/Fitness Center Attendant
5/3/25	5.08	AB.F.	Amenity Center/Fitness Center Attendant
5/3/25	6.2	M.N.	Amenity Center/Fitness Center Attendant
5/4/25	5.32	Z.S.	Amenity Center/Fitness Center Attendant
5/4/25	5.97	T.N.	Amenity Center/Fitness Center Attendant
5/5/25	3.63	AB.F.	Amenity Center/Fitness Center Attendant
5/5/25	5.4	Z.S.	Amenity Center/Fitness Center Attendant
5/6/25	3.97	A.F.	Amenity Center/Fitness Center Attendant
5/6/25	5.32	AB.F.	Amenity Center/Fitness Center Attendant
5/7/25	3.78	AB.F.	Amenity Center/Fitness Center Attendant
5/7/25	5.55	Z.S.	Amenity Center/Fitness Center Attendant
5/8/25	5.48	Z.S.	Amenity Center/Fitness Center Attendant
5/9/25	4.43	T.N.	Amenity Center/Fitness Center Attendant
5/9/25	4.67	Z.S.	Amenity Center/Fitness Center Attendant
5/10/25	5.15	M.N.	Amenity Center/Fitness Center Attendant
5/10/25	6.1	T.N.	Amenity Center/Fitness Center Attendant
5/11/25	5.25	M.K.	Amenity Center/Fitness Center Attendant
5/11/25	6.05	T.N.	Amenity Center/Fitness Center Attendant
5/12/25	4	M.K.	Amenity Center/Fitness Center Attendant
5/12/25	5.4	Z.S.	Amenity Center/Fitness Center Attendant
5/13/25	4.05	M.K.	Amenity Center/Fitness Center Attendant
5/13/25	5.25	E.K.	Amenity Center/Fitness Center Attendant
5/14/25	4.03	M.K.	Amenity Center/Fitness Center Attendant
5/14/25	5.47	Z.S.	Amenity Center/Fitness Center Attendant
5/15/25	4	E.K.	Amenity Center/Fitness Center Attendant
5/15/25	5.25	E.K.	Amenity Center/Fitness Center Attendant
5/16/25	4	E.K.	Amenity Center/Fitness Center Attendant
5/16/25	4.48	Z.S.	Amenity Center/Fitness Center Attendant
5/17/25	5.25	E.K.	Amenity Center/Fitness Center Attendant
5/17/25	6.15	M.N.	Amenity Center/Fitness Center Attendant
5/18/25	5.28	M.K.	Amenity Center/Fitness Center Attendant
5/18/25	6.23	Z.S.	Amenity Center/Fitness Center Attendant
5/19/25	4	E.K.	Amenity Center/Fitness Center Attendant
5/19/25	5.42	Z.S.	Amenity Center/Fitness Center Attendant
5/20/25	4	E.K.	Amenity Center/Fitness Center Attendant
5/20/25	5.58	M.K.	Amenity Center/Fitness Center Attendant
5/21/25	4	E.K.	Amenity Center/Fitness Center Attendant
5/21/25	5.3	Z.S.	Amenity Center/Fitness Center Attendant
5/22/25	4	E.K.	Amenity Center/Fitness Center Attendant
5/22/25	5.3	M.K.	Amenity Center/Fitness Center Attendant
5/23/25	4	E.K.	Amenity Center/Fitness Center Attendant
5/23/25	4.33	T.N.	Amenity Center/Fitness Center Attendant
5/24/25	5.32	M.K.	Amenity Center/Fitness Center Attendant
5/24/25	6.07	M.N.	Amenity Center/Fitness Center Attendant
5/25/25	5.25	M.K.	Amenity Center/Fitness Center Attendant
5/25/25	6.22	Z.S.	Amenity Center/Fitness Center Attendant
5/26/25	4	E.K.	Amenity Center/Fitness Center Attendant
5/26/25	5.43	Z.S.	Amenity Center/Fitness Center Attendant
5/27/25	4	E.K.	Amenity Center/Fitness Center Attendant
5/27/25	7.02	M.K.	Amenity Center/Fitness Center Attendant
5/27/25	5.32	AB.F.	Amenity Center/Fitness Center Attendant
5/28/25	4	E.K.	Amenity Center/Fitness Center Attendant
5/28/25	7.03	M.K.	Amenity Center/Fitness Center Attendant
5/28/25	5.43	Z.S.	Amenity Center/Fitness Center Attendant
5/29/25	4	E.K.	Amenity Center/Fitness Center Attendant
5/29/25	5.27	AB.F.	Amenity Center/Fitness Center Attendant
5/30/25	4	E.K.	Amenity Center/Fitness Center Attendant
5/30/25	4.38	Z.S.	Amenity Center/Fitness Center Attendant
5/31/25	5.25	E.K.	Amenity Center/Fitness Center Attendant
5/31/25	6.22	AB.F.	Amenity Center/Fitness Center Attendant

314.38

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: 161

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

(C) Amount Payable: \$2364.02

(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): Order #TP200077866, TreeTop Products – For Park Benches.

(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

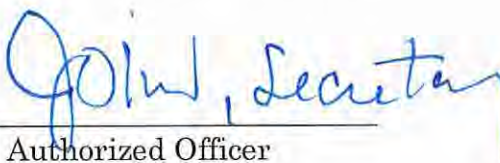
☐ this requisition is for Costs of Issuance payable from the Costs of Issuance Account that has not previously been paid.

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

egunia@rmsnf.com

From: TreeTop Products <info@treetopproducts.com>
Sent: Tuesday, January 28, 2025 2:18 PM
To: Erin Gunia
Subject: Your TreeTop Products order confirmation



PARK BENCHES	PICNIC TABLES	TRASH CANS	PARK AMENITIES	SPEED BUMPS & HUMPS	BIKE RACKS	PATIO FURNITURE	SIGNS
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Erin Gunia,

Thank you for your order from TreeTop Products. Once your package ships we will send you a tracking number. You can check the status of your order by logging into your account.

If you have questions about your order, you can email us at info@treetopproducts.com or call us at 1-866-511-5642. Our hours are Mon - Fri, 7am-5pm CST.

Your Order #TP200077866

Placed on Jan 28, 2025, 1:17:07 PM

Billing Info

Erin Gunia
Sweetwater Creek CDD
475 W Tower Pl
Ste 114
St Augustine, Florida, 32092
United States
T: (904) 239-5309

Shipping Info

Erin Gunia
Sweetwater Creek CDD
1865 North Loop Pkwy
Saint Augustine, Florida, 32095
United States
T: (904) 814-4531

Payment Method

Credit Card

Shipping Method

ABFS-Standard

Call Ahead Phone Number
(904) 814-4531

Tax Exemption Number
85-801362829C-8

ITEMS	Qty	Price
Victory Benches SKU: 2ZK2167-BN/GN Ships in 1 to 2 Days <i>Select Color</i> Brown <i>Frame Color</i> Green <i>Length</i> 6 Foot	3	\$2,085.00

Subtotal	\$2,085.00
Shipping & Handling	\$279.12
Grand Total	\$2,364.12

If you wish to prepay for your order, please send payment to:
TreeTop Products 222 State Street Batavia, IL 60510

www.treetopproducts.com

Lowest Prices Guaranteed! Our Prices Won't Be Beaten! [See Details >](#)



[PARK BENCHES](#)

[PICNIC TABLES](#)

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: 162

(B) Name and address of Payee: C Buss Enterprises Inc.
152 Lipizzan Trl
St Augustine FL 32095-8512

(C) Amount Payable: \$11,750.00

(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 # 3020 for pool parts and labor.

(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

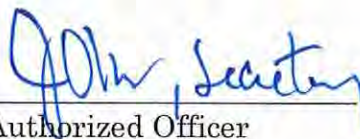
☐ this requisition is for Costs of Issuance payable from the Costs of Issuance Account that has not previously been paid.

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 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: 163

(B) Name and address of Payee: All Weather Contractors
1702 Lindsey Road
Jacksonville, FL 32221-6791

(C) Amount Payable: \$4,270.00

(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 # 195650 – plumbing for approved ice machine.

(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

CHECK REQUEST FORM

Project: Sweetwater Creek C.D.D.

Vendor: All Weather Contractors
1702 Lindsey Rd, Jax, FL 32221-6791

Check Amount:

Check Needed: ASAP

Cost Code: Requisition / Bond money

Requestor: Erin Gunia

Description: plumbing for approved ice machine

Approved By: Erin Gunia Date: 6/11/25



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

Invoice

Date:	Invoice #:
5/30/2025	195650

Bill To	
Palencia 475 Tower Rd Riverside Management Services St. Augustine, FL 32095	
Email	Terms
egumia@rmsnf.com	Due Upon Receipt

Work Performed At		
PALENCIA 1865 N Loop Pkwy St Augustine, FL 32095		
Purchase Order	Rep	Work Order
	PL JOHN BENDIK	256051

Item	Description	Amount
	Final Billing Camera sewer at c/o near bathroom group for drain location -Removed concrete as needed -Connect to existing sewer and install (1) 4" pvc hub drain for future Ice machine on the right side near Pool restrooms -Tested after installation -Backfilled excavated area -Replaced existing concrete that was removed -Make it as level as possible to the existing floor and clean area of any debris	\$4,270.00

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:	\$4,270.00
Sales Tax:	\$0.00
Invoice Total:	\$4,270.00
Payments and Credits:	\$0.00
Total Due:	\$4,270.00

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: 164

(B) Name and address of Payee: Best Fence and Rail of FL LLC
7380 Philips Hwy, Ste 1-3B
Jacksonville FL 32256

(C) Amount Payable: \$1,029.00

(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 # 2504118. Relocate 114' of 4' high black 2-rail aluminum ascot style fence. All posts are to be set in concrete. Furnish and install 8' of 4' high black 2-rail aluminum ascot style fence.

(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

CHECK REQUEST FORM

Project: Sweetwater Creek C.D.D.

Vendor: Best Fence & Rail of Florida
7380 Phillip Hwy, Ste 103B
Jacksonville, FL 32256

Check Amount: 1029⁰⁰

Check Needed: ASAP

Cost Code: Requisition / Band Money

Requestor: Erin Gunia

Description: Deposit for Fence expansion at Dog Park

Approved By: Erin Gunia

Date: 6/17/25

Best Fence and Rail of Florida LLC

7380 Philips Hwy, Ste 103B
Jacksonville, FL 32256

INVOICE

Date	S.O. No.
5/29/2025	2504118

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

Ship To
Sweet Water Creek CDD Ensenada Drive St. Augustine FL 32095 Palencia- Ensenada Park

P.O. No.	Project
2504118	2504118

Item	Description	Ordered	U/M	Rate	Amount
INSTALLATION	(C) Relocate 114' of 4' high black 2-rail aluminum ascot style fence. All posts are to be set in concrete. Furnish and install 8' of 4' high black 2-rail aluminum ascot style fence. All posts are to be set in concrete.			2,058.00	2,058.00
				Subtotal	\$2,058.00
				Half Down	\$1,029.00
				Balance at completion	\$1,029.00

SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2019

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(A) Requisition Number: 165

(B) Name and address of Payee: Kilinski/Van Wyk PLLC
PO BOX 6386
Tallahassee FL 32314

(C) Amount Payable: \$1,586.00

(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 # 12430 and 12184 – Review Matthews Proposal/exhibits, review correspondence, confer with supervisor Smith

(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

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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.

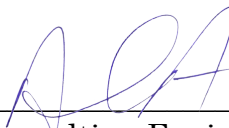
Originals or copies of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested are on file with the District.

**SWEETWATER CREEK COMMUNITY
DEVELOPMENT DISTRICT**

By: _____
Authorized Officer

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

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Consulting Engineer



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 # 12184
Date: 05/16/2025
Due On: 06/15/2025

SWEETWATER CREEK CDD - 2019 PROJECT CONSTRUCTION

Type	Attorney	Date	Notes	Quantity	Rate	Total
Service	JK	04/03/2025	Review matthews proposal/exhibits and strategy for same	0.20	\$310.00	\$62.00
Service	MGH	04/04/2025	Analyze correspondence history, including most recent email, from Onda Lane residents regarding PUD modification project; analyze public records requests and strategy for response to other inquiries.	0.30	\$265.00	\$79.50
Service	MGH	04/07/2025	Review and analyze correspondence and public records requests from Onda Lane residents regarding potential major modification to PUD; analyze records to identify and compile documents responsive to resident request; analyze Florida legal authority to confirm attorney-client privileged documents; analyze numerous ongoing District projects; review prior correspondence to resident encroachment violation and potential for additional action needed.	1.70	\$265.00	\$450.50
Service	MGH	04/08/2025	Confer with Supervisor Smith and District staff to discuss PUD modification project and resident feedback.	0.60	\$265.00	\$159.00
Service	MGH	04/10/2025	Prepare language for resident survey regarding major modification to PUD; analyze logistics and timeline for same.	0.60	\$265.00	\$159.00
Service	MGH	04/11/2025	Calls with Supervisor Smith to discuss	1.40	\$265.00	\$371.00

			PUD modification project and resident survey; follow-up analysis and revisions regarding same; analyze additional documents from District Engineer regarding PUD modification project.			
Service	JK	04/12/2025	Confer re: MPUD process status and MDG documents for same	0.30	\$310.00	\$93.00
Service	MGH	04/17/2025	Review correspondence from outside appraisal company regarding potential sale of lots to homebuilder; prepare revised language for resident survey regarding same.	0.40	\$265.00	\$106.00
Service	MGH	04/22/2025	Further revise resident survey language per feedback from Supervisor Smith; transmit same for inclusion in workshop agenda package.	0.20	\$265.00	\$53.00
					Total	\$1,533.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
12184	06/15/2025	\$1,533.00	\$0.00	\$1,533.00
Outstanding Balance				\$1,533.00
Total Amount Outstanding				\$1,533.00

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

Please pay within 30 days.



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 # 12430
Date: 06/17/2025
Due On: 07/17/2025

SWEETWATER CREEK CDD - 2019 PROJECT CONSTRUCTION

Type	Attorney	Date	Notes	Quantity	Rate	Total
Service	MGH	05/05/2025	Further prepare, finalize, and distribute resident survey on PUD modification for dissemination.	0.20	\$265.00	\$53.00
Total						\$53.00

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
12184	06/15/2025	\$1,533.00	\$0.00	\$1,533.00

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
12430	07/17/2025	\$53.00	\$0.00	\$53.00
Outstanding Balance				\$1,586.00
Total Amount Outstanding				\$1,586.00

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

Please pay within 30 days.

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: 166

(B) Name and address of Payee: Design2Wellness
PO Box 398
Lewis Center, OH 43035

(C) Amount Payable: \$6700.00

(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 # 51828 – Intenza e2 Series Escalate Stepmill w/19" Touchscreen (demo unit), Warranty.

(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

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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: John, Secretary
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.

ARA
Consulting Engineer

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

Name: Design 2 Wellness

Address: P.O. Box 398, Lewis Center, OH 43035

CODE: To Bond Money/Requisition -Board approved purchase of cardio equipment

Cost: \$6,700

Approved: Erin Gunia

Date: 6/25/25



Invoice

Date	Invoice #
6/24/2025	51828

P. O. Box 398
Lewis Center, OH 43035

www.design2wellness.com

Bill To:
Sweetwater Creek Community Development District 475 W Town Pl. Ste 114 St Augustine, FL 32092

Ship To:
1865 North Loop Parkway St. Augustine, FL 32095

Purchase Order Number

Terms	Sales Rep
Net 30	Kelly

Product Number	Description	QTY	Price Each	Amount
550 Ce2+	Intenza c2 Series Escalate Stepmill w/19' Touchscreen (Demo Unit) (New List price is \$22,000.00)	1	5,500.00	5,500.00
ECOMFERC2405...	Safeware 2 year parts & labor warranty	1	400.00	400.00
Direct Shipping	Curbside Shipping from the manufacture directly to the customers location. Customer is responsible to except delivery and Install.		600.00	600.00
Installation	Delivery & Installation		200.00	200.00
	Total sales tax		0.00	0.00

Phone #	Fax #	Thank you for your business!!!	Subtotal	\$6,700.00
859-760-7000	740-548-7044	E-mail	Payments	\$0.00
		tdye@design2wellness.com	Balance Due	\$6,700.00

SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2019

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(A) Requisition Number: 167

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

(C) Amount Payable: \$1082.00

(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): R-33485 – for new sign – mini golf renovation.

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

The undersigned hereby certifies that:

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OR

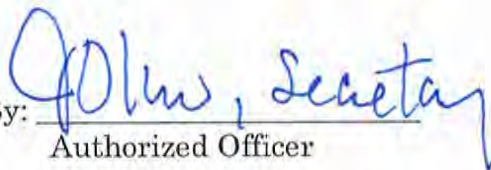
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**SWEETWATER CREEK COMMUNITY
DEVELOPMENT DISTRICT**

By: 
Authorized Officer

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

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Consulting Engineer

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

Name: Sweetwater Creek CDD

Address: 475 W Town PL, Ste 114, St. Augustine, FL 32092

CODE: Bond/Requisition money

Description: Paid with district credit card-signs for mini golf remodel-board approved purchase

Cost: \$1082.00

Approved: Erin Gunia

Date: 6/27/25

Buchanan Sign & Flag
6755 Beach Blvd.
Jacksonville, FL 32216

Bond / Requisition
Mini Golf Renovation
- new signs

*** Reprint 123 ***
Print date: 5/29/2025

Ticket# R-33485-01 User: FR
Orig ord # R-33485
5/28/2025 12: 2:43 pm Station: POS2

Item #	Qty	Price	Total

ROUTEDSIGNPC	9	118.00	1,062.00
10X14IN ROUTED SHAP BLACK GOLD-PAENCIA GOLF			
HOLES			
WO	1	0.00	0.00
WORK ORDER #101619			
NOTE	1	0.00	0.00
EMAILED 5/14 FR			
SHIPPING	1	20.00	20.00
SHIPPING AND HANDLING			

Sale subtotal	1,082.00
Tax	0.00

Total	1,082.00
=====	

Tender: 1,082.00
VISA
****7239

Order # R-33485
Order total 0.00
Order amt due 0.00

Number of items purchased: 12

SWEETWATER CREEK CDD C/O FIRST SERVICE
625 PALENCIA VILLAGE DR.
ST. AUGUSTINE, FL 32095
810-0520

Customer PO# CC
Thank you for your business!

R-33485-01

FOURTH ORDER OF BUSINESS

A.



**DUVAL
LANDSCAPE
MAINTENANCE, LLC**

With

**Sweetwater Creek
Community Development
District**

**Monthly Reporting
June 2025**



Monthly Reporting June 2025

In Progress:

1. Weekly mowing began April 1.
2. Sod replacement on Ensenada.
3. Treated, now monitoring, fairly heavy chinch bug outbreak on Las Calinas Blvd.

Completed:

1. Summer Flower rotation.
2. La Palma Putt Putt select plant removal.

Discussion:

Attachments:

1. Irrigation Wet Check Reports are attached. Onda Soccerfield did not get wet checked.
2. Irrigation proposal 38023
3. Irrigation proposal 38025
4. Irrigation proposal 38026

Thank you,

YOUR DUVAL TEAM

Michael Wooldridge
Branch Manager

Preston Moody
Irrigation Manager

Torre Dunham
Fertilization Manager



Duval Landscape

MAINTENANCE

Irrigation Technical Inspection Report

Irrigation Controller			Point of Connection			Site Name		SweetWater					
Location	Right lake		Location	Right lake		Location	Middle lift station						
Type	RB		Size			Technician	Preston						
Rain Guage	Y	N	Source	Meter	Well	Date	6/25/2025						
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	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	*	*												s				Back sw ovalo las calinas
8	r	x	x											x					Both sides of road at lakes
9	s	x	x						1					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								x					Back sidewalk right of ovalo
14	r	x	x											x					Ovalo court
15	r	x	x											x					Around controller
16	s	x	x										1	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								1				x				around lake
27	r	x	x												x				Berm Left Glorieta
28	r	x	x												x				Berm right of Glorieta
29	r	x	x												x				pond on oleta way.
30	S																		Las Celinas/ovalo

Comments: zone 13 not responding



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	
Barbells Circle		Barbells Circle		Barbells Circle		Barbells Circle		Barbells Circle	
Type		RB		Size		Technician		6/19/2025	
Rain Guage		Y N		Source		Meter Well		Date	
Power on		Y N		Program		A B C		Mark	
General Information		Backflow		Start Times		10:00 PM 12:00 PM		Run times	
Valve Type		PRV		Y N		5H20M 40M		Days of Week	
Coverage		Good		MV		Y N		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	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			1								x					Across from controller/pond
8	r	x	x			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: zones 7 and 8 not responding



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	6/25/2025		
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						1					1	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 maintance

pump keeps losing prime due to check valve



Duval Landscape
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Duval Landscape

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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		5/23/2025						
Power on		Y	N			Program		A	B	C						
General Information				Backflow		Start Times		10:00 PM								
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							1				1	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

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Duval Landscape



Duval Landscape

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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		Mark										
Rain Guage		Y N		Source		Meter Well		Date		6/25/2025										
Power on		Y N				Program		A B C												
General Information				Backflow				Start Times		10:00 PM 12:00 PM										
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												x				Island back of Del norte	
3	s	x	x	x						1					2	x			Both sides at stop sign	
4	r	x	x	x											x				Right side back of sidewalk	
5	r	x	x												x				Island at mailboxes	

Comments: Regular maintenance-



Duval Landscape
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Duval Landscape

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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	6/25/2025						
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											1	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										x					Ensanada/ Rincon right side flowers	
9	s	x	x	x										1	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								1			x					Rincon Pond clock-98	
16	r	x	x											x					Rincon pond 108-290	
17	r	x	x											x					Rincon pond to ensanada	
18	r	x	x								1			x					Ensanada Pond at clock	
19	s	x	x											x					Ensanada left side at park	
20	s	x	x											x					Ensanada left side 1/4 way	
21	s	x	x											x					Ensanada left side 1/2 way	
22	s	x	x											1	x				Ensanada left side 3/4 way	
23	s	x	x											x					Ensanada left side end	



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	6/25/2025		
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											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							2				2	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											x					Park

Comments: General Maintenance



Duval Landscape

Will propose the two zones not responding



Duvai 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	Shp		Technician		Mark						
Rain Guage	Y	N	Source	Meter	Well	Date		6/19/2025						
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						1					1	x				SW/ Curb at clock	
2	r	x	x												x				SW/ Woodline at clock	
3	s	x	x												x				Oltero SW/ Curb	
4	R/S	x	x												x				Oltero shrubs SW/ Curb exit side	
5	s	x	x												x				Island past guard gate	
6	s	x	x												x				Entry island	
7	s	x	x												x				Exit side beds outside gate	
8	s	x	x												x				Curb S/W Exit side	
9	r	x	x									1			x				Lipizzon both sides	
10	s	x	x												x				Left of lipizzon Curb S/W	
11	s	x	x												x				Beds lipozin to curb both sides	
12	R	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												x				Curb at bend	
16	s	x	x												x				S/W curb middle entry side	
17	r	x	x												x				Esmeralda Back S/W Entry	
18	s	x	x												x				Esmeralda S/W curb Entry	
19	r	x	x												x				Esmeralda Both sides entry	
20	s	x	x												x				Lift station	
21	s	x	x												x				Esmeralda to lift entry side	
22	s	x	x												x				Before gate entry side	
23	s	x	x												x				Entry curb	
24	s	x	x												x				S/W curb Past entry	

[illegible]

Comments: Regular maintenance.



Duval Landscape

MAINTENANCE



Duval Landscape

MAINTENANCE

Irrigation Technical Inspection Report

Irrigation Controller			Point of Connection			Site Name		SweetWater					
Location	Rght of circle		Location	Right of circle		Location	Right of round about						
Type	RB		Size			Technician	Mark						
Rain Guage	Y	N	Source	Meter	Well	Date	6/19/2025						
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											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											x					Along berm on Ensenada
11	s	x	x											x					NA
12	r	x	x									2		x					Along berm on Ensenada
13	s	x	x											1	x				Right side at bend
14	s	x	x											x					Right side between curb and walk
15	s	x	x											x					Back sidewalk right of enrede
16	s	x	x											x					Between curb and walk b4 enrede
17	r	x	x											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 Ensdenada
23	s	x	x											x					Left side along Endenada
24	s	x	x											x					Left side along Endenada

25	s	x	x												x			Back sidewalk on 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
 repaired zone 1 valve



Duval Landscape
 MAINTENANCE



June 19, 2025
Sweetwater Creek CDD

Contract No. - 38023

sweetwater decoder middle controller june25

ITEM	QTY	UNIT PRICE	TOTAL PRICE
Hunter 1 Station Decoder	1.00	\$285.00	\$285.00
Dbry Splice Kit	2.00	\$15.00	\$30.00
Valve Locating	1.00	\$150.00	\$150.00
Irrigation Labor	2.00	\$100.00	\$200.00
			\$665.00

WORK ORDER SUMMARY

SERVICES	SALES TAX	TOTAL PRICE
Irrigation Service/Repairs	\$0.00	\$665.00
		\$0.00
		\$665.00

Sale	\$665.00
Sales Tax	\$0.00
Total	\$665.00

By _____
Preston Moody

Date 6/19/2025
Duval Landscape Maintenance

By _____

Date _____
Sweetwater Creek CDD



June 19, 2025
Sweetwater Creek CDD

Contract No. - 38025

sweetwater left round about suction filter june25

ITEM	QTY	UNIT PRICE	TOTAL PRICE
Gator tuff self cleaning Lakescreen	1.00	\$650.00	\$650.00
Brass Check Valve	1.00	\$250.00	\$250.00
Pipe	2.00	\$80.00	\$160.00
Misc Irrigation Supplies	1.00	\$50.00	\$50.00
Irrigation Labor	2.00	\$100.00	\$200.00
			\$1,310.00

WORK ORDER SUMMARY

SERVICES	SALES TAX	TOTAL PRICE
Irrigation Service/Repairs	\$0.00	\$1,310.00
		\$0.00
		\$1,310.00

Sale	\$1,310.00
Sales Tax	\$0.00
Total	\$1,310.00

By _____
Preston Moody

Date 6/19/2025
Duval Landscape Maintenance

By _____
Date _____
Sweetwater Creek CDD



June 19, 2025
Sweetwater Creek CDD

Contract No. - 38026

sweetwater barbella decoders june25

ITEM	QTY	UNIT PRICE	TOTAL PRICE
Hunter 1 Station Decoder	2.00	\$285.00	\$570.00
Dbry Splice Kit	4.00	\$15.00	\$60.00
Irrigation Labor	2.00	\$100.00	\$200.00
			\$830.00

WORK ORDER SUMMARY

SERVICES	SALES TAX	TOTAL PRICE
Irrigation Service/Repairs	\$0.00	\$830.00
		\$0.00
		\$830.00

Sale	\$830.00
Sales Tax	\$0.00
Total	\$830.00

By _____
Preston Moody

Date 6/19/2025
Duval Landscape Maintenance

By _____

Date _____
Sweetwater Creek CDD

B.

1.

Matthews | **DCCM**

Engineering - Landscape Architecture - Surveying

May 23, 2025

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

Re: Additional Services Proposal for Construction Administration Services
Project Name: Sweetwater Creek
Project No.: 23273.00

Dear Courtney:

Matthews | DCCM is pleased to offer you this additional services proposal to provide continued Construction Administration services associated with an as-built survey of the property line swales located at 202 Rincon Drive in Sweetwater Creek CDD (Project), St. Johns County. Matthews | DCCM proposes to furnish the services per our current agreement with Sweetwater CDD.

Matthews | DCCM proposes to furnish professional services as per "Exhibit A, Scope of Work," and per "Exhibit B, General Terms & Conditions," which are attached hereto and made a binding part hereof by this reference, for an estimated fee of **\$1,260**, plus direct reimbursable expenses.

Services or work items not specifically set forth in this proposal are excluded. Should additional scope be requested by the Project Client, a change order for the additional services will be negotiated, and a change order proposal outlining costs will be fully executed before the additional work shall commence.

We appreciate your consideration of our firm to provide these important services. Do not hesitate to contact us if you have any questions. We look forward to partnering with you and having our dedicated team of industry experts help make your project a success.

Sincerely,
Matthews | DCCM



Mike Silverstein
Director of Field Services

Proposal – 23273.00
May 23, 2025
Page 2

EXHIBIT A SCOPE OF WORK

IV – As-Built Survey

Matthews will take existing condition elevation shots along the approximate north, south, east, and west property lines of 202 Rincon Drive at 25' intervals. Vertical control will be held using the Paving and Drainage as built survey (page 10) structure S-82 and S-83 rim elevations published on 10/18/2007 and certified by Arcadis. The as built shots will provide property line swale conveyance direction confirmation and can be used to resolve the drainage issue along the west property line at 202 Rincon Drive.

Fees for surveying services will be billed on a lump sum fee basis for a total of \$1,260, plus direct reimbursable expenses.

FEE SUMMARY

The following list summarizes costs associated with work items as described above. For your convenience, we have outlined the fees previously associated with the original scope of work and additional fees covering the expanded scope of work for this project.

	Initial Proposed Fee	Add'l Scope Cost	Total Fee
I – Engineering Services	N/A	N/A	N/A (T&M)
II – Public Facilities Report	\$3,500	N/A	\$3,500 (T&M)
III – Full Drainage Assessment	Pending Proposal Sent 5/23/25		
IV – Partial Drainage Assessment	Pending Proposal Sent 5/23/25		
IV – As-Built Survey	N/A	\$1,260	\$1,260 (Lump Sum)
Total Estimated Cost:	\$3,500	\$1,260	\$4,760

***Plus direct reimbursable expenses and permit fees**

Matthews | DCCM will initiate services on this project immediately following receipt of the fully executed contract, included as Exhibit C.

Proposal – 23273.00
May 23, 2025
Page 3

EXHIBIT B
GENERAL TERMS & CONDITIONS
Revised: 08/22/2023

- a) **Scope of Work.** The Scope of Work details the services Matthews | DCCM is agreeing to provide along with the associated costs for these services and assumes normal engineering and design services along with up to up to two submittals. Additional submittals, work performed outside the scope of services detailed in this proposal, or changes due to requests or revisions from the Client or any government agency will require a signed Change Order that defines the additional scope and billing terms PRIOR to the out-of-scope work commencing. Costs will be based on the current schedule of fees/rates or renegotiation of this Agreement to the satisfaction of both parties. Unless specifically noted otherwise, service fees proposed in this Agreement exclude costs for the following fees and work types, but are not limited to: all permit application and governing agency fees, consumptive use permitting, wetlands mitigation, threatened/endangered species studies, geotechnical studies, traffic studies, shared parking studies, landscape architecture, irrigation designs, site lighting, structural/MEP engineering, architecture, agency construction inspection and as-built reviews, impact and clearance sheet fees, construction stakeout, other inspection services, other subconsultant fees, and reimbursable items as outlined in General Terms & Conditions.
- b) **Estimates.** The rates quoted in this proposal are good for 90 days. If a signed contract is not executed within this 90-day period, lump sum amounts will be revised, and time and material billing rates will change to reflect Matthews | DCCM's standard hourly rates in effect at the time the contract is signed and executed. Current billing rates are listed in bullet 'g' below. All billing rates are subject to change according to our annual billing rate increases. For lump sum contracts lasting more than a year, Matthews | DCCM reserves the right to adjust the lump sum contract amounts in accordance with the annual bill rate increase. Prior to any such rate changes, Matthews | DCCM will provide the Client with a 30-day notification of any rate changes.
- c) **Documents.** All plans, drawings, reports, information, etc. prepared or assembled by Matthews | DCCM's data creator [Engineer] under this Contract are for the Client's use in completing scope of work identified for use on the Project. The Client further agrees that they shall not be made available to any individual or organization for any other use, or reuse by others, without the prior written approval of Matthews | DCCM.
- d) **Compensation & Payments.** The Client agrees to pay Matthews | DCCM the compensation for its services as described under Scope of Services of this Agreement, with hourly rates computed based upon the established billing rates. Billing occurs monthly and is based on documented project progress. Payments may be made by check, ACH deposit, or credit card (a 3.5% transaction fee is assessed for credit card payments). Payment is due upon receipt of the invoice. **DELAYS IN MAKING PAYMENTS WILL CAUSE DEFINITE DELAYS IN PROJECTS BEING COMPLETED.**
- **PAYMENTS NOT RECEIVED WITHIN 30 DAYS OF THE INVOICE DATE ARE CONSIDERED DELINQUENT AND ALL SUBMITTALS WILL BE PUT ON HOLD FOR THE CLIENT'S PROJECTS UNTIL FULL PAYMENT IS RECEIVED.**
 - **Interest at the rate of 1.5% per month (or 18% per annum) will be added to any unpaid balance after 30 days from the invoice date. All work will cease until full payment is received, and the project will be delayed with new milestone dates being reassigned once payment in full is received.**
 - **Delinquencies lasting more than 70 days will result in a Claim of Lien recorded against the property.**

Proposal – 23273.00

May 23, 2025

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- Invoice balances aged over 90 days will incur a reinstatement fee of 15% of the total outstanding invoice balance. This reinstatement fee must be paid in full in addition to the full outstanding invoice balance in order for Matthews | DCCM to resume work on the project.
 - Matthews | DCCM will stop all work and hold submittals in the case of a bounced check until a replacement check has cleared the bank.
 - The Client will be responsible for payment of any legal, collection, application, and permitting fees. Clients are responsible for paying application and permit fees prior to Matthews | DCCM making submittals.
 - Subcontractor services and fees paid by Matthews | DCCM on behalf of the client will include a 15% surcharge. Services performed by Project staff on a time and materials basis will be billed at the hourly rates listed herein.
- e) **Certification.** Represented by a signed or sealed statement of a professional landscape architect or engineer means that services performed were based upon his/her knowledge, information, and belief in accordance with commonly accepted procedures and applicable standards of practice but is not a guarantee or warranty.
- f) **Work Performed.** All plans, designs, and documents will be prepared consistent with normal professional standards of care but does not guarantee success, approval, or issuance of permits. Matthews | DCCM will not accept back charges on corrective action without written agreement of both parties.
- g) **Billing Rates.** Below are the current billing rates. Billing rates are revised annually.

Personnel Classification	Rate Range
PRINCIPAL/SENIOR LEADS	
Principal	\$365.00
VP	\$275.00 – \$300.00
Division Lead	\$260.00 – \$285.00
Program Manager	\$240.00 – \$265.00
SENIOR PROFESSIONAL	
Senior Professional Engineer	\$200.00 – \$270.00
Senior Planner	\$210.00 – \$230.00
Senior Landscape Architect	\$220.00 – \$260.00
Senior Construction Inspector	\$195.00 – \$210.00
PROFESSIONAL	
Professional Engineer	\$230.00 – \$240.00
Project Engineer	\$160.00 – \$190.00
Planner	\$160.00 – \$190.00
Landscape Architect	\$170.00 – \$190.00
Construction Inspector	\$170.00 – \$180.00
DESIGNER	
Senior CAD Designer and Senior Engineering Tech	\$180.00 – \$200.00
Senior Landscape Designer	\$180.00 – \$200.00
CAD Designer and Engineering Tech	\$130.00 – \$170.00

Proposal – 23273.00

May 23, 2025

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SUPPORT STAFF	
Controller	\$150.00 – \$200.00
Graphic Designer	\$100.00 – \$140.00
Senior Graphic Designer	\$140.00 – \$180.00
Project Administrator and Project Coordinator	\$95.00 – \$120.00
ARCHITECTURE	
Project Manager, Architect	\$200.00 – \$255.00
Project Architect	\$170.00 – \$190.00
Project Coordinator, Architect	\$140.00 – \$170.00
Intern Architect	\$115.00 – \$140.00
CA, Architect	\$220.00 – \$240.00
Specifications Writer	\$220.00 – \$240.00
SURVEYING	
Project Director, Survey	\$215.00 – \$245.00
Senior Surveyor	\$170.00 – \$200.00
Senior GIS Enterprise Administrator	\$170.00 – \$200.00
Project Surveyor	\$155.00 – \$185.00
Project GIS Developer, Survey	\$155.00 – \$185.00
Staff Surveyor	\$135.00 – \$165.00
Staff GIS Analyst	\$135.00 – \$165.00
Four Man Field Crew	\$215.00 – \$245.00
Three Man Field Crew	\$195.00 – \$215.00
Two Man Field Crew	\$170.00 – \$200.00
One Man Field Crew	\$150.00 – \$180.00
One Man Crew (GPS/RTK)	\$200.00 – \$230.00
Two Man Crew (GPS/RTK)	\$215.00 – \$245.00
CADD Technician, Survey	\$115.00 – \$145.00
GIS Technician	\$115.00 – \$145.00
Field Technician, Survey	\$95.00 – \$125.00

h) **Reimbursable/Direct Expenses.** Unless specifically stated, direct expenses will be billed in addition to our lump sum fees. Examples of expenses include, but are not limited to:

- Mileage will be billed per current IRS rates.
- Production costs will be billed at the following rates:
 - Paper copies:
 - 8½"x11" B&W - \$0.27 each
 - 8½"x11" Color - \$0.50 each
 - 11"x17" B&W - \$0.55 each
 - 11"x17" Color - \$0.88 each
 - Plots 24" x 36":
 - Black line plots - \$2.20 each
 - Color plots - \$55.00 each
 - Mylar - \$44.00 each
 - Binding: \$5.50 per book
 - Foam Board Mounted Color Plots: \$71.50 each
 - CD containing project data (i.e., CAD files, photographs, documents, etc.): \$13.20/each

Proposal – 23273.00

May 23, 2025

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The following will be billed at cost plus 15%:

- Travel and hotel expenses
- Shipping and delivery, including UPS shipping and courier services

- i) **Compliance.** All work will be performed in accordance with appropriate city, county, and state or other governmental regulations.
- j) **Transfer or Termination.** The Client or Matthews | DCCM may terminate this Agreement by notifying the other party in writing. Termination will become effective one (1) calendar day after receipt of the termination notice. Irrespective of which party shall initiate termination or the cause therefore, the Client shall, within thirty (30) calendar days of termination, remunerate Matthews | DCCM for services rendered and costs incurred, in accordance with Matthews | DCCM's prevailing fee schedule and expense reimbursement policy. Services shall include those rendered up to the time of termination, as well as any travel or demobilization costs associated with termination itself.
- k) **Retainer.** If a retainer is required, **it will be kept for the duration of the Project and applied to the final invoice.** Any remaining balance after applying the retainer will be refunded to the Client. At the completion of the Project, if no monies are remaining due in which to apply the retainer, Matthews | DCCM will refund the full retainer amount.
- l) **Supplemental Owner's responsibilities - Surveying Services.**
If an owner / client elects to contract directly with the surveyor, it must be understood surveys directly affect the accuracy and quality of the engineering design. Therefore, Owners / Clients that choose to contract directly with the surveyor are responsible for the following:
 - Obtaining a detailed survey scope from Matthews | DCCM to provide to the surveyor that describes in detail what Matthews | DCCM requires of the surveyor in order to correctly complete the engineering services for the project.
 - Providing Matthews | DCCM with the surveyor's service agreement to review and approve prior to engagement of the surveyor to ensure the surveyor's service agreement includes the items outlined in the survey scope provided by Matthews | DCCM.
 - Agreeing work from Matthews | DCCM will not commence until a complete survey is provided to Matthews | DCCM.
 - Providing Matthews | DCCM the signed and sealed copies of the survey documents prior to the production of final construction plans.
 - Agreeing changes to the scope of design services may require additional survey information and deliverables resulting in modification to the scope of the survey, thus requiring the owner/client to contract with the surveyor for additional required services
 - Agreeing the schedule of completion for engineering design is directly affected by the receipt of the accurate and complete survey deliverables.
 - **Alternatively;** Agreeing if Matthews | DCCM is supplied with previously surveyed information, additional or updated survey information prior to commencement of engineering services may be required. The owner/client takes responsibility and liability for the supplied survey being a correct representation of the current existing conditions of the project site.

Proposal – 23273.00

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- m) **Liability.** Any claims made by the Client for losses, injuries, expenses, or damages shall not exceed the total fee of the project and shall include, but is not limited to, negligence, errors, omissions, strict liability, breach of contract, or breach of warranty.
- n) **Terms Acceptance.** Regardless of if this proposal is signed, the verbal or written acceptance, approval, notice to proceed, or request for services performed by Matthews Design Group, LLC (Matthews | DCCM) constitutes acceptance of the prices and terms contained in this proposal and agreement to pay for services rendered by Matthews | DCCM.

PURSUANT TO FLORIDA STATUTES, SECTION 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

2.

May 23, 2025

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

Re: Additional Services Proposal for Construction Administration Services
Project Name: Sweetwater Creek
Project No.: 23273.00

Dear Courtney:

Matthews | DCCM is pleased to offer you this additional services proposal to provide continued Construction Administration services associated with a partial Drainage assessment regarding pond perimeters, control structures, and outfalls for the Sweetwater Creek CDD (Project) located off Las Calinas Blvd in St. Johns County. Matthews | DCCM proposes to furnish the services per our current agreement with Sweetwater CDD.

Matthews | DCCM proposes to furnish professional services as per "Exhibit A, Scope of Work," and per "Exhibit B, General Terms & Conditions," which are attached hereto and made a binding part hereof by this reference, for an estimated fee of **\$12,060**, plus direct reimbursable expenses.

Services or work items not specifically set forth in this proposal are excluded. Should additional scope be requested by the Project Client, a change order for the additional services will be negotiated, and a change order proposal outlining costs will be fully executed before the additional work shall commence.

We appreciate your consideration of our firm to provide these important services. Do not hesitate to contact us if you have any questions. We look forward to partnering with you and having our dedicated team of industry experts help make your project a success.

Sincerely,
Matthews | DCCM



Mike Silverstein
Director of Field Services

EXHIBIT A SCOPE OF WORK

IV – Partial Drainage Assessment

Matthews | DCCM will provide a written assessment of the stormwater management system, including:

- Review and fill out all required forms.
- Review permitted stormwater drawings, and St. Johns River Water Management (SJRWMD) approved as built drawings on file within the district boundaries.
- Coordination with District Manager and/or District Attorney as needed.
- Walk-through inspection of 20 Ponds, 12 Control Structures, and 78 Mitered End Structures which includes outfall MES's, 8 headwalls connected to culverts, and 1 weir.
- Evaluate ground surfaces immediately surrounding each drainage feature for additional signs of drainage related issues.
- Provide punch list and narrative report identifying all areas needing corrective action with suggested next steps.

The assessment will cover all surrounding surfaces around and visible interiors of the headwalls, end walls, weirs, control structures, ponds and banks, and outfalls that are visible above the normal water line elevation. Structural evaluation of bulkheads is not included as part of this assessment.

Fees for full drainage assessment services will be billed on a lump sum fee basis for a total of \$12,060, plus direct reimbursable expenses.

FEE SUMMARY

The following list summarizes costs associated with work items as described above. For your convenience, we have outlined the fees previously associated with the original scope of work and additional fees covering the expanded scope of work for this project.

	Initial Proposed Fee	Add'l Scope Cost	Total Fee
I – Engineering Services	N/A	N/A	N/A (T&M)
II – Public Facilities Report	\$3,500	N/A	\$3,500 (T&M)
III – Full Drainage Assessment	Pending Proposal Sent 5/23/25		
IV – Partial Drainage Assessment	N/A	\$12,060	\$12,060 (T&M)
Total Estimated Cost:	\$3,500	\$12,060*	\$15,060*

***Plus direct reimbursable expenses and permit fees**

Matthews | DCCM will initiate services on this project immediately following receipt of the fully executed contract, included as Exhibit C.

EXHIBIT B
GENERAL TERMS & CONDITIONS
Revised: 08/22/2023

- a) **Scope of Work.** The Scope of Work details the services Matthews | DCCM is agreeing to provide along with the associated costs for these services and assumes normal engineering and design services along with up to up to two submittals. Additional submittals, work performed outside the scope of services detailed in this proposal, or changes due to requests or revisions from the Client or any government agency will require a signed Change Order that defines the additional scope and billing terms PRIOR to the out-of-scope work commencing. Costs will be based on the current schedule of fees/rates or renegotiation of this Agreement to the satisfaction of both parties. Unless specifically noted otherwise, service fees proposed in this Agreement exclude costs for the following fees and work types, but are not limited to: all permit application and governing agency fees, consumptive use permitting, wetlands mitigation, threatened/endangered species studies, geotechnical studies, traffic studies, shared parking studies, landscape architecture, irrigation designs, site lighting, structural/MEP engineering, architecture, agency construction inspection and as-built reviews, impact and clearance sheet fees, construction stakeout, other inspection services, other subconsultant fees, and reimbursable items as outlined in General Terms & Conditions.
- b) **Estimates.** The rates quoted in this proposal are good for 90 days. If a signed contract is not executed within this 90-day period, lump sum amounts will be revised, and time and material billing rates will change to reflect Matthews | DCCM's standard hourly rates in effect at the time the contract is signed and executed. Current billing rates are listed in bullet 'g' below. All billing rates are subject to change according to our annual billing rate increases. For lump sum contracts lasting more than a year, Matthews | DCCM reserves the right to adjust the lump sum contract amounts in accordance with the annual bill rate increase. Prior to any such rate changes, Matthews | DCCM will provide the Client with a 30-day notification of any rate changes.
- c) **Documents.** All plans, drawings, reports, information, etc. prepared or assembled by Matthews | DCCM's data creator [Engineer] under this Contract are for the Client's use in completing scope of work identified for use on the Project. The Client further agrees that they shall not be made available to any individual or organization for any other use, or reuse by others, without the prior written approval of Matthews | DCCM.
- d) **Compensation & Payments.** The Client agrees to pay Matthews | DCCM the compensation for its services as described under Scope of Services of this Agreement, with hourly rates computed based upon the established billing rates. Billing occurs monthly and is based on documented project progress. Payments may be made by check, ACH deposit, or credit card (a 3.5% transaction fee is assessed for credit card payments). Payment is due upon receipt of the invoice. **DELAYS IN MAKING PAYMENTS WILL CAUSE DEFINITE DELAYS IN PROJECTS BEING COMPLETED.**
- **PAYMENTS NOT RECEIVED WITHIN 30 DAYS OF THE INVOICE DATE ARE CONSIDERED DELINQUENT AND ALL SUBMITTALS WILL BE PUT ON HOLD FOR THE CLIENT'S PROJECTS UNTIL FULL PAYMENT IS RECEIVED.**
 - **Interest at the rate of 1.5% per month (or 18% per annum) will be added to any unpaid balance after 30 days from the invoice date. All work will cease until full payment is received, and the project will be delayed with new milestone dates being reassigned once payment in full is received.**
 - **Delinquencies lasting more than 70 days will result in a Claim of Lien recorded against the property.**

- Invoice balances aged over 90 days will incur a reinstatement fee of 15% of the total outstanding invoice balance. This reinstatement fee must be paid in full in addition to the full outstanding invoice balance in order for Matthews | DCCM to resume work on the project.
 - Matthews | DCCM will stop all work and hold submittals in the case of a bounced check until a replacement check has cleared the bank.
 - The Client will be responsible for payment of any legal, collection, application, and permitting fees. Clients are responsible for paying application and permit fees prior to Matthews | DCCM making submittals.
 - Subcontractor services and fees paid by Matthews | DCCM on behalf of the client will include a 15% surcharge. Services performed by Project staff on a time and materials basis will be billed at the hourly rates listed herein.
- e) **Certification.** Represented by a signed or sealed statement of a professional landscape architect or engineer means that services performed were based upon his/her knowledge, information, and belief in accordance with commonly accepted procedures and applicable standards of practice but is not a guarantee or warranty.
- f) **Work Performed.** All plans, designs, and documents will be prepared consistent with normal professional standards of care but does not guarantee success, approval, or issuance of permits. Matthews | DCCM will not accept back charges on corrective action without written agreement of both parties.
- g) **Billing Rates.** Below are the current billing rates. Billing rates are revised annually.

Personnel Classification	Rate Range
PRINCIPAL/SENIOR LEADS	
Principal	\$365.00
VP	\$275.00 – \$300.00
Division Lead	\$260.00 – \$285.00
Program Manager	\$240.00 – \$265.00
SENIOR PROFESSIONAL	
Senior Professional Engineer	\$200.00 – \$270.00
Senior Planner	\$210.00 – \$230.00
Senior Landscape Architect	\$220.00 – \$260.00
Senior Construction Inspector	\$195.00 – \$210.00
PROFESSIONAL	
Professional Engineer	\$230.00 – \$240.00
Project Engineer	\$160.00 – \$190.00
Planner	\$160.00 – \$190.00
Landscape Architect	\$170.00 – \$190.00
Construction Inspector	\$170.00 – \$180.00
DESIGNER	
Senior CAD Designer and Senior Engineering Tech	\$180.00 – \$200.00
Senior Landscape Designer	\$180.00 – \$200.00
CAD Designer and Engineering Tech	\$130.00 – \$170.00

SUPPORT STAFF	
Controller	\$150.00 - \$200.00
Graphic Designer	\$100.00 - \$140.00
Senior Graphic Designer	\$140.00 - \$180.00
Project Administrator and Project Coordinator	\$95.00 - \$120.00
ARCHITECTURE	
Project Manager, Architect	\$200.00 - \$255.00
Project Architect	\$170.00 - \$190.00
Project Coordinator, Architect	\$140.00 - \$170.00
Intern Architect	\$115.00 - \$140.00
CA, Architect	\$220.00 - \$240.00
Specifications Writer	\$220.00 - \$240.00
SURVEYING	
Project Director, Survey	\$215.00 - \$245.00
Senior Surveyor	\$170.00 - \$200.00
Senior GIS Enterprise Administrator	\$170.00 - \$200.00
Project Surveyor	\$155.00 - \$185.00
Project GIS Developer, Survey	\$155.00 - \$185.00
Staff Surveyor	\$135.00 - \$165.00
Staff GIS Analyst	\$135.00 - \$165.00
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Three Man Field Crew	\$195.00 - \$215.00
Two Man Field Crew	\$170.00 - \$200.00
One Man Field Crew	\$150.00 - \$180.00
One Man Crew (GPS/RTK)	\$200.00 - \$230.00
Two Man Crew (GPS/RTK)	\$215.00 - \$245.00
CADD Technician, Survey	\$115.00 - \$145.00
GIS Technician	\$115.00 - \$145.00
Field Technician, Survey	\$95.00 - \$125.00

h) **Reimbursable/Direct Expenses.** Unless specifically stated, direct expenses will be billed in addition to our lump sum fees. Examples of expenses include, but are not limited to:

- Mileage will be billed per current IRS rates.
- Production costs will be billed at the following rates:
 - Paper copies:
 - 8½"x11" B&W - \$0.27 each
 - 8½"x11" Color - \$0.50 each
 - 11"x17" B&W - \$0.55 each
 - 11"x17" Color - \$0.88 each
 - Plots 24" x 36":
 - Black line plots - \$2.20 each
 - Color plots - \$55.00 each
 - Mylar - \$44.00 each
 - Binding: \$5.50 per book
 - Foam Board Mounted Color Plots: \$71.50 each
 - CD containing project data (i.e., CAD files, photographs, documents, etc.): \$13.20/each

The following will be billed at cost plus 15%:

- Travel and hotel expenses
- Shipping and delivery, including UPS shipping and courier services

- i) **Compliance.** All work will be performed in accordance with appropriate city, county, and state or other governmental regulations.
- j) **Transfer or Termination.** The Client or Matthews | DCCM may terminate this Agreement by notifying the other party in writing. Termination will become effective one (1) calendar day after receipt of the termination notice. Irrespective of which party shall initiate termination or the cause therefore, the Client shall, within thirty (30) calendar days of termination, remunerate Matthews | DCCM for services rendered and costs incurred, in accordance with Matthews | DCCM's prevailing fee schedule and expense reimbursement policy. Services shall include those rendered up to the time of termination, as well as any travel or demobilization costs associated with termination itself.
- k) **Retainer.** If a retainer is required, **it will be kept for the duration of the Project and applied to the final invoice.** Any remaining balance after applying the retainer will be refunded to the Client. At the completion of the Project, if no monies are remaining due in which to apply the retainer, Matthews | DCCM will refund the full retainer amount.
- l) **Supplemental Owner's responsibilities - Surveying Services.**
If an owner / client elects to contract directly with the surveyor, it must be understood surveys directly affect the accuracy and quality of the engineering design. Therefore, Owners / Clients that choose to contract directly with the surveyor are responsible for the following:
- Obtaining a detailed survey scope from Matthews | DCCM to provide to the surveyor that describes in detail what Matthews | DCCM requires of the surveyor in order to correctly complete the engineering services for the project.
 - Providing Matthews | DCCM with the surveyor's service agreement to review and approve prior to engagement of the surveyor to ensure the surveyor's service agreement includes the items outlined in the survey scope provided by Matthews | DCCM.
 - Agreeing work from Matthews | DCCM will not commence until a complete survey is provided to Matthews | DCCM.
 - Providing Matthews | DCCM the signed and sealed copies of the survey documents prior to the production of final construction plans.
 - Agreeing changes to the scope of design services may require additional survey information and deliverables resulting in modification to the scope of the survey, thus requiring the owner/client to contract with the surveyor for additional required services
 - Agreeing the schedule of completion for engineering design is directly affected by the receipt of the accurate and complete survey deliverables.
 - **Alternatively;** Agreeing if Matthews | DCCM is supplied with previously surveyed information, additional or updated survey information prior to commencement of engineering services may be required. The owner/client takes responsibility and liability for the supplied survey being a correct representation of the current existing conditions of the project site.

- m) **Liability.** Any claims made by the Client for losses, injuries, expenses, or damages shall not exceed the total fee of the project and shall include, but is not limited to, negligence, errors, omissions, strict liability, breach of contract, or breach of warranty.
- n) **Terms Acceptance.** Regardless of if this proposal is signed, the verbal or written acceptance, approval, notice to proceed, or request for services performed by Matthews Design Group, LLC (Matthews | DCCM) constitutes acceptance of the prices and terms contained in this proposal and agreement to pay for services rendered by Matthews | DCCM.

PURSUANT TO FLORIDA STATUTES, SECTION 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

**EXHIBIT C
CONTRACT AGREEMENT**

Upon acceptance, please sign, date, and return this Agreement to our office. We will return a fully executed copy of this Contract Agreement for your file, which will serve as Authorization to Proceed with services as described above.

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

Authorized Signature
On Behalf of **Matthews | DCCM**
Mike Silverstein, Director of Field Services
7 Waldo Street
St. Augustine, FL 32084
904.593.8686
msilverstein@dccm.com

Date

CLIENT ACCEPTANCE AND AUTHORIZATION

Authorized Signature

Date

Name, Title

On Behalf of _____

Company/Client Name

Billing Contact _____

Billing Email Address _____

Additional Billing Email Address (Copy to) _____

Billing Address _____

Address

City, State, Zip Code

Billing Phone No. _____

MS/JQ
23273AS3p1

3.

May 23, 2025

Courtney Hogge
Governmental Management Services
475 West Town Place, Suite 114
St. Augustine, FL 32092
P: (865) 238-2622
chogge@amsnf.com

Re: Additional Services Proposal for Construction Administration Services
Project Name: Sweetwater Creek – Rincon Drive
Project No.: 23273.00

Dear Courtney:

Matthews | DCCM is pleased to offer you this additional services proposal to provide continued construction administration services associated with for a full drainage Assessment and report for Rincon Drive for the Sweetwater Creek CDD (Project) located off Las Calinas Blvd in St. Johns County. Matthews | DCCM proposes to furnish the services per our current agreement with Sweetwater CDD.

Matthews | DCCM proposes to furnish professional services as described per "Exhibit A, Scope of Work," and per "Exhibit B, General Terms & Conditions," which are attached hereto and made a binding part hereof by this reference, for an estimated fee of **\$22,310**, plus direct reimbursable expenses.

Services or work items not specifically set forth in this proposal are excluded. Should additional scope be requested by the Project Client, a change order for the additional services will be negotiated, and a change order proposal outlining costs will be fully executed before the additional work shall commence.

We appreciate your consideration of our firm to provide these important services. Do not hesitate to contact us if you have any questions. We look forward to partnering with you and having our dedicated team of industry experts help make your project a success.

Sincerely,
Matthews | DCCM



Mike Silverstein
Director of Field Services

EXHIBIT A SCOPE OF WORK

III – Full Drainage Assessment

Matthews | DCCM will provide a deficiency/maintenance punch list of the stormwater management system through Palencia North Phase 1, 2, 3A, 3B, and Rio Del Norte Phases, including:

- Review permitted stormwater drawings, and St. Johns River Water Management (SJRWMD) approved as built drawings on file within the district boundaries in the phases mentioned above.
- Coordination with District Manager and/or District Attorney as needed.
- Walk-through inspection of 168 storm inlets, 38 manholes, 78 Mitered End Structures if visible, 20 Storm Water Management Facilities (ponds), 12 Control Structures, 8 headwalls and associated culvert pipes, and one overflow weir on site as they are visible above the normal water line of the system.
- Evaluate ground surfaces immediately surrounding each drainage feature for additional signs of drainage related issues.
- Provide punch list and narrative report identifying all areas needing corrective action with suggested next steps.

The assessment will cover all surrounding surfaces around and visible interiors of the stormwater inlets, pipes, headwalls, end walls, manholes, control structures, ponds and banks, and outfalls that are visible above the normal water line elevation. Structural evaluation of bulkheads is not included as part of this assessment although cracking observed will be documented. If a structure grate or cover is frozen in place and cannot be opened for observation, that will be noted in the finalized report.

Fees for full drainage assessment services will be billed on a lump sum fee basis for a total of \$22,310, plus direct reimbursable expenses.

FEE SUMMARY

The following list summarizes costs associated with work items as described above. For your convenience, we have outlined the fees previously associated with the original scope of work and additional fees covering the expanded scope of work for this project.

	Initial Proposed Fee	Add'l Scope Cost	Total Fee
I – Engineering Services	N/A	N/A	N/A (T&M)
II – Public Facilities Report	\$3,500	N/A	\$3,500 (T&M)
III – Full Drainage Assessment	N/A	\$22,310	\$22,310 (T&M)
Total Estimated Cost:	\$3,500	\$22,310*	\$25,810

***Plus direct reimbursable expenses and permit fees**

Matthews | DCCM will initiate services on this project immediately following receipt of the fully executed contract, included as Exhibit C.

EXHIBIT B
GENERAL TERMS & CONDITIONS
Revised: 08/22/2023

- a) **Scope of Work.** The Scope of Work details the services Matthews | DCCM is agreeing to provide along with the associated costs for these services and assumes normal engineering and design services along with up to up to two submittals. Additional submittals, work performed outside the scope of services detailed in this proposal, or changes due to requests or revisions from the Client or any government agency will require a signed Change Order that defines the additional scope and billing terms PRIOR to the out-of-scope work commencing. Costs will be based on the current schedule of fees/rates or renegotiation of this Agreement to the satisfaction of both parties. Unless specifically noted otherwise, service fees proposed in this Agreement exclude costs for the following fees and work types, but are not limited to: all permit application and governing agency fees, consumptive use permitting, wetlands mitigation, threatened/endangered species studies, geotechnical studies, traffic studies, shared parking studies, landscape architecture, irrigation designs, site lighting, structural/MEP engineering, architecture, agency construction inspection and as-built reviews, impact and clearance sheet fees, construction stakeout, other inspection services, other subconsultant fees, and reimbursable items as outlined in General Terms & Conditions.
- b) **Estimates.** The rates quoted in this proposal are good for 90 days. If a signed contract is not executed within this 90-day period, lump sum amounts will be revised, and time and material billing rates will change to reflect Matthews | DCCM's standard hourly rates in effect at the time the contract is signed and executed. Current billing rates are listed in bullet 'g' below. All billing rates are subject to change according to our annual billing rate increases. For lump sum contracts lasting more than a year, Matthews | DCCM reserves the right to adjust the lump sum contract amounts in accordance with the annual bill rate increase. Prior to any such rate changes, Matthews | DCCM will provide the Client with a 30-day notification of any rate changes.
- c) **Documents.** All plans, drawings, reports, information, etc. prepared or assembled by Matthews | DCCM's data creator [Engineer] under this Contract are for the Client's use in completing scope of work identified for use on the Project. The Client further agrees that they shall not be made available to any individual or organization for any other use, or reuse by others, without the prior written approval of Matthews | DCCM.
- d) **Compensation & Payments.** The Client agrees to pay Matthews | DCCM the compensation for its services as described under Scope of Services of this Agreement, with hourly rates computed based upon the established billing rates. Billing occurs monthly and is based on documented project progress. Payments may be made by check, ACH deposit, or credit card (a 3.5% transaction fee is assessed for credit card payments). Payment is due upon receipt of the invoice. **DELAYS IN MAKING PAYMENTS WILL CAUSE DEFINITE DELAYS IN PROJECTS BEING COMPLETED.**
- **PAYMENTS NOT RECEIVED WITHIN 30 DAYS OF THE INVOICE DATE ARE CONSIDERED DELINQUENT AND ALL SUBMITTALS WILL BE PUT ON HOLD FOR THE CLIENT'S PROJECTS UNTIL FULL PAYMENT IS RECEIVED.**
 - **Interest at the rate of 1.5% per month (or 18% per annum) will be added to any unpaid balance after 30 days from the invoice date. All work will cease until full payment is received, and the project will be delayed with new milestone dates being reassigned once payment in full is received.**
 - **Delinquencies lasting more than 70 days will result in a Claim of Lien recorded against the property.**

- Invoice balances aged over 90 days will incur a reinstatement fee of 15% of the total outstanding invoice balance. This reinstatement fee must be paid in full in addition to the full outstanding invoice balance in order for Matthews | DCCM to resume work on the project.
 - Matthews | DCCM will stop all work and hold submittals in the case of a bounced check until a replacement check has cleared the bank.
 - The Client will be responsible for payment of any legal, collection, application, and permitting fees. Clients are responsible for paying application and permit fees prior to Matthews | DCCM making submittals.
 - Subcontractor services and fees paid by Matthews | DCCM on behalf of the client will include a 15% surcharge. Services performed by Project staff on a time and materials basis will be billed at the hourly rates listed herein.
- e) **Certification.** Represented by a signed or sealed statement of a professional landscape architect or engineer means that services performed were based upon his/her knowledge, information, and belief in accordance with commonly accepted procedures and applicable standards of practice but is not a guarantee or warranty.
- f) **Work Performed.** All plans, designs, and documents will be prepared consistent with normal professional standards of care but does not guarantee success, approval, or issuance of permits. Matthews | DCCM will not accept back charges on corrective action without written agreement of both parties.
- g) **Billing Rates.** Below are the current billing rates. Billing rates are revised annually.

Personnel Classification	Rate Range
PRINCIPAL/SENIOR LEADS	
Principal	\$365.00
VP	\$275.00 – \$300.00
Division Lead	\$260.00 – \$285.00
Program Manager	\$240.00 – \$265.00
SENIOR PROFESSIONAL	
Senior Professional Engineer	\$200.00 – \$270.00
Senior Planner	\$210.00 – \$230.00
Senior Landscape Architect	\$220.00 – \$260.00
Senior Construction Inspector	\$195.00 – \$210.00
PROFESSIONAL	
Professional Engineer	\$230.00 – \$240.00
Project Engineer	\$160.00 – \$190.00
Planner	\$160.00 – \$190.00
Landscape Architect	\$170.00 – \$190.00
Construction Inspector	\$170.00 – \$180.00
DESIGNER	
Senior CAD Designer and Senior Engineering Tech	\$180.00 – \$200.00
Senior Landscape Designer	\$180.00 – \$200.00
CAD Designer and Engineering Tech	\$130.00 – \$170.00

SUPPORT STAFF	
Controller	\$150.00 - \$200.00
Graphic Designer	\$100.00 - \$140.00
Senior Graphic Designer	\$140.00 - \$180.00
Project Administrator and Project Coordinator	\$95.00 - \$120.00
ARCHITECTURE	
Project Manager, Architect	\$200.00 - \$255.00
Project Architect	\$170.00 - \$190.00
Project Coordinator, Architect	\$140.00 - \$170.00
Intern Architect	\$115.00 - \$140.00
CA, Architect	\$220.00 - \$240.00
Specifications Writer	\$220.00 - \$240.00
SURVEYING	
Project Director, Survey	\$215.00 - \$245.00
Senior Surveyor	\$170.00 - \$200.00
Senior GIS Enterprise Administrator	\$170.00 - \$200.00
Project Surveyor	\$155.00 - \$185.00
Project GIS Developer, Survey	\$155.00 - \$185.00
Staff Surveyor	\$135.00 - \$165.00
Staff GIS Analyst	\$135.00 - \$165.00
Four Man Field Crew	\$215.00 - \$245.00
Three Man Field Crew	\$195.00 - \$215.00
Two Man Field Crew	\$170.00 - \$200.00
One Man Field Crew	\$150.00 - \$180.00
One Man Crew (GPS/RTK)	\$200.00 - \$230.00
Two Man Crew (GPS/RTK)	\$215.00 - \$245.00
CADD Technician, Survey	\$115.00 - \$145.00
GIS Technician	\$115.00 - \$145.00
Field Technician, Survey	\$95.00 - \$125.00

h) **Reimbursable/Direct Expenses.** Unless specifically stated, direct expenses will be billed in addition to our lump sum fees. Examples of expenses include, but are not limited to:

- Mileage will be billed per current IRS rates.
- Production costs will be billed at the following rates:
 - Paper copies:
 - 8½"x11" B&W - \$0.27 each
 - 8½"x11" Color - \$0.50 each
 - 11"x17" B&W - \$0.55 each
 - 11"x17" Color - \$0.88 each
 - Plots 24" x 36":
 - Black line plots - \$2.20 each
 - Color plots - \$55.00 each
 - Mylar - \$44.00 each
 - Binding: \$5.50 per book
 - Foam Board Mounted Color Plots: \$71.50 each
 - CD containing project data (i.e., CAD files, photographs, documents, etc.): \$13.20/each

The following will be billed at cost plus 15%:

- Travel and hotel expenses
- Shipping and delivery, including UPS shipping and courier services

- i) **Compliance.** All work will be performed in accordance with appropriate city, county, and state or other governmental regulations.
- j) **Transfer or Termination.** The Client or Matthews | DCCM may terminate this Agreement by notifying the other party in writing. Termination will become effective one (1) calendar day after receipt of the termination notice. Irrespective of which party shall initiate termination or the cause therefore, the Client shall, within thirty (30) calendar days of termination, remunerate Matthews | DCCM for services rendered and costs incurred, in accordance with Matthews | DCCM's prevailing fee schedule and expense reimbursement policy. Services shall include those rendered up to the time of termination, as well as any travel or demobilization costs associated with termination itself.
- k) **Retainer.** If a retainer is required, **it will be kept for the duration of the Project and applied to the final invoice.** Any remaining balance after applying the retainer will be refunded to the Client. At the completion of the Project, if no monies are remaining due in which to apply the retainer, Matthews | DCCM will refund the full retainer amount.
- l) **Supplemental Owner's responsibilities - Surveying Services.**
If an owner / client elects to contract directly with the surveyor, it must be understood surveys directly affect the accuracy and quality of the engineering design. Therefore, Owners / Clients that choose to contract directly with the surveyor are responsible for the following:
- Obtaining a detailed survey scope from Matthews | DCCM to provide to the surveyor that describes in detail what Matthews | DCCM requires of the surveyor in order to correctly complete the engineering services for the project.
 - Providing Matthews | DCCM with the surveyor's service agreement to review and approve prior to engagement of the surveyor to ensure the surveyor's service agreement includes the items outlined in the survey scope provided by Matthews | DCCM.
 - Agreeing work from Matthews | DCCM will not commence until a complete survey is provided to Matthews | DCCM.
 - Providing Matthews | DCCM the signed and sealed copies of the survey documents prior to the production of final construction plans.
 - Agreeing changes to the scope of design services may require additional survey information and deliverables resulting in modification to the scope of the survey, thus requiring the owner/client to contract with the surveyor for additional required services
 - Agreeing the schedule of completion for engineering design is directly affected by the receipt of the accurate and complete survey deliverables.
 - **Alternatively;** Agreeing if Matthews | DCCM is supplied with previously surveyed information, additional or updated survey information prior to commencement of engineering services may be required. The owner/client takes responsibility and liability for the supplied survey being a correct representation of the current existing conditions of the project site.

- m) **Liability.** Any claims made by the Client for losses, injuries, expenses, or damages shall not exceed the total fee of the project and shall include, but is not limited to, negligence, errors, omissions, strict liability, breach of contract, or breach of warranty.
- n) **Terms Acceptance.** Regardless of if this proposal is signed, the verbal or written acceptance, approval, notice to proceed, or request for services performed by Matthews Design Group, LLC (Matthews | DCCM) constitutes acceptance of the prices and terms contained in this proposal and agreement to pay for services rendered by Matthews | DCCM.

PURSUANT TO FLORIDA STATUTES, SECTION 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

**EXHIBIT C
CONTRACT AGREEMENT**

Upon acceptance, please sign, date, and return this Agreement to our office. We will return a fully executed copy of this Contract Agreement for your file, which will serve as Authorization to Proceed with services as described above.

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

Authorized Signature
On Behalf of **Matthews | DCCM**
Mike Silverstein, Director of Field Services
7 Waldo Street
St. Augustine, FL 32084
904.593.8686
msilverstein@dccm.com

Date

CLIENT ACCEPTANCE AND AUTHORIZATION

Authorized Signature

Date

Name, Title

On Behalf of _____

Company/Client Name

Billing Contact _____

Billing Email Address _____

Additional Billing Email Address (Copy to) _____

Billing Address _____

Address

City, State, Zip Code

Billing Phone No. _____

MS/kb/jq
23273AS2p1

E.

Sweetwater Creek

Community Development

District

Field Operations Report

7/9/25

Dan Wright
Field Operations Manager
Riverside Management
Services, INC.

Sweetwater Creek

Community
Development
District

Field Operations
Report

July 9th, 2025

To: The Board of
Supervisors

From: Dan Wright, Field
Operations Manager

RE: Sweetwater Creek
Operations Report - July
9th, 2025.

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

Completed Projects



Mini golf signs changed out at La Palma Park

Completed Projects



Bike signage added to amenity cenetr
area

Completed Projects



Pavers at La Palma park re-organized and filled in with more paver sand

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) 940-58

- . leaning sign on rincon re-cemented in the ground
- . Leaning median sign at Fitness center re-cemented in the ground
- . Pavers at la palma park re-adjusted and new paver sand installed
- . New signs installed for no bike areas at fitness center
- . dead deer in roadway on Ensenada removed
- .Gym equipment moved at Fitness center
- . Tree cut out near side of maintenance shed

Water filter changed out at fitness center

- . Door hinge closer inspected at fitness
- . east coast wells to begin work on monday 6/30 on well on Las Calinas

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



F.

1.

June Operations Report

Building:

Roof leak: FCC came out to inspect and estimate.

Estimate for golf cart parking at the Fitness Center: see attached

AC repairs were completed. The gym is now at 100% operation.

Equipment:

New Stair Climber- the old climber will be removed shortly

Repairs to cardio: Treadmill motor replacement and screen updates

Small equipment purchases for Group Fitness classes

Pool:

CBuss replaced all depth markers, patched a spot of erosion in lane two and replaced an interior light. We have two more lights that need to be upgraded to LED

Covers for the old "hole" from the original diving blocks placed

Repairs were made to two of our heaters/coolers. They are still under warranty.

Pickleball:

Fence-All Weather came out to inspect the bricks securing the fence and will be replacing the few that came loose.

League: Great participation with the Summer League. 48 participants

Point of Sale is up and running. We are now taking credit card payments for league fees. Expansion to other services are next.

IAS came out twice to address the issue of the gate. There still hasn't been a permanent fix. Downing Douglas and CRN Jax have also looked at the problem.

Accounts: 770

Parks:

Shade structures completed at both parks. Additional playground mulch is needed at Ensenada. I am getting quotes for that application.

Mini Golf is complete. The last touch is to improve the landscaping within the course. This has been approved and is waiting to be scheduled.

Ensenada: The deposit for the dog park expansion has been processed. The improvement is to be scheduled this month.

Estimates for artificial turf for four areas in the neighborhood were received. I have two. I am waiting on a third.

Landscaping:

Pine straw was completed at La Palma . There are a few areas in the neighborhood that still need attending to.

Ponds: There was a significant fish kill in pond 25 at the south end of Rio del Norte. Future Horizons was out the same day and the following day. We are working with them to try and create a plan to prevent this event in the future.

Round-a-Bout exploration for electric and landscaping upgrades. Contractors are scheduled for the second week in July.

2.

01



SCOPE OF WORK

DIVISION: 40 - General Construction
PROPOSAL: 25.140
DATE: 5/8/2025
ESTIMATOR: Jordan Bailey



Gaco
LICENSED APPLICATOR



Customer:

*Palencia Community
1865 North Loop Parkway
St. Augustine, FL 32095*

Project Location:

*Palencia Community
1865 North Loop Parkway
St. Augustine, FL 32095*

Project Contact:

*Erin Gunia
egunia@rmsnf.com*

Project Description:

*Tile reroof of the Fitness Center &
Pool Equipment Building*

All Weather Contractors (**AWC**) is pleased to submit the following proposal for the above referenced project. Our proposal is based on Roof Reports and the following:

SCOPE OF WORK – TILE REROOF

AWC scope of work includes furnishing; labor, materials, equipment, and supervision to complete items mentioned below, unless otherwise noted:

1. Removal of existing tile roofing.
2. Secure all loose roof sheathing as needed.
3. Furnish and install peel and stick tile underlayment.
4. Furnish and install Westlake Barcelona 900 roof tiles screwed in with galvanized screws.
5. Furnish and install eave closures.
6. Furnish and install new drip edge (color TBD).
7. Furnish and install new lead plumbing ventilation boots where needed.
8. Furnish and install new hip and ridge trim tile.
9. Furnish and install Ohaggin vents.
10. Furnish and install metal flashing at roofing elevation changes with counterflashing (as needed).
11. Removal and disposal of all demolition materials and debris.
12. Obtain applicable permits and schedule all inspections with the Building Department.

OPTIONAL SCOPE OF WORK – METAL REROOF

AWC scope of work includes furnishing; labor, materials, equipment, and supervision to complete items mentioned below, unless otherwise noted:

1. Removal of existing standing seam roofing.
2. Secure all loose roof sheathing as needed.
3. Furnish and install peel and stick high temp underlayment.
4. Furnish and install new drip edge (color TBD).



01



SCOPE OF WORK

5. Furnish and install new standing seam metal package in standard color.
6. Furnish and install new hip and ridge trim metal.
7. Removal and disposal of all demolition materials and debris.

EXCLUSIONS

1. Engineering.
2. Caulking or painting.
3. Payment & Performance Bonds.
4. Replacement of any rotten wood.
5. Gutters, downspouts, and splash blocks.



QUALIFICATIONS & CLARIFICATIONS

1. This proposal is valid for 30 days and is based on current pricing for materials. All Weather Contractors, Inc. reserves the right to withdraw this proposal at any time.
2. Adequate space for storage and vehicle parking shall be always available at no cost to AWC personnel and its subcontractors.
3. Any work not specifically noted or described above within the scope of work is excluded.
4. AWC will conform to all applicable safety regulations such as OSHA, EPA and AHJ.
5. All debris generated by AWC will be removed and disposed of at a dumpster provided by AWC.

WORK HOURS & SCHEDULE

1. AWC's quote is based on 1-month or less, and weekly onsite schedule of a 54-hour, 6-day operation (9:00 am - 6:00 pm) workweek (Monday - Saturday) per scope item.
2. AWC requires at least 10 business days after permit approval for work commencement.

CERTIFICATIONS & INSURANCE

1. **GC**-CGC1523954 **HVAC**-CMC1250093 **Plumbing**-CFC1428601 **Roofing**-CCC1334999 licenses.
2. Commercial General Liability Insurance \$1,000,000
3. Commercial General Liability Aggregate \$2,000,000
4. Workers Compensation Insurance \$1,000,000
5. Automotive Liability Insurance \$1,000,000
6. Umbrella General Liability Insurance \$5,000,000

WARRANTY

1. **RE-ROOF:** AWC offers manufacturers' specific warranty per item and AWC will provide a **1-year** warranty for workmanship.

INSPECTION & WORK ACCEPTANCE

1. All work will be inspected by customer's representative at the completion of the work.
2. If deficiencies are found in work quality, customer's representative will present them, as soon as possible to AWC's representative on a written notice and corrections will be made.

OWNER RESPONSIBILITIES

1. Provide AWC access to job site in a timely manner to allow for continuous work schedule.
2. Approve any written and agreed upon change order(s) for additional and/or changes in work.
3. Make timely payment, the undisputed amount due. For any and all amounts owed to Contractor, more than sixty (60) days, a late payment penalty of One and Half (1.5%) percent of the unpaid amount per month, in lieu of any interest otherwise due.

TERMS & CONDITIONS

PRICING – TILE REROOF

	BUILDINGS	QUANTITY	SQUARES	SQ. SUBTOTAL	TOTAL VALUE
1	Club House	1	168	168	\$213,898.48
2	Pool Equipment	1	16	16	\$20,371.28

184	\$234,269.76
-----	--------------

OPTIONAL PRICING – METAL REROOF

	BUILDINGS	QUANTITY	SQUARES	SQ. SUBTOTAL	TOTAL VALUE
1	Club House	1	17	17	\$ 20,530.13

Grand Total	\$254,799.89
--------------------	---------------------

ADD ALTERNATES

	SCOPE	Unit Price	Unit
1	Remove and replace plywood decking	\$105.00	Per SH
2	Remove and replace 2" x 6" fascia board-primed	\$9.00	Per LF
3	Wind Mitigation Form	\$300.00	Per Bldg.

TERMS

This proposal is based exclusively on the direct cost elements described above, such as labor, material, specified equipment, and normal mark-ups. It does not include any amount for changes in the sequence and scope of work, delays, disruptions, re-scheduling, extended overhead, overtime, acceleration, and/or impact costs not specifically noted and/or mutually agreed. If needed All Weather Contractors reserves the right to submit a claim for all impacts, limitations, and related items of cost.

The line items' pricing above are for accounting purposes only. Each line shares a percentage of the total General conditions, overhead, and profit of the work to be performed concurrently and within the estimated duration. If any line or scope are removed, the remaining work will be adjusted accordingly.

AGREEMENT

The proposal's documents above and herein become an effective Agreement the date written below. Signatures to this Agreement transmitted by facsimile transmission or by electronic mail in "portable document format" (".pdf") form will have the same effect as physical delivery of the paper document bearing the original signature

03



TERMS & CONDITIONS

Date:

CUSTOMER SIGNATURE

Palencia Community
1865 North Loop Parkway
St. Augustine, FL 32095

CONTRACTOR SIGNATURE

Hai Nguyen

Hai Nguyen
1702 Lindsey Rd
Jacksonville, FL 32221
(904) 776-2269



04

CAPABILITIES OUR SERVICES

Did You Know We Perform The Following Services?

Click Any Link Below For More Information!

[Click Here to Get In Touch With The Right Person Today!](#)

Multifamily • Condominium Projects • HOA Services • Churches Commercial Buildings • Shopping Centers • Student Housing • Banks Special Projects • On Demand Service • Restaurants • Hotels

• [Full General Contracting Services](#)

- Interior & Exterior Renovations
- Restoration
- Property Amenities
- Ancillary Structures
- Concrete
- Siding - Soffit - Fascia
- Carpentry & Drywall
- Hardscapes
- Specialty Projects

• [HVAC Mechanical](#)

- Unit Replacements
- Service All Brands
- Preventative Maintenance
- Zoning
- Indoor Air Quality
- Dehumidification
- Ductless Systems
- Gas Systems
- Boilers

• [Plumbing](#)

- Water Leaks
- Water Heaters
- Sewer Leaks
- Drain Cleaning
- Re-Pipes
- Toilets
- Faucets
- Fixtures
- Grease Traps

• [Roofing](#)

- Roof Repairs
- Re-Roofs
- Roof Inspections
- Full Roof Assessment & Reports
- Skylights
- Ventilation Systems
- Preventative Maintenance
- Gutter Work
- Chimney Repairs

• [Design Services](#)

- Remodeling
- Structural
- Clubhouses
- Renderings
- Signage
- Hardscapes
- Finishes
- Architectural
- Engineering

• [Property Maintenance](#)

- Interior & Exterior Painting
- Unit Punch outs - Turns
- Window & Door installs
- Decking
- Carpentry
- Fencing
- Stucco Repairs
- Cabinets & Counter Tops
- Housekeep

• [Disaster Services](#)

- Disaster Response & Management
- Storm Damage
- Fire & Smoke Damage
- Flood/Water Damage
- Mold Prevention & Restoration
- Full Reconstruction Services
- Structural Drying
- Electrical Damage
- Building Collapse

Licensed In The Following States

Alabama - 57097

Florida - CGC 1523954, CMC 1250093, CFC 1428601, CCC 1334999

Georgia - CN211138, GCQA004620

North Carolina - GC Lic. 76877

Maryland - F17096363

South Carolina - G123855, CLM.117198

Tennessee - 74367

Texas - TACLA00131291E

Virginia - F202447



All Weather Contractors
1702 Lindsey Rd
Jacksonville, Florida 32221

4/21/2025
GAF ID: 1119665

Re: Reference Letter for GAF Master Elite® Roofing Contractor Program

Greetings,

We are excited to confirm that All Weather Contractors is a 2025 GAF Master Elite® Contractor*.

This prestigious certification allows All Weather Contractors to offer some of GAF's strongest warranties on qualifying GAF roofing systems, including the GAF Golden Pledge® Limited Warranty, the GAF Silver Pledge™ Limited Warranty, and the GAF System Plus Limited Warranty.

To verify a contractor's GAF certification status at any time, please contact GAF Contractor Services at 877-423-7663 and select option 2 followed by option 1.

Thank you for choosing a GAF Master Elite® Contractor.

Sincerely,

A handwritten signature in black ink that reads "Bobby Fischer". The signature is fluid and cursive, with a long horizontal stroke at the end.

Bobby Fischer
VP, Partner Programs

* Contractors enrolled in GAF certification programs are not employees or agents of GAF, and GAF does not control or otherwise supervise these independent businesses. Contractors may receive benefits, such as loyalty rewards points and discounts on marketing tools from GAF for participating in the program and offering GAF enhanced warranties, which require the use of a minimum amount of GAF products. Your dealings with a Contractor, and any services they provide to you, are subject to the Contractor Terms of Use. Visit www.gaf.com/gaf-contractor-terms-of-use for details.

† For warranty eligibility requirements and complete coverage and restrictions visit gaf.com/warranties. For qualifying GAF products visit gaf.com/LRS

We protect what matters most™



Additional References / Experience				
Property Name	Contract Price	Contact Name	Contact Phone	Contact e-mail
Willowbrook	\$ 1,362,233.91	Eric Kruizenga	(757) 814-1987	ekruizenga@outlook.com
Villas at Heritage Park	\$ 1,617,770.28	Byron Cogswell	(904) 861-7488	sealtm2@comcast.net
Lighthouse	\$ 931,311.50	Bud Kabbani	(904) 252-9765	bud.kabbani@maac.com



All Weather Contractors

is a 2025 GAF Master Elite® Roofing Contractor

An exclusive group of roofing contractors in North America are invited by GAF to become GAF Master Elite® Contractors. These contractors are authorized to offer the following enhanced warranties on qualifying GAF roofing systems:

GAF Golden Pledge® Limited Warranty
GAF Silver Pledge™ Limited Warranty
GAF System Plus Limited Warranty

A handwritten signature in black ink that reads "Bobby Fischer".

Bobby Fischer
VP, Partner Programs

GAF ID:1119665

Contractors enrolled in GAF certification programs are not employees or agents of GAF, and GAF does not control or otherwise supervise these independent businesses. Contractors may receive benefits, such as loyalty rewards points and discounts on marketing tools from GAF for participating in the program and offering GAF enhanced warranties, which require the use of a minimum amount of GAF products. Your dealings with a Contractor, and any services they provide to you, are subject to the *Contractor Terms of Use*. Visit gaf.com/gaf-contractor-terms-of-use for details.



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE ROOFING CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

GARNER, KEITH T.

ALL WEATHER CONTRACTORS, INC
3045 FOURTH STREET
SAINT AUGUSTINE FL 32084

LICENSE NUMBER: CCC1334999

EXPIRATION DATE: AUGUST 31, 2026

Always verify licenses online at MyFloridaLicense.com

ISSUED: 06/19/2024

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



AIA[®] Document A305[™] – 2020

Contractor's Qualification Statement

THE PARTIES SHOULD EXECUTE A SEPARATE CONFIDENTIALITY AGREEMENT IF THEY INTEND FOR ANY OF THE INFORMATION IN THIS A305-2020 TO BE HELD CONFIDENTIAL.

SUBMITTED BY:

*All Weather Contractors, Inc.
1702 Lindsey Rd
Jacksonville, FL 32221
Daniel Daly
(904) 781-7060*

SUBMITTED TO:

*The Palencia Community
1865 North Loop Parkway
St. Augustine, FL 32095
Erin Gunia
(904) 814-4531*

NAME OF PROJECT:

*The Palencia Fitness Center
1865 North Loop Parkway
St. Augustine, FL 32095
(904) 814-4531*

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

TYPE OF WORK TYPICALLY PERFORMED

Our company provides renovation, restoration and new construction services. As a design and build General Contractor we can provide construction management services and design assistance as needed. We either self-perform or subcontract all service trades.

THIS CONTRACTOR'S QUALIFICATION STATEMENT INCLUDES THE FOLLOWING:

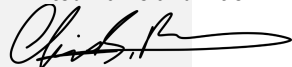
- ☒ Exhibit A – General Information
- ☒ Exhibit B – Financial and Performance Information
- ☒ Exhibit C – Project-Specific Information
- ☒ Exhibit D – Past Project Experience
- ☒ Exhibit E – Past Project Experience (Continued)

CONTRACTOR CERTIFICATION

The undersigned certifies under oath that the information provided in this Contractor's Qualification Statement is true and sufficiently complete so as not to be misleading.

Chris Bryan - CEO

Organization's Authorized Representative
Printed Name and Title



Signature

Tuesday, May 6, 2025

Date

NOTARY

State of: Florida

County of: Duval

Signed and sworn to before me this 6th day of May

Notary Signature

My commission expires: _____



AIA®

Document A305™ – 2020 Exhibit A

General Information**§ A.1 ORGANIZATION****§ A.1.1 Name and Location****§ A.1.1.1** Identify the full legal name of your organization.*All Weather Contractors, Inc. (AWC)***§ A.1.1.2** List all other names under which your organization currently does business and, for each name, identify jurisdictions in which it is registered to do business under that trade name.*No additional names.***§ A.1.1.3** List all prior names under which your organization has operated and, for each name, indicate the date range and jurisdiction in which it was used.*None***§ A.1.1.4** Identify the address of your organization's principal place of business and list all office locations out of which your organization conducts business. If your organization has multiple offices, you may attach an exhibit or refer to a website.*1702 Lindsey Rd, Jacksonville, FL 32221**8152 La Marne Dr, Jacksonville, FL 32221**340 Corporate Way, Orange Park, FL 32073**5561 Florida Mining Blvd S, Jacksonville, FL 32257***§ A.1.2 Legal Status****§ A.1.2.1** Identify the legal status under which your organization does business, such as sole proprietorship, partnership, corporation, limited liability corporation, joint venture, or other.*Corporation*

- .1 If your organization is a corporation, identify the state in which it is incorporated, the date of incorporation, and its four highest-ranking corporate officers and their titles, as applicable.

*Florida/ April 28, 2005**Brian Leonard/ Chairman**Daniel Butterworth/ Vice Chairman**Chris Bryan/ President/CEO**Mike Sharp/ CFO*

- .2 If your organization is a partnership, identify its partners and its date of organization.

N/A

- .3 If your organization is individually owned, identify its owner and date of organization.

N/A

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

- .4 If the form of your organization is other than those listed above, describe it and identify its individual leaders:

N/A

§ A.1.2.2 Does your organization own, in whole or in part, any other construction-related businesses? If so, identify and describe those businesses and specify percentage of ownership.

No

§ A.1.3 Other Information

§ A.1.3.1 How many years has your organization been in business?

28 Years

§ A.1.3.2 How many full-time employees work for your organization?

170

§ A.1.3.3 List your North American Industry Classification System (NAICS) codes and titles. Specify which is your primary NAICS code.

236118 Residential Remodelers

SIC 1522 General Contractor's- Residential Buildings, other than Single- Family

§ A.1.3.4 Indicate whether your organization is certified as a governmentally recognized special business class, such as a minority business enterprise, woman business enterprise, service-disabled veteran owned small business, woman owned small business, small business in a HUBZone, or a small, disadvantaged business in the 8(a) Business Development Program. For each, identify the certifying authority and indicate jurisdictions to which such certification applies.

At this moment AWC does not hold any minority certification.

§ A.2 EXPERIENCE

§ A.2.1 Complete Exhibit D to describe up to four projects, either completed or in progress, that are representative of your organization's experience and capabilities.

Savoy @ Southwind – Renovations - \$5,090,922 - Completed

Mariners Village – Renovations - \$6,079,977 - Completed

Dwell Tenn Street Apartments - \$8,498,282 – In Progress

Bainbridge Apartment Renovations - \$4,208,954 – In Progress

§ A.2.2 State your organization's total dollar value of work currently under contract.

\$75,656,371.

§ A.2.3 Of the amount stated in Section A.2.2, state the dollar value of work that remains to be completed:

\$26,592,018

§ A.2.4 State your organization's average annual dollar value of construction work performed during the last five years.

§ A.3 CAPABILITIES

§ A.3.1 List the categories of work that your organization typically self-performs.

All Weather Contractors specialize in renovations, natural disasters, floods, fires, interior and exterior painting, property maintenance of all types, HVAC, mechanical services, plumbing, roofing, and specialty projects.

§ A.3.2 Identify qualities, accreditations, services, skills, or personnel that you believe differentiate your organization from others.

All Weather is a multi-disciplinary company that is highly skilled in servicing multifamily properties All Weather is licensed in multiple states and provides a broad range of services that allow our clients to schedule multiple services easily and conveniently. Many members of the All Weather Contractors' team have deep experience in multifamily property maintenance, renovations and mechanical systems. The market position and strategy of All Weather is focused on servicing the multi-family property industry and being a leader in this industry.

§ A.3.3 Does your organization provide design collaboration or pre-construction services? If so, describe those services.

Yes-Architectural, engineering, specifications, and scopes of work

§ A.3.4 Does your organization use building information modeling (BIM)? If so, describe how your organization uses BIM and identify BIM software that your organization regularly uses.

No

§ A.3.5 Does your organization use a project management information system? If so, identify that system.

All Weather Contractor utilizes Buildertrend.

§ A.4 REFERENCES

§ A.4.1 Identify three client references:

*Willow Bridge Property Company
4532 West Kennedy Blvd. #285
Tampa, FL 33609
Chris Moore
(813)-453-9164*

*Collins Group LLC
1276 50th Street #7
Brooklyn, NY 11219
Rachel Twerski
(917) 536-5026*

*Lakemont Holdings
920 East County Line Road
Lakewood, NJ 08701
Isaac Sternbuch
(848) 223-4707*

§ A.4.2 Identify three architect references:
(Insert name, organization, and contact information)

*Austin Ace.
5908 Orchard Pond Drive
Orange Park, FL 32003
Austin Ace
(904) 716-3661*

*David Touring
4206 Tradewinds Drive
Jacksonville, FL 32250
Daniel Daly
(904) 614-3302*

*Woods Engineering, Inc.
1969 South Alafaya Trail suite 155
Orlando, FL 32828
Dan Krasno
(407) 883-7542*

§ A.4.3 Identify one bank reference:

*Fifth Third Bank
225 Water Street
Jacksonville, FL 32202
Chris McGraw
(904) 864-5986*

§ A.4.4 Identify three subcontractor or other trade references:

*DeStack
5570 Florida Mining Blvd. South Suite 304
Jacksonville, FL 32257
Alceu Rodrigues
(904) 302-2353*

*Southeast Floors.
1905 Premier Row
Orlando, FL 32809
Mark Tudor
(407) 624-5289*

*Quality Company Contracting
11653 Central Parkway Suite 206
Jacksonville, FL 32224
Thomas Hensler
(904) 434-2821*



AIA®

Document A305™ – 2020 Exhibit B

Financial and Performance Information

§ B.1 FINANCIAL

§ B.1.1 Federal tax identification number:

13-4297491

§ B.1.2 Attach financial statements for the last three years prepared in accordance with Generally Accepted Accounting Principles, including your organization's latest balance sheet and income statement. Also, indicate the name and contact information of the firm that prepared each financial statement.

AWC can provide this financial information only after signing a Non-Disclosure Agreement (NDA).

§ B.1.3 Has your organization, its parent, or a subsidiary, affiliate, or other entity having common ownership or management, been the subject of any bankruptcy proceeding within the last ten years?

No

§ B.1.4 Identify your organization's preferred credit rating agency and identification information.

(Identify rating agencies, such as Dun and Bradstreet or Equifax, and insert your organization's identification number or other method of searching your organization's credit rating with such agency.)

Dunn and Bradstreet- 78-497-9689

§ B.2 DISPUTES AND DISCIPLINARY ACTIONS

§ B.2.1 Are there any pending or outstanding judgments, arbitration proceedings, bond claims, or lawsuits against your organization, its parent, or a subsidiary, affiliate, or other entity having common ownership or management, or any of the individuals listed in Exhibit A, Section 1.2, in which the amount in dispute is more than \$75,000?

(If the answer is yes, provide an explanation.)

N/A

§ B.2.2 In the last five years has your organization, its parent, or a subsidiary, affiliate, or other entity having common ownership or management:

(If the answer to any of the questions below is yes, provide an explanation.)

- .1 failed to complete work awarded to it?

No

- .2 been terminated for any reason except for an owners' convenience?

No

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

- .3 had any judgments, settlements, or awards pertaining to a construction project in which your organization was responsible for more than \$75,000?
No

- .4 filed any lawsuits or requested arbitration regarding a construction project?
Yes

§ B.2.3 In the last five years, has your organization, its parent, or a subsidiary, affiliate, or other entity having common ownership or management; or any of the individuals listed in Exhibit A Section 1.2:
(If the answer to any of the questions below is yes, provide an explanation.)

- .1 been convicted of, or indicted for, a business-related crime?
No
- .2 had any business or professional license subjected to disciplinary action?
No
- .3 been penalized or fined by a state or federal environmental agency?
No



AIA[®]

Document A305™ – 2020 Exhibit C

Project Specific Information

PROJECT:

The Palencia Community

1865 North Loop Parkway

St. Augustine, FL 32095

Erin Gunia

(904) 814-4531

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

CONTRACTOR'S PROJECT OFFICE:

All Weather Contractors, Inc.

1702 Lindsey Rd

Jacksonville, FL 32221

(904) 781-7060

TYPE OF WORK SOUGHT

Provide Tile Reroof.

CONFLICT OF INTEREST

Describe any conflict of interest your organization, its parent, or a subsidiary, affiliate, or other entity having common ownership or management, or any of the individuals listed in Exhibit A Section 1.2, may have regarding this Project.

§ C.1 PERFORMANCE OF THE WORK

None
§ C.1.1 When was the Contractor's Project Office established?

None

§ C.1.2 How many full-time field and office staff are respectively employed at the Contractor's Project Office?

None – N/A

§ C.1.3 List the business license and contractor license or registration numbers for the Contractor's Project Office that pertain to the Project.

None

§ C.1.4 Identify key personnel from your organization who will be meaningfully involved with work on this Project and indicate (1) their position on the Project team, (2) their office location, (3) their expertise and experience, and (4) projects similar to the Project on which they have worked.

Rolando Ramirez – Sr. Project Manager – 340 Corporate Office – 20-years

Jose Moreno – Project Manager – 340 Corporate Office – 10-years

Nelson Jiménez – Sr. Superintendent – Onsite – 10-years

§ C.1.5 Identify portions of work that you intend to self-perform on this Project.

Air Conditioning, Ventilation and Plumbing.

§ C.1.6 To the extent known, list the subcontractors you intend to use for major portions of work on the Project.

All Weather Contractors, Niko Remodeling, and Southeast Floors

§ C.2 EXPERIENCE RELATED TO THE PROJECT

§ C.2.1 Complete Exhibit D to describe up to four projects performed by the Contractor's Project Office, either completed or in progress, that are relevant to this Project, such as projects in a similar geographic area or of similar project type. If you have already completed Exhibit D, but want to provide further examples of projects that are relevant to this Project, you may complete Exhibit E.

§ C.2.2 State the total dollar value of work currently under contract at the Contractor's Project Office:

All Weather Contractors has \$84.7 million in open projects under contract.

§ C.2.3 Of the amount stated in Section C.2.2, state the dollar value of work that remains to be completed:

All Weather Contractor has \$23.6 million in revenue backlog on open projects under contract.

§ C.2.4 State the average annual dollar value of construction work performed by the Contractor's Project Office during the last five years.

Average annual revenue during the past five years is \$19 million.

§ C.2.5 List the total number of projects the Contractor's Project Office has completed in the last five years and state the dollar value of the largest contract the Contractor's Project Office has completed during that time.

Over the last five years, All Weather Contractors has completed 825 projects. The largest contract completed during that time was Kensington Manor Apartments- Revenue Earned \$6,310,296.

§ C.3 SAFETY PROGRAM AND RECORD

§ C.3.1 Does the Contractor's Project Office have a written safety program?

Yes

§ C.3.2 List all safety-related citations and penalties the Contractor's Project Office has received in the last three years.

2022 Other than Serious.

02.2024 Violation Pending

§ C.3.3 Attach the Contractor's Project Office's OSHA 300a Summary of Work-Related Injuries and Illnesses form for the last three years. *See Attachment.*

§ C.3.4 Attach a copy of your insurance agent's verification letter for your organization's current workers' compensation experience modification rate and rates for the last three years. *See Attachment.*

§ C.4 INSURANCE

§ C.4.1 Attach current certificates of insurance for your commercial general liability policy, umbrella insurance policy, and professional liability insurance policy, if any. Identify deductibles or self-insured retentions for your commercial general liability policy. *See Attachment.*

§ C.4.2 If requested, will your organization be able to provide property insurance for the Project written on a builder's risk "all-risks" completed value or equivalent policy form and sufficient to cover the total value of the entire Project on a replacement cost basis?

Yes.

§ C.4.3 Does your commercial general liability policy contain any exclusions or restrictions of coverage that are prohibited in AIA Document A101-2017, Exhibit A, Insurance A.3.2.2.2? If so, identify.

No.

§ C.5 SURETY

§ C.5.1 If requested, will your organization be able to provide a performance and payment bond for this Project?

Yes.

§ C.5.2 Surety company name:

Surety Company is Swiss RE Corporate Solutions America Insurance Company

§ C.5.3 Surety agent name and contact information:

Agent Name: Acrisure – Devin Phillips – Address is 1000 Central Avenue #200, St. Petersburg, FL 33705

§ C.5.4 Total bonding capacity:

\$30 Million and Aggregate 60 million.

§ C.5.5 Available bonding capacity as of the date of this qualification statement:

\$59 Million

**AIA[®]****Document A305™ – 2020 Exhibit D*****Contractor's Past Project Experience***

	1	2	3	4
PROJECT NAME	Heron Lake Apartments	Summit Place Apartments	The Nook Student Housing	Mandarin Trace Apartments
PROJECT LOCATION	Columbia SC	Gainesville Georgia	Gainesville FL	Jacksonville FL
PROJECT TYPE	Renovation 45 Units	Renovation 125 Units	Renovation 120 Units	Renovation and HVAC 120 Units
OWNER	Collins Group	Lincoln Property Management	Lincoln Property Management	Renewal Services
ARCHITECT	N/A	N/A	N/A	N/A
CONTRACTOR'S PROJECT EXECUTIVE	Daniel Daly	Daniel Daly	Daniel Daly	Daniel Daly
KEY PERSONNEL (include titles)	Rolando Ramirez Senior Project Manager	Rolando Ramirez Senior Project Manager	Rolando Ramirez Senior Project Manager	Rolando Ramirez Senior Project Manager
PROJECT DETAILS	Contract Amount \$857,450.27 Completion Date 03-2022 % Self-Performed Work 100%	Contract Amount \$2,493,050.68 Completion Date 01-2023 % Self-Performed Work 100%	Contract Amount \$1,969,980.51 Completion Date 07-2023 % Self-Performed Work 100%	Contract Amount \$2,360,308.75 Completion Date 04-2023 % Self-Performed Work 100%
PROJECT DELIVERY METHOD	<input type="checkbox"/> Design-bid-build <input type="checkbox"/> Design-build <input checked="" type="checkbox"/> CM constructor <input type="checkbox"/> CM advisor <input type="checkbox"/> Other:	<input type="checkbox"/> Design-bid-build <input type="checkbox"/> Design-build <input checked="" type="checkbox"/> CM constructor <input type="checkbox"/> CM advisor <input type="checkbox"/> Other:	<input checked="" type="checkbox"/> Design-bid-build <input type="checkbox"/> Design-build <input type="checkbox"/> CM constructor <input type="checkbox"/> CM advisor <input type="checkbox"/> Other:	<input type="checkbox"/> Design-bid-build <input type="checkbox"/> Design-build <input checked="" type="checkbox"/> CM constructor <input type="checkbox"/> CM advisor <input type="checkbox"/> Other:
SUSTAINABILITY CERTIFICATIONS				

**AIA**[®]**Document A305™ – 2020 Exhibit E*****Contractor's Past Project Experience, Continued***

	1	2	3	4
PROJECT NAME	Kensley Apartments	Mariners Village Apartments	Savoy at Southwood Apartments	Victor Verdae Apartments
PROJECT LOCATION	Jacksonville FL	Atlantic Beach FL	Tallahassee FL	Greenville SC
PROJECT TYPE	Renovation 288 Units	Restoration 105 Units	Renovation 248 Units	Renovation 160 Units
OWNER	Lincoln Property Management	Klotz Group	Lincoln Property Management	Collins Group
ARCHITECT	N/A	N/A	N/A	N/A
CONTRACTOR'S PROJECT EXECUTIVE	Daniel Daly	Daniel Daly	Daniel Daly	Daniel Daly
KEY PERSONNEL (include titles)	Rolando Ramirez Senior Project Manager	Rolando Ramirez Senior Project Manager	Rolando Ramirez Senior Project Manager	Rolando Ramirez Senior Project Manager
PROJECT DETAILS	Contract Amount \$4,073,679.99 Completion Date 12-2022 % Self-Performed Work 100%	Contract Amount \$6,063,491.83 Completion Date 03-2023 % Self-Performed Work 100%	Contract Amount \$5,090,911.82 Completion Date 01-2023 % Self-Performed Work 100%	Contract Amount \$2,365,294.60 Completion Date 09-2022 % Self-Performed Work 100%
PROJECT DELIVERY METHOD	<input type="checkbox"/> Design-bid-build <input type="checkbox"/> Design-build <input checked="" type="checkbox"/> CM constructor <input type="checkbox"/> CM advisor <input type="checkbox"/> Other:	<input checked="" type="checkbox"/> Design-bid-build <input type="checkbox"/> Design-build <input type="checkbox"/> CM constructor <input type="checkbox"/> CM advisor <input type="checkbox"/> Other:	<input type="checkbox"/> Design-bid-build <input type="checkbox"/> Design-build <input checked="" type="checkbox"/> CM constructor <input type="checkbox"/> CM advisor <input type="checkbox"/> Other:	<input type="checkbox"/> Design-bid-build <input type="checkbox"/> Design-build <input checked="" type="checkbox"/> CM constructor <input type="checkbox"/> CM advisor <input type="checkbox"/> Other:
SUSTAINABILITY CERTIFICATIONS				



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/18/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brown & Brown Insurance Services, Inc. P.O. Box 2412 Daytona Beach FL 32115-2412	CONTACT NAME: Elinn Peacock PHONE (A/C, No, Ext): (386) 944-5804 FAX (A/C, No): (386) 333-6113 E-MAIL ADDRESS: Elinn.Peacock@bbrown.com																					
INSURED All Weather Contractors, Inc. 1702 Lindsey Road Jacksonville FL 32221	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>United Specialty Insurance Company</td><td>12537</td></tr><tr><td>INSURER B:</td><td>Greenwich Insurance Company</td><td>22322</td></tr><tr><td>INSURER C:</td><td>XL Specialty Insurance Company</td><td>37885</td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	United Specialty Insurance Company	12537	INSURER B:	Greenwich Insurance Company	22322	INSURER C:	XL Specialty Insurance Company	37885	INSURER D:			INSURER E:			INSURER F:		
INSURER(S) AFFORDING COVERAGE		NAIC #																				
INSURER A:	United Specialty Insurance Company	12537																				
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INSURER C:	XL Specialty Insurance Company	37885																				
INSURER D:																						
INSURER E:																						
INSURER F:																						

COVERAGES**CERTIFICATE NUMBER:** 24-25**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			ATN2478690	07/01/2024	07/01/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			RAC9438165-02	07/01/2024	07/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP \$ 10,000
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			BTN2471549	07/01/2024	07/01/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input checked="" type="checkbox"/> N	N / A	RWC3001745-02	07/01/2024	07/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	INLAND MARINE			UM00067982MA24A	05/31/2024	07/01/2025	RENTED EQUIPMENT \$200,000 INSTALLATION FLOATER \$250,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

SEE NOTES FOR POLICY COVERAGE FORMS FOR INFORMATION ONLY

CERTIFICATE HOLDER**CANCELLATION**ALL WEATHER CONTRACTORS, INC.
1702 LINDSEY RD

JACKSONVILLE

FL 32221

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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AGENCY CUSTOMER ID: _____

LOC #: _____

ADDITIONAL REMARKS SCHEDULE

Page ____ of ____

AGENCY Brown & Brown Insurance Services, Inc.		NAMED INSURED All Weather Contractors, Inc.	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,****FORM NUMBER:** 25 **FORM TITLE:** Certificate of Liability Insurance: Notes

PROFESSIONAL/POLLUTION
CARRIER: HOUSTON CASUALTY CO
POLICY: #HCC 23 70736
EFFECTIVE DATE: 12/09/2023 TO 12/09/2024
LIMITS:
EACH CLAIM/ AGGREGATE: \$1,000,000

EXCESS LIABILITY WITH UNITED SPECIALTY INS CO
POLICY: #BUN2410153
EFFECTIVE DATE: 07/01/2024 TO 07/01/2025
EACH OCCURRENCE \$3,000,000 WITH GENERAL AGGREGATE OF \$3,000,000

THIRD PARTY CRIME WITH TRAVELERS CASUALTY AND SURETY COMPANY
POLICY: #106914931
EFFECTIVE DATE: 5/27/2024-07/01/2025
\$1,000,000 PER OCCURENCE LIMIT

CURRENT BLANKET POLICY FORMS**GENERAL LIABILITY:**

- 1) CG2010 0413 - ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS - SCHEDULED PERSON OR ORGANIZATION (ADDITIONAL INSURED - ONGOING OPERATIONS)
- 2) CG2037 0413 - ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS- COMPLETED OPERATIONS
- 3) CG2034 0413 - ADDITIONAL INSURED- LESSOR OF LEASED EQUIPMENT - AUTOMATIC STATUS WHEN REQUIRED IN LEASE AGREEMENT WITH YOU
- 4) CG2404 0509 - WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US (WAIVER OF SUBROGATION)
- 5) VEN05100 0220 - PRIMARY AND NON-CONTRIBUTING INSURANCE ENDORSEMENT
- 6) VEN06400 0422 - THIRD PARTY CANCELLATION NOTICE ENDORSEMENT (30 DAY NOTICE OF CANCELLATION)

AUTO LIABILITY:

- 1) XIC414 1013 - ADDITIONAL INSURED
- 2) CA0449 1116 - PRIMARY AND NONCONTRIBUTORY-OTHER INSURANCE CONDITION
- 3) CA0444 1013 - WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US (WAIVER OF SUBROGATION)
- 4) IXI405 0910 - (30 DAY NOTICE OF CANCELLATION)

WORKERS COMPENSATION:

- 1) WC000313 0484-WAIVER OF OUR RIGHT TO RECOVER FROM THE OTHERS ENDORSEMENT (WAIVER OF SUBROGATION)

EQUIPMENT:

- 1) U-CIM-140-A CW (09-08) (LOSS PAYEE)

EXCESS LIABILITY WITH \$5M LIMIT:

- 1) CX0001 0908 - COMMERCIAL EXCESS LIABILITY COVERAGE FORM (FOLLOW FORM OVER THE GENERAL LIABILITY AND EMPLOYERS LIABILITY, ADDITIONAL INSURED, WAIVER OF SUBROGATION)

EXCESS LIABILITY WITH \$3M LIMIT:

- 1) CX0001 0908 - COMMERCIAL EXCESS LIABILITY COVERAGE FORM (FOLLOW FORM OVER THE \$5M PRIMARY)

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it.
Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the [free Adobe PDF Reader](#).

Year 20 24
U.S. Department of Labor
Occupational Safety and Health Administration



Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>8</u>	<u>0</u>	<u>4</u>
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>300</u>	
(K)	(L)

Injury and Illness Types

Total number of . . . (M)			
(1) Injuries	<u>12</u>	(4) Poisonings	<u>0</u>
(2) Skin disorders	<u>0</u>	(5) Hearing loss	<u>0</u>
(3) Respiratory conditions	<u>0</u>	(6) All other illnesses	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 50 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name All Weather Contractors, Inc.

Street 1702 Lindsey Road

City Jacksonville State FL Zip 32221

Industry description (e.g., *Manufacture of motor truck trailers*)

General Construction Contractors

Standard Industrial Classification (SIC), if known (e.g., *3715*)

OR _____

North American Industrial Classification (NAICS), if known (e.g., *336212*)

238220

Employment information (If you don't have these figures, see the Worksheet on the next page to estimate.)

Annual average number of employees _____

Total hours worked by all employees last year _____

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

[Signature] President/CEO
Company executive Title

Phone 904 - 781 - 7060 Date 1 / 23 / 2025

Save Input



WORKERS COMPENSATION EXPERIENCE RATING

Risk Name: ALL WEATHER CONTRACTORS INC

Risk ID: 914264405

Rating Effective Date: 07/01/2024

Production Date: 01/03/2024

State: INTERSTATE

State	Wt	Exp Excess Losses	Expected Losses	Exp Prim Losses	Act Exc Losses	Ballast	Act Inc Losses	Act Prim Losses
AL	.19	23	40	17	0	44,620	0	0
FL	.19	124,593	195,433	70,840	0	43,240	35,574	35,574
*SC	.13	647	818	171	0	55,125	0	0
*TN	.18	1,134	1,786	652	0	40,725	2,017	2,017
(A) Wt	(B)	(C) Exp Excess Losses (D - E)	(D) Expected Losses	(E) Exp Prim Losses	(F) Act Exc Losses (H - I)	(G) Ballast	(H) Act Inc Losses	(I) Act Prim Losses
.19		126,397	198,077	71,680	0	43,267	32,172	32,172

	Primary Losses		Stabilizing Value		Ratable Excess		Totals			
Actual	(I)		C * (1 - A) + G		(A) * (F)		(J)			
	32,172		145,649		0		177,821			
Expected	(E)		C * (1 - A) + G		(A) * (C)		(K)			
	71,680		145,649		24,015		241,344			
	ARAP		FLARAP		SARAP		MAARAP		Exp Mod	
Factors	1.00		1.00						(J) / (K)	
									.74	

NOTICE - THIS IS A PRELIMINARY MODIFICATION
COMPLETE PAYROLL AND LOSS DATA HAVE BEEN APPLIED TO CURRENT RATING VALUES
BUT A FINAL MODIFICATION CANNOT BE PROMULGATED UNTIL PENDING RATE
FILING HAS BEEN APPROVED FOR THE STATES IDENTIFIED WITH AN * ABOVE.
RATING REFLECTS A DECREASE OF 70% MEDICAL ONLY PRIMARY AND EXCESS LOSS
DOLLARS WHERE ERA IS APPLIED.
THE ARAP FACTOR SHOWN IS FOR THOSE STATES CONTAINED ON THIS
RATING THAT HAVE APPROVED THE ARAP PROGRAM AND IS CALCULATED
BASED ON THE STATE WITH THE HIGHEST APPROVED MAXIMUM ARAP
SURCHARGE. THE MAXIMUM ARAP SURCHARGE MAY VARY BY STATE.
PLEASE REFER TO EACH STATE'S APPROVED RULES FOR THE
APPLICABLE MAXIMUM ARAP SURCHARGE.
THE TENNESSEE CODE ANNOTATED SECTION 50-6-501 REQUIRES EVERY PUBLIC OR
PRIVATE EMPLOYER THAT IS SUBJECT TO THE WORKERS COMPENSATION
STATUTE TO "ESTABLISH AND ADMINISTER A SAFETY COMMITTEE IN
ACCORDANCE WITH RULES ADOPTED PURSUANT TO T.C.A. SECTION 50-6-502
IF THE EMPLOYER HAS AN EXPERIENCE MODIFICATION RATE EQUAL
TO OR GREATER THAN 1.2."



WORKERS COMPENSATION EXPERIENCE RATING

Risk Name: ALL WEATHER CONTRACTORS INC

Risk ID: 914264405

Rating Effective Date: 07/01/2024

Production Date: 01/03/2024

State: INTERSTATE

01-ALABAMA

Firm ID:

Firm Name: ALL WEATHER CONTRACTORS INC

Carrier: 34169

Policy No. 19650975

Eff Date: 05/27/2020

Exp Date: 05/27/2021

Code	ELR	D-Ratio	Payroll	Expected Losses	Exp Prim Losses	Claim Data	IJ	OF	Act Inc Losses	Act Prim Losses
0930			WAIVER OF SUBROGAT	0	0					
8871	.02	.45	50,182	10	5					
9812			EMPLOYERS LIABILIT	0	0					
Policy Total:				50,182	Subject Premium: 52	Total Act Inc Losses:				0

01-ALABAMA

Firm ID:

Firm Name: ALL WEATHER CONTRACTORS INC

Carrier: 34169

Policy No. 19650975

Eff Date: 05/27/2021

Exp Date: 05/27/2022

Code	ELR	D-Ratio	Payroll	Expected Losses	Exp Prim Losses	Claim Data	IJ	OF	Act Inc Losses	Act Prim Losses
0930			WAIVER OF SUBROGAT	0	0					
5606	.27	.35	4,327	12	4					
8871	.02	.45	45,332	9	4					
9812			EMPLOYERS LIABILIT	0	0					
Policy Total:				49,659	Subject Premium: 100	Total Act Inc Losses:				0

01-ALABAMA

Firm ID:

Firm Name: ALL WEATHER CONTRACTORS INC

Carrier: 34169

Policy No. 19650975

Eff Date: 05/27/2022

Exp Date: 05/27/2023

Code	ELR	D-Ratio	Payroll	Expected Losses	Exp Prim Losses	Claim Data	IJ	OF	Act Inc Losses	Act Prim Losses
0930			WAIVER OF SUBROGAT	0	0					
8871	.02	.45	43,599	9	4					
9812			EMPLOYERS LIABILIT	0	0					
Policy Total:				43,599	Subject Premium: 36	Total Act Inc Losses:				0

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* Total by Policy Year of all cases \$2000 or less.

D Disease Loss

X Ex-Medical Coverage

U USL&HW

C Catastrophic Loss

E Employers Liability Loss

Limited Loss



WORKERS COMPENSATION EXPERIENCE RATING

Risk Name: ALL WEATHER CONTRACTORS INC

Risk ID: 914264405

Rating Effective Date: 07/01/2024

Production Date: 01/03/2024

State: INTERSTATE

09-FLORIDA

Firm ID:

Firm Name: ALL WEATHER CONTRACTORS INC

Carrier: 34169

Policy No. 19650975

Eff Date: 05/27/2020

Exp Date: 05/27/2021

Code	ELR	D-Ratio	Payroll	Expected Losses	Exp Prim Losses	Claim Data	IJ	OF	Act Inc Losses	Act Prim Losses
0930			WAIVER OF SUBROGAT	0	0	219162	06	F	2,714	2,714
5183	1.26	.35	835,010	10,521	3,682	NO. 6	06	*	3,058	3,058
5537	1.56	.37	1,377,476	21,489	7,951					
5551	3.24	.31	71,416	2,314	717					
5606	.33	.31	1,935,353	6,387	1,980					
8810	.07	.42	1,633,173	1,143	480					
9015	1.41	.40	640,494	9,031	3,612					
9765			WORKPLACE SAFETY (-1,018	-368					
9812			EMPLOYERS LIABILIT	0	0					
9841			DRUG-FREE WORKPLAC	-2,493	-903					
Policy Total:			6,492,922	Subject Premium:	175,946	Total Act Inc Losses:			5,772	

09-FLORIDA

Firm ID:

Firm Name: ALL WEATHER CONTRACTORS INC

Carrier: 34169

Policy No. 19650975

Eff Date: 05/27/2021

Exp Date: 05/27/2022

Code	ELR	D-Ratio	Payroll	Expected Losses	Exp Prim Losses	Claim Data	IJ	OF	Act Inc Losses	Act Prim Losses
0930			WAIVER OF SUBROGAT	0	0	NO. 2	05	*	1,825	1,825
5183	1.26	.35	764,476	9,632	3,371	265742	05	F	16,428	16,428
5537	1.56	.37	2,036,771	31,774	11,756	NO. 3	06	*	743	743
5551	3.24	.31	112,959	3,660	1,135					
5606	.33	.31	2,767,697	9,133	2,831					
8810	.07	.42	2,069,179	1,448	608					
9015	1.41	.40	946,513	13,346	5,338					
9765			WORKPLACE SAFETY (-1,380	-501					
9812			EMPLOYERS LIABILIT	0	0					
9841			DRUG-FREE WORKPLAC	-3,381	-1,227					
Policy Total:			8,697,595	Subject Premium:	221,382	Total Act Inc Losses:			18,996	

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D Disease Loss

X Ex-Medical Coverage

U USL&HW

C Catastrophic Loss

E Employers Liability Loss

Limited Loss



WORKERS COMPENSATION EXPERIENCE RATING

Risk Name: ALL WEATHER CONTRACTORS INC

Risk ID: 914264405

Rating Effective Date: 07/01/2024

Production Date: 01/03/2024

State: INTERSTATE

09-FLORIDA

Firm ID:

Firm Name: ALL WEATHER CONTRACTORS INC

Carrier: 34169

Policy No. 19650975

Eff Date: 05/27/2022

Exp Date: 05/27/2023

Code	ELR	D-Ratio	Payroll	Expected Losses	Exp Prim Losses	Claim Data	IJ	OF	Act Inc Losses	Act Prim Losses
0930			WAIVER OF SUBROGAT	0	0	296636	05	F	9,580	9,580
5183	1.26	.35	927,225	11,683	4,089	NO. 5	06	*	1,226	1,226
5537	1.56	.37	2,751,145	42,918	15,880					
5551	3.24	.31	171,741	5,564	1,725					
5606	.33	.31	3,561,216	11,752	3,643					
8810	.07	.42	3,157,158	2,210	928					
9015	1.41	.40	1,128,589	15,913	6,365					
9765			WORKPLACE SAFETY (-1,801	-653					
9812			EMPLOYERS LIABILIT	0	0					
9841			DRUG-FREE WORKPLAC	-4,412	-1,599					
Policy Total:			11,697,074	Subject Premium:	277,123	Total Act Inc Losses:			10,806	

39-SOUTH CAROLINA

Firm ID:

Firm Name: ALL WEATHER CONTRACTORS INC

Carrier: 34169

Policy No. 19650975

Eff Date: 05/27/2021

Exp Date: 05/27/2022

Code	ELR	D-Ratio	Payroll	Expected Losses	Exp Prim Losses	Claim Data	IJ	OF	Act Inc Losses	Act Prim Losses
0930			WAIVER OF SUBROGAT	0	0					
5606	.49	.21	46,096	226	47					
9812			EMPLOYERS LIABILIT	0	0					
Policy Total:			46,096	Subject Premium:	637	Total Act Inc Losses:			0	

39-SOUTH CAROLINA

Firm ID:

Firm Name: ALL WEATHER CONTRACTORS INC

Carrier: 34169

Policy No. 19650975

Eff Date: 05/27/2022

Exp Date: 05/27/2023

Code	ELR	D-Ratio	Payroll	Expected Losses	Exp Prim Losses	Claim Data	IJ	OF	Act Inc Losses	Act Prim Losses
0930			WAIVER OF SUBROGAT	0	0					
5606	.49	.21	120,750	592	124					
9812			EMPLOYERS LIABILIT	0	0					
Policy Total:			120,750	Subject Premium:	1,406	Total Act Inc Losses:			0	

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D Disease Loss

X Ex-Medical Coverage

U USL&HW

C Catastrophic Loss

E Employers Liability Loss

Limited Loss



WORKERS COMPENSATION EXPERIENCE RATING

Risk Name: ALL WEATHER CONTRACTORS INC

Risk ID: 914264405

Rating Effective Date: 07/01/2024

Production Date: 01/03/2024

State: INTERSTATE

41-TENNESSEE

Firm ID:

Firm Name: ALL WEATHER CONTRACTORS INC

Carrier: 34169

Policy No. 19650975

Eff Date: 05/27/2020

Exp Date: 05/27/2021

Code	ELR	D-Ratio	Payroll	Expected Losses	Exp Prim Losses	Claim Data	IJ	OF	Act Inc Losses	Act Prim Losses
0930			WAIVER OF SUBROGAT	0	0	235266	05	F	2,017	2,017
5606	.25	.30	181,118	453	136					
9015	.77	.42	96,509	743	312					
9812			EMPLOYERS LIABILIT	0	0					
Policy Total:				277,627	Subject Premium:	Total Act Inc Losses:				2,017
					3,091					

41-TENNESSEE

Firm ID:

Firm Name: ALL WEATHER CONTRACTORS INC

Carrier: 34169

Policy No. 19650975

Eff Date: 05/27/2021

Exp Date: 05/27/2022

Code	ELR	D-Ratio	Payroll	Expected Losses	Exp Prim Losses	Claim Data	IJ	OF	Act Inc Losses	Act Prim Losses
0930			WAIVER OF SUBROGAT	0	0					
5606	.25	.30	146,808	367	110					
9015	.77	.42	29,025	223	94					
9812			EMPLOYERS LIABILIT	0	0					
Policy Total:				175,833	Subject Premium:	Total Act Inc Losses:				0
					1,450					

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* Total by Policy Year of all cases \$2000 or less.

D Disease Loss

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U USL&HW

C Catastrophic Loss

E Employers Liability Loss

Limited Loss

PRODUCT INFORMATION



Product Name:	Barcelona 900
SKU Number:	1HBCS6144
Product Type:	Standard Weight
Color:	Brown, Multicolor, Orange, Tan

Cool Rated Product

Reflectivity:	0.23
Aged Ref. (3 yr):	0.22
Emmisivity:	0.91
Aged Em. (3 yr):	0.96
SRI:	23
Aged SRI (3 yr):	24
CRRC ID#:	0014
Seller ID#:	0942


Tile Specifications:

Size:	17 x 13 in
Coverage:	85
Approx. Installed Weight:	950 lbs
Pieces per Pallet:	256
Squares per Pallet:	3.01
Approx. Weight per Pallet:	2782 lbs

*Calculated Aged Value

The printed color shown here may vary from the actual available tile color and should not be used to color match. Please contact your local Sales Representative for actual tile samples.

1.800.669.TILE (8453)
www.WestlakeRoyalRoofing.com

	Solar Reflectance	Initial 0.23	Weathered 0.22
	Thermal	0.91	0.96
	Emittance		
	Rated Product ID Number	0014	
	Licensed Seller ID Number	0942	
	Classification	Production Line	
<p>Cool Roof Rating Council ratings are determined for a fixed set of conditions, and may not be appropriate for determining seasonal energy performance. The actual effect of solar reflectance and thermal emittance on building performance may vary.</p> <p>Manufacturer of the product stipulates that these ratings were determined in accordance with the applicable Cool Roof Rating Council procedures.</p>			



1865 North Loop Parkway- St. Augustine, FL 32095

Fitness Center Tile Re Roof

Presented by Nathan Loyd—Senior Project Manager

(904) 347-7373

ESTIMATE

Erin and the Palencia Community,

This Estimate breakdown depicts a **Full Concrete Tile Roof Replacement of Main Fitness Center and the Additional Pool House**

Remove existing tile roof.

- Remove any existing Baton systems.
- Remove any deteriorated underlayment.
- Remove any deteriorated Sheathing, Wood, or flashing.
- (*Remove and Install New Patina Standing Seam Metal Peaks*)
- Pass ALL required State Inspections to prepare for Underlayment.
- Apply Peel and Stick Underlayment
- Install Batons to prepare for Tile Roofing System
- Mechanically attach Concrete Tile.
- Existing Gutter systems on will remain as they are both in good condition and fastened below the Drip Edge.
- New pipe jacks on all roof penetrations.
- New Ventilation equipment
- Updated Project Photos and Updates throughout the entire project.
- PASS all required State Inspections.
- 2 Year Workmanship Warranty.
- Manufactures Warranty

Scope of Work Assessment

1. Project Overview

- Project Type: Full Roof Replacement
- Location: 2 Units, Fitness Center
- Existing Roof: Mediterranean Style S-Barrel Concrete Tile
- Proposed New Roof: Mediterranean Style S-Barrel Concrete Tile
- Production will be planned, scheduled and finalized with Palencia Management.

2. Preparation and Demolition

- Site Setup: Secure the work area with safety barriers and signage.
- Provide all Local Building Permits on Site.
- Removal/Preparation/ Cleaning of Existing Roof:
 - Carefully remove the existing roofing system
 - Prep Surface (Sheathing)
 - Dispose of all debris per local regulations.
 - Inspect the roof deck thoroughly for any damage and repair or replace any OSB or sheathing as necessary.

3. Installation of A Concrete Tile Roof

- Surface Preparation: Clean the roof deck to ensure it is free of debris and contaminants.
- Apply Adhesive Peel and Stick Underlayment System.
- Install Batons.
- Remove/Replace necessary roof penetrations.
- Remove and Replace Flashing and Edging if applicable.

Install Concrete Tile Roof.

4. Quality Control and Inspection

- Inspection:
 - Conduct a thorough inspection of the installed Roofing System.
 - Check for proper placement of Tile, integrity, and overall workmanship.
- Repairs: Address if any deficiencies or issues identified during inspection.

5. Cleanup and Finalization

- Site Cleanup:
 - Remove all tools, equipment, and debris from the site.
 - Ensure the site is clean and safe.

Final Inspection:

Conduct a final walkthrough to ensure satisfaction.

- Provide documentation of the work completed and any warranties.

PASS ALL REQUIRED STATE and CITY INSPECTIONS

Cost Estimate Shall include the following:

- Materials: Peel and Stick Underlayment, WEST LAKE CONCRETE TILE or DaVinci products. Similar design to current roofing system color scheme
- Labor: Estimated labor costs based on local rates and project complexity.
- Permits and Fees shall be included in price and any necessary permits shall be procured by Interstate Roofing.
- Taxes and Insurance included.
- We will and can provide as many tile samples needed for color selection

West Lake *Barcelona Avalon Beach Concrete Tile and Metal Peaks*

\$280,135.21

Without Standing Seam Metal Peaks:

\$269,135.21

We offer flexible payment options: 1/3 Total Cost as Initial payment, 1/3 cost as

materials are dropped off, 1/3 upon job finish.

Or 1/2 front, 1/2 upon completion



www.stonebridgebuilt.com

6956 Phillips Parkway Dr N., Jacksonville, FL 32256
Office: 904-262-6636 Fax: 904-262-2247

Lic #: CBC1252682 / Lic #: CCC1328917

PROJECT PROPOSAL

Job#: J25-6431R

Date: 4/15/2025

Owner: Palencia Fitness Center
Contact: Riverside Management - Erin Gunia
Phone: 904-829-8488
egunia@rmsnf.com

Job Location: 1865 North Loop Parkway 32095

SCOPE OF WORK:

Tile & Standing Seam Roof Replacement

Approx Size: 198 sqs w/ Waste

General Conditions:

- ❖ Prior to the commencement of work conduct an on-site pre-construction meeting to discuss the roofing process with the customer and assign roles and responsibilities.
- ❖ Set up safety equipment per OSHA and SBCS standards. Load the roof of all material and equipment and provide a site-specific safety plan if required.
- ❖ Provide local permitting
- ❖ Provide project Management and site superintendent for the duration of the project
- ❖ Provide final disposals and daily cleaning

Tile:

- ❖ Remove existing roof system down to wood deck.
- ❖ Inspect roof deck and replace damaged roof decking as required per Unit costs
- ❖ Re-nail existing roof decking with new 8d RS fasteners per FBC
- ❖ Install new high temp peel and stick Tile underlayment
- ❖ Install new 1x2 PT roof battens and ridge backer at roof hips and ridges
- ❖ Install new 26ga Kynar painted dark bronze eave, closure and valley flashings

- ❖ Install new concrete High S Florida blend Roof tile, hips, ridges and rakes with new mechanical fastened screws
- ❖ Apply new mortar and color match to tile
- ❖ Install new O'hagin roof vents and accessories to match existing penetrations

Standing Seam:

- ❖ Remove existing Standing seam metal roofing down to wood decking at (2) cupolas
- ❖ Inspect roof deck and replace damaged roof decking as required per Unit costs
- ❖ Re-nail existing roof decking with new 8d RS fasteners per FBC
- ❖ Install new high temp peel and stick underlayment
- ❖ Install new 24ga 1.5" kynar painted dark bronze standing seam roof system
- ❖ Install new matching eave, closures, hip and ridge cap

Unit Costs:

1) Roof decking replacement – ½" CDX	\$85.00 per sheet
2) 2x Framing repairs and blocking	\$6.00 per lft
3) 2x fascia replacement and paint	\$12.00 per lft

Clarifications & Exclusions:

- With approval, project contract and pay requests will be submitted using AIA contract documents
- Exclude gutters & downspouts – Pricing will be provided upon request
- All work not included in the scope of work shall be addressed as an extra to the contract price.

SBCS proposes to furnish Permits, Labor and Materials for the above scope of work

Total Project Investment: \$259,800.00

Thank you for allowing us to provide a solution for your roofing needs. Please do not hesitate to contact us with any questions that you may have.

Brian Vick, President

brian@stonebridgebuilt.com

TERMS and CONDITIONS

All Credit Cards Payments will incur a 3% service charge for Visa, Master Card and Discover. America Express will incur a 4% service charge.

Payments are due upon invoice. Past due amounts shall bear interest at a rate of 18% per annum. Billings are submitted at completion of each job or by other payment schedule as may be outlined in this proposal.

Additional or changed work will be handled on a time and material basis unless a lump sum price has been agreed to in writing between the parties prior to starting the requested additional or changed work. Journeymen will be billed at \$55.00 dollars per hour and apprentices will be billed at \$35.00 dollars per hour.

By executing this contract, you hereby give Stonebridge Construction Services, LLC power of attorney to execute the Notice of Commencement, as required by the governing county, on your behalf for the above listed project. This power of attorney is limited in its authority and is only to be used for the execution of the NOC.

A **10 year** Labor WARRANTY or as listed in above scope is provided for all labor and material services. Products and materials used will be warranted per each manufactures specifications.

All work performed Stonebridge Construction Services, LLC or their Subcontractor will be done in a professional manner, consistent with industry standards and will be done in accordance with all city, state and national codes as applicable.

Should this proposal result in a different contract form from the customer, that contract form shall include this proposal as part. In the event of a conflict between the proposal and the resulting contract form, this proposal shall govern. No contract terms more constituting than the ones found in the AIA-(1987) shall be included in any resulting contract form.

The proposal price is based upon a particular sequencing of the work determined by Stonebridge Construction Services, LLC in accordance with any previously furnished schedule. Changes in sequencing may or may not result in increased costs.

Insurance will be provided by Stonebridge Construction Services, LLC upon request. No special endorsements will be provided unless specified in proposal

If either party is involved in legal proceedings {litigation or arbitration) to enforce any provision of this proposal or to protect its interests in any manner arising under this proposal, the party prevailing in such proceedings shall be entitled to recovery of reasonable costs and expenses including attorney fees, incurred in such proceedings

Each party executing this proposal or attached contract document(s) warrants and represents that it has full power and authority to bind itself to all requirements of the same.

This Proposal is good for 30 days from date: 4/15/2025

I hereby agree and accept the above TERMS AND CONDITIONS and submit this acceptance with full payment or signed payment plan on this ____ day of _____, 20__.

Job #: **J25-6431R**
Job Location: **Palencia Fitness Center**
Project Cost: **\$259,800.00**

Signature

Printed Name and Title

Estimate

Date	Estimate #
10/23/2023	12109

1785 Lakeside Avenue
St. Augustine, Fla 32084

Office: 904.824.2301
Fax: 904.824.2302
Email: floridacontractors@gmail.com
www.FccBuilders.com

Lic # CBC1255351
RC29027345

Proposal Prepared For:
Sweetwater creek CDD 1865 N Loop parkway

P.O. No.	Project			
	2023 Clubhouse Roof Repairs			
Item	Description	Qty	Cost	Total
092 Wall Flashing	<p>A. Roof Repair at Fitness Center @ 2 Locations (342 SF)</p> <p>A1. Repair Scope of work</p> <p>*remove all tiles, paper, battens, nails to expose roof decking per scope of work</p> <p>*Cut and remove 6"-8" of stucco to facilitate flashing repair</p> <p>*replace up to (2) sheets of plywood</p> <p>*Remove and replace damaged 5 x 5 flashing (60 LF) (Outlined in blue SOW)</p> <p>*replace up to (150 LF) damaged T&G with new</p> <p>*renail all roof sheathing with 2.37" ring shank nails 4" O.C.</p> <p>*Apply Polystick TU max Underlayment lapped up walls and under paper</p> <p>*install new WakaFlex flashing under existing paper and ontop of new tiles @ kickout</p> <p>*install battens</p> <p>*reinstall tiles, fastened with SS screws and tile foam</p> <p>*spot paint new T&G 2 cts SH Super Paint</p> <p>A2. Locations</p> <p>Left Side of Entry - 180 SF</p> <p>Right Side of Entry - 162 SF</p>		15,860.00	15,860.00
			Total	

Phone #	Fax #
(904) 436-3603	9048242302

Fcc/ Rep Signature: _____ Date: ____/____/____

Owner Signature: _____ Date: ____/____/____

Estimate

Date	Estimate #
10/23/2023	12109

1785 Lakeside Avenue
St. Augustine, Fla 32084

Office: 904.824.2301
Fax: 904.824.2302
Email: floridacontractors@gmail.com
www.FccBuilders.com

Lic # CBC1255351
RC29027345

Proposal Prepared For:
Sweetwater creek CDD 1865 N Loop parkway

P.O. No.	Project			
	2023 Clubhouse Roof Repairs			
Item	Description	Qty	Cost	Total
	<p>Bid Qualifications:</p> <ul style="list-style-type: none">*owner to provide water and power for work site*all landscaping regardless if effected by construction to be repaired / replaced by owner and is not included in bid*If rotten wood is found behind stucco, FCC to issue a change order to replace accordingly*if any item is removed in from the scope above, FCC reserves the right to update any and all task and general conditions listed above*all additional work to be an additional charge*Texture is not guaranteed to match for any reason <p>All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from the Specifications listed above involving extra cost will be executed only upon written order and will become an extra charge(s) over and above the estimate. All Equipment, tools & scaffold will be supplied in order to complete the job in a safe and timely manner. Cancellation of contract may incur administrative and material fees.</p> <p>Quote is good for 30 days.</p>			
Total				\$15,860.00

Phone #	Fax #
(904) 436-3603	9048242302

Fcc/ Rep Signature: _____ Date: ____/____/____

Owner Signature: _____ Date: ____/____/____

FIFTH ORDER OF BUSINESS



934 North Magnolia Avenue, Suite 100
Orlando, Florida 32803
407-843-5406
www.mcdermittdavis.com

May 11, 2025

Board of Supervisors
Sweetwater Creek Community Development District
219 East Livingston Street
Orlando, FL 32801

The following represents our understanding of the services we will provide *Sweetwater Creek Community Development District*.

You have requested that we audit the governmental activities, each major fund, and the aggregate remaining fund information of *Sweetwater Creek Community Development District*, as of September 30, 2024, and for the year then ended and the related notes, which collectively comprise *Sweetwater Creek Community Development District's* basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and in accordance with Government Auditing Standards, will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Accounting principles generally accepted in the United States of America, (U.S. GAAP,) as promulgated by the Governmental Accounting Standards Board (GASB) require that certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

1. Management's Discussion and Analysis

Auditor Responsibilities

We will conduct our audit in accordance with GAAS and in *accordance with Government Auditing Standards*, and Chapter 10.550, *Rules of the Auditor General*. As part of an audit in accordance with GAAS, Government Auditing Standards, and Chapter 10.550, *Rules of the Auditor General*, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of controls.
- Obtain an understanding of the system of internal control in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and Government Auditing Standards.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of *Sweetwater Creek Community Development District's* compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

- For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
- For the design, implementation, and maintenance of the system of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- To provide us with:
 - Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
 - Additional information that we may request from management for the purpose of the audit;
 - Unrestricted access to persons within the entity and others from whom we determine it necessary to obtain audit evidence.
- For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by us;
- For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
- For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
- For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in the system of internal control and others where fraud could have a material effect on the financials; and
- For the accuracy and completeness of all information provided.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon. The accompanying supplementary information will be presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information, which is the responsibility of management, will be subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. Our auditor's report will provide an opinion on the supplementary information in relation to the basic financial statements as a whole.

As part of our audit process, we will request from management, written confirmation concerning representations made to us in connection with the audit.

As part of the audit, we will assist preparation of your financial statements and related notes. You will be required to acknowledge in the written representation letter our assistance with the preparation of the financial statements and that you have accepted responsibility for them.

Nonattest Services

With respect to any nonattest services we perform, such as drafting the financial statements, and proposing adjusting or correcting journal entries to be reviewed and approved by management, we will not assume management responsibilities on behalf of the District. However, we will provide advice and recommendations to assist management of the District in performing its responsibilities.

The District's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) designing, implementing, and maintaining the system of internal control, including the process used to monitoring the system of internal control.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards, including Government Auditing Standards.
- The nonattest services are limited to the services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of the preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

Reporting

We will issue a written report upon completion of our audit of *Sweetwater Creek Community Development District's* basic financial statements. Our report will be addressed to the governing body of *Sweetwater Creek Community Development District*. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance will not be an objective of the audit and, therefore, no such opinion will be expressed.

We also will issue a written report on the District's compliance with the requirements of Section 218.415, Florida Statutes upon completion of our audit.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original

information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

Provisions of Engagement Administration, Timing and Fees

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

We expect to begin our audit in May 2025 and the audit reports and all corresponding reports will be issued no later than June 30, 2025.

Tamara Campbell is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising McDimit Davis, LLC's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fee for these services described in this letter will be \$3,800 for the year ended September 30, 2024, inclusive of all costs and out-of-pocket expenses, unless the scope of the engagement is changed; the assistance that *Sweetwater Creek Community Development District* has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding.

Our invoices for fees shall be rendered upon completion of the work, shall provide sufficient detail to demonstrate that fees charged are solely for the specified services as actually rendered and shall demonstrate compliance with the terms of this agreement.

This Agreement provides for the agreement period of one (1) year, unless terminated earlier in accordance with this Agreement. This agreement may be renewed for one additional year subject to the mutual agreement by both parties to the terms and fees for such renewal. The District agrees that Auditor may terminate this Agreement with or without cause by providing sixty (60) days' written notice of termination to the District; provided, however, that the District shall be provided a reasonable opportunity to cure any failure under this Agreement. Auditor agrees that the District may terminate this Agreement immediately with cause. Auditor further agrees that the District may terminate this Agreement by providing thirty (30) days' written notice of termination to Auditor. Upon any termination of this Agreement, Auditor shall be entitled to payment for all work and/or services rendered up until the effective termination date, subject to whatever claims or off-sets the District may have against Auditor.

Whenever possible, we will attempt to use *Sweetwater Creek Community Development District's* personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

Public Records

Auditor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and. Accordingly, Auditor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, *Florida Statutes*. Auditor acknowledges that the designated public records custodian for the District is Government Management Services ("Public Records Custodian"). Among other requirements and to the extent applicable by law, Auditor shall 1) Keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if Auditor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Auditor's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by Auditor, Auditor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District, in a format that is compatible with Microsoft Word or Adobe PDF formats.

Sweetwater Creek Community Development District
Engagement Letter

May 21, 2024
Page 5 of 5

IF THE AUDITOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AUDITOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE PUBLIC RECORDS CUSTODIAN AT 407-841-5524, RECORDREQUEST@GMSCFL.COM, OR AT 219 EAST LIVINGSTON ST., ORLANDO, FL 32801.

At the conclusion of our audit engagement, we will communicate to the Board of Supervisors the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of McDirmit Davis, LLC and constitutes confidential information. However, we may be requested to make certain audit documentation available to a federal or state agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities, pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of McDirmit Davis, LLC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the basic financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

McDirmit Davis

McDirmit Davis, LLC
Orlando, FL

RESPONSE:

This letter correctly sets forth our understanding.

Sweetwater Creek Community Development District

Acknowledged and agreed on behalf of Sweetwater Creek Community Development District by:

DocuSigned by:
Jim Oliver
D1BA5E5E7410418...

Title: Secretary

3.

ESTIMATE

AL Dirtworks, LLC
5128 Gracewood Ln
Saint Augustine, FL 32092

AL.Dirtworks2022@gmail.com
+1 (904) 826-5667



Bill to
Sweetwater Creek CDD

Estimate details

Estimate no.: 1060
Estimate date: 06/30/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Parking Lot	2 loads of asphalt millings strip plants/ pinestraw and remove grass Install 2 loads of asphalt millings Compact all of parking lot area This will be enough space for roughly 8- 10 carts Add 3 pallets of fresh Bahia around side walk and parking lot area	1	\$8,850.00	\$8,850.00
Total						\$8,850.00

Accepted date

Accepted by

SIXTH ORDER OF BUSINESS

Financial Report

Year Ended September 30, 2024

**Sweetwater Creek
Community Development District**

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INDEPENDENT AUDITOR'S REPORT

To the Board of Supervisors
Sweetwater Creek Community Development District

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities, and each major fund of the *Sweetwater Creek Community Development District* (the "District"), as of and for the year ended September 30, 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities, and each major fund of the District as of September 30, 2024, and the respective changes in financial position thereof and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* (GAS), issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

The District's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibility for the Audit of Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and GAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and GAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis starting on page 3, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated June 26, 2025, on our consideration of the District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

McDermitt Davis

Orlando, Florida
June 26, 2025

Our discussion and analysis of the *Sweetwater Creek Community Development District* (the "District") financial accomplishments provide an overview of the District's financial activities for the year ended September 30, 2024. Please read it in conjunction with the District's Independent Auditor's Report, financial statements and accompanying notes.

This information is being presented to provide additional information regarding the activities of the District and to meet the disclosure requirements of Government Accounting Standards Board Statement (GASB) No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments* issued June 1999.

Financial Highlights

- The assets of the District exceeded its liabilities at September 30, 2024 by \$5,390,521, a decrease in net position of \$358,989 in comparison with the prior year.
- At September 30, 2024, the District's governmental funds reported fund balances of \$1,681,440, a decrease of \$204,009 in comparison with the prior year.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the *Sweetwater Creek Community Development District's* financial statements. The District's financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements and 3) notes to financial statements.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of the District's assets, liabilities, and deferred inflows/outflows with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements include all governmental activities that are principally supported by special assessment revenues. The District does not have any business-type activities. The governmental activities of the District include general government, maintenance and operations, and recreation facilities.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District has one fund category: Governmental Funds.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a District's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District maintains three individual governmental funds. Information is presented separately in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances for the general fund, debt service fund, and capital projects fund, which are considered to be major funds.

The District adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with the budget.

Notes to Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Government-Wide Financial Analysis

Statement of Net Position

The District's net position was \$5,390,521 September 30, 2024. The following analysis focuses on the net position of the District's governmental activities.

	September 30, 2024	September 30, 2023
Assets, excluding capital assets	\$ 1,802,822	\$ 1,993,623
Capital assets, net of depreciation	11,984,529	12,648,643
Total assets	13,787,351	14,642,266
Deferred outflows of resources	119,976	128,071
Liabilities, excluding long-term liabilities	226,228	218,010
Long-term liabilities	8,290,578	8,802,817
Total liabilities	8,516,806	9,020,827
Net Position:		
Net investment in capital assets	4,663,431	4,816,589
Restricted for debt service	85,825	55,042
Restricted for capital projects	139,414	197,016
Unrestricted	501,851	680,863
Total net position	\$ 5,390,521	\$ 5,749,510

The following is a summary of the District's governmental activities for the year ended September 30, 2024.

	2024	2023
Revenues:		
Program revenues	\$ 2,519,968	\$ 2,473,293
General revenues	42,943	50,183
Total revenues	2,562,911	2,523,476
Expenses:		
General government	184,360	188,387
Maintenance and operations	663,858	647,212
Recreation facilities	905,537	641,085
Unallocated depreciation	889,705	768,222
Interest on long-term debt	278,440	288,782
Total expenses	2,921,900	2,533,688
Change in net position	(358,989)	(10,212)
Net position, beginning of year	5,749,510	5,759,722
Net position, ending	\$ 5,390,521	\$ 5,749,510

As noted above and in the statement of activities, the cost of all governmental activities during the year ended September 30, 2024 was \$2,921,900, the majority were depreciation expenses.

Financial Analysis of the Government's Funds

The District uses fund accounting to ensure and demonstrate compliance with finance related legal requirements. The focus of the District's governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing the District's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year. At September 30, 2024, the District's governmental funds reported combined ending fund balances of \$1,681,440. Of this total, \$57,053 is non-spendable, \$1,179,589 is restricted, and the remainder of \$444,798 is unassigned.

The General Fund decreased \$179,012 due to transfers out to capital projects fund. The debt service fund increased \$25,312 because of increase investment revenue. The capital projects fund decreased \$50,309 as a result of capital outlays.

General Fund Budgetary Highlights

An operating budget was adopted and maintained by the governing board for the District pursuant to the requirements of Florida Statutes. The budget to actual comparison for the general fund, including the original budget and final adopted budget, is shown on page 12. The budget is adopted using the same basis of accounting that is used in preparation of the fund financial statements. There was one budget amendment during the year. The legal level of budgetary control is at the fund level.

Capital Asset and Debt Administration

Capital Assets

At September 30, 2024, the District had \$11,984,529 invested in infrastructure and equipment. More detailed information about the District's capital assets is presented in the notes to the financial statements.

Capital Debt

At September 30, 2024, the District had \$8,275,000 in bonds and \$85,666 in leases outstanding. More detailed information about the District's capital debt is presented in the notes to the financial statements.

Requests for Information

If you have questions about this report or need additional financial information, contact the *Sweetwater Creek Community Development District's* Finance Department at 219 E. Livingston Street, Orlando, Florida 32801.

FINANCIAL STATEMENTS

Sweetwater Creek Community Development District
Statement of Net Position
September 30, 2024

	Governmental Activities
Assets	
Cash	\$ 388,508
Investments	275,246
Assessments receivable	26,458
Accounts receivable	951
Prepaid costs	57,053
Restricted assets:	
Temporarily restricted investments	1,054,606
Capital Assets:	
Capital assets not being depreciated	533,600
Capital assets being depreciated, net	11,450,929
Total assets	13,787,351
Deferred Outflow of Resources:	
Deferred charges on refunding	119,976
Liabilities	
Accounts payable and accrued expenses	121,382
Accrued interest payable	104,846
Noncurrent liabilities:	
Due within one year	513,594
Due in more than one year	7,776,984
Total liabilities	8,516,806
Net Position	
Net investment in capital assets	4,663,431
Restricted for debt service	85,825
Restricted for capital projects	139,414
Unrestricted	501,851
Total net position	\$ 5,390,521

Statement of Activities

Year Ended September 30, 2024

Functions/Programs	Expenses	Program Revenue		Capital Grants and Contributions	Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions		Governmental Activities
Governmental Activities:					
General government	\$ 184,360	\$ 178,559	\$ -	\$ -	\$ (5,801)
Maintenance and operations	663,858	642,970	-	-	(20,888)
Recreation facilities	905,537	881,234	-	-	(24,303)
Unallocated depreciation	889,705	-	-	-	(889,705)
Interest on long-term debt	278,440	753,948	29,970	33,287	538,765
Total governmental activities	\$ 2,921,900	\$ 2,456,711	\$ 29,970	\$ 33,287	(401,932)
General Revenues:					
Miscellaneous					42,943
Change in net position					(358,989)
Net position, beginning					5,749,510
Net position - ending					\$ 5,390,521

	<u>General</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Total Governmental Funds</u>
Assets				
Cash	\$ 249,094	\$ -	\$ 139,414	\$ 388,508
Investments	275,246	424,120	630,486	1,329,852
Assessment receivable	18,507	7,951	-	26,458
Due from Other	951	-	-	951
Prepaid expenses	57,053	-	-	57,053
Total assets	<u>\$ 600,851</u>	<u>\$ 432,071</u>	<u>\$ 769,900</u>	<u>\$ 1,802,822</u>
Liabilities and Fund Balances				
Liabilities:				
Accounts payable and accrued expenses	\$ 99,000	\$ -	\$ 22,382	\$ 121,382
Total liabilities	<u>99,000</u>	<u>-</u>	<u>22,382</u>	<u>121,382</u>
Fund Balances:				
Nonspendable	57,053	-	-	57,053
Restricted for:				
Debt service	-	432,071	-	432,071
Capital projects	-	-	747,518	747,518
Unassigned	444,798	-	-	444,798
Total fund balances	<u>501,851</u>	<u>432,071</u>	<u>747,518</u>	<u>1,681,440</u>
Total liabilities and fund balances	<u>\$ 600,851</u>	<u>\$ 432,071</u>	<u>\$ 769,900</u>	
Amounts reported for governmental activities in the statement of net position are different because:				
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.				11,984,529
Deferred charges on refunding are not financial resources and, therefore are not reported as assets in governmental funds.				119,976
Liabilities not due and payable from current available resources are not reported in governmental fund statements.				
All liabilities, both current and long-term, are reported in the government-wide statements.				
Accrued interest payable			(104,846)	
Bonds payable			<u>(8,290,578)</u>	<u>(8,395,424)</u>
Net position of governmental activities				<u>\$ 5,390,521</u>

Sweetwater Creek Community Development District
Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
Year Ended September 30, 2024

	General	Debt Service	Capital Projects	Total Governmental Funds
Revenues				
Assessments	\$ 1,698,573	753,948	\$ -	\$ 2,452,521
Investment income	36,693	29,970	33,287	99,950
Miscellaneous income	4,190	-	6,250	10,440
Total revenues	1,739,456	783,918	39,537	2,562,911
Expenditures				
Current				
General government	177,952	-	6,408	184,360
Maintenance and operations	615,011	-	48,847	663,858
Recreational facilities	905,537	-	-	905,537
Debt Service:				
Interest	7,001	263,606	-	270,607
Principal	21,967	495,000	-	516,967
Capital Outlay	-		225,591	225,591
Total expenditures	1,727,468	758,606	280,846	2,766,920
Excess (Deficit) of Revenues Over expenditures	11,988	25,312	(241,309)	(204,009)
Other Financing Sources (Uses)				
Transfers In	-	-	191,000	191,000
Transfers Out	(191,000)	-	-	(191,000)
Total other financing sources (uses)	(191,000)	-	191,000	-
Net change in fund balance	(179,012)	25,312	(50,309)	(204,009)
Fund balances, beginning of year	680,863	406,759	797,827	1,885,449
Fund balances, end of year	\$ 501,851	\$ 432,071	\$ 747,518	\$ 1,681,440

Sweetwater Creek Community Development District
**Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of
Governmental Funds to the Statement of Activities**
Year Ended September 30, 2024

Amounts reported for Governmental Activities in the Statement of Activities are different because:

Net change in fund balances - total governmental funds	\$	(204,009)
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Governmental funds report outlays for capital assets as expenditures because such outlays use current financial resources; however, in the statement of net position the cost of those assets is recorded as capital assets:

Capital outlay	\$	225,591	
Depreciation expense		<u>(889,705)</u>	(664,114)

Repayments of long-term liabilities are reported as expenditures in governmental funds, while repayments reduce long-term liabilities in the statement of net position.	516,967
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Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

Change in accrued interest	4,990	
Amortization of bond discount	(4,728)	
Amortization of deferred charge on refunding	<u>(8,095)</u>	<u>(7,833)</u>

Change in net position of governmental activities	\$	<u>(358,989)</u>
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Sweetwater Creek Community Development District
Statement of Revenues, Expenditures and Changes in
Fund Balance Budget and Actual - General Fund
Year Ended September 30, 2024

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
Revenues				
Assessments	\$ 1,724,315	\$ 1,724,315	1,698,573	\$ (25,742)
Investment income	5,000	36,692	36,693	1
Miscellaneous income	2,000	4,190	4,190	-
Total revenues	1,731,315	1,765,197	1,739,456	(25,741)
Expenditures				
Current:				
General government	183,939	260,392	177,952	82,440
Maintenance and operations	593,584	541,511	615,011	(73,500)
Recreational facilities	814,179	925,142	905,537	19,605
Debt Service				
Principal	-	-	21,967	(21,967)
Interest	-	-	7,001	(7,001)
Total expenditures	1,591,702	1,727,045	1,727,468	(423)
Excess (Deficit) of Revenues Over Expenditures	139,613	38,152	11,988	(26,164)
Other Financing Sources (Uses)				
Transfers out	(191,000)	(191,000)	(191,000)	-
Total other financing sources (uses)	(191,000)	(191,000)	(191,000)	-
Net change in fund balance	(51,387)	(152,848)	(179,012)	(26,164)
Fund balance, beginning	680,863	680,863	680,863	-
Fund balance, ending	\$ 629,476	\$ 528,015	\$ 501,851	\$ (26,164)

NOTES TO FINANCIAL STATEMENTS

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The *Sweetwater Creek Community Development District*, (the "District") was established on May 24, 2006 by the St Johns County, Florida Ordinance No. 2006-59, pursuant to the Uniform Community Development District Act of 1980, otherwise known as Chapter 190, Florida Statutes. The Act provides, among other things, the power to manage basic services for community development, the power to borrow money and issue bonds, and the power to levy and collect non-ad valorem assessments for the financing and delivery of capital infrastructure. The District was established for the purpose of financing and managing the acquisition, construction, maintenance and operation of a portion of the infrastructure necessary for community development within the District.

The District is governed by the Board of Supervisors (the "Board"), which is composed of five members. All supervisors are elected by qualified electors of the District. The Board of Supervisors of the District exercises all powers granted to the District pursuant to Chapter 190, Florida Statutes.

The Board has the final responsibility for, among other things:

1. Allocating and levying assessments.
2. Approving budgets.
3. Exercising control over facilities and properties.
4. Controlling the use of funds generated by the District.
5. Approving the hiring and firing of key personnel.
6. Financing improvements.

The financial statements were prepared in accordance with Governmental Accounting Standards Board ("GASB") Statements 14, 39 and 61. Under the provisions of those standards, the financial reporting entity consists of the primary government, organizations for which the District Board of Supervisors is considered to be financially accountable, and other organizations for which the nature and significance of their relationship with the District are such that, if excluded, the financial statements of the District would be considered incomplete or misleading. There are no entities considered to be component units of the District; therefore, the financial statements include only the operations of the District.

Government-Wide and Fund Financial Statements

The financial statements include both government-wide and fund financial statements.

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers who purchase, use, or directly benefit from goods, services or privileges provided by a given function or segment and 2) grants, contributions and investment income that are restricted to meeting the operational or capital requirements of a particular function or segment and 3) operating-type special assessments that are treated as charges for services (including assessments for maintenance and debt service). Other items not included among program revenues are reported instead as *general revenues*.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement* focus and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Assessments are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the modified *accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when a liability is incurred, as under accrual accounting; however, debt service expenditures are recorded only when payment is due.

Assessments, including debt service assessments and operation and maintenance assessments, are non-ad valorem assessments imposed on all lands located within the District and benefited by the District's activities. Operation and maintenance assessments are levied by the District prior to the start of the fiscal year which begins October 1st and ends on September 30th. These assessments are imposed upon all benefited lands located in the District. Debt service special assessments are imposed upon certain lots and lands as described in each resolution imposing the special assessment for each series of bonds issued by the District.

Assessments and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the District.

The District reports the following major governmental funds:

General Fund - Is the District's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Debt Service Fund - Is used to account for the accumulation of resources for the annual payment of principal and interest on long-term debt.

Capital Projects Fund - Accounts for the financial resources to be used for the acquisition or construction of major infrastructure within the District.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

Assets, Liabilities, Deferred Outflows/Inflows of Resources and Net Position/Fund Balance

Restricted Assets

These assets represent cash and investments set aside pursuant to bond covenants.

Deposits and Investments

The District's cash and cash equivalents are considered to be cash on hand and demand deposits.

Investments of the District are reported at fair value and are categorized within the fair value hierarchy established in accordance with GASB Statement No. 72, *Fair Value Measurement and Application*. The District's investments consist of investments authorized in accordance with Section 218.415, Florida Statutes.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

Accounts Receivable

All receivables are shown net of an allowance for uncollectibles.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Capital Assets

Capital assets, which include property, plant, equipment and infrastructure assets (e.g., utilities system, stormwater system, landscaping and similar items), are reported in the applicable governmental activities column in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant and equipment of the primary government are depreciated using the straight-line method over the estimated useful lives. Estimated useful lives for financial reporting purposes are as follows:

Assets	Years
Entrance road/spine road	30
Neighborhood infrastructure	30
Master stormwater	30
Entry features	25
Recreational facility	30
Other infrastructure	10-30
Equipment	7
Lease assets	5

Long Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method. Bonds payable are reported net of premiums or discounts.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as expenditures.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The District has one item that qualifies for reporting in this category: the deferred charge on refunding reported in the government-wide statement of net position. A deferred charge on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The District does not have any item that qualifies for reporting in this category for the year ended September 30, 2024.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Net Position Flow Assumption

Sometimes the District will fund outlays for a particular purpose from both restricted and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the District's policy to consider restricted net position to have been depleted before unrestricted net position is applied.

Fund Balance Flow Assumption

Sometimes the District will fund outlays for a particular purpose from both restricted and unrestricted resources (total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned and unassigned fund balance in the governmental fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied. It is the District's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

Fund Balance Policies

Fund balance of governmental funds is reported in various categories based on the nature of any imitations requiring the use of resources for specific purposes. The District itself can establish limitations on the use of resources through either commitment (committed fund balance) or an assignment (assigned fund balance).

The committed fund balance classification includes fund balance amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. The Board of Supervisors is the highest level of decision-making authority for the government that can, by adoption of an ordinance or resolution prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the ordinance or resolution remains in place until a similar action is taken to remove or revise the limitation.

Amounts in the assigned fund balance classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as committed. The Board of Supervisors has authorized the District Manager to assign amounts for specific purposes. The Board of Supervisors may also assign fund balance as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above an additional action is essential to either remove or revise a commitment.

Other Disclosures

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

New Accounting Standards

In fiscal year 2024, the District has not implemented any new accounting standards with a material effect on the District's financial statements.

NOTE 2 STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Budgetary Information

The District is required to establish a budgetary system and an approved annual budget for the General Fund. Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America. All annual appropriations lapse at the fiscal year end. The legal level of budgetary control is at the fund level. Any budget amendments that increase the aggregate budgeted appropriations, at the fund level, must be approved by the Board of Supervisors.

The District follows these procedures in establishing the budgetary data reflected in the financial statements.

1. Each year the District Manager submits to the District Board proposed budgets for the fiscal year commencing the following October 1.
2. A public hearing is conducted to obtain public comments.
3. Prior to October 1, the budget is legally adopted by the District Board.
4. Subject to certain limited exceptions set forth in the District's appropriation resolutions adopted each year, all budget changes must be approved by the District Board.
5. The budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America.

NOTE 3 DEPOSITS AND INVESTMENTS

Deposits

The District's cash balances were entirely covered by federal depository insurance or by a collateral pool pledged to the State Treasurer. Florida Statutes Chapter 280, "Florida Security for Public Deposits Act", requires all qualified depositories to deposit with the Treasurer or another banking institution eligible collateral equal to various percentages of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance held. The percentage of eligible collateral (generally, U.S. Governmental and agency securities, state or local government debt, or corporate bonds) to public deposits is dependent upon the depository's financial history and its compliance with Chapter 280. In the event of a failure of a qualified public depository, the remaining public depositories would be responsible for covering any resulting losses.

Investments

The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The fair value is the price that would be received to sell an asset, or paid to transfer a liability, in an orderly transaction between market participants at the measurement date. The hierarchy is based on the valuation inputs used to measure the fair value of the asset.

Under GASB 72, assets or liabilities are classified into one of three levels. Level 1 is the most reliable and is based on quoted prices for identical assets, or liabilities, in an active market. Level 2 uses significant other observable inputs when obtaining quoted prices for identical or similar assets, or liabilities, in markets that are not active. Level 3 is the least reliable, and uses significant unobservable inputs that uses the best information available under the circumstances, which includes the District's own data in measuring unobservable inputs.

Instead of establishing a written investment policy, the District elected to limit investments to those approved by Florida Statutes and the District Trust Indenture. Authorized District investments include, but are not limited to:

1. The State Board of Administration Local Government Investment Pool (SBA);
2. Securities and Exchange Commission Registered Money Market Funds with the highest credit quality rating from a nationally recognized rating agency;
3. Interest-bearing savings accounts and certificates of deposit in state-certified qualified public depositories;
4. Direct obligations of the U.S. Treasury.

NOTE 3 DEPOSITS AND INVESTMENTS (CONTINUED)

Investment Type	Fair Value	Credit Rating	Weighted Average Maturity
U.S. Bank Money Market	\$ 893,500	N/A	N/A
Florida Prime	436,352	AAAm	39 days
Total	\$ 1,329,852		

Credit Risk:

For investments, credit risk is generally the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. Investments in U.S. Government securities and agencies must be backed by the full faith and credit of the United States Government. Short term bond funds shall be rated by a nationally recognized ratings agency and shall maintain the highest credit quality rating. Investment ratings by investment type are included in the preceding summary of investments.

Custodial Credit Risk:

In the case of deposits, this is the risk that, in the event of a bank failure, the District's deposits may not be returned to it. The District's investment policy requires that bank deposits be secured as provided by Chapter 280, Florida Statutes. This law requires local governments to deposit funds only in financial institutions designated as qualified public depositories by the Chief Financial Officer of the State of Florida, and creates the Public Deposits Trust Fund, a multiple financial institution pool with the ability to assess its member financial institutions for collateral shortfalls if a default or insolvency has occurred. At September 30, 2024, all of the District's bank deposits were in qualified public depositories.

For an investment, this is the risk that, in the event of the failure of the counterparty, the government will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. At September 30, 2024, none of the investments listed are exposed to custodial credit risk because their existence is not evidenced by securities that exist in physical or book entry form.

Concentration of Credit Risk:

The District's investment policy does not specify limits on the amount the District may invest in any one issuer.

Interest Rate Risk:

The District's investment policy does not specifically address interest rate risk; however, the general investment policy is to apply the prudent-person rule: Investments are made as a prudent person would be expected to act, with discretion and intelligence, to seek reasonable income, preserve capital, and in general, avoid speculative investments. The District manages its exposure to declines in fair values by investing primarily in pooled investments that have a weighted average maturity of less than three months.

NOTE 4 TRANSFERS

During the year ended September 30, 2024, the general fund transferred \$191,000 to the capital projects fund for amenity projects.

NOTE 5 CAPITAL ASSETS

The following is a summary of changes in the capital assets for the year ended September 30, 2024:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Disposals</u>	<u>Ending Balance</u>
Governmental Activities				
Capital assets, not being depreciated:				
Construction in progress	\$ 843,465	\$ 214,171	\$ (524,036)	\$ 533,600
Total capital assets, not being depreciated	<u>843,465</u>	<u>214,171</u>	<u>(524,036)</u>	<u>533,600</u>
Capital assets being depreciated:				
Entrance road/spine road	6,795,572	-	-	6,795,572
Neighborhood infrastructure	5,797,708	-	-	5,797,708
Master stormwater	3,063,807	-	-	3,063,807
Entry features	1,368,959	-	-	1,368,959
Recreational facilities	2,988,612	524,036	-	3,512,648
Equipment	123,425	11,420	-	134,845
Lease assets	121,582	-	-	121,582
Other infrastructure	1,787,582	-	-	1,787,582
Total capital assets, being depreciated	<u>22,047,247</u>	<u>535,456</u>	<u>-</u>	<u>22,582,703</u>
Less Accumulated Depreciation for:				
Entrance road/spine road	(3,397,785)	(226,519)	-	(3,624,304)
Neighborhood infrastructure	(2,898,855)	(193,257)	-	(3,092,112)
Master stormwater	(1,531,905)	(102,127)	-	(1,634,032)
Entry features	(657,096)	(54,758)	-	(711,854)
Recreational facilities	(1,129,772)	(210,885)	-	(1,340,657)
Equipment	(28,861)	(18,765)	-	(47,626)
Lease assets	(16,211)	(24,316)	-	(40,527)
Other infrastructure	(581,584)	(59,078)	-	(640,662)
Total accumulated depreciation	<u>(10,242,069)</u>	<u>(889,705)</u>	<u>-</u>	<u>(11,131,774)</u>
Total capital assets being depreciated, net	<u>11,805,178</u>	<u>(354,249)</u>	<u>-</u>	<u>11,450,929</u>
Governmental activities capital assets, net	<u>\$ 12,648,643</u>	<u>\$ (140,078)</u>	<u>\$ (524,036)</u>	<u>\$ 11,984,529</u>

NOTE 6 LONG-TERM LIABILITIES

In July 2019, the District issued \$10,805,000 of Capital Improvement Revenue and Refunding Bonds, Series 2019 consisting of \$7,825,000 of Series 2019A-1 Bonds and \$2,980,000 of Series 2019A-2 Bonds. The Series 2019A-1 Bonds consist of \$3,645,000 Serial Bonds maturing May 1, 2020 through 2029 with fixed interest rates ranging from 2% to 2.5%, \$1,725,000 Term Bonds due on May 1, 2033 with a fixed interest rate of 2.875% and \$2,455,000 Term Bonds due May 1, 2038 with a fixed interest rate of 3.0%. The Series 2019A-2 Bonds consist of \$1,300,000 Term Bonds due on May 1, 2029 with a fixed interest rate of 3.5% and \$1,680,000 Term Bonds due May 1, 2038 with a fixed interest rate of 4.0%. The Bonds were issued to refund the remaining balance on the Series 2007A Bonds and fund improvements to existing facilities, including various recreational improvements. Interest on the Bonds is due serially commencing on May 1, 2020 through May 1, 2038.

NOTE 6 LONG-TERM LIABILITIES (CONTINUED)

The Bond Indenture requires that the District maintain adequate funds in the reserve account to meet the debt service reserve requirement as defined in the Indenture. The reserve requirement has been met for the fiscal year ended September 30, 2024.

The Bond Indenture also has certain restrictions and requirements relating principally to the use of the proceeds to pay for the infrastructure improvements and the procedure to be followed by the District on assessments to property owners. The District agreed to levy special assessments in annual amounts adequate to provide payment of debt service. The District is in compliance with the requirements of the Bond Indenture.

As of September 30, 2024, total principal and interest remaining on the Series 2019 Bonds was \$10,378,319. For the fiscal year ended September 30, 2024, principal and interest paid was \$758,606 and special assessment revenue pledged was \$753,948.

At September 30, 2024, the scheduled debt service requirements on the bonds payable were as follows:

<u>Year Ending September 30,</u>	Governmental Activities	
	Principal	Interest
2025	\$ 490,000	\$ 251,631
2026	505,000	239,881
2027	510,000	227,294
2028	525,000	214,131
2029	540,000	200,088
2030 - 2034	2,970,000	742,744
2035- 2038	2,735,000	227,550
	<u>\$ 8,275,000</u>	<u>\$ 2,103,319</u>

Leases

The District entered into a lease agreement on February 25, 2023, to lease fitness equipment. The lease requires 60 monthly payments of \$2,414. There are no variable payment components of the lease. The lease liability is measured at a discount rate of 7.166%. As a result of the lease, the District has recorded a right to use asset with a net book value of \$81,055 as of September 30, 2024.

The future minimum lease obligations and the present value of these lease payments as of September 30, 2024 were as follows:

<u>Year Ending September 30,</u>	Governmental Activities	
	Principal	Interest
2025	\$ 23,594	\$ 5,374
2026	25,341	3,627
2027	27,218	1,750
2028	9,513	143
	<u>\$ 85,666</u>	<u>\$ 10,894</u>

NOTE 6 LONG-TERM LIABILITIES (CONTINUED)

Long-term debt activity for the year ended September 30, 2024 was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Governmental Activities					
Bonds Payable- Public Offering:					
Series 2019 A-1	\$ 6,345,000	\$ -	\$ (365,000)	\$ 5,980,000	\$ 360,000
Series 2019 A-2	2,425,000	-	(130,000)	2,295,000	130,000
Less:					
Original issue discount	(74,816)	-	4,728	(70,088)	-
Lease liability	<u>107,633</u>	<u>-</u>	<u>(21,967)</u>	<u>85,666</u>	<u>23,594</u>
Total	<u>\$ 8,802,817</u>	<u>\$ -</u>	<u>\$ (512,239)</u>	<u>\$ 8,290,578</u>	<u>\$ 513,594</u>

NOTE 7 MANAGEMENT COMPANY

The District has contracted with a management company to perform management services, which include financial and accounting services. Certain employees of the management company also serve as officers (Board appointed non-voting positions) of the District. Under the agreements, the District compensates the management company for management, accounting, financial reporting and other administrative costs.

NOTE 8 RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. These risks are covered by commercial insurance from independent third parties. The District did not file any claims under this commercial coverage during the last three years.

NOTE 9 COST SHARING AGREEMENT

The District has entered into a cost sharing agreement with Marshall Creek Community Development District ("Marshall Creek"), whereby the Districts share certain costs associated with the maintenance, operation, upkeep, repair and replacement of reciprocally used facilities. The Districts each pay a portion of the costs and all costs are shared at approximately 66.7% Marshall Creek and 33.3% Sweetwater Creek, which is based on a formula set forth in the cost sharing agreement. Each District's respective portion is subject to change based on the number of platted lots in each District, as set forth in more detail in the cost sharing agreement. In connection with the agreement, the District paid \$81,627 to Marshall Creek which is included in recreational facilities expenditures in the accompanying Statement of Activities and Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds.

COMPLIANCE SECTION

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE
AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Board of Supervisors
Sweetwater Creek Community Development District

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (Government Auditing Standards), the financial statements of the governmental activities and each major fund of the *Sweetwater Creek Community Development District* (the "District") as of and for the year ended September 30, 2024 and the related notes to the financial statements, which collectively comprise the District's financial statements and have issued our report thereon dated June 26, 2025.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be a material weakness or significant deficiency. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

McDermitt Davis

Orlando, Florida
June 26, 2025

MANAGEMENT LETTER

Board of Supervisors
Sweetwater Creek Community Development District

Report on the Financial Statements

We have audited the financial statements of *Sweetwater Creek Community Development District*, (the "District") as of and for the fiscal year ended September 30, 2024, and have issued our report thereon dated June 26, 2025.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* and Independent Auditor's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated June 26, 2025, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, require that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no such findings in the preceding annual financial audit report.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. This information has been disclosed in the notes to the financial statements.

Financial Condition and Management

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the District has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the District did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for the District. It is management's responsibility to monitor the District's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Specific Information (Unaudited)

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)6, Rules of the Auditor General, the District reported:

- a. The total number of District employees compensated in the last pay period of the District's fiscal year as 0. The employees reported herein are the elected supervisors of the District receiving statutory payment pursuant to Section 190.006, Florida Statutes, and are reported as employees for purposes of this audit only.
- b. The total number of independent contractors to whom nonemployee compensation was paid in the last month of the District's fiscal year as 27. Independent contractors include contractors that received nonemployee compensation.
- c. All compensation earned by or awarded to employees, whether paid or accrued, regardless of contingency as zero.
- d. All compensation earned by or awarded to nonemployee independent contractors, whether paid or accrued, regardless of contingency as \$1,541,773.

- e. Each construction project with a total cost of at least \$65,000 approved by the District that is scheduled to begin on or after October 1 of the fiscal year being reported, together with the total expenditures for such project as none
- f. A budget variance based on the budget adopted under Section 189.016(4), Florida Statutes, before the beginning of the fiscal year being reported if the District amends a final budget under Section 189.016(6), Florida Statutes, as included in the budget statement.

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)7, Rules of the Auditor General, the District reported:

- a. The rate or rates of non-ad valorem special assessments imposed by the District as:

Operations and Maintenance	\$2,275.20 - \$3,617.56
Debt Service Series 2019 A-1	\$791.70 - \$2,693.01
Debt Service Series 2019 A-2	\$138.64 - \$262.42
- b. The total amount of special assessments collected by or on behalf of the District as \$2,452,521.
- c. The total amount of outstanding bonds issued by the District and the terms of such bonds as disclosed in the notes.

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of Supervisors, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

McDermitt Davis

Orlando, Florida
June 26, 2025



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**INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE WITH
THE REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES**

Board of Supervisors
Sweetwater Creek Community Development District

We have examined *Sweetwater Creek Community Development District's* (the "District") compliance with the requirements of Section 218.415, Florida Statutes, during the year ended September 30, 2024. Management is responsible for the District's compliance with those requirements. Our responsibility is to express an opinion on the District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States and, accordingly, included examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the District's compliance with specified requirements.

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2024.

McDermitt Davis

Orlando, Florida
June 26, 2025

SEVENTH ORDER OF BUSINESS

Sweetwater Creek

Community Development District

Approved Budget FY 2026



July 10, 2025

Presented by:



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Sweetwater Creek
Community Development District
Approved Budget
General Fund

Description	Adopted Budget FY2025	Actuals Thru 5/31/25	Projected Next 4 Months	Projected Thru 9/30/25	Approved Budget FY 2026
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REVENUES:

Special Assessments - Tax Roll	\$1,857,822	\$1,846,749	\$11,073	\$1,857,822	\$1,981,623
Fitness Center Revenue	2,000	4,680	2,000	6,680	4,500
Cost Sharing - Marshall Creek Revenue	-	-	-	-	-
Interest/Miscellaneous	25,000	28,460	10,040	38,500	30,000
Swim Team Revenue	-	-	3,000	3,000	-
Insurance Proceeds	-	1,820	-	1,820	-
Carry Forward Surplus	-	-	10,054	10,054	-

TOTAL REVENUES	\$1,884,822	\$1,881,709	\$36,167	\$1,917,875	\$2,016,123
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EXPENDITURES:

General and Administrative

Supervisor Fees	\$12,000	\$10,200	\$4,000	\$14,200	\$14,000
Engineering Fees	20,000	16,220	7,200	23,420	20,000
District Counsel	63,599	55,151	13,216	68,367	65,000
Annual Audit	3,800	-	3,800	3,800	3,800
Assessment Roll	5,200	5,200	-	5,200	5,460
Arbitrage	500	-	450	450	500
Dissemination Agent	5,512	3,675	1,837	5,512	5,788
Trustee Fees	3,800	3,143	657	3,800	4,139
Management Fees	44,200	29,467	14,733	44,200	46,410
Information Technology	1,482	988	494	1,482	1,556
Website Maintenance	1,040	693	347	1,040	1,092
Telephone	742	279	401	680	742
Postage & Delivery	3,000	2,162	1,052	3,214	3,300
Public Official Insurance	5,172	5,224	-	5,224	5,400
Copies	2,500	1,715	2,450	4,165	4,200
Legal Advertising	2,000	559	1,441	2,000	2,000
Miscellaneous	1,500	626	300	926	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	\$135,477	\$152,379	\$287,856	\$285,061
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Operations & Maintenance

Utilities

Electric	\$78,000	\$49,830	\$26,400	76,230	\$82,500
General Insurance/Workers Comp	6,884	5,892	-	5,892	6,629
Landscape Maintenance	291,276	194,184	97,092	291,276	300,014
Landscape Improvements	50,000	21,848	28,152	50,000	50,000
Mulch	50,000	20,000	30,000	50,000	50,000
Lake Maintenance	22,000	16,980	8,490	25,469	25,469
Fountain Maintenance	1,500	-	1,500	1,500	1,500
Irrigation Repairs & Maintenance	39,000	29,150	9,850	39,000	50,000
Storm Clean-Up	10,000	-	5,000	5,000	10,000
Field Repairs & Maintenance	36,000	29,831	6,169	36,000	36,000
Tree Removals	14,000	6,650	7,350	14,000	14,000
Tree Replacements	-	1,820	-	1,820	2,000
Tree Pruning	15,000	5,480	9,520	15,000	17,000
Streetlight Repairs	2,250	-	1,000	1,000	2,250
Signage Repairs	1,000	1,456	-	1,456	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	\$386,804	\$235,339	\$622,144	\$656,863
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Sweetwater Creek
Community Development District
Approved Budget
General Fund

Description	Adopted Budget FY2025	Actuals Thru 5/31/25	Projected Next 4 Months	Projected Thru 9/30/25	Approved 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	188,431	77,909	266,340	291,523
Performance Incentive	10,000	8,492	-	8,492	10,000
Info Technology	-	795	-	795	1,000
Licenses & Permits	770	350	-	350	770
Subscriptions & Memberships	2,040	1,335	500	1,835	2,040
Training	-	706	-	706	500
Office Supplies	3,000	1,838	562	2,400	2,500
Office Equipment	2,500	816	1,685	2,500	2,500
Communication - Telephone/Internet/TV	12,000	5,855	3,546	9,401	9,600
Internet/Telephone - Guard House	4,500	2,101	600	2,701	2,000
<u>Field</u>					
Field Management Fees	92,602	61,735	30,867	92,602	97,232
Facility Maintenance - Cost Share	-	4,452	-	4,452	20,000
General Utilities	78,000	53,344	29,006	82,350	90,585
Refuse Removal	6,725	5,754	2,800	8,554	9,600
Security	41,137	26,129	13,952	40,081	41,857
Janitorial Services	43,467	27,167	14,489	41,656	45,640
Operating Supplies - Spa & Paper	4,000	1,917	2,083	4,000	4,000
Operating Supplies - Uniforms	500	535	-	535	500
Cleaning Supplies	12,500	7,106	5,394	12,500	10,000
Amenity Landscape Maintenance & Improvements	22,872	31,026	7,852	38,878	50,000
Gate Repairs & Maintenance	2,500	868	1,632	2,500	5,000
Dog Park Repairs & Maintenance	6,000	1,167	1,833	3,000	6,000
Park Mulch	5,000	-	5,000	5,000	5,000
Miscellaneous Field Supplies	4,100	779	501	1,280	2,000
Buildings Repairs & Maintenance	30,000	34,944	800	35,744	36,000
Pest Control	1,800	1,062	335	1,396	1,800
Pool Maintenance - Contract	19,469	13,282	6,490	19,772	20,442
Pool Repairs & Maintenance	3,000	523	2,478	3,000	3,000
Pool Chemicals	30,000	18,317	9,600	27,917	30,000
Signage & Amenity Repairs	300	101	-	101	300
Special Events	2,000	1,474	526	2,000	2,000
Park Repair & Maintenance	10,000	8,585	-	8,585	10,000
Pickleball Repair & Maintenance	3,000	9,039	-	9,039	3,000
Guardhouse Maintenance	2,500	-	400	400	2,500
Playground Repairs & Maintenance	5,000	7,139	-	7,139	5,000
<u>Fitness</u>					
Professional Services - Outside Fitness	55,515	29,765	19,235	49,000	60,000
Fitness Equipment Repairs & Maintenance	7,000	1,958	1,242	3,200	5,000
Fitness Equipment Rental	36,635	23,602	12,212	35,814	30,477
Miniature Golf Course Maintenance	500	355	-	355	500
Miscellaneous Fitness Supplies	6,300	589	600	1,189	4,000
Capital Outlay - Machinery & Equipment	6,400	1,177	5,223	6,400	6,400
Capital Outlay	-	23,702	-	23,702	-
TOTAL AMENITIES	\$883,190	\$648,527	\$259,349	\$907,876	\$974,199
TOTAL EXPENDITURES	\$1,784,822	\$1,170,809	\$647,067	\$1,817,875	\$1,916,123
<u>Other Sources/Uses</u>					
Capital Reserve	(\$100,000)	(\$100,000)	\$0	(\$100,000)	(\$100,000)
TOTAL OTHER SOURCES/(USES)	\$(100,000)	\$(100,000)	\$-	\$(100,000)	\$(100,000)
EXCESS REVENUES (EXPENDITURES)	\$(0)	\$610,900	\$(610,900)	\$-	\$-

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 14 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.

Arbitrage

The District is required to annually have an arbitrage rebate calculation on the District's Series 2019 Special Assessment Revenue Bonds. The District has contracted with GNP Services, Inc. to calculate the arbitrage rebate liability and submit a report to the District.

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.

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.

Description	Monthly	Annual
Geneva Capital	\$2,540	\$30,477

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

Approved Budget Debt Service Series 2019 Special Assessment Revenue Bonds

Description	Adopted Budget FY2025	Actuals Thru 5/31/25	Projected Next 4 Months	Projected Thru 9/30/25	Approved Budget FY 2026
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REVENUES:

Special Assessments - Tax Roll	\$741,440	\$734,210	\$5,966	\$740,176	\$740,977
Special Assessments - Prepayments	-	10,926	-	10,926	-
Interest Income	30,000	19,809	9,150	28,959	25,000
Carry Forward Surplus ⁽¹⁾	187,616	190,940	-	190,940	204,536
TOTAL REVENUES	\$959,056	\$955,886	\$15,116	\$971,002	\$970,513

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	81,503	-	81,503	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	44,113	-	44,113	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	\$766,466	\$-	\$766,466	\$734,181
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Other Sources/(Uses)

Interfund transfer In/(Out)	\$-	\$-	\$-	\$-	\$-
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TOTAL OTHER SOURCES/(USES)	\$-	\$-	\$-	\$-	\$-
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TOTAL EXPENDITURES	\$741,700	\$766,466	\$-	\$766,466	\$734,181
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EXCESS REVENUES (EXPENDITURES)	\$217,356	\$189,420	\$15,116	\$204,536	\$236,332
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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

\$113,438

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
Approved Budget
Capital Reserve Fund

Description	Adopted Budget FY2025	Actuals Thru 5/31/25	Projected Next 4 Months	Projected Thru 9/30/25	Approved Budget FY 2026
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REVENUES:

Capital Reserve - Transfer In	\$100,000	\$100,000	\$-	\$100,000	\$100,000
Interest Income	5,000	8,539	4,088	12,627	10,000
Carry Forward Balance	444,309	405,337	-	405,337	496,143
TOTAL REVENUES	\$549,309	\$513,876	\$4,088	\$517,964	\$606,143

EXPENDITURES:

Capital Outlay	\$30,000	\$-	\$-	\$-	\$-
Repair & Maintenance (1)	21,317	-	21,317	21,317	93,210
Other Current Charges	600	332	172	504	600
TOTAL EXPENDITURES	\$51,917	\$332	\$21,489	\$21,821	\$93,810

Other Sources/(Uses)

Transfer in/(Out)	\$-	\$-	\$-	\$-	\$0
TOTAL OTHER SOURCES/(USES)	\$-	\$-	\$-	\$-	\$-
EXCESS REVENUES (EXPENDITURES)	\$497,392	\$513,544	\$(17,401)	\$496,143	\$512,333

(1) Pavement Repairs/Pool Furniture including Chair Lift

Capital Reserve Study

General

Decsription	FY 2026- Reserve Study
Reserves Beginning of Year	\$720,131
Contributions	\$315,000
Interest Income	\$16,621
Expenditures	(\$93,210)
Anticipated Balance	\$958,542

Budget Fiscal Year 2026

Decsription	Budget FY 2026
Reserves Beginning of Year	\$496,143
Contributions	\$100,000
Interest Income	\$10,000
Expenditures	(\$93,810)
Anticipated Balance	\$512,333

Variance Reserve Study Vs Actual	(\$446,209)
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**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	\$1,981,622.71
Collection fees (6%)	\$126,486.56
Gross Assessments	\$2,108,109.26

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%	\$ 1,152,720.68	\$ 2,457.83	\$ 2,614.71	\$ 163.35
64-73' Lot	166	1.16	192.56	23.88%	\$ 473,279.09	\$ 2,851.08	\$ 3,033.06	\$ 189.49
80-88' Lot	42	1.40	58.80	7.29%	\$ 144,520.20	\$ 3,440.96	\$ 3,660.59	\$ 228.69
90' Lot	4	1.43	5.72	0.71%	\$ 14,058.77	\$ 3,514.69	\$ 3,739.03	\$ 233.59
Marsh (less than 15K sq ft)	6	1.40	8.40	1.04%	\$ 20,645.74	\$ 3,440.96	\$ 3,660.59	\$ 228.69
Marsh (15K-30K sq ft)	35	1.43	50.05	6.21%	\$ 123,014.22	\$ 3,514.69	\$ 3,739.03	\$ 233.59
Marsh (30K and greater)	6	1.50	9.00	1.12%	\$ 22,120.44	\$ 3,686.74	\$ 3,922.06	\$ 245.03
McCann Lots	8	1.59	12.72	1.58%	\$ 31,263.55	\$ 3,907.94	\$ 4,157.39	\$ 259.73
Total ERU's	736		806.25		\$ 1,981,622.71			

EIGHTH ORDER OF BUSINESS



Quote Date	June 20, 2025	
Agency	Sweetwater Creek Community Development District	
ETA:	20 DAYS FROM PO	
Contract	FSA24-VEL32.0	
Description	Pursuit, Administrative & Other Vehicles	

ITEM 119 NORTH	FORD F-150 REGULAR CAB RWD, F1K	\$ 35,581.00
WHEELBASE	141" WHEELBASE	INC
YZ	OXFORD WHITE EXTERIOR	INC
AS	MEDIUM DARK GRAY VINYL 40/20/40 INTERIOR	INC
101A	XL EQUIPMENT GROUP	INC
	POWER LOCKS/ POWER WINDOWS/BACK UP CAMERA	INC
99P	2.7L V6 ECOBOOST ENGINE	INC
44G	10 SPEED TRANSMISSION	INC
	245/70R17 ALL SEASON TIRES	
X19	3.55 RATIO REGULAR AXLE	INC
425	50 STATE EMISSIONS	INC
OSF	PURCHASING OUT OF CURRENT INVENTORY	\$ 999.00
TINT	TINTED WINDOWS WITH STRIP	\$ 599.00
NSO	DROP IN BED LINER	\$ 704.00
NST	NEW TAG (SPECIFY STATE, CITY, COUNTY, COLLEGE)	\$ 189.00

VEHICLE COMES WITH 2 KEYS
VEHICLE RATED TO TOW 5000LBS
VEHICLE DOES NOT HAVE TRAILER BRAKE
CONTROLLER STANDARD
VIN: 1FTMF1KP3SKD72066
STOCK: 251527

Thank you for the opportunity.

Patrick Robertson

Government Fleet Specialist

Bozard Ford

E:PATRICKR@BOZARD.COM P: 904-540-9301

540 Outlet Mall Blvd, St Augustine FL 32084

Quantity of Units	1
Price Per Each	\$ 38,072.00
Total Amount	\$ 38,072.00

Quote Date	June 20, 2025
Agency	Peetwater Creek Community Development Dist

Contract	FSA24-VEL32.0
Description	Pursuit, Administrative & Other Vehicles

RECOMMENDED OPTIONS TO CONSIDER ADDING

WT	WEATHERTECH MATS OR EQUIV. FIRST AND 2ND ROW	\$	299.00
BUA	AFTERMARKET BACKUP ALARM	\$	199.00
3KR	THIRD KEY WITH PROGRAMMED REMOTE	\$	499.00
3KPS	THIRD KEY WITH PUSH BUTTON START WITH APPLIC.	\$	599.00
TINT	DEALER INSTALLED TINT	\$	499.00
TINT	ADD \$100 FOR WINDSHIELD STRIP	\$	100.00
LINER	PICKUP TRUCK BEDLINER	\$	599.00
NST	NEW TAG (SPECIFY STATE, CITY, COUNTY, COLLEGE)	\$	189.00
TEMP	30 DAY TEMP TAG	\$	19.00
WARRANTY OEM	FORD PREMIUMCARE ESP, \$0 DEDUCTIBLE, 1000+ COMPONENTS	REQUEST PRICING	
WARRANTY OEM	FORD EXTRACARE ESP, \$0 DEDUCTIBLE, 113 COMPONENTS	REQUEST PRICING	
WARRANTY OEM	FORD BASECARE ESP, \$0 DEDUCTIBLE, 84 COMPONENTS	REQUEST PRICING	
MAINTENANCE OEM	FORD PREMIUM MAINTENANCE 7500 MILE SERVICE INTERVAL	REQUEST PRICING	

WARRANTY & MAINTENANCE TERM AND MILEAGE ARE CUSTOMIZABLE

QUOTED TERM	MONTHS
QUOTED MILEAGE	MILES

ADDITIONAL DESCRIPTION OF EQUIPMENT BELOW IF APPLICABLE

Quote Summary

Prepared For

Sweetwater Creek Cdd

FL

Home: 904-386-0186

Prepared By

Shane Cook

Ag-Pro

1950 State Road 16

St Augustine, FL 32084

Phone: 904-770-7559

scook@agproco.com

Quote Id:	33107656
Created On:	02 July 2025
Last Modified On:	02 July 2025
Expiration Date:	30 July 2025

Equipment Summary	Selling Price	Qty	Extended
2025 JOHN DEERE GATOR™ XUV 845M (Model Year 2025) - 569541	\$ 23,146.86	X 1 =	\$ 23,146.86
## L&G Machinery Shield XUV Gators 24 Months or 600 Hours	\$ 685.00	X 1 =	\$ 685.00
Sub Total			\$ 23,831.86
Equipment Total			\$ 23,831.86
Trade In Total			\$ 0.00

Quote Summary

Equipment Total	\$ 23,831.86
Trade In	
Dealer services	\$ 399.99
SubTotal	\$ 24,231.85
Est. Service Agreement Tax	\$ 0.00
Total	\$ 24,231.85
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 24,231.85

Salesperson : X_____

Accepted By : X_____

Confidential



NorthStar Trailer-Mounted Hot Water Commercial Pressure Washer, 4000 PSI, 4 GPM, Honda Engine, 200-Gal. Water Tank

\$8999.99

- **Shipping:**

Free shipping (lower 48 states) - Available now

\$19.99 Same Day See Details

Heavy/large item. Lift gate service available.

- **Store Pickup:**

2 in stock at Orange Park FL - Pickup in under 1 hr

NINTH ORDER OF BUSINESS

FORM OF WARNING LETTER – RESIDENT

_____, 2025

Via Email and Certified Mail, Return Receipt Requested

[NAME]

[ADDRESS]

[EMAIL]

Re: ***Sweetwater Creek Community Development District
Notice of Violation and Damage to District Property***

Dear _____:

I serve as the District Manager to the Sweetwater Creek Community Development District (the “District”), which is a local unit of special-purpose government operating pursuant to Chapter 190, *Florida Statutes*. I am writing to notify you that the District has been made aware that you, or someone using your vehicle, collided with the security gate arm on _____, 2025, at approximately __:__ a.m./p.m., resulting in significant damage and requiring replacement of the gate arm. Please allow this letter to serve as a formal notice to you that the District reserves the right to pursue any and all damages against you if additional violations take place.

Additionally, per the District’s Amenity Policies (available on the District’s website at <https://sweetwatercreekcdd.com/>), please note that damaging, destroying, rendering inoperable or interfering with the operation of District property is strictly prohibited. The Amenity Policies also provide that the District may suspend your access to District amenities in the event of a violation and/or failure to reimburse the District for any future damages.

In summary, please be advised that any further violations of the District’s Amenity Policies, including but not limited to damaging the security gate arm, may subject you and/or members of your household to exclusion from the District’s amenities, and you may be responsible for paying the costs resulting from any further enforcement actions.

Please note that this letter is not a complete statement of the District’s rights, and nothing herein shall limit the District’s rights or remedies relative to this matter. If you have any questions, you may contact me at joliver@gmsnf.com,¹ by phone at (904) 940-5850, or in writing at 475 West Town Place, Suite 114, St. Augustine, Florida 32092.

Thank you for your cooperation and attention to this matter.

Sincerely,

Jim Oliver
District Manager

cc: Board of Supervisors
District Counsel

¹ Note that any correspondence to District Staff may constitute a public record. Under Florida law, email addresses are public records. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

FORM OF WARNING LETTER – NONRESIDENT (CEASE & DESIST)

_____, 2025

Via Email and Certified Mail, Return Receipt Requested

[NAME]

[ADDRESS]

[EMAIL]

Re: ***Sweetwater Creek Community Development District
Notice of Damage to District Property***

Dear _____:

I serve as the District Manager to the Sweetwater Creek Community Development District (the “District”), which is a local unit of special-purpose government operating pursuant to Chapter 190, *Florida Statutes*. I am writing to notify you that the District has been made aware that you, or someone using your vehicle, collided with the security gate arm on _____, 2025, at approximately __:__ a.m./p.m., resulting in significant damage and requiring replacement of the gate arm. **The District requires you to immediately cease and desist from such activities, including, but in no way limited to, damaging, tampering with, removing, or otherwise impacting District property, including the security gate arm.**

Please allow this letter to serve as a formal notice that the District reserves the right to pursue any and all damages against you if additional violations take place. The District specifically reserves the right to pursue any costs associated with property damage caused by you and the costs of any required enforcement actions, including but not limited to attorneys’ fees.

Please note that this letter is not a complete statement of the District’s rights, and nothing herein shall limit the District’s rights or remedies relative to this matter. If you have any questions, you may contact me at joliver@gmsnf.com,¹ by phone at (904) 940-5850, or in writing at 475 West Town Place, Suite 114, St. Augustine, Florida 32092.

Sincerely,

Jim Oliver
District Manager

cc: Board of Supervisors
District Counsel

¹ Note that any correspondence to District Staff may constitute a public record. Under Florida law, email addresses are public records. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

TENTH ORDER OF BUSINESS

RESOLUTION 2025-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT CLASSIFYING SURPLUS TANGIBLE PERSONAL PROPERTY; AUTHORIZING DISPOSITION OF SURPLUS TANGIBLE PERSONAL PROPERTY; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Sweetwater Creek Community Development District (“**District**”) is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, as such, the District is a governmental unit within the meaning of Chapter 274, *Florida Statutes*; and

WHEREAS, the District has purchased and owns certain tangible personal property, specifically a stair climber fitness machine, as more particularly described in **Exhibit A**, attached hereto and incorporated herein by reference (“**Surplus Property**”); and

WHEREAS, the District desires to classify the Surplus Property as surplus tangible personal property, and to determine that the continued use of the Surplus Property is uneconomical, inefficient to maintain, and/or serves no useful function; and

WHEREAS, the Board of Supervisors of the District (“**Board**”) has considered the best interests of the District, the value and condition of the Surplus Property, and the probability of the Surplus Property being desired by prospective donees or purchasers; and

WHEREAS, the District desires to authorize District staff to dispose of the Surplus Property for value to any person, or for value without bids to the state, to any governmental unit, or to any political subdivision as defined in section 1.01, *Florida Statutes*, or for value to another governmental unit or to a private nonprofit agency as defined in section 273.01(3), *Florida Statutes*; or, if such sale cannot reasonably be accomplished, by donating it either to another governmental unit or to a private nonprofit agency as defined in section 273.01(3), *Florida Statutes*; or, if neither sale nor donation can reasonably be accomplished, the District hereby determines that the Surplus Property is without commercial value and desires to destroy or abandon it, all in accordance with the provisions of Chapter 274, *Florida Statutes*; and

WHEREAS, the District believes that disposing of the Surplus Property in this fashion is the most efficient and cost-effective means of disposing of the Surplus Property; and

WHEREAS, the District has estimated the value of each class of the Surplus Property to be less than Five Thousand Dollars (\$5,000); and

WHEREAS, the District believes that it is in its best interests to dispose of the Surplus Property in this fashion.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD
OF SUPERVISORS OF THE SWEETWATER CREEK
COMMUNITY DEVELOPMENT DISTRICT:**

SECTION 1. INCORPORATION OF RECITALS. All of the representations, findings and determinations contained within the recitals stated above are recognized as true and accurate and are expressly incorporated into this Resolution.

SECTION 2. CLASSIFICATION OF SURPLUS TANGIBLE PERSONAL PROPERTY. The District hereby classifies the Surplus Property as surplus tangible personal property, and hereby determines that the continued use of the Surplus Property is uneconomical, inefficient to maintain, and/or serves no useful function.

SECTION 3. DISPOSITION OF SURPLUS TANGIBLE PERSONAL PROPERTY. The District hereby authorizes staff to dispose of the Surplus Property for value to any person, or for value without bids to the state, to any governmental unit, or to any political subdivision as defined in section 1.01, *Florida Statutes*, or for value to another governmental unit or to a private nonprofit agency as defined in section 273.01(3), *Florida Statutes*; or, if such sale cannot reasonably be accomplished, by donating it either to another governmental unit or to a private nonprofit agency as defined in section 273.01(3), *Florida Statutes*; or, if neither sale nor donation can reasonably be accomplished, by destroying or abandoning it, all in accordance with the provisions of Chapter 274, *Florida Statutes*.

SECTION 4. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 5. EFFECTIVE DATE. This Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 10th day of July 2025.

ATTEST:

**SWEETWATER CREEK
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Description of Surplus Property

Exhibit A

Description of Surplus Property

One (1) LifeFitness Stair Climber machine, approximately eight (8) years old, bearing Serial No. PMD101155.







**SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT
DONATION WAIVER
(Page 1 of 2)**

_____ (“**Recipient**”) hereby agrees to take ownership of the stair climber fitness machine described in **Exhibit A** (“**Property**”) from the Sweetwater Creek Community Development District (“**Donor**”). In consideration of the donation of the Property, and other good and valuable consideration, Recipient hereby agrees to the following:

1. Waiver. To the fullest extent allowed by law, Recipient hereby agrees to WAIVE, DISCHARGE CLAIMS, AND RELEASE FROM LIABILITY the Donor and its supervisors, officers, staff, employees, representatives, and agents, from any and all liability on account of, or in any way resulting from injuries and damages, even if caused by the negligence of the Donor and its supervisors, officers, staff, employees, representatives, and agents, in any way connected to the use of, misuse of, or otherwise anyway related to, the Property.

2. Indemnification. Recipient agrees to and does hereby indemnify, defend, and hold the Donor harmless from and against any and all losses, injuries, damages, claims, actions, attorneys’ fees and court costs, liabilities and expenses in tort or otherwise in connection with the loss of life, bodily injury, and/or property damage or other damage occurring as a direct or indirect result of the use of, misuse of, or otherwise anyway related to, the Property. Nothing herein is intended to be, nor shall be construed as, a waiver of the Donor’s sovereign immunity or limitations on liability found in section 768.28, *Florida Statutes*, or other law.

3. As-Is Donation; No Express or Implied Warranties. RECIPIENT ACKNOWLEDGES AND AGREES THAT RECIPIENT IS EXCLUSIVELY RESPONSIBLE FOR DETERMINING THE SUITABILITY OF THE PROPERTY FOR RECIPIENT’S USE, AND DONOR SHALL HAVE NO LIABILITY WHATSOEVER FOR ANY CONDITION OF THE PROPERTY. RECIPIENT HAS INSPECTED THE PROPERTY AND HAS EXECUTED THIS WAIVER WITH THE UNDERSTANDING AND INTENTION OF ACCEPTING THE PROPERTY IN “AS-IS” CONDITION, WITH ALL FAULTS, KNOWN AND UNKNOWN, AND ACKNOWLEDGES THAT IT IS RELYING EXCLUSIVELY ON ITS OWN JUDGEMENT AND OPINION OF THE CONDITION OF THE PROPERTY, AND NOT ON ANY REPRESENTATION, STATEMENT, OPINION OR WARRANTY OF DONOR OR ITS AGENTS OR EMPLOYEES, WRITTEN OR ORAL. ANY AND ALL WARRANTIES OF ANY KIND, WHETHER IMPLIED, EXPRESS OR OTHERWISE, ARE **DISCLAIMED IN THEIR ENTIRETY.**

(Signature appears on following page)

**SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT
DONATION WAIVER
(Page 2 of 2)**

Recipient

Witness

By: _____
Its: _____

Exhibit A
Property Description

[INSERT DESCRIPTION HERE]

ELEVENTH ORDER OF BUSINESS

RESOLUTION 2025-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT ADOPTING AMENDED AMENITY POLICIES OF THE DISTRICT; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Sweetwater Creek Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within St. Johns County, Florida; and

WHEREAS, the District’s Board of Supervisors (“**Board**”) is authorized by Section 190.011(5), *Florida Statutes*, to adopt rules, rates, charges and fees; and

WHEREAS, the Board accordingly finds that it is in the best interest of the District to adopt by resolution the amended amenity policies set forth at **Exhibit A** (“**Amended Amenity Policies**”), which relate to use of the District’s amenity facilities and other District-owned property, for immediate use and application.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The above-stated recitals are true and correct and are hereby incorporated herein by reference.

SECTION 2. The Amended Amenity Policies attached hereto as **Exhibit A** are hereby adopted pursuant to this Resolution as necessary for the conduct of District business. The Amended Amenity Policies shall remain in full force and effect until such time as the Board may amend or replace them.

SECTION 3. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 10th day of July 2025.

ATTEST:

**SWEETWATER CREEK
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary

Chairman, Board of Supervisors

Exhibit A: Amended Amenity Policies

Exhibit A
Amended Amenity Policies

[Begins on following page.]

**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 July 10, 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.

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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. Notwithstanding anything to the contrary, only twenty-one (21) Guest Passes may be used for any one (1) individual in a single calendar 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.~~ 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.~~ 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.~~ 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

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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.

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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.
17. 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.

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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 Guardian of at least eighteen (18) years of age, unless otherwise provided for herein.
4. When lifeguards are on duty, ~~parents or~~ Legal Guardians 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 Guardian, 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

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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, kneel, 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 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.

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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 E. SWIMMING POOL: INCLEMENT WEATHER POLICY

The lifeguards, General Manager, and other authorized District staff are in control of the operation of the swimming pools, splash pads, and pool areas at all times and they alone will determine when the pools, splash pad, and pool areas will be closed and re-opened during

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inclement weather. During periods of thunder, heavy rain, or any other inclement weather, the pools, splash pad, and pool areas will be closed and Patrons and their guests must leave the pools, splash pad, and pool areas to seek cover. The lifeguards, General Manager, and other authorized District staff alone will determine when it is safe to reopen the pools, splash pad, and pool areas consistent with the guidelines from the American Red Cross Manual, which recommends that Patrons and residents exist the pools, splash pad, and pool areas at the first sound of thunder or sighting of lightning or if lightning is reported within ten (10) miles for a minimum waiting period of thirty (30) minutes. At any point during the thirty (30)-minute waiting period, if thunder and/or lightning are experienced, the waiting period will be extended an additional thirty (30) minutes after audible thunder or lightning reported within ten (10) miles. Staff may also close the pool(s) during periods of heavy rain when the visibility of the pools and pool floors is reduced.

**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

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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 l~~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;

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- 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 suspendee.
- 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 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.

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-cardPatron 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).**

GUEST PASS ADDENDUM - A

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)

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.

THIRTEENTH ORDER OF BUSINESS

LICENSE AGREEMENT REGARDING THE USE OF DISTRICT AQUATIC FACILITIES

THIS LICENSE AGREEMENT (“License Agreement”) is made and entered into effective this 10th day of July 2025, by and between:

SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, located in St. Johns County, Florida, with a mailing address of c/o Governmental Management Services LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092¹ (“**District**”), and

FRANK POOL HOLLEMAN III D/B/A THE ST. AUGUSTINE SWIM TEAM, an individual, with a mailing address of P.O. Box 3592, St. Augustine, Florida 32085 (“**Licensee**” and, together with the District, “**Parties**”).

RECITALS

WHEREAS, the District is a local unit of special-purpose government established pursuant to and governed by Chapter 190, *Florida Statutes*; and

WHEREAS, the District owns and maintains as public improvements a recreational facility with a swimming pool, and certain other pool-related facilities including a recreation center clubhouse, office, storage areas, restroom facilities, pool deck, and other facilities, located at or near 1865 North Loop Parkway, St. Augustine, Florida 32095, and identified in the attached **Exhibit A** (together, “**Aquatic Facilities**”); and

WHEREAS, Licensee operates a USA Swimming affiliated program that intends to operate a competitive year-round USA swimming program (“**Swim Team**”) and requested permission from the District to use the Aquatic Facilities for the Swim Team; and

WHEREAS, the District Board of Supervisors finds that it is to the benefit and in the best interest of the District to allow Licensee to operate a Swim Team at the Aquatic Facilities under the terms and conditions set forth in this License Agreement and the exhibits hereto and as directed by the District and its designee; and

WHEREAS, the District and Licensee intend for this License Agreement to supersede any and all other agreements, written, verbal or otherwise, among the Parties; and

WHEREAS, the District and the Licensee warrant and agree that they have all right, power, and authority to enter into and be bound by this License Agreement.

¹ The above-listed mailing address is effective through July 28, 2025. Effective July 29, 2025, the District’s mailing address will be as follows: c/o FCS Management Group, LLC, 162 S. Prairie Lakes Drive, St. Augustine, Florida 32084.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the Parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Licensee agree as follows:

1. INCORPORATION OF RECITALS. The Recitals stated above are true and correct and are incorporated herein as a material part of this License Agreement.

2. GRANT OF LICENSE. The District hereby grants to the Licensee a nonexclusive license to use the Aquatic Facilities for operation of the Swim Team, in accordance with the terms and conditions contained herein and in the exhibits hereto ("**License**"). In consideration of said use of the Aquatic Facilities, Licensee agrees to the following conditions:

A. Licensee's access is limited to the Aquatic Facilities, as set forth herein and in **Exhibit A**, and the parking lots serving such facilities only. Use of the Aquatic Facilities is limited to the dates, times and uses specified herein, except as specifically provided for herein and approved by the District's Designee (hereinafter defined). This License is for operation of the Swim Team and does not include lifeguard training or any other use whatsoever. The District reserves all rights and privileges in and to the District's property, including the Aquatic Facilities. This License for use of the Aquatic Facilities is granted to the Licensee in its "as-is" condition and without any warranty or representation, express or implied. Parents, legal guardians and those transporting Swim Team participants to/from practice may enter and exit the Aquatic Facilities for purposes of drop off, pick up and observation of practices but are not granted any use of the District's facilities outside of access for the purposes stated herein. No other use of, or access to, the District's recreational facilities is permitted except as specifically provided for herein.

B. Licensee's access to the Aquatic Facilities is limited to the schedule set forth in **Exhibit B**, which schedule may be modified if coordinated and approved by the District's Designee (hereinafter defined). This License Agreement does not grant access to the Aquatic Facilities at any other days or times except as set forth herein and as coordinated and approved by the District's Designee. The District's Designee for purposes of this Agreement shall be its District Manager and/or its Director of Amenities, Erin Gunia, or their designee(s).

C. The Parties acknowledge that weather conditions may affect the use of the Aquatic Facilities at any given time. In accordance with the District's Amenity Policies, the District shall have the right to temporarily close the Aquatic Facilities on any given day due to inclement weather, including but not limited to, rain, lightning, hail, and strong winds. Licensee shall abide by the decision of the District as to the closure of the Aquatic Facilities. Any make up days or times shall be approved in the District's sole discretion.

D. Only Licensee, Swim Team members, and Licensee's coaches, staff and invitees are permitted use of the Aquatic Facilities, except in case of emergency. Family members and/or guests of Licensee and/or Swim Team members may not use the Aquatic Facilities in conjunction with this License unless specifically set forth herein. Licensee shall provide an updated list of a full roster of Swim Team members to the District Manager and Director of Amenities on a monthly basis by the first day of each month, and within forty-eight (48) hours of any material changes to Swim Team membership. This list must contain Swim Team member names and addresses, for verification of District-resident or non-resident status.

E. Licensee's use of the Aquatic Facilities shall be contemporaneous with the use of the District's facilities by Patrons of the District (as that term is defined in the District's Amenity Policies), and Licensee's use shall not interfere with the operation of the District's facilities as a public improvement except as set forth herein.

F. Licensee's use of the Aquatic Facilities shall be subject to the policies and regulations of the District, and Licensee acknowledges receipt of all such policies and rules and agrees it will be responsible for transmitting such information to all users under this License Agreement and ensure compliance with such rules and policies.

G. This License shall require execution of a release, the form of which is attached hereto in **Exhibit C**, signed by each of Licensee's Swim Team members, parents of members, coaches, staff and any associated volunteers. Licensee shall submit electronic copies of such releases to the District's Designee prior to commencement of any Swim Team activities. Licensee shall use reasonable efforts to secure releases by Swim Team meet entrants, users, guests, invitees, staff, and other associated persons using the Aquatic Facilities pursuant to this License. Licensee remains responsible for each of the named persons above. Licensee is required to adhere to the guidelines set forth in **Exhibit D**.

H. As a condition of the grant of this License, the Licensee agrees that it will not expand its footprint beyond the current lane usage that is to be provided to Licensee by the District prior to commencement of any Swim Team activities and hereby agrees it will always leave an open lane for Patron lap swimmers when the Aquatic Facilities are otherwise open for Patron use. Licensee agrees to collapse the Swim Team into fewer lanes in order to open additional lanes to Patrons when Patron usage of the pool warrants.

I. The grant of this License is further conditioned on Licensee's compliance at all times with applicable laws, statutes, ordinances, codes, rules, regulations, and requirements of federal, state, county, city and municipal governments, and any and all of their departments and bureaus, and all applicable permits and approvals, including but in no way limited to, USA Swimming guidelines, health department

requirements, fire code and other laws (“**Laws**”). It is Licensees responsibility to know, understand and follow such Laws.

J. Licensee agrees it shall operate its Swim Team at the Aquatics Facilities such that District residents shall have membership priority for the Swim Team. Residents shall be accommodated by prioritizing District residents to the top of any waiting list, should one exist. “Residents” for purposes of the License Agreement shall mean an individual who resides within the District, as confirmed by the District’s assessment roll, or an individual who has paid the Annual User Fee (as that term is defined in the District’s Amenity Policies) who has paid the Annual User Fees (as that term is defined in the District’s Amenity Policies). In no event shall the Swim Team’s roster consist of more than twenty-five percent (25%) non-resident team members.

K. In consideration for use of the District’s facilities for non-resident Swim Team members, Licensee agrees to remit a fee of one hundred fifty dollars (\$150.00) per non-resident Swim Team member within thirty (30) days after registration of the non-resident Swim Team member. For any non-resident Swim Team member who remains on the Swim Team for more than one (1) calendar year, Licensee agrees to remit a fee of one hundred fifty dollars (\$150.00) for each such non-resident member on an annual basis, measured from the date of the non-resident member’s registration.

L. Licensee shall be granted the ability to store equipment on site at mutually agreeable location(s), which may change from time to time. The District, through its Director of Amenities, shall identify location(s) for storage of Swim Team equipment. Licensee shall receive the same treatment and ancillary benefits provided to other private organizations utilizing District recreational amenities.

M. Any request for the use of other facilities not specifically mentioned in this License Agreement must be made in advance and coordinated and approved in writing by the Director of Amenities.

N. The District shall not be responsible for the personal safety, personal injury, loss or damage to personal property, vehicles, equipment stored on site, or any other losses incurred by Licensee, Licensee’s invitees, participants or other persons on District property pursuant to this License Agreement, except to the limited extent provided for in the normal operation of the District’s facilities. The District shall exercise reasonable care to protect District assets and those of Licensee stored on site.

3. TERM. Subject to the requirements of this section, the terms of this License Agreement are for one-year, renewable terms, commencing on July 10, 2025. This License Agreement shall automatically renew each year under the same terms and conditions set forth herein unless otherwise agreed to in writing by the Parties. Licensee must submit any proposed changes to this License Agreement, including providing an updated schedule to be appended to

this License Agreement for each renewal term, and the Swim Team program at least sixty (60) days in advance of any renewal term.

4. SUSPENSION, REVOCATION AND TERMINATION. The District and the Licensee acknowledge and agree that the License granted herein is a mere privilege and may be suspended, terminated or revoked by the District at any time, with or without cause. Upon such termination, Licensee shall immediately cease all operations and remove all equipment within fifteen (15) days. This License Agreement may be terminated for cause immediately upon written notice to the breaching party; however, the Parties to this License Agreement agree to act in good faith to resolve issues to the extent possible. In the event this License Agreement is revoked or terminated pursuant to its terms, Licensee must expeditiously remove any equipment stored on District property. No further payments will be due after termination or revocation of this License Agreement. The Licensee shall not be entitled to any payment of damages for termination or revocation whatsoever by the District. This grant of License is a mere privilege and not a right. The failure of any party hereto to enforce any provision of this License Agreement shall not be construed to be a waiver of such or any other provision, nor in any way to affect the validity of all or any part of this License Agreement or the right of such party thereafter to enforce each and every provision. No waiver of any breach shall be held to constitute a waiver of any other or subsequent breach.

5. PROFESSIONAL JUDGMENT. Licensee represents that it is qualified to operate a Swim Team and to provide certified, trained and qualified swimming instructors and/or coaches when utilizing the Aquatic Facilities. Licensee further represents that its swimming instructors and/or coaches are certified as provided in section 514.071, *Florida Statutes*, and all other applicable laws. Licensee shall maintain all required licenses and certifications in effect and shall, at all times, exercise sound professional judgment, including taking precautions for the safety of its members and participants. All minors participating in Swim Team events of any kind shall only do so with the consent of a parent or guardian. The District shall in no way be responsible for the safety of any member or participant while using the Aquatic Facilities. This is meant to be comprehensive such that any member, participant, attendee, invitee or other individual on District property for any and all events held by Licensee shall be the responsibility of Licensee. Licensee shall maintain its status with the Florida Department of State, Division of Corporations active during the term of this License Agreement.

6. INSURANCE AND INDEMNITY. Licensee shall acquire and maintain general commercial liability insurance coverage acceptable to the District in an amount not less than \$2,000,000 per occurrence/\$4,000,000 general aggregate limit from an insurer with an A.M. Best rating of A- or better, including a \$2,000,000 limit of liability for abuse/molestation coverage, which shall include all claims and losses that may relate in any manner whatsoever to use of the License by Licensee, its employees, agents, participants, guests or invitees, including without limitation any person entering District property pursuant to this License Agreement. Licensee shall also acquire and maintain at least \$3,000,000 per occurrence in excess liability coverage, including \$50,000 in excess medical coverage. The District and its supervisors, officers, employees, staff, and consultants shall be named as additional insured parties on all required insurance policies. Licensee shall provide and keep continuous proof of such insurance coverage to the District

throughout the term of this License Agreement. A certificate of insurance reflecting such amounts and insureds shall be provided to the District at the time of execution of this License Agreement.

Licensee hereby agrees to defend, indemnify and hold the District and its supervisors, officers, employees, staff, and consultants (the “**Indemnitees**”) harmless from and against any and all claims, demands, losses, damages, liabilities, and expenses, and all suits, actions and judicial decrees (including, without limitation, costs and reasonable attorneys’ fees for the District’s legal counsel of choice, whether at trial or on appeal), arising from personal injury, death, or property damage resulting in any manner whatsoever from use of the License by Licensee, its employees, agents, participants, guests or invitees. Nothing herein shall be construed as a waiver of the District’s sovereign immunity or limits of liability beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in section 768.28, *Florida Statutes*, or other statute. The provisions of this Paragraph shall survive suspension or revocation of the License or termination of this License Agreement. The Parties acknowledge and agree that the intent of this provision is to afford the Indemnitees the broadest possible indemnification permitted under Florida law.

7. NOTICES. Upon execution of this License Agreement, notices (each a “**Notice**”) pursuant to the License Agreement shall be in writing and shall be delivered via physical mail to the Parties as follows:

A. If to the District:	Sweetwater Creek CDD 475 West Town Place, Suite 114 St. Augustine, Florida 32092 Attention: District Manager ²
With a copy to:	Kilinski Van Wyk PLLC 517 East College Avenue Tallahassee, Florida 32301 Attention: Sweetwater Creek CDD, District Counsel
If to Licensee:	Frank Pool Holleman III d/b/a The St. Augustine Swim Team P.O. Box 3592 St. Augustine, Florida 32085 Attention: _____

Except as otherwise provided in this License Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this License Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day.

² The above-listed address is effective for notice purposes through July 28, 2025. Effective July 29, 2025, the District’s address for notices will be as follows: c/o FCS Management Group, LLC, 162 S. Prairie Lakes Drive, St. Augustine, Florida 32084.

Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the District and counsel for the Licensee may deliver Notice on behalf of the District and the Licensee. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days' written notice to the parties and addressees set forth herein.

8. CARE OF PROPERTY. Licensee agrees to use all due care to protect the property of the District, its Patrons and Guests (as the terms are defined in the District's Amenity Policies) from damage and recognizes that the District's facilities, including the Aquatics Facilities, are being simultaneously run as public improvements and the public will have continuous use of the facilities simultaneously with Licensee's use. Licensee shall assume responsibility for any and all damage to any real or personal property of the District or any third parties as a result of the Licensee's use of the Aquatic Facilities under this License Agreement, including but not limited to by Licensee's guests and invitees. Licensee shall notify the District in writing via email to the District Manager of its detailed plan to repair any damage resulting from its operations under this License Agreement within twenty-four (24) hours of discovering such damage. Any such repairs shall be at Licensee's sole expense, unless otherwise agreed, in writing, by the District. Ordinary wear and tear, as determined by the District in its reasonable discretion, is excluded from this provision. District shall be responsible for maintaining its improvements in the normal course of business.

9. ENFORCEMENT OF LICENSE AGREEMENT. In the event that either the District or the Licensee is required to enforce this License Agreement by court proceedings or otherwise, then the prevailing party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees, paralegal fees and costs for trial, mediation, or appellate proceedings.

10. CONTROLLING LAW; VENUE. This License Agreement and the provisions contained herein shall be construed, interpreted, and controlled according to the laws of the State of Florida. The Parties agree that venue for any action arising hereunder shall be in a court of appropriate jurisdiction in St. Johns County, Florida.

11. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this License Agreement shall not affect the validity or enforceability of the remaining portions of this License Agreement, or any part of this License Agreement not held to be invalid or unenforceable.

12. NON-TRANSFER. The License shall be for the sole use by Licensee and shall not be assigned or transferred without the prior written consent of the District in its sole discretion. A transfer or assignment of all or any part of the License shall cause the License to become voidable, in the sole discretion of the District.

13. ENTIRE AGREEMENT. This is the entire agreement of the Parties as it relates to the subject of this License Agreement. This License Agreement may not be amended except in writing signed by both Parties. This License Agreement supersedes any prior agreement between the

District and Licensee regarding the use of the Aquatic Facilities. This License Agreement shall not be recorded in the public records.

14. PUBLIC RECORDS. Licensee understands and agrees that all documents of any kind provided to the District in connection with this License Agreement are public records subject to Florida's Public Records Act (Chapter 119, *Florida Statutes*) and shall be treated as such. If Licensee has questions regarding the application of Chapter 119, *Florida Statutes*, to Licensee's duty to provide public records relating to this License Agreement, contact the District's Custodian of Public Records at c/o Governmental Management Services LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, or by telephone at (904) 940-5850, or by email at joliver@gmsnf.com.³ Licensee shall cooperate with the District in responding to any public records requests related to this License Agreement.

15. E-VERIFY. Licensee shall comply with and perform all applicable provisions of section 448.095, *Florida Statutes*. Accordingly, to the extent required by Florida Statute, Licensee shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees and shall comply with all requirements of section 448.095, *Florida Statutes*, as to the use of subcontractors. The District may terminate this License Agreement immediately for cause if there is a good faith belief that the Licensee has knowingly violated section 448.091, *Florida Statutes*. By entering into this License Agreement, Licensee represents that no public employer has terminated a contract with Licensee under section 448.095(5)(c), *Florida Statutes*, within the year immediately preceding the date of this License Agreement.

16. ANTI-HUMAN TRAFFICKING REQUIREMENTS. Licensee certifies, by acceptance of this License Agreement, that neither it nor its principals utilize coercion for labor or services as defined in section 787.06, *Florida Statutes*. Licensee agrees to execute an affidavit in compliance with section 787.06(13), *Florida Statutes*, and acknowledges that if Licensee refuses to sign said affidavit, the District may terminate this License Agreement immediately.

17. SCRUTINIZED COMPANIES STATEMENT. In accordance with section 287.135, *Florida Statutes*, Licensee represents that in entering into this License Agreement, neither it nor any of its officers, directors, executives, partners, shareholders, members, or agents is on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Terrorism Sectors List, or the Scrutinized Companies that Boycott Israel List created pursuant to sections 215.4725 and 215.473, *Florida Statutes*, and in the event such status changes, Licensee shall immediately notify the District. If Licensee is found to have submitted a false statement, has been placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Terrorism Sectors List, or has been engaged in business operations in Cuba or Syria, or is now or in the future on the Scrutinized Companies that

³ The above-listed contact information for the Custodian of Public Records is effective through July 28, 2025. Effective July 29, 2025, the District's Custodian of Public Records may be contacted as follows: FCS Management Group, LLC, 162 S. Prairie Lakes Drive, St. Augustine, Florida 32084, or by telephone at (904) 386-0186, or by email at howard@fcsmanagementgroup.com.

Boycott Israel List, or engaged in a boycott of Israel, the District may immediately terminate this License Agreement.

IN WITNESS WHEREOF, the Parties execute this License Agreement to be effective the day and year first written above.

Attest:

**SWEETWATER CREEK
COMMUNITY DEVELOPMENT DISTRICT**

Secretary

Chair/Vice Chair, Board of Supervisors

Witness

**FRANK POOL HOLLEMAN III D/B/A THE ST.
AUGUSTINE SWIM TEAM**

Signature

Authorized Representative

Exhibit A:

Aquatic Facilities

Exhibit B:

Licensee Schedule

Exhibit C:

Form of Waiver and Release

Exhibit D:

Youth Program Safety Guidelines

EXHIBIT A
Aquatic Facilities



EXHIBIT B

Licensee Schedule

*To be coordinated with the District's Designee
and appended to this License Agreement once finalized.*

EXHIBIT C

Form of Waiver and Release (Page 1 of 2)

I, _____, on behalf of myself, my personal representatives, my minor children and my heirs hereby voluntarily agree to indemnify, defend, release, hold harmless, and forever discharge the Sweetwater Creek Community Development District (the “**District**”), and its present, former, and future supervisors, staff, officers, employees, representatives, agents, and amenity center contractors (together, the “**Indemnitees**”) from any and all liability, claims, lawsuits, actions, suits, or demands, whether known or unknown, in law or equity, for any and all loss, injury, damage, theft, real or personal property damage, expenses (including attorneys’ fees, expert witness fees, paralegal fees, costs and other expenses for investigation and defense and in connection with, among other proceedings, alternative dispute resolution, trial court, and appellate proceedings), and harm of any kind or nature arising out of, or in connection with, my children’s and my guests’ use of the facilities and lands owned by the District in connection with the swim team activities. I expressly acknowledge that there are inherent risks in participating in any athletic activities, including swimming, and I assume all risk for any and all injuries and illness that may result from my own, my children’s and my guests’ participation in any and all of these activities, including, but not limited to any injuries sustained by me, my children, and my guests. Without limiting the foregoing, I hereby acknowledge and agree that the District will not in any way supervise or oversee the activities occurring on the District’s property in connection with the swim team activities. This Waiver and Release is binding upon me, my children, my guests, my heirs, executors, legal representatives, and successors. The provisions of this Waiver and Release will continue in full force and effect even after the conclusion of my use of the District’s property. The provisions of this waiver of liability may be waived, altered, amended or repealed, in whole or in part, only upon the prior written consent of the District.

I understand that this document is intended to be as broad and inclusive as permitted by the laws of the State of Florida. I further understand that nothing in this waiver and release shall constitute or be construed as a waiver of the District’s limitations on liability contained in section 768.28, *Florida Statutes* or other statute or law. I agree that if any portion of this waiver and release is deemed invalid, that the remainder will remain in full force and effect.

I CERTIFY THAT I HAVE READ THIS DOCUMENT, AND I FULLY UNDERSTAND ITS CONTENT AND FURTHER UNDERSTAND THAT BY SIGNING THIS DOCUMENT THAT I AM WAIVING CERTAIN LEGAL RIGHTS AND REMEDIES. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL. I UNDERSTAND THAT BY SIGNING BELOW, SUCH WAIVER AND RELEASE, INCLUDING ALL OF THE TERMS IN THE PRECEDING PARAGRAPHS, SHALL APPLY EACH AND EVERY TIME I, MY CHILD, OR MY GUEST UTILIZE THE DISTRICT’S FACILITIES OR LANDS.

[Sign on following page]

NOTICE TO THE MINOR CHILD'S
NATURAL GUARDIAN

READ THIS FORM COMPLETELY AND CAREFULLY. YOU ARE AGREEING TO LET YOUR MINOR CHILD ENGAGE IN A POTENTIALLY DANGEROUS ACTIVITY. YOU ARE AGREEING THAT, EVEN IF THE INDEMNITEES USE REASONABLE CARE IN PROVIDING THIS ACTIVITY, THERE IS A CHANCE YOUR CHILD MAY BE SERIOUSLY INJURED OR KILLED BY PARTICIPATING IN THIS ACTIVITY BECAUSE THERE ARE CERTAIN DANGERS INHERENT IN THE ACTIVITY WHICH CANNOT BE AVOIDED OR ELIMINATED. BY SIGNING THIS FORM YOU ARE GIVING UP YOUR CHILD'S RIGHT AND YOUR RIGHT TO RECOVER FROM THE INDEMNITEES IN A LAWSUIT FOR ANY PERSONAL INJURY, INCLUDING DEATH, TO YOUR CHILD OR ANY PROPERTY DAMAGE THAT RESULTS FROM THE RISKS THAT ARE A NATURAL PART OF THE ACTIVITY. YOU HAVE THE RIGHT TO REFUSE TO SIGN THIS FORM, AND THE INDEMNITEES HAVE THE RIGHT TO REFUSE TO LET YOUR CHILD PARTICIPATE IF YOU DO NOT SIGN THIS FORM.

Signature
(parent or guardian if participant is under 18)

Mailing Address

Print Name of Signatory

Telephone Number

Participant Name (if different from above)

Date

EXHIBIT D

Youth Program Safety Guidelines

Introduction

To help protect minors, the Sweetwater Creek Community Development District has developed the following list of guidelines. It is important that Licensee's paid staff, volunteers, parents and athletes understand and be educated on these guidelines and, to the extent practical, abide by these guidelines.

Purpose

These procedures are designed to reduce the risk of child sexual abuse in order to:

- Provide a safe and secure environment for children, youth, adults, members, volunteers, visitors, and Licensee and its paid staff.
- Satisfy the concerns of parents and staff members with a screening process for Licensee, its paid staff and volunteers overseeing youth programs at the District.
- Provide a system to respond to alleged victims of sexual abuse and their families, as well as the alleged perpetrator.
- Reduce the possibility of false accusations of sexual abuse made against Licensee, its paid staff, and volunteers.

Protection and Prevention

Volunteer and Employee Screening Procedures: Screening procedures are to be used with Licensee's paid staff and volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. These may include an employment and volunteer application requiring submittal of personal references and criminal history information. References should be checked. Level 2 background screening pursuant to section 435.04, *Florida Statutes*, and/or section 409.175, *Florida Statutes*, shall be conducted on all paid staff and volunteers who are entrusted with the care and supervision of minors and for any person who directly oversees and/or exerts control or oversight over minors, with rescreening required every two (2) years. All criminal background checks will be updated periodically. This does not apply to occasional meet or event volunteers (timers, runners, marshals, etc.) who have only limited contact with athletes.

Supervision Procedures

Unless an extenuating situation exists, Licensee:

- Will have adequate number of screened and trained paid staff or volunteers present at practices and events involving minors. Supervision will increase in proportion to the risk of the activity.
- Will monitor facilities during activities involving minors.
- Will endeavor to release minors (here, "minors" is defined as children ages 15 and younger) only to a parent, guardian, or provided list of emergency contacts consented to in writing by a parent

and/or guardian.

- Will obtain written parental permission, including a signed medical treatment form and emergency contacts, before taking minors on trips and should provide information regarding the trip.
- Will use two screened staff or volunteers when transporting minors in vehicles unless the parent(s)/guardian(s) sign a waiver allowing for a single screened staff or volunteer to transport his/her minor.
- Minors under age five (5) should be accompanied to the restroom and the paid staff or volunteer should wait outside the facility to escort the child back to the activity. Whenever possible, the escort will be the same sex as the child.
- Provide periodic monitoring of restroom facilities and encourage minors to report any inappropriate behavior they may hear or witness to paid staff or volunteer.
- Will encourage minors to use a “buddy system” whenever minors go on trips off of District property.
- Will screen all paid staff and volunteers and approve those individuals in advance for any overnight activities that include oversight and control of minors.
- Will designate a “confidential counselor” to whom any minor can go at any time, without special permission, to discuss any problems he or she is having.

Behavioral Guidelines for Paid Staff and Volunteer

All volunteers and paid staff will observe the following guidelines:

- Do not provide alcoholic beverages, tobacco, drugs, contraband, or anything that is prohibited by law to minors.
- At least two unrelated paid staff or volunteers must be present at all times when minors are present, except in emergency situations. Doors will be left fully open if one adult needs to leave the room temporarily and during arrival to the practice or event before both adults are present. Speaking to a minor or minors one-on-one should be done in public settings where staff or volunteers are in sight.
- Avoid all inappropriate touching with minors. All touching shall be based on the needs of the individual being touched, not on the needs of the volunteer or paid staff. In the event a minor initiates physical contact and/or inappropriate touching, it is appropriate to inform the minor that such touching is inappropriate.
- Never engage in physical discipline of a minor. Volunteers and paid staff shall not abuse minors in any way, including but not limited to physical abuse, verbal/mental abuse, emotional abuse, and sexual abuse of any kind.
- If you recognize an inappropriate relationship developing between a minor and adult, report such suspicions immediately to the confidential counselor or other with supervisory authority.

- Maintain clear professional boundaries with all minors and if you feel uncomfortable, refer the minor to another individual with supervisory authority.
- If one-on-one coaching or instruction is necessary, it must only occur in open, visible spaces with other adults present in the vicinity and with prior approval by another individual with supervisory authority.
- Anyone who observes abuse of a minor will take appropriate steps to immediately intervene and provide assistance. Report any inappropriate conduct to the proper authorities and to the District, through its counsel, immediately.
- Provide clear expectations of behavior for both adult-athlete and athlete-athlete interactions for the protection of all persons involved.
- Use of audio or visual recording devices, including a cell phone camera, is not allowed in restrooms or changing areas.

Disqualification

No person may be entrusted with the care and supervision of minors or may directly oversee and/or exert control or oversight over minors who has been convicted of the offenses outlined below, been on a probated sentence or received deferred adjudication for any offense outlined below, or has presently pending any criminal charges for any offense outlined below until a determination of guilt or innocence has been made, including any person who is presently on deferred adjudication. The following offenses disqualify a person from care, supervision, control, or oversight of minors:

- Any offense against minors as defined by state law.
- A misdemeanor or felony offense as defined by state law that is classified as sexual assault, indecency with a minor or adult, assault of a minor or adult, injury to a minor or adult, abandoning or endangering a minor, sexual performance with a minor or adult, possession or promoting child pornography, enticing a minor, bigamy, incest, drug-related offenses, or family violence.
- A prior criminal history of an offense against minors.

FOURTEENTH ORDER OF BUSINESS

RESOLUTION 2025-07

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
SWEETWATER CREEK COMMUNITY DEVELOPMENT
DISTRICT DESIGNATING THE OFFICERS OF THE
DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Sweetwater Creek Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the County of St. Johns, Florida; and

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

NOW, THEREFORE, be it resolved by the Board of Supervisors of Sweetwater Creek Community Development District:

- SECTION 1.** _____ is appointed Chairman.
- SECTION 2.** _____ is appointed Vice Chairman.
- SECTION 3.** _____ is appointed Secretary and Treasurer.
- _____ is appointed Assistant Secretary.
- _____ is appointed Assistant Secretary.
- _____ is appointed Assistant Secretary.
- _____ is appointed Assistant Treasurer.
- _____ is appointed Assistant Secretary.
- _____ is appointed Assistant Secretary.

SECTION 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 10TH DAY OF JULY, 2025.

ATTEST

**SWEETWATER CREEK
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chairman/Vice Chairman

FIFTEENTH ORDER OF BUSINESS

A.

RESOLUTION 2025-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT APPOINTING AND REMOVING OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Sweetwater Creek Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District’s Board of Supervisors desires to appoint and remove Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT THAT:

SECTION 1. The following are appointed as Officers of the District effective 12:00 a.m. on July 29, 2025:

<u>Howard McGaffney</u>	is appointed Secretary;
<u>Johanna Lee</u>	is appointed Treasurer.
<u>Jacquelyn Leger</u>	is appointed Assistant Secretary;
<u>Patricia Kehr</u>	is appointed as Assistant Treasurer;
<u>Scott Smith</u>	is appointed as Assistant Treasurer.

SECTION 2. As of 11:59 p.m. on July 28, 2025, any Officer who is a past or present employee of Governmental Management Services, L.L.C is removed without further action of the Board.

SECTION 3. This Resolution supersedes any prior appointments made by the Board for Secretary, Treasurer, Assistant Secretaries, and Assistant Treasurers, with the exception that current Board members who are not the Chairperson or Vice Chairperson shall remain Assistant Secretaries.

SECTION 4. This Resolution shall take effect upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED THIS 10 DAY OF JULY 2025.

ATTEST:

**SWEETWATER CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson / Vice Chairperson
Board of Supervisors

B.

RESOLUTION 2025-09

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT DESIGNATING SIGNATORIES FOR THE DISTRICT'S OPERATING BANK ACCOUNT(S); AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Sweetwater Creek Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within St. Johns County, Florida;

WHEREAS, pursuant to Chapter 190, Florida Statutes, the funds of the District shall be disbursed by the Treasurer and by other such person(s) as may be authorized by the Board; and

WHEREAS, the Board has previously established a local operating bank account for the District; and

WHEREAS, the Board has previously designated authorized signatories on the bank account; and

WHEREAS, the Board desires to rescind and repeal the prior designation and designate new signatories on the account.

NOW BE IT THEREFORE RESOLVED BY THE BOARD OF SUPERVISORS OF THE SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT THAT:

SECTION 1. Vesta District Services is directed to maintain a local bank account for the District.

SECTION 2. Johanna (Skye) Lee, Treasurer, Patricia Kehr, Assistant Treasurer, and Scott Smith, Assistant Treasurer, shall be appointed as signors on the account.

SECTION 3. Johanna (Skye) Lee, Treasurer and Patricia Kehr, Assistant Treasurer, and Scott Smith, Assistant Treasurer, are authorized to open and close accounts and transfer the funds if needed as set forth herein or as otherwise directed by the Board.

SECTION 4. All previous signers on the District's accounts shall be automatically removed effective as of July 28, 2025.

SECTION 5. This Resolution shall take effect on 12:01a.m. July 29, 2025, and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 10th day of July, 2025.

ATTEST:

**SWEETWATER CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair, Board of Supervisors

C.

RESOLUTION 2025-10

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE PRIMARY ADMINISTRATIVE OFFICE AND PRINCIPAL HEADQUARTERS OF THE DISTRICT; DESIGNATING THE LOCATION OF THE LOCAL DISTRICT RECORDS OFFICE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Sweetwater Creek Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within St. Johns County, Florida; and

WHEREAS, the District desires to designate its primary administrative office as the location where the District’s public records are routinely created, sent, received, maintained, and requested, for the purposes of prominently posting the contact information of the District’s Record’s Custodian in order to provide citizens with the ability to access the District’s records and ensure that the public is informed of the activities of the District in accordance with Chapter 119, *Florida Statutes*; and

WHEREAS, the District additionally desires to specify the location of the District’s principal headquarters for the purpose of establishing proper venue under the common law home venue privilege applicable to the District.

WHEREAS, the District is statutorily required to designate a local district records office location for the purposes of affording citizens the ability to access the District’s records, promoting the disclosure of matters undertaken by the District, and ensuring that the public is informed of the activities of the District in accordance with Chapter 119 and Section 190.006(7), *Florida Statutes*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District’s primary administrative office for purposes of Chapter 119, *Florida Statutes*, shall be located at Vesta Property Services at 250 International Pkwy, Ste. 208, Lake Mary, FL 32746.

SECTION 2. The District’s principal headquarters for purposes of establishing proper venue are in St. Johns County, Florida.

SECTION 3. The District’s local records office shall be located at 1879 N. Loop Pkwy., St. Augustine, FL 32095.

SECTION 4. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 10 day of July 2025.

ATTEST:

**SWEETWATER CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

D.

RESOLUTION 2025-11

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT
DESIGNATING THE DISSEMINATION AGENT OF THE DISTRICT AND
PROVIDING AN EFFECTIVE DATE**

WHEREAS, the Sweetwater Creek Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within St. Johns County, Florida; and

WHEREAS, the District previously entered those certain Continuing Disclosure Agreements, dated July 30, 2019, (together, the “CDA”), which contemplate that the District may appoint a Dissemination Agent by filing a written copy of such appointment with the Trustee (as defined in the CDA) and upon written acceptance of such designation by the appointed Dissemination Agent; and

WHEREAS, the Board desires to appoint and remove its Dissemination Agent under the CDA.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
SUPERVISORS OF THE SWEETWATER CREEK COMMUNITY
DEVELOPMENT DISTRICT:**

SECTION 1. Vesta District Services dba Vesta Property Services (“Vesta”) is hereby appointed as Dissemination Agent under the CDA effective July 29, 2025. This appointment supersedes any appointments of Dissemination Agent made by the Board prior to July 29, 2025. Evidence of Governmental Management Service, L.L.C.’s acceptance of such appointment is provided in that certain *Agreement for District Management Services* between the District and Vesta District Services, a copy of which can be requested from the District.

SECTION 2. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED this 10 day of July 2025.

ATTEST:

**SWEETWATER CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson
Board of Supervisors