



***SWEETWATER CREEK
COMMUNITY DEVELOPMENT DISTRICT***

Advanced Meeting Package

Regular Meeting

***Thursday
October 2, 2025
4:00 p.m.***

***Location:
1865 North Loop Parkway,
St. Augustine, FL 32095***

Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.

Sweetwater Creek Community Development District

c/o Vesta District Services
250 International Parkway, Suite 208
Lake Mary, FL 32746
321-263-0132

Board of Supervisors
Sweetwater Creek Community Development District

Dear Board Members,

The Regular Meeting of the Board of Supervisors of the Sweetwater Creek Community Development District is scheduled for **Thursday, October 2, 2025, at 4:00 p.m.** at the **1865 North Loop Parkway, St. Augustine, FL 32095.**

An advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be distributed at the meeting.

Should you have any questions regarding the agenda, please contact me at (904) 386-0186 or Howard@fcsmanagementgroup.com. We look forward to seeing you at the meeting.

Sincerely,

Howard McGaffney

Howard McGaffney
District Manager

Cc: Attorney
Engineer
District Records

Sweetwater Creek Community Development District

Meeting Date: Thursday, October 2, 2025

Time: 4:00 PM

Location: Fitness Center, 1865 N. Loop Pkwy, St. Augustine, FL 32095

Revised Agenda

I. Roll Call

II. Audience Comments – (limited to 3 minutes per individual for agenda items)

III. Presentation of Proof of Publication(s)

[Exhibit 1](#)

[Pg. 7](#)

IV. Officer Appointment – Vacant Seat #1

A. Resumes – organized alphabetically by first name

1. Gary LaCombe

[Exhibit 2](#)

[Pgs. 9-10](#)

2. Jim Sharpe Jr.

[Exhibit 3](#)

[Pgs. 12-14](#)

3. Kristen Cohen

[Exhibit 4](#)

[Pgs. 16-17](#)

4. Paul Gibbs

[Exhibit 5](#)

[Pgs. 19-20](#)

B. Oath of Office – State & District

[Exhibit 6](#)

[Pgs. 22-23](#)

C. New Supervisor Information Form

[Exhibit 7](#)

[Pg. 25](#)

D. Form 1 - [Link to FCOE Website](#)

E. Review of Sunshine Law & Ethics

[Exhibit 8](#)

[Pgs. 27-63](#)

F. Consideration & Adoption of **Resolution 2026-01, Appointing Assistant Secretary**

[Exhibit 9](#)

[Pg. 65](#)

V. Consent Agenda

A. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held on September 4, 2025

[Exhibit 10](#)

[Pgs. 67-70](#)

B. Consideration for Acceptance – The July 2025 Unaudited Financial Statements

[Exhibit 11](#)

[Pgs. 72-86](#)

C. Consideration for Acceptance – The August 2025 Unaudited Financial Statements

[Exhibit 12](#)

[Pgs. 88-105](#)

V. Consent Agenda – continued

- D. Consideration for Acceptance – The July 2025 Operations & Maintenance Expenditures [Exhibit 13](#)
[Pgs. 107-176](#)
- E. Consideration for Acceptance – The August 2025 Operations & Maintenance Expenditures [Exhibit 14](#)
[Pgs. 178-251](#)
- F. Ratification of FY 2024 Cost Share True-Up [Exhibit 15](#)
[Pg. 253](#)
- G. Ratification of Envera Amendment [Exhibit 16](#)
[Pgs. 255-260](#)
- H. Ratification of Taylor Tree Agreement [Exhibit 17](#)
[Pgs. 262-273](#)
- I. Ratification of Re-Align Website Design Agreement [Exhibit 18](#)
[Pgs. 275-288](#)

VI. Staff Reports

- A. Landscape Report [Exhibit 19](#)
[Pgs. 290-303](#)
- B. District Engineer
- C. District Counsel
- D. District Manager
 - 1. Update on Conservation Easement Violations
 - 2. Discussion & Consideration of Changing November Meeting Date from Thursday, November 6th at 4:00 p.m. to Tuesday, November 4th at 4:00 p.m.
- E. **General Manager's Report** [Exhibit 20](#)
[Pgs. 305-307](#)

VII. Business Items

- A. Discussion & Consideration of Amending the Spending Authority [Exhibit 21](#)
[Pgs. 309-311](#)
 - 1. Change & Replace Field Operations Manager with General Manager
 - 2. Spending Authorities for O&M Items:
 - a. General Manager - \$5,000.00
 - b. District Manager - \$10,000.00
 - c. District Manager & Chairman Approval – Over \$10,000.00
 - d. Chairman's Approval for Ratification – Emergency Procurement
 - Emergency Procurement: In order to repair or replace infrastructure and equipment that is critical or essential to needs of carrying out of day-to-day operations and to preserve and protect health, safety and welfare of the public and assets.

VIII. Discussion Topics

IX. Supervisors' Requests

X. Audience Comments – *(limited to 3 minutes per individual for non-agenda items)*

XI. Next Meeting Quorum Check: November 4 at 4:00PM

VACANT	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
John Smith	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Daniel Colin	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Ron Cervelli	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO
Stephen Handler	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> REMOTE	<input type="checkbox"/> NO

XII. Adjournment

EXHIBIT 1

Ad Preview

NOTICE OF REGULAR MEETING OF THE SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given that the Board of Supervisors of the Sweetwater Creek Community Development District will hold their regular monthly meeting on Thursday, October 2, 2025, at 4:00 p.m., at 1865 North Loop Parkway, St. Augustine, FL 32095.

Items on the agenda may include, but are not limited to, District operations and maintenance activities, financial matters, capital improvements, and general administration activities. Anyone wishing to access and participate in the meeting should refer to the District's website

<https://www.marshallcreekcdd.com/> or contact the District Manager, Howard McGaffney, at

howard@fcsmanagementgroup.com beginning seven (7) days in advance of the meeting to obtain access information. The meeting is being held for the necessary public purpose of considering matters related to the provision of infrastructure and related district matters. At such time the Board is so authorized and may consider any business that may properly come before it.

A copy of the agenda may be obtained by contacting the District Manager, c/o Vesta District Services, 250 International Pkwy, Ste. 208, Lake Mary, FL 32746 ("District Manager's Office"), (321) 263-0132, X-741, or

howard@fcsmanagementgroup.com or on the District's website

<https://www.marshallcreekcdd.com/>. The meeting is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The meeting may be continued to a date, time, and place to be specified on the record at such meeting.

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

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the Meetings 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.

Howard McGaffney

District Manager

Pub: 9/25/25; #11682614

EXHIBIT 2

Gary LaCombe

(860) 235-0726

Email: gary171@gmail.com

To: Sweetwater CDD Board of Supervisors

I am writing to formally express my interest in filling the vacant seat on the Sweetwater CDD Board. While I have already conveyed my desire to serve on the Board to a couple of supervisors, I would like to take this opportunity to formally ask for your consideration.

In addition to my current role as President of the Palencia North HOA Board of Directors, I have been regularly attending the CDD meetings for the past several years. By attending the meetings and reaching out to various members offline when I have questions, I believe I have a good understanding of the issues the Board is currently addressing and can come up to speed on the nuances of the issues relatively quickly to become a productive member of the CDD Board.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and desire to serve can contribute to the continued success of the Board.

Sincerely,

Gary LaCombe

Gary LaCombe

449 Glorieta Dr. St. Augustine, FL

Contact Information:

- Phone: (860) 235-0726
- Email: gary171@gmail.com

Summary: Detail-oriented and prepared professional with a Bachelor of Science in Computer Science. Extensive experience in system design and technical project management, with a proven track record of over 30 years in system design and 20 years in technical project management. Skilled in system engineering, budget creation, and execution.

Experience:

- **System Design:** Over 30 years of extensive experience in designing complex systems for submarine combat systems.
- **Technical Project Management:** 20 years of experience managing technical projects, ensuring timely and successful completion and shipboard installation.
- **System Engineering:** Proficient in system engineering, with a strong understanding of technical requirements, test and evaluation, installation and life cycle support.
- **Budget Creation and Execution:** Experienced in creating and managing budgets, ensuring financial efficiency and accountability.

EXHIBIT 3

Mr. McGaffney and Board of Supervisors of the Sweetwater Creek CDD.

My Name is Jim Sharpe. I am applying for seat 1 on the Board of Supervisors of the Sweetwater Creek CDD. My wife Beata and I live at 278 Rio Del Norte in Palencia. We love living here. I want to serve on the Board to help keep Palencia the best place to live and to give back to our community.

Over the years I have worked in the Construction field, On the Ocean and in Real Estate, which I still do today. I would like to bring all that experience to the board to assist the board and the Palencia community stay the beautiful place to live that it is today. Please appoint me to the Board, Seat 1, and I will do all I can to assist the Board in Keeping Palencia a Beautiful place to live.

Thank You For Your Time,

Jim Sharpe

305-395-8712

Capt. Jim Sharpe Jr.
278 Rio Del Norte
St. Augustine FL 32095
305-395-8712
jimsharpejr@aol.com

Hi. I'm Jim Sharpe. I moved to Palencia on Rio Del Norte in 2020. I have been a realtor for 28 years plus other jobs at the same time. I would like to apply to be on the Board of Supervisors of the Sweetwater Creek CDD, seat 1. I was a Florida Keys resident from 1976 to 2020, and my wife and I moved to St. Augustine in the fall 2020. While living in the Florida Keys- I built & sold a few investment homes, worked for a couple of construction companies, worked on boats as a mate/Captain on Charter/Private Boats, and I sold Real Estate with my Wife, which I still do currently.

Real Estate

I got my Real Estate license in March of 1998 to help my wife when I was not running charters or building homes. I started working full time in real estate about 2015. We (my wife "Beata" and I) consistently ranked in the top 10% in South Florida and in the top 5% in the company we worked for, Coldwell Banker Schmit Realty. We were with Coldwell Banker Schmit for 25 years in the Keys. We also worked for Century 21 before being asked by the owner/Broker, Brian Schmit, of Coldwell Banker Schmit to work for him to help his company expand.

I am currently working at Coldwell Banker Vanguard office off of CR 210 and reside in Palencia at 278 Rio Del Norte Rd.

Construction Experience

In the Keys I worked for Sea Mark Construction Company and Sweetwater Homes Construction Company. Sea Mark Construction Company was a traditional construction company, building stick built and CBS constructed homes. Sweetwater Homes Construction company was a Modular Home construction company.

I worked for Sea Mark construction company as a laborer. Doing foundations, framing, sheeting roofs, floors and walls, setting trusses, setting floor joists and so on. Pretty much from start to Certificate of Occupancy.

I started working for Sweetwater Homes construction company researching new materials to use in the construction of the homes we built. Modular homes are Engineered homes stick built in a factory to a certain size box, to fit in the small lot setbacks in the Keys. The homes/boxes were transported from Georgia down to the Keys where we unpackaged them, and set them on a foundation, 8 to 12 feet in the air, where we secured the two to four boxes together to the foundation and finished the homes. It was quite the show when we rolled into the neighborhood with a 90-ton crane, 2 semitrucks pulling 35- to 58-foot-long boxes and about 5 of our company trucks. Neighbors would come out to watch us lift these boxes and stack them in order, 40 to 50 feet in the air and place them on the foundation. My job at Sweetwater homes grew into me being the quality control person for the company. So, every home that we built, I went through it with the truck driver, who was the Modular homes representative, before we took it off the truck to make sure we got the home we ordered, and it had all the parts it was supposed to have. After about 6 months I was also given the job of making sure we were ready for and we got all the home inspections that we called for, including all final home inspections and the Certificate of Occupancy. I also handled all the subcontractors and managed 2 crews.

Boards I Have Served On

I have served on four Boards; one I was appointed by the state to serve on. Below is a list of boards I served on.

1. The Big Pine Key Chamber of Commerce. I served for two terms, 2 year terms.
2. SeaBoots Charter Company- I served fifteen years.
3. Sweetwater Construction Company- I served for two years.
4. Florida Fish and Wildlife Commission's "Florida Spiny Lobster Board Advisory Board"- I was asked by the State of Florida to serve on this board.

In Conclusion

In conclusion, I would like to serve on the Board of Supervisors of the Sweetwater Creek CDD to help better our community. With my experience working in construction and Real Estate, I feel I can bring a fresh set of eyes to the board. And having been on a few Boards and working in Real Estate for 28 years, I have the experience working with people. I live on Rio Del Norte. I would consider it an honor to be chosen to serve on the Board.

Thank you for your time & consideration

Jim Sharpe

305-395-8712

JimSharpeJr@aol.com

EXHIBIT 4

Kristen Cohen

748 Glorieta Dr
St. Augustine, FL 32095
626-893-4168
kascohen@me.com

August 29, 2025

Board of Supervisors
Sweetwater Creek Community Development District

Dear Members of the Board,

I would like to be considered for the Seat 1 vacancy on the Sweetwater Creek CDD.

As a resident of this community since July 2019, I have come to greatly appreciate the quality of life, sense of pride, and shared commitment that make Sweetwater Creek one of the best neighborhoods in Northeast Florida. Over the past couple of years, I have attended CDD meetings, which has given me a strong understanding of the issues and opportunities facing our community. Having recently retired from a long career in financial services, I now have both the time and interest to dedicate to serving our community.

Throughout my professional career, I developed skills in financial oversight, strategic planning, and problem-solving that I believe would be valuable in supporting the District's responsibilities. More importantly, I am motivated by a genuine desire to contribute to the continued success and well-being of Sweetwater Creek CDD.

I would welcome the opportunity to bring my experience, dedication, and collaborative approach to the Board. Thank you for considering my application. I look forward to the possibility of serving our community in this role.

Sincerely,

A handwritten signature in cursive script that reads "Kristen Cohen". The signature is fluid and elegant, with the first name and last name clearly distinguishable.

Kristen Cohen

KRISTEN COHEN

748 Glorieta Dr., St. Augustine, FL 32095
(626) 893-4168 e-mail: kascohen@me.com

SUMMARY

Adaptable sales professional specializing in financial services technology, with expertise in intangible and long sales cycles.
Strong in promoting products and services at trade shows and exhibits.
Broad network of contacts in the Credit Union Industry.
Connected with local, state and national professional organizations and regulatory entities.

PROFESSIONAL EXPERIENCE

Fiserv, Inc

November 2009 – October 2022

Solutions Consultant – Credit Union Solutions – Global Sales

Core account processing new logo sales to credit unions in the Western states. Representing 8 different core solutions with numerous add on payment, electronic and card products and services providing a complete technology package from one vendor.

Open Solutions

Major Accounts Manager and Area Vice President

March 2005-October 2009

Sales and Account Management for OSI credit union clients with assets of \$1Billion and above as Major Accounts Manager. In sales for the the Open Solutions TCCUS core platform to OSI's newly acquired credit union clients.

CGI

National Sales Manager, Business Development Representative

May 2001 – March 2005

Organized and managed account management and business development teams responsible for new sales and account maintenance of core processing systems for credit unions. CGI U.S. Credit Union division sold to Open Solutions.

CyberBranch

National Sales Manager

May 2000-May 2001

Organized a sales team and coordinated marketing efforts for this Credit Union CUSO, which provided Internet technology to credit unions. Helped build the business to profitability for sale to CGI.

Good2CU.Com

November 1999-April 2000

Vice President, Western Regional Sales

Recruited to join this start-up Internet company. I developed new business and helped build a sales team. The concept was a super site portal for credit unions' with loan decisioning products. Company folded in the dot com bust.

EDUCATION

Colby Sawyer College New London, NH Liberal Arts Study

PROFESSIONAL DEVELOPMENT

- *Power Messaging-Corporate Visions
- *Sales and Account Excellence-Client Buying Process
- *American Bankers Association Education and training classes
- *Shapiro Negotiations Institute, Management Communications Consultants
- *Impax & Forum Sales training
- *Salesforce Experience

VOLUNTEER EXPERIENCE

Board of Directors - Secretary - Innovision Society and Volunteer for Kinecta FCU
Former Executive Board - Treasurer - Newcomers of North St Johns (term limit reached)
Board of Directors - Palencia North HOA

EXHIBIT 5

Paul W. Gibbs
108 San Telmo Ct
St. Augustine, FL 32095
(757) 332-4856
pwgibbs36@gmail.com

Mr Cervelli and Supervisors,

As you know, I served on the Palencia North Homeowners Association Board of Directors from 2020-2024 as Vice President and, later, President. In that role I was responsible for, among other things, community governance, fiscal management, contract compliance, and enforcement of the Association's Governing Documents.

I bring to the table considerable knowledge and experience in personnel leadership, operations management, policy and procedure development and implementation, financial management and community stewardship in accordance with Florida Statutes, St. Johns County Ordinance, and industry standards.

Landowners in the District pay a premium to live here and have a reasonable expectation of a higher standard of living. I believe that higher standards are achieved through transparency. A Board of Supervisors is a REPRESENTATIVE body, not a ruling body, and that its core mission is to serve its landowners and their interests while being good stewards of their tax dollars. An effective Board of Supervisors frequently and clearly communicates and interacts with Landowners, working together to create a highly desirable community environment with a sense of unity and belonging. To this end I would, as I did on the HOA Board, ensure that landowners' voices are heard and given due consideration above all else. A Board does not exist in a bubble. A community never gets a second chance to make a good first impression, and that first impression is the responsibility of the Board of Supervisors.

Thank you for your consideration. As always, should you have any questions or require additional information, please don't hesitate to reach out.

Best regards,
Paul W. Gibbs

Paul W. Gibbs
108 San Telmo Ct
St. Augustine, FL 32095
(757) 332-4856
pwgibbs36@gmail.com

Professional Profile:

- ❖ **Summary.** Above all, I am a 24-year veteran of the United States Navy Submarine Force with core expertise in navigation, seamanship, and ship handling, personnel leadership, and operations management. My follow-on experience in the Defense industry has given me considerable knowledge, skills, and abilities in training and staff development, engineering disciplines, contract and financial management, and policy/procedure development and implementation.
- ❖ **Palencia North Homeowners Association (HOA) Board of Directors – August 2020 to November 2024.**
 - President, November 2023 to November 2024
 - Vice President, August 2020 to November 2023
 - Coordinated Community transition from Developer to Owner control.
 - Managed proposals and contract negotiations for Association Management services.
 - Developed and implemented policies and procedures
 - Association governance
 - Financial Management
 - Architectural Control and Review
 - Covenants Enforcement
- ❖ **Defense Industry Professional – December 2007 to Present**
 - Maritime Skills Instructor
 - Navigation
 - Seamanship
 - Ship Handling
 - Training and staff development
 - Led contractor and subcontractor teams in the development and delivery of training products and provided hands-on training to operations and maintenance staff for new shipboard and shore-based training systems at customer sites worldwide.
 - Policy and procedural doctrine development and implementation
 - Led team of government and industry stakeholders to develop training and operating policies and procedures pertaining to US Navy shipboard operations.
 - Contract management and compliance.
 - Led team of Defense industry stakeholders and customers to ensure contract requirements are being met per Government specifications.
 - Financial planning and management
 - Ensured all contract milestones were delivered within budgetary constraints and at a fair and competitive cost to the customer.
 - Engineering Disciplines (Field Engineering, Test Engineering, Quality Management)
 - Ensured efficient and effective software and hardware integration that met or exceeded Government specification.
 - Led team of industry stakeholders in development and implementation of efficient and effective test programs for Government stakeholders.
 - Led quality analysis team ensuring hardware and software installations and end-user training programs met or exceeded Government and end-user specifications and expectations.
- ❖ **United States Navy – November 1983 to December 2007**
 - Submarine navigation, operations management, and personnel leadership expert.

EXHIBIT 6

**SWEETWATER CREEK
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
OATH OF OFFICE**

I, _____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF _____

The foregoing oath was administered before me this ____ day of _____, 20____, by _____, who personally appeared before me, and is personally known to me or has produced _____ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of Sweetwater Creek Community Development District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

Notary Public, State of Florida

Print Name: _____

Commission No.: _____ Expires: _____

OATH OF OFFICE

(Art. II, § 5(b), Fla. Const.)

STATE OF FLORIDA

County of _____

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

(Full Name of Office – Abbreviations Not Accepted)

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

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

Signature

(Affix Seal Below)

Sworn to and subscribed before me by means of _____ physical presence
Or _____ online notarization this _____ day of _____, 20_____.

Signature of Officer Administering Oath or of Notary Public

Print, Type, or Stamp Commissioned Name of Notary Public

Personally Known ☐ or Produced Identification ☐

Type of Identification Produced _____

ACCEPTANCE

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

Mailing Address: Home ☐ Office ☐

Street or Post Office Box

Print Name

City, State, Zip Code

Signature

EXHIBIT 7

Sweetwater Creek
**Residential & Commercial Community Development
Districts**

NEW SUPERVISOR INFORMATION SHEET

Please return completed forms to
Vesta District Services
Records Management
250 International Parkway, Suite 208
Lake Mary, FL 32746
District Manager: Howard McGaffney

1) Name: _____

2) Address: _____

3) County of Residence _____

4) Phone or Cell _____

5) Email Address _____

6) Waive OR Accept Compensation of Statutorily Allowed \$200 per Meeting
_____. If you have elected to receive compensation
then please forward the attached payroll forms along with the New Supervisor
Information Sheet.

Payroll Information

1) Date of Birth: _____

2) Drivers License Number: _____

EXHIBIT 8

FLORIDA COMMISSION ON ETHICS



GUIDE to the SUNSHINE AMENDMENT and CODE of ETHICS for Public Officers and Employees

2025

State of Florida

COMMISSION ON ETHICS

Luis M. Fusté, *Chair*
Coral Gables

Tina Descovich, *Vice Chair*
Indialantic

Paul D. Bain
Tampa

Dr. James Bush, III
Miami

Freddie Figgers
Fort Lauderdale

Laird A. Lile
Naples

Ashley Lukis
Tallahassee

Linda Stewart
Orlando

Kerrie Stillman
Executive Director
P.O. Drawer 15709
Tallahassee, FL 32317-5709
www.ethics.state.fl.us
(850) 488-7864*

*Please direct all requests for information to this number.

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I. HISTORY OF FLORIDA'S ETHICS LAWS

Florida has been a leader among the states in establishing ethics standards for public officials and recognizing the right of citizens to protect the public trust against abuse. Our state Constitution was revised in 1968 to require a code of ethics, prescribed by law, for all state employees and non-judicial officers prohibiting conflict between public duty and private interests.

Florida's first successful constitutional initiative resulted in the adoption of the Sunshine Amendment in 1976, providing additional constitutional guarantees concerning ethics in government. In the area of enforcement, the Sunshine Amendment requires that there be an independent commission (the Commission on Ethics) to investigate complaints concerning breaches of public trust by public officers and employees other than judges.

The Code of Ethics for Public Officers and Employees is found in Chapter 112 (Part III) of the Florida Statutes. Foremost among the goals of the Code is to promote the public interest and maintain the respect of the people for their government. The Code is also intended to ensure that public officials conduct themselves independently and impartially, not using their offices for private gain other than compensation provided by law. While seeking to protect the integrity of government, the Code also seeks to avoid the creation of unnecessary barriers to public service.

Criminal penalties, which initially applied to violations of the Code, were eliminated in 1974 in favor of administrative enforcement. The Legislature created the Commission on Ethics that year "to serve as guardian of the standards of conduct" for public officials, state and local. Five of the Commission's nine members are appointed by the Governor, and two each are appointed by the President of the Senate and Speaker of the House of Representatives. No more than five Commission members may be members of the same political party, and none may be lobbyists, or hold any public employment during their two-year terms of office. A chair is selected from among the members to serve a one-year term and may not succeed himself or herself.

II. ROLE OF THE COMMISSION ON ETHICS

In addition to its constitutional duties regarding the investigation of complaints, the Commission:

- Renders advisory opinions to public officials;
- Prescribes forms for public disclosure;
- Prepares mailing lists of public officials subject to financial disclosure for use in distributing forms and notifying delinquent filers;
- Makes recommendations to disciplinary officials when appropriate for violations of ethics and disclosure laws, since it does not impose penalties;
- Administers the Executive Branch Lobbyist Registration and Reporting Law;
- Maintains financial disclosure filings of constitutional officers and state officers and employees; and,
- Administers automatic fines for public officers and employees who fail to timely file required annual financial disclosure.

III. THE ETHICS LAWS

The ethics laws generally consist of two types of provisions, those prohibiting certain actions or conduct and those requiring that certain disclosures be made to the public. The following descriptions of these laws have been simplified in an effort to provide notice of their requirements. Therefore, we suggest that you also review the wording of the actual law. Citations to the appropriate laws are in brackets.

The laws summarized below apply generally to all public officers and employees, state and local, including members of advisory bodies. The principal exception to this broad coverage is the exclusion of judges, as they fall within the jurisdiction of the Judicial Qualifications Commission.

Public Service Commission (PSC) members and employees, as well as members of the PSC Nominating Council, are subject to additional ethics standards that are enforced by the Commission

on Ethics under Chapter 350, Florida Statutes. Further, members of the governing boards of charter schools are subject to some of the provisions of the Code of Ethics [Sec. 1002.33(26), Fla. Stat.], as are the officers, directors, chief executive officers and some employees of business entities that serve as the chief administrative or executive officer or employee of a political subdivision. [Sec. 112.3136, Fla. Stat.].

A. PROHIBITED ACTIONS OR CONDUCT

1. Solicitation and Acceptance of Gifts

Public officers, employees, local government attorneys, and candidates are prohibited from soliciting or accepting anything of value, such as a gift, loan, reward, promise of future employment, favor, or service, that is based on an understanding that their vote, official action, or judgment would be influenced by such gift. [Sec. 112.313(2), Fla. Stat.]

Persons required to file financial disclosure FORM 1 or FORM 6 (see Part III F of this brochure), and state procurement employees, are prohibited from **soliciting** any gift from a political committee, lobbyist who has lobbied the official or his or her agency within the past 12 months, or the partner, firm, employer, or principal of such a lobbyist or from a vendor doing business with the official's agency. [Sec. 112.3148, Fla. Stat.]

Persons required to file FORM 1 or FORM 6, and state procurement employees are prohibited from directly or indirectly **accepting** a gift worth more than \$100 from such a lobbyist, from a partner, firm, employer, or principal of the lobbyist, or from a political committee or vendor doing business with their agency. [Sec. 112.3148, Fla. Stat.]

However, notwithstanding Sec. 112.3148, Fla. Stat., no Executive Branch lobbyist or principal shall make, directly or indirectly, and no Executive Branch agency official who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.] Typically, this would include gifts valued at less than \$100 that formerly were permitted under Section 112.3148, Fla. Stat. Similar rules apply to members and employees of

the Legislature. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.]

Also, persons required to file Form 1 or Form 6, and state procurement employees and members of their immediate families, are prohibited from accepting any gift from a political committee. [Sec. 112.31485, Fla. Stat.]

2. *Unauthorized Compensation*

Public officers or employees, local government attorneys, and their spouses and minor children are prohibited from accepting any compensation, payment, or thing of value when they know, or with the exercise of reasonable care should know, that it is given to influence a vote or other official action. [Sec. 112.313(4), Fla. Stat.]

3. *Misuse of Public Position*

Public officers and employees, and local government attorneys are prohibited from corruptly using or attempting to use their official positions or the resources thereof to obtain a special privilege or benefit for themselves or others. [Sec. 112.313(6), Fla. Stat.]

4. *Abuse of Public Position*

Public officers and employees are prohibited from abusing their public positions in order to obtain a disproportionate benefit for themselves or certain others. [Article II, Section 8(h), Florida Constitution.]

5. *Disclosure or Use of Certain Information*

Public officers and employees and local government attorneys are prohibited from disclosing or using information not available to the public and obtained by reason of their public position, for the personal benefit of themselves or others. [Sec. 112.313(8), Fla. Stat.]

6. *Solicitation or Acceptance of Honoraria*

Persons required to file financial disclosure FORM 1 or FORM 6 (see Part III F of this brochure), and state procurement employees, are prohibited from **soliciting** honoraria related to their public offices or duties. [Sec. 112.3149, Fla. Stat.]

Persons required to file FORM 1 or FORM 6, and state procurement employees, are prohibited from knowingly **accepting** an honorarium from a political committee, lobbyist who has lobbied the person's agency within the past 12 months, or the partner, firm, employer, or principal of such a lobbyist, or from a vendor doing business with the official's agency. However, they may accept the payment of expenses related to an honorarium event from such individuals or entities, provided that the expenses are disclosed. See Part III F of this brochure. [Sec. 112.3149, Fla. Stat.]

Lobbyists and their partners, firms, employers, and principals, as well as political committees and vendors, are prohibited from **giving** an honorarium to persons required to file FORM 1 or FORM 6 and to state procurement employees. Violations of this law may result in fines of up to \$5,000 and prohibitions against lobbying for up to two years. [Sec. 112.3149, Fla. Stat.]

However, notwithstanding Sec. 112.3149, Fla. Stat., no Executive Branch or legislative lobbyist or principal shall make, directly or indirectly, and no Executive Branch agency official who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.] This may include honorarium event related expenses that formerly were permitted under Sec. 112.3149, Fla. Stat. Similar rules apply to members and employees of the Legislature. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.]

B. **PROHIBITED EMPLOYMENT AND BUSINESS RELATIONSHIPS**

1. *Doing Business With One's Agency*

- a) A public employee acting as a purchasing agent, or public officer acting in an official capacity, is prohibited from purchasing, renting, or leasing any realty, goods, or

services for his or her agency from a business entity in which the officer or employee or his or her spouse or child owns more than a 5% interest. [Sec. 112.313(3), Fla. Stat.]

- b) A public officer or employee, acting in a private capacity, also is prohibited from renting, leasing, or selling any realty, goods, or services to his or her own agency if the officer or employee is a state officer or employee, or, if he or she is an officer or employee of a political subdivision, to that subdivision or any of its agencies. [Sec. 112.313(3), Fla. Stat.]

2. *Conflicting Employment or Contractual Relationship*

- a) A public officer or employee is prohibited from holding any employment or contract with any business entity or agency regulated by or doing business with his or her public agency. [Sec. 112.313(7), Fla. Stat.]
- b) A public officer or employee also is prohibited from holding any employment or having a contractual relationship which will pose a frequently recurring conflict between the official's private interests and public duties or which will impede the full and faithful discharge of the official's public duties. [Sec. 112.313(7), Fla. Stat.]
- c) Limited exceptions to this prohibition have been created in the law for legislative bodies, certain special tax districts, drainage districts, and persons whose professions or occupations qualify them to hold their public positions. [Sec. 112.313(7)(a) and (b), Fla. Stat.]

3. *Exemptions*—Pursuant to Sec. 112.313(12), Fla. Stat., the prohibitions against doing business with one's agency and having conflicting employment may not apply:

- a) When the business is rotated among all qualified suppliers in a city or county.
- b) When the business is awarded by sealed, competitive bidding and neither the official nor his or her spouse or child have attempted to persuade agency personnel to enter

the contract. NOTE: Disclosure of the interest of the official, spouse, or child and the nature of the business must be filed prior to or at the time of submission of the bid on Commission FORM 3A with the Commission on Ethics or Supervisor of Elections, depending on whether the official serves at the state or local level.

- c) When the purchase or sale is for legal advertising, utilities service, or for passage on a common carrier.
- d) When an emergency purchase must be made to protect the public health, safety, or welfare.
- e) When the business entity is the only source of supply within the political subdivision and there is full disclosure of the official's interest to the governing body on Commission FORM 4A.
- f) When the aggregate of any such transactions does not exceed \$500 in a calendar year.
- g) When the business transacted is the deposit of agency funds in a bank of which a county, city, or district official is an officer, director, or stockholder, so long as agency records show that the governing body has determined that the member did not favor his or her bank over other qualified banks.
- h) When the prohibitions are waived in the case of ADVISORY BOARD MEMBERS by the appointing person or by a two-thirds vote of the appointing body (after disclosure on Commission FORM 4A).
- i) When the public officer or employee purchases in a private capacity goods or services, at a price and upon terms available to similarly situated members of the general public, from a business entity which is doing business with his or her agency.
- j) When the public officer or employee in a private capacity purchases goods or services from a business entity which is subject to the regulation of his or her agency where the price and terms of the transaction are available to similarly situated members of

the general public and the officer or employee makes full disclosure of the relationship to the agency head or governing body prior to the transaction.

4. *Additional Exemptions*

No elected public officer is in violation of the conflicting employment prohibition when employed by a tax exempt organization contracting with his or her agency so long as the officer is not directly or indirectly compensated as a result of the contract, does not participate in any way in the decision to enter into the contract, abstains from voting on any matter involving the employer, and makes certain disclosures. [Sec. 112.313(15), Fla. Stat.]

5. *Legislators Lobbying State Agencies*

A member of the Legislature is prohibited from representing another person or entity for compensation during his or her term of office before any state agency other than judicial tribunals. [Art. II, Sec. 8(e), Fla. Const., and Sec. 112.313(9), Fla. Stat.]

6. *Additional Lobbying Restrictions for Certain Public Officers and Employees*

A statewide elected officer; a member of the legislature; a county commissioner; a county officer pursuant to Article VIII or county charter; a school board member; a superintendent of schools; an elected municipal officer; an elected special district officer in a special district with ad valorem taxing authority; or a person serving as a secretary, an executive director, or other agency head of a department of the executive branch of state government shall not lobby for compensation on issues of policy, appropriations, or procurement before the federal government, the legislature, any state government body or agency, or any political subdivision of this state, during his or her term of office. [Art. II Sec 8(f)(2), Fla. Const. and Sec. 112.3121, Fla. Stat.]

7. *Employees Holding Office*

A public employee is prohibited from being a member of the governing body which serves as his or her employer. [Sec. 112.313(10), Fla. Stat.]

8. *Professional and Occupational Licensing Board Members*

An officer, director, or administrator of a state, county, or regional professional or occupational organization or association, while holding such position, may not serve as a member of a state examining or licensing board for the profession or occupation. [Sec. 112.313(11), Fla. Stat.]

9. *Contractual Services: Prohibited Employment*

A state employee of the executive or judicial branch who participates in the decision-making process involving a purchase request, who influences the content of any specification or procurement standard, or who renders advice, investigation, or auditing, regarding his or her agency's contract for services, is prohibited from being employed with a person holding such a contract with his or her agency. [Sec. 112.3185(2), Fla. Stat.]

10. *Local Government Attorneys*

Local government attorneys, such as the city attorney or county attorney, and their law firms are prohibited from representing private individuals and entities before the unit of local government which they serve. A local government attorney cannot recommend or otherwise refer to his or her firm legal work involving the local government unit unless the attorney's contract authorizes or mandates the use of that firm. [Sec. 112.313(16), Fla. Stat.]

11. *Dual Public Employment*

Candidates and elected officers are prohibited from accepting public employment if they know or should know it is being offered for the purpose of influence. Further, public employment may not be accepted unless the position was already in existence or was created without the anticipation of the official's interest, was publicly advertised, and the officer had to meet the same qualifications and go through the same hiring process as other applicants. For elected public officers already holding public employment, no promotion given for the purpose of influence may be accepted, nor may promotions that are inconsistent with those given other similarly situated employees. [Sec. 112.3125, Fla. Stat.]

C. RESTRICTIONS ON APPOINTING, EMPLOYING, AND CONTRACTING WITH RELATIVES

1. *Anti-Nepotism Law*

A public official is prohibited from seeking for a relative any appointment, employment, promotion, or advancement in the agency in which he or she is serving or over which the official exercises jurisdiction or control. No person may be appointed, employed, promoted, or advanced in or to a position in an agency if such action has been advocated by a related public official who is serving in or exercising jurisdiction or control over the agency; this includes relatives of members of collegial government bodies. NOTE: This prohibition does not apply to school districts (except as provided in Sec. 1012.23, Fla. Stat.), community colleges and state universities, or to appointments of boards, other than those with land-planning or zoning responsibilities, in municipalities of fewer than 35,000 residents. Also, the approval of budgets does not constitute “jurisdiction or control” for the purposes of this prohibition. This provision does not apply to volunteer emergency medical, firefighting, or police service providers. [Sec. 112.3135, Fla. Stat.]

2. *Additional Restrictions*

A state employee of the executive or judicial branch or the PSC is prohibited from directly or indirectly procuring contractual services for his or her agency from a business entity of which a relative is an officer, partner, director, or proprietor, or in which the employee, or his or her spouse, or children own more than a 5% interest. [Sec. 112.3185(6), Fla. Stat.]

D. POST OFFICE HOLDING AND EMPLOYMENT (REVOLVING DOOR) RESTRICTIONS

1. *Lobbying by Former Legislators, Statewide Elected Officers, and Appointed State Officers*

A member of the Legislature or a statewide elected or appointed state official is prohibited for two years following vacation of office from representing another person or entity for compensation before the government body or agency of which the individual was an officer or member. Former members of the Legislature are also prohibited for two years from lobbying the executive branch. [Art. II, Sec. 8(e), Fla. Const. and Sec. 112.313(9), Fla. Stat.]

2. *Lobbying by Former State Employees*

Certain employees of the executive and legislative branches of state government are prohibited from personally representing another person or entity for compensation before the agency with which they were employed for a period of two years after leaving their positions, unless employed by another agency of state government. [Sec. 112.313(9), Fla. Stat.] These employees include the following:

- a) Executive and legislative branch employees serving in the Senior Management Service and Selected Exempt Service, as well as any person employed by the Department of the Lottery having authority over policy or procurement.
- b) serving in the following position classifications: the Auditor General; the director of the Office of Program Policy Analysis and Government Accountability (OPPAGA); the Sergeant at Arms and Secretary of the Senate; the Sergeant at Arms and Clerk of the House of Representatives; the executive director and deputy executive director of the Commission on Ethics; an executive director, staff director, or deputy staff director of each joint committee, standing committee, or select committee of the Legislature; an executive director, staff director, executive assistant, legislative analyst, or attorney serving in the Office of the President of the Senate, the Office of the Speaker of the House of Representatives, the Senate Majority Party Office, the Senate Minority Party Office, the House Majority Party Office, or the House Minority Party Office; the Chancellor and Vice-Chancellors of the State University System; the general counsel to the Board of Regents; the president, vice presidents, and deans of each state university; any person hired on a contractual basis and having the power normally conferred upon such persons, by whatever title; and any person having the power normally conferred upon the above positions.

This prohibition does not apply to a person who was employed by the Legislature or other agency prior to July 1, 1989; who was a defined employee of the State University System or the Public Service Commission who held such employment on December 31, 1994; or who reached normal retirement age and retired by July 1, 1991. It does apply to OPS employees.

PENALTIES: Persons found in violation of this section are subject to the penalties contained in the Code (see PENALTIES, Part V) as well as a civil penalty in an amount equal to the compensation which the person received for the prohibited conduct. [Sec. 112.313(9)(a)5, Fla. Stat.]

3. *6-Year Lobbying Ban*

For a period of six years after vacation of public position occurring on or after December 31, 2022, a statewide elected officer or member of the legislature shall not lobby for compensation on issues of policy, appropriations, or procurement before the legislature or any state government body or agency. [Art. II Sec 8(f)(3)a., Fla. Const. and Sec. 112.3121, Fla. Stat.]

For a period of six years after vacation of public position occurring on or after December 31, 2022, a person serving as a secretary, an executive director, or other agency head of a department of the executive branch of state government shall not lobby for compensation on issues of policy, appropriations, or procurement before the legislature, the governor, the executive office of the governor, members of the cabinet, a department that is headed by a member of the cabinet, or his or her former department. [Art. II Sec 8(f)(3)b., Fla. Const. and Sec. 112.3121, Fla. Stat.]

For a period of six years after vacation of public position occurring on or after December 31, 2022, a county commissioner, a county officer pursuant to Article VIII or county charter, a school board member, a superintendent of schools, an elected municipal officer, or an elected special district officer in a special district with ad valorem taxing authority shall not lobby for compensation on issues of policy, appropriations, or procurement before his or her former agency or governing body. [Art. II Sec 8(f)(3)c., Fla. Const. and Sec. 112.3121, Fla. Stat.]

4. *Additional Restrictions on Former State Employees*

A former executive or judicial branch employee or PSC employee is prohibited from having employment or a contractual relationship, at any time after retirement or termination of employment, with any business entity (other than a public agency) in connection with a contract in which the employee participated personally and substantially by recommendation or decision while a public employee. [Sec. 112.3185(3), Fla. Stat.]

A former executive or judicial branch employee or PSC employee who has retired or terminated employment is prohibited from having any employment or contractual relationship for two years with any business entity (other than a public agency) in connection with a contract for services which was within his or her responsibility while serving as a state employee. [Sec.112.3185(4), Fla. Stat.]

Unless waived by the agency head, a former executive or judicial branch employee or PSC employee may not be paid more for contractual services provided by him or her to the former agency during the first year after leaving the agency than his or her annual salary before leaving. [Sec. 112.3185(5), Fla. Stat.]

These prohibitions do not apply to PSC employees who were so employed on or before Dec. 31, 1994.

5. *Lobbying by Former Local Government Officers and Employees*

A person elected to county, municipal, school district, or special district office is prohibited from representing another person or entity for compensation before the government body or agency of which he or she was an officer for two years after leaving office. Appointed officers and employees of counties, municipalities, school districts, and special districts may be subject to a similar restriction by local ordinance or resolution. [Sec. 112.313(13) and (14), Fla. Stat.]

E. VOTING CONFLICTS OF INTEREST

State public officers are prohibited from voting in an official capacity on any measure which they know would inure to their own special private gain or loss. A state public officer who abstains, or who votes on a measure which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate, must make every reasonable effort to file a memorandum of voting conflict with the recording secretary in advance of the vote. If that is not possible, it must be filed within 15 days after the vote occurs. The memorandum must disclose the nature of the officer's interest in the matter.

No county, municipal, or other local public officer shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss, or which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate. The officer must publicly announce the nature of his or her interest before the vote and must file a memorandum of voting conflict on Commission Form 8B with the meeting's recording officer within 15 days after the vote occurs disclosing the nature of his or her interest in the matter. However, members of community redevelopment agencies and district officers elected on a one-acre, one-vote basis are not required to abstain when voting in that capacity.

No appointed state or local officer shall participate in any matter which would inure to the officer's special private gain or loss, the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate, without first disclosing the nature of his or her interest in the matter. The memorandum of voting conflict (Commission Form 8A or 8B) must be filed with the meeting's recording officer, be provided to the other members of the agency, and be read publicly at the next meeting.

If the conflict is unknown or not disclosed prior to the meeting, the appointed official must orally disclose the conflict at the meeting when the conflict becomes known. Also, a written memorandum of voting conflict must be filed with the meeting's recording officer within 15 days of the disclosure being made and must be provided to the other members of the agency, with the disclosure being read publicly at the next scheduled meeting. [Sec. 112.3143, Fla. Stat.]

F. DISCLOSURES

Conflicts of interest may occur when public officials are in a position to make decisions that affect their personal financial interests. This is why public officers and employees, as well as candidates who run for public office, are required to publicly disclose their financial interests. The disclosure process serves to remind officials of their obligation to put the public interest above personal considerations. It also helps citizens to monitor the considerations of those who spend their tax dollars and participate in public policy decisions or administration.

All public officials and candidates do not file the same degree of disclosure; nor do they all file at the same time or place. Thus, care must be taken to determine which disclosure forms a particular official or candidate is required to file.

The following forms are described below to set forth the requirements of the various disclosures and the steps for correctly providing the information in a timely manner.

1. *FORM 1 - Limited Financial Disclosure*

Who Must File:

Persons required to file FORM 1 include all state officers, local officers, candidates for local elective office, and specified state employees as defined below (other than those officers who are required by law to file FORM 6).

STATE OFFICERS include:

- 1) Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.
- 2) Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding members of solely advisory bodies; but including judicial nominating commission members; directors of Enterprise Florida, Scripps Florida Funding Corporation, and CareerSource Florida, and members of the Council on the Social Status of Black Men and Boys; the Executive Director, governors, and senior managers of Citizens Property Insurance Corporation; governors and senior managers of Florida Workers' Compensation Joint Underwriting Association, board members of the Northeast Florida Regional Transportation Commission, and members of the board of Triumph Gulf Coast, Inc.; members of the board of Florida is

for Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.

- 3) The Commissioner of Education, members of the State Board of Education, the Board of Governors, local boards of trustees and presidents of state universities, and members of the Florida Prepaid College Board.

LOCAL OFFICERS include:

- 1) Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.
- 2) Appointed members of the following boards, councils, commissions, authorities, or other bodies of any county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; a community college or junior college district board of trustees; a board having the power to enforce local code provisions; a planning or zoning board, board of adjustments or appeals, community redevelopment agency board, or other board having the power to recommend, create, or modify land planning or zoning within the political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; a pension board or retirement board empowered to invest pension or retirement funds or to determine entitlement to or amount of a pension or other retirement benefit.
- 3) Any other appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.
- 4) Persons holding any of these positions in local government: county or city manager; chief administrative employee or finance director of a county, municipality, or other

political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$35,000 for the local governmental unit.

- 5) Members of governing boards of charter schools operated by a city or other public entity.
- 6) The officers, directors, and chief executive officer of a corporation, partnership, or other business entity that is serving as the chief administrative or executive officer or employee of a political subdivision, and any business entity employee who is acting as the chief administrative or executive officer or employee of the political subdivision. [Sec. 112.3136, Fla. Stat.]

SPECIFIED STATE EMPLOYEE includes:

- 1) Employees in the Office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.
- 2) The following positions in each state department, commission, board, or council: secretary or state surgeon general, assistant or deputy secretary, executive director, assistant or deputy executive director, and anyone having the power normally conferred upon such persons, regardless of title.
- 3) The following positions in each state department or division: director, assistant or deputy director, bureau chief, assistant bureau chief, and any person having the power normally conferred upon such persons, regardless of title.

- 4) Assistant state attorneys, assistant public defenders, criminal conflict and civil regional counsel, assistant criminal conflict and civil regional counsel, public counsel, full-time state employees serving as counsel or assistant counsel to a state agency, judges of compensation claims, administrative law judges, and hearing officers.
- 5) The superintendent or director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.
- 6) State agency business managers, finance and accounting directors, personnel officers, grant coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$35,000.
- 7) The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.

What Must Be Disclosed:

FORM 1 requirements are set forth fully on the form. In general, this includes the reporting person's sources and types of financial interests, such as the names of employers and addresses of real property holdings. NO DOLLAR VALUES ARE REQUIRED TO BE LISTED. In addition, the form requires the disclosure of certain relationships with, and ownership interests in, specified types of businesses such as banks, savings and loans, insurance companies, and utility companies.

When to File:

CANDIDATES for elected local office must file FORM 1 or a verification of filing in EFDMS together with and at the same time they file their qualifying papers. Candidates for City Council or Mayor must file a Form 6 or a verification of filing in EFDMS.¹

¹ During the pendency of ongoing litigation, the Commission on Ethics is enjoined from enforcing the Form 6 requirement for mayors and elected members of municipal governing bodies, and they will have to file a CE Form 1 ("Statement of Financial Interest").

STATE and LOCAL OFFICERS and SPECIFIED STATE EMPLOYEES are required to file disclosure by July 1 of each year. They also must file within thirty days from the date of appointment or the beginning of employment. Those appointees requiring Senate confirmation must file prior to confirmation.

Where to File:

File with the Commission on Ethics. [Sec. 112.3145, Fla. Stat.]

Beginning January 1, 2024, all Form 1 disclosures must be filed electronically through the Commission's electronic filing system. These disclosures will be published and searchable by name or organization on the Commission's website.

2. *FORM 1F - Final Form 1 Limited Financial Disclosure*

FORM 1F is the disclosure form required to be filed within 60 days after a public officer or employee required to file FORM 1 leaves his or her public position. The form covers the disclosure period between January 1 and the last day of office or employment within that year.

3. *FORM 2 - Quarterly Client Disclosure*

The state officers, local officers, and specified state employees listed above, as well as elected constitutional officers, must file a FORM 2 if they or a partner or associate of their professional firm represent a client for compensation before an agency at their level of government.

A FORM 2 disclosure includes the names of clients represented by the reporting person or by any partner or associate of his or her professional firm for a fee or commission before agencies at the reporting person's level of government. Such representations do not include appearances in ministerial matters, appearances before judges of compensation claims, or representations on behalf of one's agency in one's official capacity. Nor does the term include the preparation and filing of forms and applications merely for the purpose of obtaining or transferring a license, so long as the

issuance of the license does not require a variance, special consideration, or a certificate of public convenience and necessity.

When to File:

This disclosure should be filed quarterly, by the end of the calendar quarter following the calendar quarter during which a reportable representation was made. FORM 2 need not be filed merely to indicate that no reportable representations occurred during the preceding quarter; it should be filed ONLY when reportable representations were made during the quarter.

Where To File:

File with the Commission on Ethics. [Sec. 112.3145(4), Fla. Stat.]

Beginning January 1, 2024, all Form 2 disclosures must be filed electronically through the Commission's electronic filing system. These disclosures will be published and searchable on the Commission's website.

4. *FORM 6 - Full and Public Disclosure*

Who Must File:

Persons required by law to file FORM 6 include all elected constitutional officers and candidates for such office; the mayor and members of a city council and candidates for these offices²; the Duval County Superintendent of Schools; judges of compensation claims (pursuant to Sec. 440.442, Fla. Stat.); members of the Florida Housing Finance Corporation Board and members of expressway authorities, transportation authorities (except the Jacksonville Transportation Authority), bridge authority, or toll authorities created pursuant to Ch. 348 or 343, or 349, or other general law.

² During the pendency of ongoing litigation, the Commission on Ethics is enjoined from enforcing the Form 6 requirement for mayors and elected members of municipal governing bodies, and they will have to file a CE Form 1 ("Statement of Financial Interest").

What Must be Disclosed:

FORM 6 is a detailed disclosure of assets, liabilities, and sources of income over \$1,000 and their values, as well as net worth. Officials may opt to file their most recent income tax return in lieu of listing sources of income but still must disclose their assets, liabilities, and net worth. In addition, the form requires the disclosure of certain relationships with, and ownership interests in, specified types of businesses such as banks, savings and loans, insurance companies, and utility companies.

When and Where To File:

Officials must file FORM 6 annually by July 1 with the Commission on Ethics.

Beginning January 1, 2023, all Form 6 disclosures must be filed electronically through the Commission's electronic filing system. These disclosures will be published and searchable by name and organization on the Commission's website.

CANDIDATES who do not currently hold a position requiring the filing of a Form 1 or Form 6 must register and use the electronic filing system to complete the Form 6, then print and file the disclosure with the officer before whom they qualify at the time of qualifying. [Art. II, Sec. 8(a) and (i), Fla. Const., and Sec. 112.3144, Fla. Stat.]

5. *FORM 6F - Final Form 6 Full and Public Disclosure*

This is the disclosure form required to be filed within 60 days after a public officer or employee required to file FORM 6 leaves his or her public position. The form covers the disclosure period between January 1 and the last day of office or employment within that year.

6. *FORM 9 - Quarterly Gift Disclosure*

Each person required to file FORM 1 or FORM 6, and each state procurement employee, must file a FORM 9, Quarterly Gift Disclosure, with the Commission on Ethics no later than the last day of any calendar quarter following the calendar quarter in which he or she received a gift worth more

than \$100, other than gifts from relatives, gifts prohibited from being accepted, gifts primarily associated with his or her business or employment, and gifts otherwise required to be disclosed. FORM 9 NEED NOT BE FILED if no such gift was received during the calendar quarter.

Information to be disclosed includes a description of the gift and its value, the name and address of the donor, the date of the gift, and a copy of any receipt for the gift provided by the donor. [Sec. 112.3148, Fla. Stat.]

7. FORM 10 - Annual Disclosure of Gifts from Government Agencies and Direct-Support Organizations and Honorarium Event Related Expenses

State government entities, airport authorities, counties, municipalities, school boards, water management districts, and the South Florida Regional Transportation Authority, may give a gift worth more than \$100 to a person required to file FORM 1 or FORM 6, and to state procurement employees, if a public purpose can be shown for the gift. Also, a direct-support organization for a governmental entity may give such a gift to a person who is an officer or employee of that entity. These gifts are to be reported on FORM 10, to be filed by July 1.

The governmental entity or direct-support organization giving the gift must provide the officer or employee with a statement about the gift no later than March 1 of the following year. The officer or employee then must disclose this information by filing a statement by July 1 with his or her annual financial disclosure that describes the gift and lists the donor, the date of the gift, and the value of the total gifts provided during the calendar year. State procurement employees file their statements with the Commission on Ethics. [Sec. 112.3148, Fla. Stat.]

In addition, a person required to file FORM 1 or FORM 6, or a state procurement employee, who receives expenses or payment of expenses related to an honorarium event from someone who is prohibited from giving him or her an honorarium, must disclose annually the name, address, and affiliation of the donor, the amount of the expenses, the date of the event, a description of the expenses paid or provided, and the total value of the expenses on FORM 10. The donor paying the expenses must provide the officer or employee with a statement about the expenses within 60 days of the honorarium event.

The disclosure must be filed by July 1, for expenses received during the previous calendar year. State procurement employees file their statements with the Commission on Ethics. [Sec. 112.3149, Fla. Stat.]

However, notwithstanding Sec. 112.3149, Fla. Stat., no executive branch or legislative lobbyist or principal shall make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, any expenditure made for the purpose of lobbying. This may include gifts or honorarium event related expenses that formerly were permitted under Sections 112.3148 and 112.3149. [Sec. 112.3215, Fla. Stat.] Similar prohibitions apply to legislative officials and employees. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.] In addition, gifts, which include anything not primarily related to political activities authorized under ch. 106, are prohibited from political committees. [Sec. 112.31485 Fla. Stat.]

8. FORM 30 - Donor's Quarterly Gift Disclosure

As mentioned above, the following persons and entities generally are prohibited from giving a gift worth more than \$100 to a reporting individual (a person required to file FORM 1 or FORM 6) or to a state procurement employee: a political committee; a lobbyist who lobbies the reporting individual's or procurement employee's agency, and the partner, firm, employer, or principal of such a lobbyist; and vendors. If such person or entity makes a gift worth between \$25 and \$100 to a reporting individual or state procurement employee (that is not accepted in behalf of a governmental entity or charitable organization), the gift should be reported on FORM 30. The donor also must notify the recipient at the time the gift is made that it will be reported.

The FORM 30 should be filed by the last day of the calendar quarter following the calendar quarter in which the gift was made. If the gift was made to an individual in the legislative branch, FORM 30 should be filed with the Lobbyist Registrar. [See page 35 for address.] If the gift was to any other reporting individual or state procurement employee, FORM 30 should be filed with the Commission on Ethics.

However, notwithstanding Section 112.3148, Fla. Stat., no executive branch lobbyist or principal shall make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, any expenditure made for the purpose of lobbying. This may include gifts that formerly were permitted under Section 112.3148. [Sec. 112.3215, Fla. Stat.] Similar prohibitions apply to legislative officials and employees. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.] In addition, gifts from political committees are prohibited. [Sec. 112.31485, Fla. Stat.]

9. *FORM 1X AND FORM 6X - Amendments to Form 1 and Form 6*

These forms are provided for officers or employees to amend their previously filed Form 1 or Form 6.

IV. AVAILABILITY OF FORMS

Beginning January 1, 2024, LOCAL OFFICERS and EMPLOYEES, and OTHER STATE OFFICERS, and SPECIFIED STATE EMPLOYEES who must file FORM 1 annually must file electronically via the Commission's Electronic Financial Disclosure Management System (EFDMS). Paper forms will not be promulgated. Communications regarding the annual filing requirement will be sent via email to filers no later than June 1. Filers must maintain an updated email address in their User Profile in EFDMS.

ELECTED CONSTITUTIONAL OFFICERS and other officials who must file Form 6 annually, including City Commissioners and Mayors³, must file electronically via the Commission's Electronic Financial Disclosure Management System (EFDMS). Paper forms will not be promulgated. Communications regarding the annual filing requirement will be sent via email to filers no later than June 1. Filers must maintain an updated email address in their User Profile in EFDMS.

³ During the pendency of ongoing litigation, the Commission on Ethics is enjoined from enforcing the Form 6 requirement for mayors and elected members of municipal governing bodies, and they will have to file a CE Form 1 ("Statement of Financial Interest").

V. PENALTIES

A. Non-criminal Penalties for Violation of the Sunshine Amendment and the Code of Ethics

There are no criminal penalties for violation of the Sunshine Amendment and the Code of Ethics. Penalties for violation of these laws may include: impeachment, removal from office or employment, suspension, public censure, reprimand, demotion, reduction in salary level, forfeiture of no more than one-third salary per month for no more than twelve months, a civil penalty not to exceed \$20,000⁴, and restitution of any pecuniary benefits received, and triple the value of a gift from a political committee.

B. Penalties for Candidates

CANDIDATES for public office who are found in violation of the Sunshine Amendment or the Code of Ethics may be subject to one or more of the following penalties: disqualification from being on the ballot, public censure, reprimand, or a civil penalty not to exceed \$20,000*, and triple the value of a gift received from a political committee.

C. Penalties for Former Officers and Employees

FORMER PUBLIC OFFICERS or EMPLOYEES who are found in violation of a provision applicable to former officers or employees or whose violation occurred prior to such officer's or employee's leaving public office or employment may be subject to one or more of the following penalties: public censure and reprimand, a civil penalty not to exceed \$20,000*, and restitution of any pecuniary benefits received, and triple the value of a gift received from a political committee.

⁴ Conduct occurring prior to May 11, 2023, is subject to a recommended civil penalty of up to \$10,000. [Ch. 2023-49, Laws of Florida]

D. Penalties for Lobbyists and Others

An executive branch lobbyist who has failed to comply with the Executive Branch Lobbying Registration law (see Part VIII) may be fined up to \$5,000, reprimanded, censured, or prohibited from lobbying executive branch agencies for up to two years. Lobbyists, their employers, principals, partners, and firms, and political committees and committees of continuous existence who give a prohibited gift or honorarium or fail to comply with the gift reporting requirements for gifts worth between \$25 and \$100, may be penalized by a fine of not more than \$5,000 and a prohibition on lobbying, or employing a lobbyist to lobby, before the agency of the public officer or employee to whom the gift was given for up to two years. Any agent or person acting on behalf of a political committee giving a prohibited gift is personally liable for a civil penalty of up to triple the value of the gift.

Executive Branch lobbying firms that fail to timely file their quarterly compensation reports may be fined \$50 per day per report for each day the report is late, up to a maximum fine of \$5,000 per report.

E. Felony Convictions: Forfeiture of Retirement Benefits

Public officers and employees are subject to forfeiture of all rights and benefits under the retirement system to which they belong if convicted of certain offenses. The offenses include embezzlement or theft of public funds; bribery; felonies specified in Chapter 838, Florida Statutes; impeachable offenses; and felonies committed with intent to defraud the public or their public agency. [Sec. 112.3173, Fla. Stat.]

F. Automatic Penalties for Failure to File Annual Disclosure

Public officers and employees required to file either Form 1 or Form 6 annual financial disclosure are subject to automatic fines of \$25 for each day late the form is filed after September 1, up to a maximum penalty of \$1,500. [Sec. 112.3144 and 112.3145, Fla. Stat.]

The Commission must undertake an investigation of a public officer or employee who accrues the \$1,500 maximum fine and currently holds their filing position to determine if the failure to file was willful. If the Commission finds a willful failure to file, the only penalty that can be recommended, by law, is removal from office.

VI. ADVISORY OPINIONS

Conflicts of interest may be avoided by greater awareness of the ethics laws on the part of public officials and employees through advisory assistance from the Commission on Ethics.

A. Who Can Request an Opinion

Any public officer, candidate for public office, or public employee in Florida who is in doubt about the applicability of the standards of conduct or disclosure laws to himself or herself, or anyone who has the power to hire or terminate another public employee, may seek an advisory opinion from the Commission about himself or herself or that employee.

B. How to Request an Opinion

Opinions may be requested by letter presenting a question based on a real situation and including a detailed description of the situation. Opinions are issued by the Commission and are binding on the conduct of the person who is the subject of the opinion, unless material facts were omitted or misstated in the request for the opinion. Published opinions will not bear the name of the persons involved unless they consent to the use of their names; however, the request and all information pertaining to it is a public record, made available to the Commission and to members of the public in advance of the Commission's consideration of the question.

C. How to Obtain Published Opinions

All of the Commission's opinions are available for viewing or download at its website: www.ethics.state.fl.us.

VII. COMPLAINTS

A. Citizen Involvement

The Commission on Ethics cannot conduct investigations of alleged violations of the Sunshine Amendment or the Code of Ethics unless a person files a sworn complaint with the Commission alleging such violation has occurred, or a referral is received, as discussed below.

As of June 21, 2024, the Commission on Ethics may only investigate complaints that are "based upon personal knowledge or information other than hearsay."⁵ In compliance with the new law, ethics complaints that are not "based upon personal knowledge or information other than hearsay" cannot be investigated and will be dismissed.

If you have knowledge that a person in government has violated the standards of conduct or disclosure laws described above, you may report these violations to the Commission by filing a sworn complaint on the form prescribed by the Commission and available for download at www.ethics.state.fl.us. The Commission is unable to take action based on learning of such misdeeds through newspaper reports, telephone calls, or letters.

You can download a complaint form (FORM 50) from the Commission's website: www.ethics.state.fl.us, or contact the Commission office at the address or phone number shown on the inside front cover of this booklet.

B. Referrals

The Commission may accept referrals from: the Governor, the Florida Department of Law Enforcement, a State Attorney, or a U.S. Attorney. A vote of six of the Commission's nine members is required to proceed on such a referral.

⁵ Ch. 24-253, § 6, Laws of Fla. (codified at § 112.324(1)(a), Fla. Stat. (2024)).

C. Confidentiality

The complaint or referral, as well as all proceedings and records relating thereto, is confidential until the accused requests that such records be made public or until the matter reaches a stage in the Commission's proceedings where it becomes public. This means that unless the Commission receives a written waiver of confidentiality from the accused, the Commission is not free to release any documents or to comment on a complaint or referral to members of the public or press, so long as the complaint or referral remains in a confidential stage.

A COMPLAINT OR REFERRAL MAY NOT BE FILED WITH RESPECT TO A CANDIDATE ON THE DAY OF THE ELECTION, OR WITHIN THE 30 CALENDAR DAYS PRECEDING THE ELECTION DATE, UNLESS IT IS BASED ON PERSONAL INFORMATION OR INFORMATION OTHER THAN HEARSAY.

D. How the Complaint Process Works

Complaints which allege a matter within the Commission's jurisdiction are assigned a tracking number and Commission staff forwards a copy of the original sworn complaint to the accused within five working days of its receipt. Any subsequent sworn amendments to the complaint also are transmitted within five working days of their receipt.

Once a complaint is filed, it goes through three procedural stages under the Commission's rules. The first stage is a determination of whether the allegations of the complaint are legally sufficient: that is, whether they indicate a possible violation of any law over which the Commission has jurisdiction. If the complaint is found not to be legally sufficient, the Commission will order that the complaint be dismissed without investigation, and all records relating to the complaint will become public at that time.

In cases of very minor financial disclosure violations, the official will be allowed an opportunity to correct or amend his or her disclosure form. Otherwise, if the complaint is found to be legally sufficient, a preliminary investigation will be undertaken by the investigative staff of the Commission. The second stage of the Commission's proceedings involves this preliminary investigation and a decision by the Commission as to whether there is probable cause to believe that

there has been a violation of any of the ethics laws. If the Commission finds no probable cause to believe there has been a violation of the ethics laws, the complaint will be dismissed and will become a matter of public record. If the Commission finds probable cause to believe there has been a violation of the ethics laws, the complaint becomes public and usually enters the third stage of proceedings. This stage requires the Commission to decide whether the law was actually violated and, if so, whether a penalty should be recommended. At this stage, the accused has the right to request a public hearing (trial) at which evidence is presented, or the Commission may order that such a hearing be held. Public hearings usually are held in or near the area where the alleged violation occurred.

When the Commission concludes that a violation has been committed, it issues a public report of its findings and may recommend one or more penalties to the appropriate disciplinary body or official.

When the Commission determines that a person has filed a complaint with knowledge that the complaint contains one or more false allegations or with reckless disregard for whether the complaint contains false allegations, the complainant will be liable for costs plus reasonable attorney's fees incurred by the person complained against. The Department of Legal Affairs may bring a civil action to recover such fees and costs, if they are not paid voluntarily within 30 days.

E. Dismissal of Complaints At Any Stage of Disposition

The Commission may, at its discretion, dismiss any complaint at any stage of disposition should it determine that the public interest would not be served by proceeding further, in which case the Commission will issue a public report stating with particularity its reasons for the dismissal. [Sec. 112.324(12), Fla. Stat.]

F. Statute of Limitations

All sworn complaints alleging a violation of the Sunshine Amendment or the Code of Ethics must be filed with the Commission within five years of the alleged violation or other breach of the public trust. Time starts to run on the day AFTER the violation or breach of public trust is committed. The statute of limitations is tolled on the day a sworn complaint is filed with the Commission. If a

complaint is filed and the statute of limitations has run, the complaint will be dismissed. [Sec. 112.3231, Fla. Stat.]

VIII. EXECUTIVE BRANCH LOBBYING

Any person who, for compensation and on behalf of another, lobbies an agency of the executive branch of state government with respect to a decision in the area of policy or procurement may be required to register as an executive branch lobbyist. Registration is required before lobbying an agency and is renewable annually. In addition, each lobbying firm must file a compensation report with the Commission for each calendar quarter during any portion of which one or more of the firm's lobbyists were registered to represent a principal. As noted above, no executive branch lobbyist or principal can make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 can knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.]

Paying an executive branch lobbyist a contingency fee based upon the outcome of any specific executive branch action, and receiving such a fee, is prohibited. A violation of this prohibition is a first degree misdemeanor, and the amount received is subject to forfeiture. This does not prohibit sales people from receiving a commission. [Sec. 112.3217, Fla. Stat.]

Executive branch departments, state universities, community colleges, and water management districts are prohibited from using public funds to retain an executive branch (or legislative branch) lobbyist, although these agencies may use full-time employees as lobbyists. [Sec. 11.062, Fla. Stat.]

Online registration and filing is available at www.floridalobbyist.gov. Additional information about the executive branch lobbyist registration system may be obtained by contacting the Lobbyist Registrar at the following address:

Executive Branch Lobbyist Registration
Room G-68, Claude Pepper Building
111 W. Madison Street
Tallahassee, FL 32399-1425
Phone: 850/922-4990

IX. WHISTLE-BLOWER'S ACT

In 1986, the Legislature enacted a “Whistle-blower’s Act” to protect employees of agencies and government contractors from adverse personnel actions in retaliation for disclosing information in a sworn complaint alleging certain types of improper activities. Since then, the Legislature has revised this law to afford greater protection to these employees.

While this language is contained within the Code of Ethics, the Commission has no jurisdiction or authority to proceed against persons who violate this Act. Therefore, a person who has disclosed information alleging improper conduct governed by this law and who may suffer adverse consequences as a result should contact one or more of the following: the Office of the Chief Inspector General in the Executive Office of the Governor; the Department of Legal Affairs; the Florida Commission on Human Relations; or a private attorney. [Sec. 112.3187 - 112.31895, Fla. Stat.]

X. ADDITIONAL INFORMATION

As mentioned above, we suggest that you review the language used in each law for a more detailed understanding of Florida’s ethics laws. The “Sunshine Amendment” is Article II, Section 8, of the Florida Constitution. The Code of Ethics for Public Officers and Employees is contained in Part III of Chapter 112, Florida Statutes.

Additional information about the Commission's functions and interpretations of these laws may be found in Chapter 34 of the Florida Administrative Code, where the Commission's rules are published, and in The Florida Administrative Law Reports, which until 2005 published many of the Commission's final orders. The Commission's rules, orders, and opinions also are available at www.ethics.state.fl.us.

If you are a public officer or employee concerned about your obligations under these laws, the staff of the Commission will be happy to respond to oral and written inquiries by providing information about the law, the Commission's interpretations of the law, and the Commission's procedures.

XI. TRAINING

Constitutional officers, elected municipal officers, commissioners of community redevelopment agencies (CRAs), commissioners of community development districts, and elected local officers of independent special districts are required to receive a total of four hours training, per calendar year, in the areas of ethics, public records, and open meetings. The Commission on Ethics does not track compliance or certify providers. Officials indicate their compliance with the training requirement when they file their annual Form 1 or Form 6.

Visit the training page on the Commission's website for up-to-date rules, opinions, audio/video training, and opportunities for live training conducted by Commission staff.

EXHIBIT 9

RESOLUTION 2026-01

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SWEETWATER CREEK
COMMUNITY DEVELOPMENT DISTRICT APPOINTING ASSISTANT SECRETARY OF THE
DISTRICT, AND PROVIDING FOR 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; and

WHEREAS, the Board of Supervisors of the District desires to appoint assistant secretary of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE
SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT:**

_____ is appointed Assistant Secretary.

SECTION 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 2nd day of October, 2025.

ATTEST:

**SWEETWATER CREEK COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chairperson/Vice Chairperson, Board of Supervisors

EXHIBIT 10

1 **MINUTES OF MEETING**

2 **SWEETWATER CREEK**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Sweetwater Creek Community
5 Development District was held on Thursday, September 4, 2025 at 4:00 p.m., at the 1865 N. Loop Pkwy,
6 St. Augustine, FL 32095.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Mr. McGaffney called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10 Ron Cervelli	Board Supervisor, Chairman
11 John Smith	Board Supervisor, Vice Chairman
12 Daniel Colin	Board Supervisor, Assistant Secretary
13 Stephen Handler	Board Supervisor, Assistant Secretary

14 Also, present were:

15 Howard McGaffney	District Manager, FCS Management Group
16 Mary Grace Henley	District Counsel, Kilinski Van Wyk PLLC
17 Meredith Hammock (<i>via phone</i>)	District Counsel, Kilinski Van Wyk PLLC
18 Mike Silverstein (<i>via phone</i>)	District Engineer, Matthews DCCM
19 Erin Gunia	General Manager
20 Cheryl Blythe	Assistant Manager
21 Mike Wooldridge	Duval Landscape
22 Bruce Brandenburg	Resident

23 *The following is a summary of the discussions and actions taken at the September 4, 2025 Sweetwater Creek*
24 *CDD Board of Supervisors Regular Meeting. Audio for this meeting is available upon public records*
25 *request by emailing PublicRecords@vestapropertyservices.com.*

26 **SECOND ORDER OF BUSINESS – Audience Comments – (limited to 3 minutes per individual for**
27 **agenda items)**

28 Bruce Brandenburg commented on leveling the operations and maintenance assessments across all
29 units. He requested that Marshall Creek CDD assist the HOA at Rio Del Nort by providing them
30 with an update when a new renting tenant moves into the community, because a new RFID tag
31 would have been issued. Discussion ensued with the Board and District Counsel, and Mr.
32 Brandenburg was informed that the Sweetwater Creek CDD did not possess a record that would
33 assist in this matter, nor would they be requesting such records from the Marshall Creek CDD.

34 **THIRD ORDER OF BUSINESS – Exhibit 1: Presentation of Proof of Publication(s)**

35 **FOURTH ORDER OF BUSINESS – Consent Agenda**

36 Mr. McGaffney provided a brief explanation as to why the financials were not available.

- 37 A. Exhibit 2: Consideration for Approval – The Minutes of the Board of Supervisor Regular Meeting
38 Held on August 7, 2025
- 39 B. Exhibit 3: Ratification of Vesta District Services/FCS Management Group Agreement for District
40 Management & Amenity/Field Operations Management Services

C. Ratification of Cobra Reimbursement - \$786.37/ month

On a MOTION by Dr. Handler, SECONDED by Mr. Colin, WITH ALL IN FAVOR, the Board approved the Consent agenda as presented, for the Sweetwater Creek Community Development District.

FIFTH ORDER OF BUSINESS – Staff Reports

A. Landscape Report

Mr. Woodridge provided a brief update on the irrigation. Discussion ensued.

B. District Engineer

Mr. Silverstein provided a brief explanation on the updates to his report. He also provided a high-level estimate for the assessment methodology report previously discussed and noted that it would be between \$2,500.00 and \$4,000.00. Discussion ensued.

C. District Counsel

D. District Manager

Mr. McGaffney provided a brief update on the transition process.

E. Exhibit 4: General Manager's Report

Ms. Gunia provided further comments regarding the new invoice system and provided further updates on her report. Discussion ensued, which included a tree count and tree trimming throughout the community.

1. Exhibit 5: MaintainX Workorder Report – August

This item was not previously on the agenda.

On a MOTION by Mr. Smith, SECONDED by Mr. Colin, WITH ALL IN FAVOR, the Board approved the Taylor Tree Pruning Services proposal authorizing District Counsel to draft the agreement, at a not-to-exceed of \$11,000.00, for the Sweetwater Creek Community Development District.

Ms. Gunia and Mr. McGaffney provided an update on the roof, pressure washing, and the maintenance personnel. Discussion ensued.

SIXTH ORDER OF BUSINESS – Business Items

A. Exhibit 6: Consideration of Envera Agreement Amendment Proposal – *To Be Distributed*

Supervisor Smith provided background information and explained the need for the amendment to the Envera agreement.

On a MOTION by Mr. Smith, SECONDED by Dr. Handler, WITH ALL IN FAVOR, the Board approved the Envera Agreement Amendment for RFID Reader, at a not-to-exceed of \$3,000.00, and a monthly service fee in the amount of \$48.73, authorizing District Counsel to review the agreement and make amendments, for the Sweetwater Creek Community Development District.

B. Exhibit 7: Consideration of Cost Share – Marshall Creek Reimbursement for Scanner/RFID Tags – *To Be Distributed*

The meeting recessed at approximately 4:57 p.m. and resumed at approximately 5:00 p.m.

Mr. McGaffney provided a brief background and explanation of the cost share agreement. Discussion ensued.

On a MOTION by Mr. Smith, SECONDED by Mr. Colin, WITH ALL IN FAVOR, the Board authorized the Chairman to accept and approve the FY 2024 True Up numbers related to the Cost Share Agreement with the Marshall Creek CDD, for the Sweetwater Creek Community Development District.

C. Consideration of ReAlign Website Design Proposals

Mr. McGaffney provided a brief explanation.

On a MOTION by Mr. Colin, SECONDED by Mr. Smith, WITH ALL IN FAVOR, the Board approved the ReAlign Website Design proposals for Website Maintenance and Hosting, in the amount of \$1,092.00 per year, and the ADA Monitoring and Testing, in the amount of \$240.00 quarterly, for the Sweetwater Creek Community Development District.

1. Exhibit 8: Web Maintenance ADA

2. Exhibit 9: Email Services

This item was not approved.

D. Exhibit 10: Consideration of FY 2026 Performance Standards & Measures

Ms. Henley provided a brief explanation. Discussion ensued.

On a MOTION by Dr. Handler, SECONDED by Mr. Colin, WITH ALL IN FAVOR, the Board approved the FY 2026 Performance Standards & Measures as amended to include 10 meetings per year, and changing the audit requirement language, removing a date, and only including the year 2026, for the Sweetwater Creek Community Development District.

E. Exhibit 11: Consideration & Adoption of **Resolution 2025-16**, Re-Designating Registered Agent

On a MOTION by Dr. Handler, SECONDED by Mr. Smith, WITH ALL IN FAVOR, the Board adopted **Resolution 2025-16**, Re-Designating Registered Agent, for the Sweetwater Creek Community Development District.

SEVENTH ORDER OF BUSINESS – Discussion Topics

A. Exhibit 12: July 2025 Unaudited Financial Statements – *To Be Distributed*

B. Exhibit 13: July & August O&M Operations & Maintenance Expenditures – *To Be Distributed*

EIGHTH ORDER OF BUSINESS – Supervisors' Requests

There being none, the next item followed.

NINTH ORDER OF BUSINESS – Audience Comments – New Business/Non-Agenda (*limited to 3 minutes per individual*)

A question was asked about the candidate process for the vacant seat. Supervisor Cervelli provided a brief explanation.

TENTH ORDER OF BUSINESS – Next Meeting Quorum Check: October 2 at 4:00PM

All four Board members presented stated that they would be attending the next Board meeting on October 2 at 4:00 p.m.

ELEVENTH ORDER OF BUSINESS – Adjournment

Supervisor Cervelli adjourned the meeting at approximately 5:17 p.m.

**Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person 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.*

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on October 2, 2025.

Signature

Signature

Printed Name

Printed Name

Title: ☐ **Secretary** ☐ **Assistant Secretary**

Title: ☐ **Chairman** ☐ **Vice Chairman**

EXHIBIT 11

Sweetwater Creek

Community Development District

Financial Statements (unaudited)

July 31, 2025



Sweetwater Creek CDD

Balance Sheet

July 31, 2025

	General Fund	Capital Reserves Fund	Series 2019 Debt Service Fund	Capital Project Fund	Total
ASSETS:					
Cash:					
Operating Account	\$ 196,990	\$ 95,871	\$ -	\$ -	\$ 292,861
Operating Account - Amenity Account	161,666	-	-	-	161,666
Debit Card Account - Amenity	4,405	-	-	-	4,405
POS Account - Amenity	1,291	-	-	-	1,291
Investments:					
State Board of Administration	305,102	382,351	-	-	687,453
U.S. Bank Custody Account	279,138	-	-	-	279,138
Debt Service Trust Accounts:		-	-	-	-
Series 2019:					
Revenue	-	-	201,586	-	201,586
Reserve A1	-	-	133,070	-	133,070
Reserve A2	-	-	107,324	-	107,324
Prepayment	-	-	-	-	-
Excess Revenue	-	-	0	-	0
Construction	-	-	-	139,199	139,199
Accounts Receivable	-	-	-	-	-
Assessments Receivable	-	-	-	-	-
Due from General Fund	4,325	-	-	-	4,325
Due from Amenity Fund	-	-	-	-	-
Due from Capital Reserve Fund	-	-	-	-	-
Due from Debt Service Fund	-	-	-	-	-
Due from Construction Fund	-	-	-	-	-
Due from Others	4,236	-	-	-	4,236
Prepaid	9,073	-	-	-	9,073
Deposits	-	-	-	-	-
TOTAL ASSETS:	966,225	478,222	441,980	139,199	2,025,625
LIABILITIES:					
Accounts Payable	145,994	-	-	-	145,994
Accrued Expenses Payable	-	-	-	-	-
Deferred Revenue from Assessments	-	-	-	-	-
Contracts Payable	-	-	-	-	-
Due to General Fund	-	-	-	-	-
Due to Amenity Fund	4,325	-	-	-	4,325
Due to Capital Reserve Fund	-	-	-	-	-
Due to Debt Service Fund	-	-	-	-	-
Due to Construction Fund	-	-	-	-	-
TOTAL LIABILITIES:	150,319	-	-	-	150,319
FUND BALANCES:					
Nonspendable:					
Prepaid	9,073	-	-	-	9,073
Restricted for:					
Debt Service	-	-	441,980	-	441,980
Assigned to:					
Reserves					-
Unassigned:	806,834	478,222	-	139,199	1,424,254
TOTAL FUND BALANCE:	815,906	478,222	441,980	139,199	1,875,307
TOTAL LIABILITIES & FUND BALANCE:					
	\$ 966,225	\$ 478,222	\$ 441,980	\$ 139,199	\$ 2,025,625

Sweetwater Creek CDD

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balance

For the period of October 1, 2024 through July 31, 2025

	Adopted Budget	Monthly Actual	Year-to-Date Actual	Year-to-Date Variance	Percentage Variance
REVENUES:					
Special Assessments (net)	\$ 1,857,822	\$ 21,992	\$ 1,868,741	\$ 10,919	100.59%
Fitness Center Revenue	2,000	4,306	8,986	\$ 6,986	449.30%
Interest/Miscellaneous	25,000	5,138	35,143	\$ 10,143	140.57%
Insurance Proceeds	-	-	1,820	\$ 1,820	
TOTAL REVENUES:	1,884,822	31,436	1,914,689	29,867	101.58%
EXPENDITURES:					
General & Administrative:					
Supervisors Fees	12,000	1,000	12,200	200	101.67%
Engineering Services	20,000	-	18,149	(1,851)	90.75%
Legal Services	63,599	13,833	68,984	5,385	108.47%
Auditing Services	3,800	-	3,800	-	100.00%
Assessment Administration	5,200	-	5,200	-	100.00%
Arbitrage Services	500	-	-	(500)	0.00%
Dissemination Agent	5,512	459	4,593	(919)	83.33%
Trustee Fees	3,800	-	3,143	(657)	82.70%
District Management	44,200	3,683	36,833	(7,367)	83.33%
Information Technology	1,482	124	1,235	(247)	83.33%
Website Maintenance	1,040	87	867	(173)	83.34%
Telephone	742	79	427	(315)	57.60%
Postage & Delivery	3,000	257	3,109	109	103.63%
Insurance - Public Officials	5,172	-	5,224	52	101.01%
Copies	2,500	11	2,929	429	117.16%
Legal Advertising	2,000	1,189	1,844	(156)	92.20%
Miscellaneous	1,500	1	628	(872)	41.89%
Dues, Licenses & Subscriptions	175	455	630	455	359.99%
Cost Share Expense - Marshall Creek	100,000	-	-	(100,000)	0.00%
Total General & Administrative:	276,222	21,178	169,795	(106,427)	61.47%
Operations & Maintenance:					
Electric	78,000	9,668	66,105	(11,895)	84.75%
Insurance - General Liability	6,884	-	5,892	(992)	85.59%
Landscape Maintenance	291,276	24,273	242,730	(48,546)	83.33%
Landscape Improvements	50,000	4,350	27,518	(22,482)	55.04%
Mulch	50,000	-	50,000	-	100.00%
Lake Maintenance	22,000	2,122	21,224	(776)	96.47%
Fountain Maintenance	1,500	-	-	(1,500)	0.00%
Irrigations - R & M	39,000	1,775	36,870	(2,130)	94.54%
Storm Clean-up	10,000	-	-	(10,000)	0.00%
Field - R & M	36,000	529	29,280	(6,720)	81.33%
Tree Removals	14,000	-	6,650	(7,350)	47.50%
Tree Replacements	-	-	1,820	1,820	
Tree Pruning	15,000	-	5,480	(9,520)	36.53%
Streetlight Repair	2,250	-	-	(2,250)	0.00%
Signage Repair	1,000	-	-	(1,000)	0.00%

Sweetwater Creek CDD

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balance

For the period of October 1, 2024 through July 31, 2025

	Adopted Budget	Monthly Actual	Year-to-Date Actual	Year-to-Date Variance	Percentage Variance
Holiday Decorations	5,000	49	3,665	(1,335)	73.30%
Miscellaneous Field Supplies	3,500	546	613	(2,887)	17.53%
Total Operations & Maintenance:	625,410	43,312	497,847	(127,563)	79.60%
Amenities					
Administrative:					
Property & Casualty Insurance	43,218	-	40,216	(3,002)	93.05%
Facility Management	266,340	23,664	235,822	(30,518)	88.54%
Performance Incentive	10,000	-	8,492	(1,508)	84.92%
Information Technology	-	-	795	795	
Licenses & Permits	770	-	350	(420)	45.50%
Subscriptions & Memberships	2,040	141	1,601	(439)	78.48%
Training	-	-	706	706	
Travel & Per Diem	-	-	114	114	
Office Supplies	3,000	216	2,115	(885)	70.52%
Office Equipment	2,500	172	1,160	(1,340)	46.39%
Telephone/Internet/TV	12,000	756	8,124	(3,876)	67.70%
Guardhouse - Internet/Telephone	4,500	150	2,401	(2,099)	53.36%
Field:				-	
Field Management	92,602	7,717	77,168	(15,434)	83.33%
Facility Maintenance - Cost Share	-	-	5,532	5,532	
General Utilities	78,000	5,313	64,159	(13,841)	82.26%
Refuse Removal	6,725	772	8,545	1,820	127.07%
Security	41,137	3,728	36,713	(4,424)	89.25%
Janitorial Services	43,467	3,622	34,411	(9,056)	79.17%
Operating Supplies - Spa & Paper	4,000	366	2,548	(1,452)	63.69%
Operating Supplies - Uniforms	500	44	579	79	115.80%
Cleaning Supplies	12,500	120	7,628	(4,872)	61.03%
Landscape Maintenance & Improvements	22,872	2,022	39,071	16,199	170.82%
Gate - R & M	2,500	-	868	(1,632)	34.72%
Dog Park - R & M	6,000	-	1,167	(4,833)	19.45%
Park Mulch	5,000	-	5,810	810	116.20%
Miscellaneous Field Supplies	4,100	-	790	(3,310)	19.27%
Buildings - R & M	30,000	1,217	51,945	21,945	173.15%
Pest Control	1,800	84	1,229	(571)	68.28%
Pool Maintenance - Contract	19,469	1,622	16,527	(2,942)	84.89%
Pool - R & M	3,000	7,762	9,164	6,164	305.48%
Pool Chemicals	30,000	2,590	23,384	(6,616)	77.95%
Signage & Amenity Repairs	300	-	1,579	1,279	526.24%
Special Events	2,000	1,082	2,639	639	131.95%
Park - R & M	10,000	-	8,585	(1,415)	85.85%
Pickleball R & M	3,000	9	9,048	6,048	301.59%
Guardhouse Maintenance	2,500	15	15	(2,485)	0.61%
Playground - R & M	5,000	-	7,139	2,139	142.78%
Fitness:				-	
Outside Fitness	55,515	1,400	34,630	(20,885)	62.38%
Fitness Equipment - R & M	7,000	-	2,925	(4,075)	41.79%
Fitness Equipment Rental	36,635	2,540	28,682	(7,953)	78.29%

Sweetwater Creek CDD

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balance

For the period of October 1, 2024 through July 31, 2025

	Adopted Budget	Monthly Actual	Year-to-Date Actual	Year-to-Date Variance	Percentage Variance
Miniature Golf Course Maintenance	500	-	355	(145)	71.00%
Miscellaneous Fitness Supplies	6,300	52	702	(5,598)	11.14%
Capital Outlay - Machinery & Equipment	6,400	599	1,776	(4,624)	27.75%
Capital Outlay	-	-	45,782	45,782	
Total Amenities:	883,190	67,774	832,993	(50,197)	94.32%
Total Operations & Maintenance and Amenities	1,508,600	111,086	1,330,840	(177,760)	88.22%
Reserves					
Capital Reserve Transfer	100,000	-	100,000	-	100.00%
Total Reserves	100,000	-	100,000	-	100.00%
TOTAL EXPENDITURES & RESERVES:	1,884,822	132,264	1,600,635	(284,187)	84.92%
Revenues Over/(Under) Expenditures	-	(100,828)	314,054	311,514	
FUND BALANCE BEGINNING			501,852		
FUND BALANCE, ENDING			\$ 815,906		

Sweetwater Creek CDD

Capital Reserve Fund

Statement of Revenues, Expenditures and Changes in Fund Balance For the period of October 1, 2024 through July 31, 2025

	Adopted Budget	Year-to-Date Actual	Year-to-Date Variance	Percentage Variance
REVENUES:				
Capital Reserve - Transfer In	\$ 100,000	\$ 100,000	\$ -	100.00%
Interest	5,000	11,375		0.00%
TOTAL REVENUES:	105,000	111,375	-	106.07%
EXPENDITURES:				
Capital Outlay	\$ 30,000	\$ 38,072	8,072	126.91%
Repair & Maintenance	21,317	-	(21,317)	0.00%
Other Current Charges	600	418	(182)	69.69%
TOTAL EXPENDITURES:	51,917	38,490	(13,427)	74.14%
Revenues Over/(Under) Expenditures	53,083	72,885	13,427	137.30%
FUND BALANCE BEGINNING		405,337		
Net Changes in fund balance		72,885		
FUND BALANCE, ENDING		\$ 478,222		

Capital Reserve Study

	General	Amenities	Combined
Description	FY 2025-Study	FY 2025-Study	Total-Study
Reserve 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 - Actuals

Description	Actual
Reserve Beginning of Year	\$ 405,337
Contributions	100,000
Interest Income	11,375
Expenditures	(38,490)
Anticipated Balance	\$ -

Variance Reserve Study vs Actaul	\$ (334,757)
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Sweetwater Creek CDD
Series 2019 Debt Service Fund

Statement of Revenues, Expenditures and Changes in Fund Balance
For the period of October 1, 2024 through July 31, 2025

	Adopted	Year-to-Date		Percentage
	Budget	Actual	Variance	Variance
REVENUES:				
Special Assessments- Tax Roll	\$ 741,440	\$ 742,954	\$ 1,514	100.20%
Special Assessments- Prepayments	-	10,926	10,926	
Interest	30,000	22,494	(7,506)	74.98%
TOTAL REVENUES:	771,440	776,373	4,933	100.64%
EXPENDITURES:				
Series 2019-A1				
Principal Payments:				
05/01	360,000	360,000	-	100.00%
Interest Expense:				
11/01	81,650	81,650	-	100.00%
05/01	81,650	81,503	(147)	99.82%
Special Call:				
11/01	-	10,000	10,000	
05/01	-	10,000	10,000	
Series 2019-A2				
Principal Payments:				
05/01	130,000	125,000	(5,000)	96.15%
Interest Expense:				
11/01	44,200	44,200	-	100.00%
05/01	44,200	44,113	(87)	99.80%
Special Call:				
11/01	-	5,000	5,000	
05/01	-	5,000	5,000	
Total Debt Service:	741,700	766,466	24,766	103.34%
TOTAL EXPENDITURES:	741,700	766,466	24,766	103.34%
Revenues Over/(Under) Expenditures	29,740	9,907	(19,833)	33.31%
FUND BALANCE BEGINNING		432,072		
Net Changes in fund balance		9,907		
FUND BALANCE, ENDING		\$ 441,979		

Sweetwater Creek CDD

Capital Projects Fund - Series 2019

Statement of Revenues, Expenditures and Changes in Fund Balance For the period of October 1, 2024 through July 31, 2025

	Adopted	Year-to-Date	Year-to-Date	Percentage
	Budget	Actual	Variance	Variance
REVENUES:				
Interest	\$ -	\$ 10,443	\$ 10,443	
TOTAL REVENUES:	-	10,443	10,443	
EXPENDITURES:				
Capital Outlay	-	213,425	213,425	
TOTAL EXPENDITURES:	-	213,425	213,425	
Revenues Over/(Under) Expenditures	-	(202,983)	(202,983)	
FUND BALANCE BEGINNING		342,181		
Net Changes in fund balance		(202,983)		
FUND BALANCE, ENDING		\$ 139,198		

Sweetwater Creek CDD

Statement of Revenues, Expenditures and Changes in Fund Balance

General Fund

FY25 Monthly Breakdown

	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Total
REVENUES:													
Special Assessments (net)	\$ -	\$ 182,784	\$ 338,977	\$ 1,117,699	\$ 168,407	\$ -	\$ 38,881	\$ -	\$ -	\$ 21,992			\$ 1,868,740
Fitness Center Revenue	1,890	540	-	-	1,150	-	1,100	-	-	\$ 4,306			8,986
Interest/Miscellaneous	1,162	697	986	2,135	6,002	7,624	5,073	4,781	1,545	\$ 5,138			35,143
Insurance Proceeds	-	-	-	-	-	-	1,820	-	-	\$ -			1,820
TOTAL REVENUES:	3,052	184,021	339,963	1,119,834	175,559	7,624	46,874	4,781	1,545	31,436	-	-	1,914,689
EXPENDITURES:													
General & Administrative:													
Supervisors Fees	800	1,000	800	1,000	1,000	2,000	1,800	1,800	1,000	1,000	-	-	12,200
Engineering Services	3,636	2,082	1,668	1,133	934	1,368	2,603	2,798	1,929	-	-	-	18,151
Legal Services	3,814	3,896	2,202	6,150	5,487	7,936	13,952	11,715	-	13,833	-	-	68,985
Auditing Services	-	-	-	-	-	-	-	-	3,800	-	-	-	3,800
Assessment Administration	5,200	-	-	-	-	-	-	-	-	-	-	-	5,200
Arbitrage Services	-	-	-	-	-	-	-	-	-	-	-	-	-
Dissemination Agent	459	459	459	459	459	459	459	459	459	459	-	-	4,590
Trustee Fees	3,143	-	-	-	-	-	-	-	-	-	-	-	3,143
District Management	3,683	3,683	3,683	3,683	3,683	3,683	3,683	3,683	3,683	3,683	-	-	36,830
Information Technology	124	124	124	124	124	124	124	124	124	124	-	-	1,240
Website Maintenance	87	87	87	87	87	87	87	87	87	87	-	-	870
Telephone	36	9	27	41	36	11	39	82	69	79	-	-	429
Postage & Delivery	122	431	252	284	113	189	171	601	690	257	-	-	3,110
Insurance - Public Officials	5,224	-	-	-	-	-	-	-	-	-	-	-	5,224
Copies	153	204	182	7	321	18	449	379	1,203	11	-	-	2,927
Legal Advertising	-	-	-	-	182	96	92	189	96	1,189	-	-	1,844
Miscellaneous	419	45	23	85	26	(174)	201	1	1	1	-	-	628
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	455	-	-	630
Cost Share Expense - Marshall Creek	-	-	-	-	-	-	-	-	-	-	-	-	-
Total General & Administrative:	27,075	12,020	9,507	13,053	12,452	15,797	23,660	21,918	13,141	21,178	-	-	169,801
Operations & Maintenance:													
Electric	6,062	6,204	6,114	6,358	6,124	6,211	6,240	6,518	6,607	9,668	-	-	66,106
Insurance - General Liability	5,892	-	-	-	-	-	-	-	-	-	-	-	5,892
Landscape Maintenance	24,273	24,273	24,273	24,273	24,273	24,273	24,273	24,273	24,273	24,273	-	-	242,730
Landscape Improvements	-	1,202	-	-	2,055	4,975	5,910	7,706	1,320	4,350	-	-	27,518
Mulch	-	20,000	-	-	-	30,000	-	-	-	-	-	-	50,000

Sweetwater Creek CDD
Statement of Revenues, Expenditures and Changes in Fund Balance
General Fund
FY25 Monthly Breakdown

	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Total
Lake Maintenance	2,122	2,122	2,122	2,122	2,122	2,122	2,122	2,122	2,122	2,122	-	-	21,221
Fountain Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
Irrigations - R & M	11,995	5,280	2,405	-	3,970	6,170	1,765	2,015	1,495	1,775	-	-	36,870
Storm Clean-up	-	-	-	-	-	-	-	-	-	-	-	-	-
Field - R & M	8,854	3,975	8,365	895	45	4,252	1,285	1,080	-	529	-	-	29,280
Tree Removals	800	3,600	250	600	-	-	1,400	-	-	-	-	-	6,650
Tree Replacements	-	-	-	-	1,820	-	-	-	-	-	-	-	1,820
Tree Pruning	-	-	-	5,480	-	-	-	-	-	-	-	-	5,480
Streetlight Repair	-	-	-	-	-	-	-	-	-	-	-	-	-
Signage Repair	-	-	-	-	-	-	1,456	-	-	-	-	-	1,456
Holiday Decorations	1,594	1,217	499	307	-	-	-	-	-	49	-	-	3,666
Miscellaneous Field Supplies	49	-	-	-	19	-	-	-	-	546	-	-	614
Total Operations & Maintenance:	61,641	67,873	44,028	40,035	40,428	78,003	44,451	43,714	35,817	43,312	-	-	499,303
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	23,727	23,664	-	-	235,822
Performance Incentive	-	8,492	-	-	-	-	-	-	-	-	-	-	8,492
Information Technology	795	-	-	-	-	-	-	-	-	-	-	-	795
Travel Per Diem	-	-	-	-	-	-	-	-	114	-	-	-	114
Licenses & Permits	-	-	-	-	-	-	-	350	-	141	-	-	491
Subscriptions & Memberships	125	125	125	125	125	125	125	460	125	-	-	-	1,460
Training	-	-	-	-	-	219	-	487	-	-	-	-	706
Office Supplies	188	138	616	59	146	144	23	523	62	216	-	-	2,115
Office Equipment	107	139	240	25	-	52	193	60	172	172	-	-	1,160
Telephone/Internet/TV	663	664	664	709	756	756	886	756	1,512	756	-	-	8,123
Guardhouse - Internet/Telephone	653	343	357	150	150	150	150	150	150	150	-	-	2,403
Field:										-			
Field Management	7,717	7,717	7,717	7,717	7,717	7,717	7,717	7,717	7,717	7,717	-	-	77,170
Facility Maintenance - Cost Share	-	-	-	-	-	897	1,862	1,692	1,080	-	-	-	5,531
General Utilities	6,163	6,720	5,422	8,154	7,042	8,509	6,288	5,045	5,503	5,313	-	-	64,158
Refuse Removal	635	780	780	799	654	654	145	1,308	2,019	772	-	-	8,547
Security	3,488	3,428	3,428	3,488	3,428	3,631	5,238	3,428	3,428	3,728	-	-	36,713
Janitorial Services	3,622	3,622	3,622	3,622	1,811	3,622	3,622	3,622	3,622	3,622	-	-	34,409
Operating Supplies - Spa & Paper	475	222	-	264	170	63	722	-	264	366	-	-	2,546
Operating Supplies - Uniforms	-	-	27	508	-	-	-	-	-	44	-	-	579

Sweetwater Creek CDD
Statement of Revenues, Expenditures and Changes in Fund Balance
General Fund
FY25 Monthly Breakdown

	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Total
Cleaning Supplies	244	1,472	342	1,464	80	1,320	1,941	243	402	120	-	-	7,628
Landscape Maintenance & Improvements	17,938	1,963	1,963	1,963	1,963	2,417	2,819	2,022	4,001	2,022	-	-	39,071
Gate - R & M	-	-	-	-	868	-	-	-	-	-	-	-	868
Dog Park - R & M	286	-	143	129	136	172	301	-	-	-	-	-	1,167
Park Mulch	-	-	-	-	-	-	-	5,810	-	-	-	-	5,810
Miscellaneous Field Supplies	-	34	-	58	-	61	515	111	11	-	-	-	790
Buildings - R & M	28,243	75	4,111	718	34	1,030	258	10,585	5,674	1,217	-	-	51,946
Pest Control	81	81	81	84	484	84	167	-	84	84	-	-	1,230
Pool Maintenance - Contract	1,622	1,622	1,622	1,622	1,622	1,622	1,622	1,925	1,622	1,622	-	-	16,523
Pool - R & M	-	-	-	-	-	358	165	-	880	7,762	-	-	9,165
Pool Chemicals	2,055	2,160	2,498	2,397	2,432	2,158	2,311	2,306	2,477	2,590	-	-	23,384
Signage & Amenity Repairs	61	-	-	40	-	-	-	-	22	-	-	-	123
Special Events	-	164	595	124	29	17	100	530	-	1,082	-	-	2,641
Park - R & M	8,585	-	-	-	-	-	-	-	-	-	-	-	8,585
Pickleball R & M	1,800	-	908	-	76	10	6,215	29	-	9	-	-	9,047
Guardhouse Maintenance	-	-	-	-	-	-	-	-	-	15	-	-	15
Playground - R & M	17	5,589	1,391	142	-	-	-	-	-	-	-	-	7,139
Fitness:										-			
Outside Fitness	4,115	3,570	2,595	4,910	3,485	3,450	3,625	4,015	3,465	1,400	-	-	34,630
Fitness Equipment - R & M	1,469	13	-	-	-	-	476	-	967	-	-	-	2,925
Fitness Equipment Rental	3,053	3,053	3,053	2,540	3,053	3,258	2,540	3,053	2,540	2,540	-	-	28,683
Miniature Golf Course Maintenance	-	-	355					-	-	-	-	-	355
Miscellaneous Fitness Supplies	117	76	-	215	18	21	67	74	61	52	-	-	701
Capital Outlay - Machinery & Equipment	-	-	795	-	167	125	90	-	-	599	-	-	1,776
Capital Outlay	-	19,610	-	-	4,092	-	-	-	22,080	-	-	-	45,782
Total Amenities:	158,167	95,571	67,092	65,528	64,213	65,886	73,956	79,563	93,781	67,774	-	-	831,531
Total Operations & Maintenance and Amenities	219,808	163,444	111,120	105,563	104,641	143,889	118,407	123,277	129,599	111,086	-	-	1,330,834
Reserves													
Capital Reserve Transfer	-	-	-	-	-	-	-	100,000	-	-	-	-	100,000
Total Reserves	-	-	-	-	-	-	-	100,000	-	-	-	-	100,000
TOTAL EXPENDITURES & RESERVES:	246,883	175,464	120,627	118,616	117,093	159,686	142,067	245,195	142,740	132,264	-	-	1,600,635
Revenues Over/(Under) Expenditures	(243,831)	8,557	219,336	1,001,218	58,466	(152,062)	(95,193)	(240,414)	(141,195)	(100,828)	-	-	314,054

Non-Ad Valorem Special Assessments - St Johns County Tax Collector

Monthly Assessment Distributions

For the Fiscal Year Ending September 30, 2025

On Roll Assessments

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
Allocation %		71.55%		28.45%		100.00%

Date	Distribution	GF	2019 DS	Net Received
11/5/2024	Dist #1	\$ 20,366.16	\$ 8,096.96	\$ 28,463.12
11/15/2024	Dist #2	58,381.65	23,210.74	81,592.39
11/19/2024	Dist #3	104,036.66	41,361.76	145,398.42
12/6/2024	Dist #4	155,698.59	61,900.95	217,599.54
12/18/2024	Dist #5	183,278.27	72,865.78	256,144.05
1/10/2025	Dist #6	1,113,694.27	442,770.46	1,556,464.73
1/14/2025	Interest	4,005.03	1,592.28	5,597.31
2/21/2025	Dist #7	168,407.03	66,953.44	235,360.47
4/8/2025	Dist #8	36,902.50	14,671.29	51,573.79
4/14/2025	Interest	1,978.53	786.60	2,765.13
7/11/2025	Dist #9	16,847.36	6,697.99	23,545.34
7/15/2025	Dist #10	5,144.67	2,045.37	7,190.04
Total Assessments Collected		<u>1,868,740.71</u>	<u>742,953.63</u>	<u>2,611,694.33</u>
Balance of Receivable		<u>-</u>	<u>-</u>	<u>-</u>
Percent Collected		100.59%	100.59%	100.59%

Sweetwater Creek CDD
General Fund Check Register
Month of July 31, 2025

Date	Num	Name	Memo	Debit	Credit	Balance
						-13,264.50
07/01/2025	070125ACH1	FPL	Streetlights # Palencia N PH Apr 8, 2025 to Jun 9		5,116.93	-18,381.43
07/02/2025	4326	Duval Landscape Maintenance	Checks written before transition		130.00	-18,511.43
07/02/2025	4327	Duval Landscape Maintenance	Checks written before transition		1,945.00	-20,456.43
07/02/2025	4328	Duval Landscape Maintenance	Checks written before transition		1,565.00	-22,021.43
07/10/2025	4330	Governmental Management Services	Checks written before transition		4,700.93	-26,722.36
07/10/2025	4331	McDirmitt Davis LLC	Checks written before transition		3,800.00	-30,522.36
07/10/2025	4329	Duval Landscape Maintenance	Checks written before transition		24,273.00	-54,795.36
07/15/2025	4332	Daniel L Colin	Checks written before transition		200.00	-54,995.36
07/15/2025	4333	John T Smith	Checks written before transition		200.00	-55,195.36
07/15/2025	4334	Robert Lisotta	Checks written before transition		200.00	-55,395.36
07/15/2025	4336	Stephen J Handler	Checks written before transition		200.00	-55,595.36
07/15/2025	4335	Ronald J Cervelli	Checks written before transition		200.00	-55,795.36
07/17/2025	4337	Burchfield Electric, Inc.	Checks written before transition		3,109.20	-58,904.56
07/17/2025	4338	Matthews Design Group LLC	Checks written before transition		1,928.75	-60,833.31
07/21/2025	072125ACH1	FPL	499 Ensenada Dr #IRR Jun 5, 2025 to Jul 7, 2025		25.66	-60,858.97
07/21/2025	072125ACH2	FPL	97 Onda LN #IRR Jun 5, 2025 to Jul 7, 2025		25.98	-60,884.95
07/21/2025	072125ACH3	FPL	633 Glorieta Dr #IRR Jun 5, 2025 to Jul 7, 2025		30.75	-60,915.70
07/21/2025	072125ACH4	FPL	43 Privado Ct #LITE Jun 5, 2025 to Jul 7, 2025		33.81	-60,949.51
07/21/2025	072125ACH5	FPL	2064 Las Calinas Blvd #IRR Jun 5, 2025 to Jul 7, 2025		37.51	-60,987.02
07/21/2025	072125ACH6	FPL	537 Ensenada Dr. #IRR Jun 5, 2025 to Jul 7, 2025		39.03	-61,026.05
07/21/2025	072125ACH7	FPL	2036 Las Calinas Blvd #IRR Jun 5, 2025 to Jul 7, 2025		53.72	-61,079.77
07/21/2025	072125ACH8	FPL	711 Enrede LN Jun 5, 2025 to Jul 7, 2025		67.50	-61,147.27
07/21/2025	072125ACH9	FPL	336 Rio Del Norte Road #IRR Jun 5, 2025 to Jul 7, 2025		78.65	-61,225.92
07/21/2025	072125ACH10	FPL	1329 Las Calinas Blvd #IRR Jun 5, 2025 to Jul 7, 2025		86.49	-61,312.41
07/21/2025	072125ACH11	FPL	661 Ensenada Dr. #IRR Jun 5, 2025 to Jul 7, 2025		145.19	-61,457.60
07/21/2025	072125ACH12	FPL	166 Torcido Blvd #IRR Jun 5, 2025 to Jul 7, 2025		183.93	-61,641.53
07/21/2025	072125ACH13	FPL	1504 Las Calinas Blvd #IRR Jun 5, 2025 to Jul 7, 2025		195.95	-61,837.48
07/21/2025	072125ACH14	FPL	166 Pantano Vista Way # Fountain Jun 5, 2025 to Jul 7, 2025		412.23	-62,249.71
07/22/2025	072225ACH1	FPL	1802 N Loop PKWY #LGT Jun 5, 2025 to Jul 7, 2025		25.66	-62,275.37
07/22/2025	072225ACH2	FPL	Streetlights # Palencia N PH Jun 9, 2025 to Jul 9, 2025		5,116.93	-67,392.30
07/24/2025	4339	Gannett FL LocalIQ	Checks written before transition		95.84	-67,488.14
07/25/2025	7		Correcting GMS entry - Trsf made fr Valley GF to AF 7/25		125,000.00	-192,488.14
07/31/2025	1		Balance at transfer from GMS	333,249.22		140,761.08
07/31/2025	6		To adjust cash for outstanding checks	55,812.22		196,573.30
07/31/2025			Interest	416.23		196,989.53
as of 7/31/2025				389,477.67	179,223.64	196,989.53

Sweetwater Creek CDD
Amenity Fund Check Register
Month of July 31, 2025

Date	Num	Name	Memo	Debit	Credit	Balance
						-40,042.32
07/01/2025	070125ACH1	TECO	1865 N LOOP PKWY May 06, 2025 - Jun 05, 2025		72.95	-40,115.27
07/02/2025	3003	Duval Landscape Maintenance	Checks issued before transfer		2,022.00	-42,137.27
07/02/2025	3004	Eliana Roque	Checks issued before transfer		280.00	-42,417.27
07/02/2025	3005	Erin Gunia	Checks issued before transfer		113.90	-42,531.17
07/02/2025	3006	Lina Hermez	Checks issued before transfer		450.00	-42,981.17
07/02/2025	3007	Marilyn J Costanzo	Checks issued before transfer		35.00	-43,016.17
07/02/2025	3008	Miranda Bulger	Checks issued before transfer		245.00	-43,261.17
07/02/2025	3009	Patricia Scott	Checks issued before transfer		175.00	-43,436.17
07/02/2025	3010	Publix Super Markets Inc	Checks issued before transfer		82.95	-43,519.12
07/02/2025	3011	Ronald C. Cullum	Checks issued before transfer		105.00	-43,624.12
07/02/2025	3012	Tiffany Cunningham	Checks issued before transfer		105.00	-43,729.12
07/02/2025	3014	Village Key & Alarm Inc	Checks issued before transfer		75.00	-43,804.12
07/02/2025	3002	Diane Stoever	Checks issued before transfer		240.00	-44,044.12
07/02/2025	3013	Tiffany Cunningham	Checks issued before transfer		140.00	-44,184.12
07/07/2025	070725ACH1	Florida Natural Gas	1865 NORTH LOOP PARKWAY 5/5/25 - 6/4/25		12.85	-44,196.97
07/07/2025	070725ACH2	Comcast	1865 N. Loop Parkway June 15, 2025 - July 14, 2025		756.35	-44,953.32
07/08/2025	070825ACH1	Republic Services #687	1865 N Loop Pkwy 7/1/25 - 7/31/25		932.49	-45,885.81
07/10/2025	3016	Poolsure	Checks issued before transfer		2,157.54	-48,043.35
07/10/2025	3017	Riverside Management Services Inc	Checks issued before transfer		36,789.12	-84,832.47
07/10/2025	3015	Duval Landscape Maintenance	Checks issued before transfer		2,022.00	-86,854.47
07/17/2025	3018	Angella Bascom	Checks issued before transfer		70.00	-86,924.47
07/17/2025	3022	Katherine Roy	Checks issued before transfer		140.00	-87,064.47
07/17/2025	3019	Angella Bascom	Checks issued before transfer		70.00	-87,134.47
07/17/2025	3021	Eliana Roque	Checks issued before transfer		160.00	-87,294.47
07/17/2025	3023	Lina Hermez	Checks issued before transfer		490.00	-87,784.47
07/17/2025	3024	Marilyn J Costanzo	Checks issued before transfer		35.00	-87,819.47
07/17/2025	3025	Miranda Bulger	Checks issued before transfer		245.00	-88,064.47
07/17/2025	3026	Patricia Scott	Checks issued before transfer		105.00	-88,169.47
07/17/2025	3027	Tiffany Cunningham	Checks issued before transfer		140.00	-88,309.47
07/17/2025	3020	Diane Stoever	Checks issued before transfer		80.00	-88,389.47
07/21/2025	072125ACH1	St. Johns County Utility Department	1187 LAS CALINAS BLVD GUARDHOUSE 5/19/25 - 6/16/25		35.20	-88,424.67
07/21/2025	072125ACH2	St. Johns County Utility Department	491 ENSENADA DR 5/19/25 - 6/16/25		15.69	-88,440.36
07/21/2025	072125ACH5	St. Johns County Utility Department	1865 N LOOP PKWY 5/19/25 - 6/16/25		927.07	-89,367.43
07/21/2025	072125ACH4	FPL	1187 Las Calinas Blvd #LITE Jun 5, 2025 to Jul 7, 2025		175.20	-89,542.63
07/21/2025	072125ACH3	FPL	491 Ensenada Dr #Park Jun 5, 2025 to Jul 7, 2025		33.53	-89,576.16
07/22/2025	072225ACH1	FPL	1865 N Loop Pkwy Jun 5, 2025 to Jul 7, 2025		3,494.49	-93,070.65
07/23/2025	072325ACH1	AT&T	Guardhouse Telephone July 2, 2025 - Aug 1, 2025		149.80	-93,220.45

Sweetwater Creek CDD
Amenity Fund Check Register
Month of July 31, 2025

Date	Num	Name	Memo	Debit	Credit	Balance
07/24/2025	3032	Katherine Roy	Checks issued before transfer		70.00	-93,290.45
07/24/2025	3035	Riverside Management Services Inc	Checks issued before transfer		1,090.74	-94,381.19
07/24/2025	3037	Ronald C. Cullum	Checks issued before transfer		105.00	-94,486.19
07/24/2025	3028	Angella Bascom	Checks issued before transfer		35.00	-94,521.19
07/24/2025	3030	Eliana Roque	Checks issued before transfer		200.00	-94,721.19
07/24/2025	3033	Miranda Bulger	Checks issued before transfer		245.00	-94,966.19
07/24/2025	3034	Patricia Scott	Checks issued before transfer		105.00	-95,071.19
07/24/2025	3036	Riverside Management Services Inc	Checks issued before transfer		7,966.98	-103,038.17
07/24/2025	3038	Ronald C. Cullum	Checks issued before transfer		140.00	-103,178.17
07/24/2025	3029	Diane Stoever	Checks issued before transfer		120.00	-103,298.17
07/24/2025	3031	Eliana Roque			290.00	-103,588.17
07/28/2025	3041	Duval Landscape Maintenance	Checks issued before transfer		2,022.00	-105,610.17
07/28/2025	3039	Riverside Management Services Inc	Checks issued before transfer		413.20	-106,023.37
07/28/2025	3040	Riverside Management Services Inc	Checks issued before transfer		9,072.72	-115,096.09
07/28/2025	072825ACH1	Geneva Capital LLC	Fitness Equipment 7/25		2,539.71	-117,635.80
07/31/2025	2		Balance on transfer from GMS	170,507.72		52,871.92
07/31/2025	6		To adjust cash for outstanding checks	108,490.47		161,362.39
07/31/2025	073125ACH1	TECO	1865 N LOOP PKWY Jun 06, 2025 - Jul 09, 2025		72.86	161,289.53
07/31/2025			Interest	376.41		161,665.94
as of 7/31/2025				279,374.60	77,666.34	161,665.94

EXHIBIT 12

Sweetwater Creek

Community Development District

Financial Statements (unaudited)

August 31, 2025



Sweetwater Creek CDD

Balance Sheet

August 31, 2025

	General Fund	Capital Reserves Fund	Series 2019 Debt Service Fund	Capital Project Fund	Total
ASSETS:					
Cash:					
Operating Account	\$ 111,516	\$ 95,829	\$ -	\$ -	\$ 207,345
Operating Account - Amenity Account	\$ 121,466	-	-	-	121,466
Debit Card Account - Amenity	\$ 1	-	-	-	1
POS Account - Amenity	\$ 1,538	-	-	-	1,538
Investments:					
State Board of Administration	\$ 306,253	383,794	-	-	690,047
U.S. Bank Custody Account	\$ 281,018	-	-	-	281,018
Debt Service Trust Accounts:		-	-	-	-
Series 2019:					
Revenue	\$ -	-	203,170	-	203,170
Reserve A1	\$ -	-	133,070	-	133,070
Reserve A2	\$ -	-	107,700	-	107,700
Prepayment	\$ -	-	-	-	-
Excess Revenue	\$ -	-	0	-	0
Construction	\$ -	-	-	139,706	139,706
Accounts Receivable	\$ -	-	-	-	-
Assessments Receivable	\$ -	-	-	-	-
Due from General Fund	\$ 5,867	-	-	-	5,867
Due from Amenity Fund	\$ 3,737	-	-	-	3,737
Due from Capital Reserve Fund	\$ -	-	-	-	-
Due from Debt Service Fund	\$ -	-	-	-	-
Due from Construction Fund	\$ -	-	-	-	-
Due from Others	\$ 4,236	-	-	-	4,236
Prepaid	\$ 3,143	-	-	-	3,143
Deposits	\$ -	-	-	-	-
TOTAL ASSETS:	838,776	479,622	443,940	139,706	1,902,044
LIABILITIES:					
Accounts Payable	112,110	-	-	-	112,110
Accrued Expenses Payable	26,353	-	-	-	26,353
Deferred Revenue from Assessments	-	-	-	-	-
Contracts Payable	-	-	-	-	-
Due to General Fund	3,737	-	-	-	3,737
Due to Amenity Fund	5,867	-	-	-	5,867
Due to Capital Reserve Fund	-	-	-	-	-
Due to Debt Service Fund	-	-	-	-	-
Due to Construction Fund	-	-	-	-	-
TOTAL LIABILITIES:	148,067	-	-	-	148,067
FUND BALANCES:					
Nonspendable:					
Prepaid	3,143	-	-	-	3,143
Restricted for:					
Debt Service	-	-	443,940	-	443,940
Assigned to:					
Reserves					-
Unassigned:	687,566	479,622	-	139,706	1,306,895
TOTAL FUND BALANCE:	690,709	479,622	443,940	139,706	1,753,977
TOTAL LIABILITIES & FUND BALANCE:	\$ 838,776	\$ 479,622	\$ 443,940	\$ 139,706	\$ 1,902,044

Sweetwater Creek CDD

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balance

For the period of October 1, 2024 through August 31, 2025

	Adopted Budget	Monthly Actual	Year-to-Date Actual	Year-to-Date Variance	Percentage Variance
REVENUES:					
Special Assessments (net)	\$ 1,857,822	\$ -	\$ 1,868,741	\$ 10,919	100.59%
Fitness Center Revenue	2,000	240	9,226	\$ 7,226	461.30%
Interest/Miscellaneous	25,000	4,120	39,266	\$ 14,266	157.06%
Insurance Proceeds	-	-	1,820	\$ 1,820	
TOTAL REVENUES:	1,884,822	4,360	1,919,053	34,231	101.82%
EXPENDITURES:					
General & Administrative:					
Supervisors Fees	12,000	800	13,000	1,000	108.33%
Engineering Services	20,000	-	18,149	(1,851)	90.75%
Legal Services	63,599	18,400	87,384	23,785	137.40%
Auditing Services	3,800	-	3,800	-	100.00%
Assessment Administration	5,200	417	5,617	417	108.01%
Arbitrage Services	500	-	-	(500)	0.00%
Dissemination Agent	5,512	-	4,593	(919)	83.33%
Trustee Fees	3,800	629	3,771	(29)	99.24%
District Management	44,200	4,311	41,144	(3,056)	93.09%
Information Technology	1,482	-	1,235	(247)	83.33%
Website Maintenance	1,040	-	867	(173)	83.34%
Telephone	742	432	859	117	115.75%
Postage & Delivery	3,000	317	3,426	426	114.19%
Insurance - Public Officials	5,172	-	5,224	52	101.01%
Copies	2,500	118	3,047	547	121.86%
Legal Advertising	2,000	111	1,955	(45)	97.74%
Miscellaneous	1,500	-	628	(872)	41.89%
Dues, Licenses & Subscriptions	175	37	667	492	381.13%
Cost Share Expense - Marshall Creek	100,000	-	-	(100,000)	0.00%
Total General & Administrative:	276,222	25,570	195,365	(80,857)	70.73%
Operations & Maintenance:					
Electric	78,000	6,460	72,565	(5,435)	93.03%
Insurance - General Liability	6,884	-	5,892	(992)	85.59%
Landscape Maintenance	291,276	24,273	267,003	(24,273)	91.67%
Landscape Improvements	50,000	-	27,518	(22,482)	55.04%
Mulch	50,000	-	50,000	-	100.00%
Lake Maintenance	22,000	2,122	23,347	1,347	106.12%
Fountain Maintenance	1,500	880	880	(620)	58.67%
Irrigations - R & M	39,000	-	36,870	(2,130)	94.54%
Storm Clean-up	10,000	-	-	(10,000)	0.00%
Field - R & M	36,000	6,157	35,437	(563)	98.43%
Tree Removals	14,000	-	6,650	(7,350)	47.50%
Tree Replacements	-	-	1,820	1,820	
Tree Pruning	15,000	-	5,480	(9,520)	36.53%
Streetlight Repair	2,250	-	-	(2,250)	0.00%
Signage Repair	1,000	-	-	(1,000)	0.00%

Sweetwater Creek CDD

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balance

For the period of October 1, 2024 through August 31, 2025

	Adopted Budget	Monthly Actual	Year-to-Date Actual	Year-to-Date Variance	Percentage Variance
Holiday Decorations	5,000	-	3,665	(1,335)	73.30%
Miscellaneous Field Supplies	3,500	1,387	2,001	(1,499)	57.16%
Total Operations & Maintenance:	625,410	41,280	539,127	(86,283)	86.20%
Amenities					
Administrative:					
Property & Casualty Insurance	43,218	-	40,216	(3,002)	93.05%
Facility Management	266,340	22,198	258,020	(8,320)	96.88%
Performance Incentive	10,000	-	8,492	(1,508)	84.92%
Information Technology	-	-	795	795	
Licenses & Permits	770	-	350	(420)	45.50%
Subscriptions & Memberships	2,040	125	1,726	(314)	84.61%
Training	-	-	706	706	
Travel & Per Diem	-	-	114	114	
Office Supplies	3,000	66	2,181	(819)	72.72%
Office Equipment	2,500	-	1,160	(1,340)	46.39%
Telephone/Internet/TV	12,000	756	8,881	(3,119)	74.00%
Guardhouse - Internet/Telephone	4,500	150	2,551	(1,949)	56.69%
Field:					
Field Management	92,602	9,475	86,644	(5,958)	93.57%
Facility Maintenance - Cost Share	-	-	5,532	5,532	
General Utilities	78,000	5,840	70,000	(8,000)	89.74%
Refuse Removal	6,725	934	9,479	2,754	140.95%
Security	41,137	4,198	40,910	(227)	99.45%
Janitorial Services	43,467	3,334	37,746	(5,721)	86.84%
Operating Supplies - Spa & Paper	4,000	255	2,803	(1,197)	70.07%
Operating Supplies - Uniforms	500	-	579	79	115.80%
Cleaning Supplies	12,500	62	7,690	(4,810)	61.52%
Landscape Maintenance & Improvements	22,872	2,912	41,983	19,111	183.56%
Gate - R & M	2,500	-	868	(1,632)	34.72%
Dog Park - R & M	6,000	-	1,167	(4,833)	19.45%
Park Mulch	5,000	-	5,810	810	116.20%
Miscellaneous Field Supplies	4,100	408	1,198	(2,902)	29.22%
Buildings - R & M	30,000	565	52,510	22,510	175.03%
Pest Control	1,800	84	1,313	(487)	72.92%
Pool Maintenance - Contract	19,469	469	16,995	(2,474)	87.29%
Pool - R & M	3,000	848	10,012	7,012	333.73%
Pool Chemicals	30,000	2,158	25,542	(4,458)	85.14%
Signage & Amenity Repairs	300	-	1,579	1,279	526.24%
Special Events	2,000	-	2,639	639	131.95%
Park - R & M	10,000	-	8,585	(1,415)	85.85%
Pickleball R & M	3,000	390	9,438	6,438	314.59%
Guardhouse Maintenance	2,500	-	15	(2,485)	0.61%
Playground - R & M	5,000	-	7,139	2,139	142.78%
Fitness:					
Outside Fitness	55,515	4,753	39,383	(16,133)	70.94%
Fitness Equipment - R & M	7,000	-	2,925	(4,075)	41.79%
Fitness Equipment Rental	36,635	2,540	31,221	(5,414)	85.22%

Sweetwater Creek CDD

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balance

For the period of October 1, 2024 through August 31, 2025

	Adopted Budget	Monthly Actual	Year-to-Date Actual	Year-to-Date Variance	Percentage Variance
Miniature Golf Course Maintenance	500	-	355	(145)	71.00%
Miscellaneous Fitness Supplies	6,300	-	702	(5,598)	11.14%
Capital Outlay - Machinery & Equipment	6,400	194	1,970	(4,430)	30.77%
Capital Outlay	-	-	45,782	45,782	
Total Amenities:	883,190	62,711	895,704	12,514	101.42%
Total Operations & Maintenance and Amenities	1,508,600	103,991	1,434,831	(73,769)	95.11%
Reserves					
Capital Reserve Transfer	100,000	-	100,000	-	100.00%
Total Reserves	100,000	-	100,000	-	100.00%
TOTAL EXPENDITURES & RESERVES:	1,884,822	129,561	1,730,196	(154,626)	91.80%
Revenues Over/(Under) Expenditures	-	(125,200)	188,857	311,514	
FUND BALANCE BEGINNING			501,852		
FUND BALANCE, ENDING			\$ 690,709		

Sweetwater Creek CDD

Capital Reserve Fund

Statement of Revenues, Expenditures and Changes in Fund Balance For the period of October 1, 2024 through August 31, 2025

	Adopted Budget	Year-to-Date Actual	Year-to-Date Variance	Percentage Variance
REVENUES:				
Capital Reserve - Transfer In	\$ 100,000	\$ 100,000	\$ -	100.00%
Interest	5,000	12,818		0.00%
TOTAL REVENUES:	105,000	112,818	-	107.45%
EXPENDITURES:				
Capital Outlay	\$ 30,000	\$ 38,072	8,072	126.91%
Repair & Maintenance	21,317	-	(21,317)	0.00%
Other Current Charges	600	461	(139)	76.87%
TOTAL EXPENDITURES:	51,917	38,533	(13,384)	74.22%
Revenues Over/(Under) Expenditures	53,083	74,285	13,384	139.94%
FUND BALANCE BEGINNING		405,337		
Net Changes in fund balance		74,285		
FUND BALANCE, ENDING		\$ 479,622		

Capital Reserve Study

	General	Amenities	Combined
Description	FY 2025-Study	FY 2025-Study	Total-Study
Reserve 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 - Actuals

Description	Actual
Reserve Beginning of Year	\$ 405,337
Contributions	100,000
Interest Income	12,818
Expenditures	(38,533)
Anticipated Balance	\$ -

Variance Reserve Study vs Actual	\$ (333,357)
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Sweetwater Creek CDD
Series 2019 Debt Service Fund

Statement of Revenues, Expenditures and Changes in Fund Balance
For the period of October 1, 2024 through August 31, 2025

	Adopted	Year-to-Date		Percentage
	Budget	Actual	Variance	Variance
REVENUES:				
Special Assessments- Tax Roll	\$ 741,440	\$ 742,954	\$ 1,514	100.20%
Special Assessments- Prepayments	-	10,926	10,926	
Interest	30,000	24,454	(5,546)	81.51%
TOTAL REVENUES:	771,440	778,333	6,893	100.89%
EXPENDITURES:				
Series 2019-A1				
Principal Payments:				
05/01	360,000	360,000	-	100.00%
Interest Expense:				
11/01	81,650	81,650	-	100.00%
05/01	81,650	81,503	(147)	99.82%
Special Call:				
11/01	-	10,000	10,000	
05/01	-	10,000	10,000	
Series 2019-A2				
Principal Payments:				
05/01	130,000	125,000	(5,000)	96.15%
Interest Expense:				
11/01	44,200	44,200	-	100.00%
05/01	44,200	44,113	(87)	99.80%
Special Call:				
11/01	-	5,000	5,000	
05/01	-	5,000	5,000	
Total Debt Service:	741,700	766,466	24,766	103.34%
TOTAL EXPENDITURES:	741,700	766,466	24,766	103.34%
Revenues Over/(Under) Expenditures	29,740	11,867	(17,873)	39.90%
FUND BALANCE BEGINNING		432,072		
Net Changes in fund balance		11,867		
FUND BALANCE, ENDING		\$ 443,939		

Sweetwater Creek CDD

Capital Projects Fund - Series 2019

Statement of Revenues, Expenditures and Changes in Fund Balance For the period of October 1, 2024 through August 31, 2025

	Adopted	Year-to-Date	Year-to-Date	Percentage
	Budget	Actual	Variance	Variance
REVENUES:				
Interest	\$ -	\$ 10,950	\$ 10,950	
TOTAL REVENUES:	<u>-</u>	<u>10,950</u>	<u>10,950</u>	
EXPENDITURES:				
Capital Outlay	-	213,425	213,425	
TOTAL EXPENDITURES:	<u>-</u>	<u>213,425</u>	<u>213,425</u>	
Revenues Over/(Under) Expenditures	-	(202,475)	(202,475)	
FUND BALANCE BEGINNING		342,181		
Net Changes in fund balance		(202,475)		
FUND BALANCE, ENDING		<u>\$ 139,706</u>		

Sweetwater Creek CDD

Statement of Revenues, Expenditures and Changes in Fund Balance

General Fund

FY25 Monthly Breakdown

	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Total
REVENUES:													
Special Assessments (net)	\$ -	\$ 182,784	\$ 338,977	\$ 1,117,699	\$ 168,407	\$ -	\$ 38,881	\$ -	\$ -	\$ 21,992	\$ -		\$ 1,868,740
Fitness Center Revenue	1,890	540	-	-	1,150	-	1,100	-	-	\$ 4,306	\$ 240		9,226
Interest/Miscellaneous	1,162	697	986	2,135	6,002	7,624	5,073	4,781	1,545	\$ 5,138	\$ 4,120		39,263
Insurance Proceeds	-	-	-	-	-	-	1,820	-	-	\$ -	\$ -		1,820
TOTAL REVENUES:	3,052	184,021	339,963	1,119,834	175,559	7,624	46,874	4,781	1,545	31,436	4,360	-	1,919,049
EXPENDITURES:													
General & Administrative:													
Supervisors Fees	800	1,000	800	1,000	1,000	2,000	1,800	1,800	1,000	1,000	800	-	13,000
Engineering Services	3,636	2,082	1,668	1,133	934	1,368	2,603	2,798	1,929	-	-	-	18,151
Legal Services	3,814	3,896	2,202	6,150	5,487	7,936	13,952	11,715	-	13,833	18,400	-	87,385
Auditing Services	-	-	-	-	-	-	-	-	3,800	-	-	-	3,800
Assessment Administration	5,200	-	-	-	-	-	-	-	-	-	417	-	5,617
Arbitrage Services	-	-	-	-	-	-	-	-	-	-	-	-	-
Dissemination Agent	459	459	459	459	459	459	459	459	459	459	-	-	4,590
Trustee Fees	3,143	-	-	-	-	-	-	-	-	-	629	-	3,772
District Management	3,683	3,683	3,683	3,683	3,683	3,683	3,683	3,683	3,683	3,683	4,311	-	41,141
Information Technology	124	124	124	124	124	124	124	124	124	124	-	-	1,240
Website Maintenance	87	87	87	87	87	87	87	87	87	87	-	-	870
Telephone	36	9	27	41	36	11	39	82	69	79	432	-	860
Postage & Delivery	122	431	252	284	113	189	171	601	690	257	317	-	3,427
Insurance - Public Officials	5,224	-	-	-	-	-	-	-	-	-	-	-	5,224
Copies	153	204	182	7	321	18	449	379	1,203	11	118	-	3,045
Legal Advertising	-	-	-	-	182	96	92	189	96	1,189	111	-	1,955
Miscellaneous	419	45	23	85	26	(174)	201	1	1	1	-	-	628
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	455	37	-	667
Cost Share Expense - Marshall Creek	-	-	-	-	-	-	-	-	-	-	-	-	-
Total General & Administrative:	27,075	12,020	9,507	13,053	12,452	15,797	23,660	21,918	13,141	21,178	25,570	-	195,371
Operations & Maintenance:													
Electric	6,062	6,204	6,114	6,358	6,124	6,211	6,240	6,518	6,607	9,668	6,460	-	72,566
Insurance - General Liability	5,892	-	-	-	-	-	-	-	-	-	-	-	5,892
Landscape Maintenance	24,273	24,273	24,273	24,273	24,273	24,273	24,273	24,273	24,273	24,273	24,273	-	267,003
Landscape Improvements	-	1,202	-	-	2,055	4,975	5,910	7,706	1,320	4,350	-	-	27,518
Mulch	-	20,000	-	-	-	30,000	-	-	-	-	-	-	50,000

Sweetwater Creek CDD
Statement of Revenues, Expenditures and Changes in Fund Balance
General Fund
FY25 Monthly Breakdown

	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Total
Lake Maintenance	2,122	2,122	2,122	2,122	2,122	2,122	2,122	2,122	2,122	2,122	2,122	-	23,343
Fountain Maintenance	-	-	-	-	-	-	-	-	-	-	880	-	880
Irrigations - R & M	11,995	5,280	2,405	-	3,970	6,170	1,765	2,015	1,495	1,775	-	-	36,870
Storm Clean-up	-	-	-	-	-	-	-	-	-	-	-	-	-
Field - R & M	8,854	3,975	8,365	895	45	4,252	1,285	1,080	-	529	6,157	-	35,437
Tree Removals	800	3,600	250	600	-	-	1,400	-	-	-	-	-	6,650
Tree Replacements	-	-	-	-	1,820	-	-	-	-	-	-	-	1,820
Tree Pruning	-	-	-	5,480	-	-	-	-	-	-	-	-	5,480
Streetlight Repair	-	-	-	-	-	-	-	-	-	-	-	-	-
Signage Repair	-	-	-	-	-	-	1,456	-	-	-	-	-	1,456
Holiday Decorations	1,594	1,217	499	307	-	-	-	-	-	49	-	-	3,666
Miscellaneous Field Supplies	49	-	-	-	19	-	-	-	-	546	1,387	-	2,001
Total Operations & Maintenance:	61,641	67,873	44,028	40,035	40,428	78,003	44,451	43,714	35,817	43,312	41,280	-	540,582
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	23,727	23,664	22,198	-	258,020
Performance Incentive	-	8,492	-	-	-	-	-	-	-	-	-	-	8,492
Information Technology	795	-	-	-	-	-	-	-	-	-	-	-	795
Licenses & Permits	-	-	-	-	-	-	-	350	-	-	-	-	350
Subscriptions & Memberships	125	125	125	125	125	125	125	460	125	141	125	-	1,726
Training	-	-	-	-	-	219	-	487	-	-	-	-	706
Travel Per Diem	-	-	-	-	-	-	-	-	114	-	-	-	114
Office Supplies	188	138	616	59	146	144	23	523	62	216	66	-	2,180
Office Equipment	107	139	240	25	-	52	193	60	172	172	-	-	1,160
Telephone/Internet/TV	663	664	664	709	756	756	886	756	1,512	756	756	-	8,879
Guardhouse - Internet/Telephone	653	343	357	150	150	150	150	150	150	150	150	-	2,553
Field:										-	-		
Field Management	7,717	7,717	7,717	7,717	7,717	7,717	7,717	7,717	7,717	7,717	9,475	-	86,645
Facility Maintenance - Cost Share	-	-	-	-	-	897	1,862	1,692	1,080	-	-	-	5,531
General Utilities	6,163	6,720	5,422	8,154	7,042	8,509	6,288	5,045	5,503	5,313	5,840	-	69,999
Refuse Removal	635	780	780	799	654	654	145	1,308	2,019	772	934	-	9,480
Security	3,488	3,428	3,428	3,488	3,428	3,631	5,238	3,428	3,428	3,728	4,198	-	40,911
Janitorial Services	3,622	3,622	3,622	3,622	1,811	3,622	3,622	3,622	3,622	3,622	3,334	-	37,744
Operating Supplies - Spa & Paper	475	222	-	264	170	63	722	-	264	366	255	-	2,801
Operating Supplies - Uniforms	-	-	27	508	-	-	-	-	-	44	-	-	579

Sweetwater Creek CDD
Statement of Revenues, Expenditures and Changes in Fund Balance
General Fund
FY25 Monthly Breakdown

	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Total
Cleaning Supplies	244	1,472	342	1,464	80	1,320	1,941	243	402	120	62	-	7,690
Landscape Maintenance & Improvements	17,938	1,963	1,963	1,963	1,963	2,417	2,819	2,022	4,001	2,022	2,912	-	41,983
Gate - R & M	-	-	-	-	868	-	-	-	-	-	-	-	868
Dog Park - R & M	286	-	143	129	136	172	301	-	-	-	-	-	1,167
Park Mulch	-	-	-	-	-	-	-	5,810	-	-	-	-	5,810
Miscellaneous Field Supplies	-	34	-	58	-	61	515	111	11	-	408	-	1,198
Buildings - R & M	28,243	75	4,111	718	34	1,030	258	10,585	5,674	1,217	565	-	52,511
Pest Control	81	81	81	84	484	84	167	-	84	84	84	-	1,313
Pool Maintenance - Contract	1,622	1,622	1,622	1,622	1,622	1,622	1,622	1,925	1,622	1,622	469	-	16,992
Pool - R & M	-	-	-	-	-	358	165	-	880	7,762	848	-	10,012
Pool Chemicals	2,055	2,160	2,498	2,397	2,432	2,158	2,311	2,306	2,477	2,590	2,158	-	25,541
Signage & Amenity Repairs	61	-	-	40	-	-	-	-	22	-	-	-	123
Special Events	-	164	595	124	29	17	100	530	-	1,082	-	-	2,641
Park - R & M	8,585	-	-	-	-	-	-	-	-	-	-	-	8,585
Pickleball R & M	1,800	-	908	-	76	10	6,215	29	-	9	390	-	9,437
Guardhouse Maintenance	-	-	-	-	-	-	-	-	-	15	-	-	15
Playground - R & M	17	5,589	1,391	142	-	-	-	-	-	-	-	-	7,139
Fitness:										-	-		
Outside Fitness	4,115	3,570	2,595	4,910	3,485	3,450	3,625	4,015	3,465	1,400	4,753	-	39,383
Fitness Equipment - R & M	1,469	13	-	-	-	-	476	-	967	-	-	-	2,925
Fitness Equipment Rental	3,053	3,053	3,053	2,540	3,053	3,258	2,540	3,053	2,540	2,540	2,540	-	31,222
Miniature Golf Course Maintenance	-	-	355					-	-	-	-	-	355
Miscellaneous Fitness Supplies	117	76	-	215	18	21	67	74	61	52	-	-	701
Capital Outlay - Machinery & Equipment	-	-	795	-	167	125	90	-	-	599	194	-	1,970
Capital Outlay	-	19,610	-	-	4,092	-	-	-	22,080	-	-	-	45,782
Total Amenities:	158,167	95,571	67,092	65,528	64,213	65,886	73,956	79,563	93,781	67,774	62,711	-	894,242
Total Operations & Maintenance and Amenities	219,808	163,444	111,120	105,563	104,641	143,889	118,407	123,277	129,599	111,086	103,991	-	1,434,825
Reserves													
Capital Reserve Transfer	-	-	-	-	-	-	-	100,000	-	-	-	-	100,000
Total Reserves	-	-	-	-	-	-	-	100,000	-	-	-	-	100,000
TOTAL EXPENDITURES & RESERVES:	246,883	175,464	120,627	118,616	117,093	159,686	142,067	245,195	142,740	132,264	129,561	-	1,730,196
Revenues Over/(Under) Expenditures	(243,831)	8,557	219,336	1,001,218	58,466	(152,062)	(95,193)	(240,414)	(141,195)	(100,828)	(125,200)	-	188,853

Sweetwater Creek CDD

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 Bond 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 Bond Outstanding		\$2,160,000

Non-Ad Valorem Special Assessments - St Johns County Tax Collector

Monthly Assessment Distributions

For the Fiscal Year Ending September 30, 2025

On Roll Assessments	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
	Allocation %		71.55%		28.45%		100.00%
							Net
Date	Distribution		GF		2019 DS		Received
11/5/2024	Dist #1	\$	20,366.16	\$	8,096.96	\$	28,463.12
11/15/2024	Dist #2		58,381.65		23,210.74		81,592.39
11/19/2024	Dist #3		104,036.66		41,361.76		145,398.42
12/6/2024	Dist #4		155,698.59		61,900.95		217,599.54
12/18/2024	Dist #5		183,278.27		72,865.78		256,144.05
1/10/2025	Dist #6		1,113,694.27		442,770.46		1,556,464.73
1/14/2025	Interest		4,005.03		1,592.28		5,597.31
2/21/2025	Dist #7		168,407.03		66,953.44		235,360.47
4/8/2025	Dist #8		36,902.50		14,671.29		51,573.79
4/14/2025	Interest		1,978.53		786.60		2,765.13
7/11/2025	Dist #9		16,847.36		6,697.99		23,545.34
7/15/2025	Dist #10		5,144.67		2,045.37		7,190.04
	Total Assessments Collected		1,868,740.71		742,953.63		2,611,694.33
	Balance of Receivable		-		-		-
	Percent Collected		100.59%		100.59%		100.59%

Sweetwater Creek CDD
General Fund Check Register
Month of August 31, 2025

Date	Num	Name	Memo	Debit	Credit	Balance
						-13,264.50
07/01/2025	070125ACH1	FPL	Streetlights # Palencia N PH Apr 8, 2025 to Jun 9		5,116.93	-18,381.43
07/02/2025	4326	Duval Landscape Maintenance	Checks written before transition		130.00	-18,511.43
07/02/2025	4327	Duval Landscape Maintenance	Checks written before transition		1,945.00	-20,456.43
07/02/2025	4328	Duval Landscape Maintenance	Checks written before transition		1,565.00	-22,021.43
07/10/2025	4330	Governmental Management Services	Checks written before transition		4,700.93	-26,722.36
07/10/2025	4331	McDirmitt Davis LLC	Checks written before transition		3,800.00	-30,522.36
07/10/2025	4329	Duval Landscape Maintenance	Checks written before transition		24,273.00	-54,795.36
07/15/2025	4332	Daniel L Colin	Checks written before transition		200.00	-54,995.36
07/15/2025	4333	John T Smith	Checks written before transition		200.00	-55,195.36
07/15/2025	4334	Robert Lisotta	Checks written before transition		200.00	-55,395.36
07/15/2025	4336	Stephen J Handler	Checks written before transition		200.00	-55,595.36
07/15/2025	4335	Ronald J Cervelli	Checks written before transition		200.00	-55,795.36
07/17/2025	4337	Burchfield Electric, Inc.	Checks written before transition		3,109.20	-58,904.56
07/17/2025	4338	Matthews Design Group LLC	Checks written before transition		1,928.75	-60,833.31
07/21/2025	072125ACH1	FPL	499 Ensenada Dr #IRR Jun 5, 2025 to Jul 7, 2025		25.66	-60,858.97
07/21/2025	072125ACH2	FPL	97 Onda LN #IRR Jun 5, 2025 to Jul 7, 2025		25.98	-60,884.95
07/21/2025	072125ACH3	FPL	633 Glorieta Dr #IRR Jun 5, 2025 to Jul 7, 2025		30.75	-60,915.70
07/21/2025	072125ACH4	FPL	43 Privado Ct #LITE Jun 5, 2025 to Jul 7, 2025		33.81	-60,949.51
07/21/2025	072125ACH5	FPL	2064 Las Calinas Blvd #IRR Jun 5, 2025 to Jul 7, 2025		37.51	-60,987.02
07/21/2025	072125ACH6	FPL	537 Ensenada Dr. #IRR Jun 5, 2025 to Jul 7, 2025		39.03	-61,026.05
07/21/2025	072125ACH7	FPL	2036 Las Calinas Blvd #IRR Jun 5, 2025 to Jul 7, 2025		53.72	-61,079.77
07/21/2025	072125ACH8	FPL	711 Enrede LN Jun 5, 2025 to Jul 7, 2025		67.50	-61,147.27
07/21/2025	072125ACH9	FPL	336 Rio Del Norte Road #IRR Jun 5, 2025 to Jul 7, 2025		78.65	-61,225.92
07/21/2025	072125ACH10	FPL	1329 Las Calinas Blvd #IRR Jun 5, 2025 to Jul 7, 2025		86.49	-61,312.41
07/21/2025	072125ACH11	FPL	661 Ensenada Dr. #IRR Jun 5, 2025 to Jul 7, 2025		145.19	-61,457.60
07/21/2025	072125ACH12	FPL	166 Torcido Blvd #IRR Jun 5, 2025 to Jul 7, 2025		183.93	-61,641.53
07/21/2025	072125ACH13	FPL	1504 Las Calinas Blvd #IRR Jun 5, 2025 to Jul 7, 2025		195.95	-61,837.48
07/21/2025	072125ACH14	FPL	166 Pantano Vista Way # Fountain Jun 5, 2025 to Jul 7, 2025		412.23	-62,249.71
07/22/2025	072225ACH1	FPL	1802 N Loop PKWY #LGT Jun 5, 2025 to Jul 7, 2025		25.66	-62,275.37
07/22/2025	072225ACH2	FPL	Streetlights # Palencia N PH Jun 9, 2025 to Jul 9, 2025		5,116.93	-67,392.30
07/24/2025	4339	Gannett FL LocalIQ	Checks written before transition		95.84	-67,488.14
07/25/2025	7		Correcting GMS entry - Trsf made fr Valley GF to AF 7/25		125,000.00	-192,488.14
07/31/2025	1		Balance at transfer from GMS	333,249.22		140,761.08
07/31/2025	6		To adjust cash for outstanding checks	55,812.22		196,573.30
07/31/2025			Interest	416.23		196,989.53
as of 7/31/2025				389,477.67	179,223.64	196,989.53
08/19/2025	4500	Daniel L Colin	BOS Meeting 8/7/25		200.00	196,789.53

Sweetwater Creek CDD
General Fund Check Register
Month of August 31, 2025

Date	Num	Name	Memo	Debit	Credit	Balance
08/19/2025	4501	John T Smith	BOS Meeting 8/7/25		200.00	196,589.53
08/19/2025	4502	Ronald J Cervelli	BOS Meeting 8/7/25		200.00	196,389.53
08/19/2025	4503	Stephen J Handler	BOS Meeting 8/7/25		200.00	196,189.53
08/19/2025	081925ACH1	FPL	499 Ensenada Dr #IRR Jul 7, 2025 to Aug 6, 2025		25.66	196,163.87
08/19/2025	081925ACH2	FPL	97 Onda LN #IRR Jul 7, 2025 to Aug 6, 2025		25.94	196,137.93
08/19/2025	081925ACH4	FPL	43 Privado Ct #LITE Jul 7, 2025 to Aug 6, 2025		33.46	196,104.47
08/19/2025	081925ACH5	FPL	537 Ensenada Dr. #IRR Jul 9, 2025 to Aug 8, 2025		38.14	196,066.33
08/19/2025	081925ACH6	FPL	336 Rio Del Norte Road #IRR Jul 7, 2025 to Aug 6, 2025		40.80	196,025.53
08/19/2025	081925ACH7	FPL	2064 Las Calinas Blvd #IRR Jul 7, 2025 to Aug 6, 2025		47.75	195,977.78
08/19/2025	081925ACH8	FPL	711 Enrede LN Jul 7, 2025 to Aug 6, 2025		65.35	195,912.43
08/19/2025	081925ACH9	FPL	2036 Las Calinas Blvd #IRR Jul 7, 2025 to Aug 6, 2025		99.25	195,813.18
08/19/2025	081925ACH10	FPL	1329 Las Calinas Blvd #IRR Jul 7, 2025 to Aug 6, 2025		105.33	195,707.85
08/19/2025	081925ACH11	FPL	166 Torcido Blvd #IRR Jul 7, 2025 to Aug 6, 2025		136.36	195,571.49
08/19/2025	081925ACH12	FPL	661 Ensenada Dr. #IRR Jul 7, 2025 to Aug 6, 2025		136.62	195,434.87
08/19/2025	081925ACH13	FPL	1504 Las Calinas Blvd #IRR Jul 7, 2025 to Aug 6, 2025		173.42	195,261.45
08/19/2025	081925ACH14	FPL	166 Pantano Vista Way # Fountain Jul 7, 2025 to Aug 6, 2025		359.45	194,902.00
08/19/2025	081925ACH3	FPL	633 Glorieta Dr #IRR Jul 7, 2025 to Aug 6, 2025		30.08	194,871.92
08/20/2025	082025ACH1	FPL	1802 N Loop PKWY #LGT Jul 9, 2025 to Aug 8, 2025		25.66	194,846.26
08/20/2025	082025ACH2	FPL	Streetlights # Palencia N PH Jul 9, 2025 to Aug 8, 2025		5,116.93	189,729.33
08/21/2025	100000	Kilinski Van Wyk PLLC	Invoice: 12641 (Reference: Legal services June 25.) Invoice: 12941 (Reference: Legal Services...		32,233.18	157,496.15
08/21/2025	100001	Village Key & Alarm Inc	Invoice: 416765 (Reference: Service Call.)		225.00	157,271.15
08/21/2025	100002	Governmental Management Services	Invoice: 174 (Reference: Billable Expenses - July 25.)		748.28	156,522.87
08/21/2025	100003	Turner Pest Control	Invoice: 621001837 (Reference: Pest Control.)		83.63	156,439.24
08/21/2025	100004	Vesta District Services	Invoice: 428133 (Reference: Management Fees Aug 25.)		4,727.28	151,711.96
08/26/2025	100005	Duval Landscape Maintenance	Invoice: 32149 (Reference: Irrigation Repairs.) Invoice: 32260 (Reference: Landscape Manageme...		29,088.00	122,623.96
08/26/2025	100006	Future Horizons, Inc.	Invoice: 90800 (Reference: Aquatic Weed Control.)		2,122.44	120,501.52
08/26/2025	100007	Envera	Invoice: 758372 (Reference: Security Monitoring 9/1/25 - 9/30/25.)		3,428.05	117,073.47
08/27/2025	100008	Burchfield Electric, Inc.	Invoice: 2025423 (Reference: Electrical Work.)		6,156.80	110,916.67
08/31/2025			Interest	599.72		111,516.39
as of 8/31/2025				599.72	86,072.86	111,516.39

Sweetwater Creek CDD
Amenity Fund Check Register
Month of August 31, 2025

Date	Num	Name	Memo	Debit	Credit	Balance
						-40,042.32
07/01/2025	070125ACH1	TECO	1865 N LOOP PKWY May 06, 2025 - Jun 05, 2025		72.95	-40,115.27
07/02/2025	3003	Duval Landscape Maintenance	Checks issued before transfer		2,022.00	-42,137.27
07/02/2025	3004	Eliana Roque	Checks issued before transfer		280.00	-42,417.27
07/02/2025	3005	Erin Gunia	Checks issued before transfer		113.90	-42,531.17
07/02/2025	3006	Lina Hermez	Checks issued before transfer		450.00	-42,981.17
07/02/2025	3007	Marilyn J Costanzo	Checks issued before transfer		35.00	-43,016.17
07/02/2025	3008	Miranda Bulger	Checks issued before transfer		245.00	-43,261.17
07/02/2025	3009	Patricia Scott	Checks issued before transfer		175.00	-43,436.17
07/02/2025	3010	Publix Super Markets Inc	Checks issued before transfer		82.95	-43,519.12
07/02/2025	3011	Ronald C. Cullum	Checks issued before transfer		105.00	-43,624.12
07/02/2025	3012	Tiffany Cunningham	Checks issued before transfer		105.00	-43,729.12
07/02/2025	3014	Village Key & Alarm Inc	Checks issued before transfer		75.00	-43,804.12
07/02/2025	3002	Diane Stoever	Checks issued before transfer		240.00	-44,044.12
07/02/2025	3013	Tiffany Cunningham	Checks issued before transfer		140.00	-44,184.12
07/07/2025	070725ACH1	Florida Natural Gas	1865 NORTH LOOP PARKWAY 5/5/25 - 6/4/25		12.85	-44,196.97
07/07/2025	070725ACH2	Comcast	1865 N. Loop Parkway June 15, 2025 - July 14, 2025		756.35	-44,953.32
07/08/2025	070825ACH1	Republic Services #687	1865 N Loop Pkwy 7/1/25 - 7/31/25		932.49	-45,885.81
07/10/2025	3016	Poolsure	Checks issued before transfer		2,157.54	-48,043.35
07/10/2025	3017	Riverside Management Services Inc	Checks issued before transfer		36,789.12	-84,832.47
07/10/2025	3015	Duval Landscape Maintenance	Checks issued before transfer		2,022.00	-86,854.47
07/17/2025	3018	Angella Bascom	Checks issued before transfer		70.00	-86,924.47
07/17/2025	3022	Katherine Roy	Checks issued before transfer		140.00	-87,064.47
07/17/2025	3019	Angella Bascom	Checks issued before transfer		70.00	-87,134.47
07/17/2025	3021	Eliana Roque	Checks issued before transfer		160.00	-87,294.47
07/17/2025	3023	Lina Hermez	Checks issued before transfer		490.00	-87,784.47
07/17/2025	3024	Marilyn J Costanzo	Checks issued before transfer		35.00	-87,819.47
07/17/2025	3025	Miranda Bulger	Checks issued before transfer		245.00	-88,064.47
07/17/2025	3026	Patricia Scott	Checks issued before transfer		105.00	-88,169.47
07/17/2025	3027	Tiffany Cunningham	Checks issued before transfer		140.00	-88,309.47
07/17/2025	3020	Diane Stoever	Checks issued before transfer		80.00	-88,389.47
07/21/2025	072125ACH1	St. Johns County Utility Department	1187 LAS CALINAS BLVD GUARDHOUSE 5/19/25 - 6/16/25		35.20	-88,424.67
07/21/2025	072125ACH2	St. Johns County Utility Department	491 ENSENADA DR 5/19/25 - 6/16/25		15.69	-88,440.36
07/21/2025	072125ACH5	St. Johns County Utility Department	1865 N LOOP PKWY 5/19/25 - 6/16/25		927.07	-89,367.43
07/21/2025	072125ACH4	FPL	1187 Las Calinas Blvd #LITE Jun 5, 2025 to Jul 7, 2025		175.20	-89,542.63
07/21/2025	072125ACH3	FPL	491 Ensenada Dr #Park Jun 5, 2025 to Jul 7, 2025		33.53	-89,576.16
07/22/2025	072225ACH1	FPL	1865 N Loop Pkwy Jun 5, 2025 to Jul 7, 2025		3,494.49	-93,070.65
07/23/2025	072325ACH1	AT&T	Guardhouse Telephone July 2, 2025 - Aug 1, 2025		149.80	-93,220.45

Sweetwater Creek CDD
Amenity Fund Check Register
Month of August 31, 2025

Date	Num	Name	Memo	Debit	Credit	Balance
07/24/2025	3032	Katherine Roy	Checks issued before transfer		70.00	-93,290.45
07/24/2025	3035	Riverside Management Services Inc	Checks issued before transfer		1,090.74	-94,381.19
07/24/2025	3037	Ronald C. Cullum	Checks issued before transfer		105.00	-94,486.19
07/24/2025	3028	Angella Bascom	Checks issued before transfer		35.00	-94,521.19
07/24/2025	3030	Eliana Roque	Checks issued before transfer		200.00	-94,721.19
07/24/2025	3033	Miranda Bulger	Checks issued before transfer		245.00	-94,966.19
07/24/2025	3034	Patricia Scott	Checks issued before transfer		105.00	-95,071.19
07/24/2025	3036	Riverside Management Services Inc	Checks issued before transfer		7,966.98	-103,038.17
07/24/2025	3038	Ronald C. Cullum	Checks issued before transfer		140.00	-103,178.17
07/24/2025	3029	Diane Stoever	Checks issued before transfer		120.00	-103,298.17
07/24/2025	3031	Eliana Roque			290.00	-103,588.17
07/28/2025	3041	Duval Landscape Maintenance	Checks issued before transfer		2,022.00	-105,610.17
07/28/2025	3039	Riverside Management Services Inc	Checks issued before transfer		413.20	-106,023.37
07/28/2025	3040	Riverside Management Services Inc	Checks issued before transfer		9,072.72	-115,096.09
07/28/2025	072825ACH1	Geneva Capital LLC	Fitness Equipment 7/25		2,539.71	-117,635.80
07/31/2025	2		Balance on transfer from GMS	170,507.72		52,871.92
07/31/2025	6		To adjust cash for outstanding checks	108,490.47		161,362.39
07/31/2025	073125ACH1	TECO	1865 N LOOP PKWY Jun 06, 2025 - Jul 09, 2025		72.86	161,289.53
07/31/2025			Interest	376.41		161,665.94
as of 7/31/2025				279,374.60	77,666.34	161,665.94
08/05/2025	080525ACH1	Comcast	1865 N. Loop Parkway July 15, 2025 - Aug 14, 2025		756.35	160,909.59
08/05/2025	080525ACH2	Florida Natural Gas	1865 NORTH LOOP PARKWAY 6/5/25 - 7/9/25		13.41	160,896.18
08/06/2025	080625ACH1	Republic Services #687	1865 N Loop Pkwy 8/1/25 - 8/31/25		772.12	160,124.06
08/13/2025	3100	Wilson Heating & Air Conditioning			15,537.27	144,586.79
08/19/2025	081925ACH1	FPL	491 Ensenada Dr #Park Jul 7, 2025 to Aug 6, 2025		33.23	144,553.56
08/19/2025	081925ACH2	FPL	1187 Las Calinas Blvd #LITE Jul 7, 2025 to Aug 6, 2025		172.03	144,381.53
08/20/2025	082025ACH1	FPL	1865 N Loop Pkwy Jul 9, 2025 to Aug 8, 2025		4,460.94	139,920.59
08/25/2025	082525ACH1	AT&T	Guardhouse Telephone Aug 2, 2025 - Sept 1, 2025		149.80	139,770.79
08/26/2025	400000	Poolsure	Invoice: 131295630507 (Reference: Water Management Aug 25.)		2,157.54	137,613.25
08/26/2025	400001	Duval Landscape Maintenance	Invoice: 32261 (Reference: Landscape Management Aug 25.)		2,022.00	135,591.25
08/26/2025	400002	Envera	Invoice: 756099 (Reference: Security Monitoring 7/1/25 - 7/31/25.) Invoice: 757297 (Reference...		6,856.10	128,735.15
08/26/2025	082625ACH1	Geneva Capital LLC	Fitness Equipment 8/25		2,539.71	126,195.44
08/27/2025	3101	Angella Bascom	Classes - 7/19/25, 8/16/25 & 8/23/25		105.00	126,090.44
08/27/2025	3102	Diane Stoever			440.00	125,650.44
08/27/2025	3103	Eliana Roque			760.00	124,890.44
08/27/2025	3104	Erin Heaton			70.00	124,820.44
08/27/2025	3105	Josie Carleton	Classes 8/6/25		70.00	124,750.44
08/27/2025	3106	Katherine Roy	3 Classes		105.00	124,645.44

Sweetwater Creek CDD
Amenity Fund Check Register
Month of August 31, 2025

Date	Num	Name	Memo	Debit	Credit	Balance
08/27/2025	3107	Lina Hermez			1,575.00	123,070.44
08/27/2025	3108	Madeline Rivera			175.00	122,895.44
08/27/2025	3109	Miranda Bulger			647.50	122,247.94
08/27/2025	3110	Patricia Scott	Classes 7/21/25, 7/28/25, 8/4/25, 8/5/25, 8/11/25		210.00	122,037.94
08/27/2025	3111	Ronald C. Cullum	Classes 7/22/25, 7/24/25, 7/29/25, 7/31/25		175.00	121,862.94
08/27/2025	3112	Tiffany Cunningham			420.00	121,442.94
08/28/2025	400003	Dowling Douglas Company Inc.	Invoice: 097326 (Reference: Service Call Pickleball Gate.)		390.00	121,052.94
08/29/2025	082925ACH1	TECO	1865 N LOOP PKWY Jul 10, 2025 - Aug 06, 2025		72.16	120,980.78
08/31/2025			Interest	485.58		121,466.36
as of 8/31/2025				485.58	40,685.16	121,466.36

EXHIBIT 13

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
7/02/25	00086	1/31/25 30003	202506 300-13100-10200	JAN FERREIRA CONSTR RPRS	*	130.00	
				DUVAL LANDSCAPE MAINTENANCE			130.00 004326
7/02/25	00086	2/17/25 30226	202506 300-13100-10200	FEB FERREIRA CONSTR RPRS	*	1,945.00	
				DUVAL LANDSCAPE MAINTENANCE			1,945.00 004327
7/02/25	00086	3/26/25 30701	202506 300-13100-10200	MAR FERREIRA CONSTR RPRS	*	1,565.00	
				DUVAL LANDSCAPE MAINTENANCE			1,565.00 004328
7/10/25	00086	7/01/25 31850	202507 320-53800-46200	JUL PALENCIA RENEWAL	*	24,273.00	
				DUVAL LANDSCAPE MAINTENANCE			24,273.00 004329
7/10/25	00029	7/01/25 172	202507 310-51300-34000	JUL MANAGEMENT FEES	*	3,683.33	
		7/01/25 172	202507 310-51300-35200	JUL WEBSITE ADMIN	*	86.67	
		7/01/25 172	202507 310-51300-35100	JUL INFO TECH	*	123.50	
		7/01/25 172	202507 310-51300-31300	JUL DISSEM AGENT SRVCS	*	459.33	
		7/01/25 172	202507 310-51300-49000	OFFICE SUPPLIES	*	.96	
		7/01/25 172	202507 310-51300-42000	POSTAGE	*	257.01	
		7/01/25 172	202507 310-51300-42500	COPIES	*	11.25	
		7/01/25 172	202507 310-51300-41000	TELEPHONE	*	78.88	
		7/01/25 172	202507 310-51300-34000		*	.00	
				GOVERNMENTAL MANAGEMENT SERVICES			4,700.93 004330
7/10/25	00082	6/30/25 61286	202506 310-51300-32200	FY24 AUDITED FINANCIALS	*	3,800.00	
				MCDIRMIT DAVIS LLC			3,800.00 004331
7/15/25	00109	7/10/25 07102025	202507 310-51300-11000	7/10/25 CDD BOARD MEETING	*	200.00	
				DANIEL L COLIN			200.00 004332
7/15/25	00089	7/10/25 07102025	202507 310-51300-11000	7/10/25 CDD BOARD MEETING	*	200.00	
				JOHN T SMITH			200.00 004333
				SWCC SWEETWATER CRK BPEREGRINO			

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
7/15/25	00051	7/10/25 07102025	202507 310-51300-11000		*	200.00	
		7/10/25	CDD BOARD MEETING				
				ROBERT LISOTTA			200.00 004334
7/15/25	00108	7/10/25 07102025	202507 310-51300-11000		*	200.00	
		7/10/25	CDD BOARD MEETING				
				RONALD J CERVELLI			200.00 004335
7/15/25	00040	7/10/25 07102025	202507 310-51300-11000		*	200.00	
		7/10/25	CDD BOARD MEETING				
				STEPHEN J HANDLER			200.00 004336
7/17/25	00112	7/10/25 2025358	202507 320-53800-43000		*	3,109.20	
			UPLIGHT ROUND A BOUT-DEP				
				BRIAN BURCHFIELD			3,109.20 004337
7/17/25	00103	7/11/25 193578	202506 310-51300-31100		*	1,928.75	
			JUN ENGINEERING SERVICES				
				MATTHEWS DESIGN GROUP LLC			1,928.75 004338
7/24/25	00090	6/26/25 7197629	202506 310-51300-48000		*	95.84	
		7/10	MTG #11413831				
				GANNETT FL LOCALIQ			95.84 004339
TOTAL FOR BANK A						42,547.72	
TOTAL FOR REGISTER						42,547.72	

SWCC SWEETWATER CRK BPEREGRINO



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

INVOICE

Date	Invoice No.
01/31/25	30003
Terms	Due Date
Net 40	03/12/25

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

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

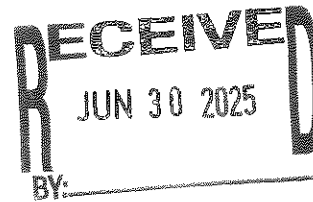
Amount Due	PO Number
\$130.00	

Please detach top portion and return with your payment.

DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
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#35430 - sweetwater construction
repairs jan25

sweetwater construction repairs jan2



Irrigation Service/Repairs

\$130.00

Irrigation Labor	Hr	1.00	\$100.00	\$100.00	
Misc Irrigation Supplies		1.00	\$30.00	\$30.00	

Total	\$130.00
Payments/Credits	(\$0.00)
Balance Due	\$130.00



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

INVOICE

Date	Invoice No.
02/17/25	30226
Terms	Due Date
Net 40	03/29/25

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
\$1,945.00	

Please detach top portion and return with your payment.

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

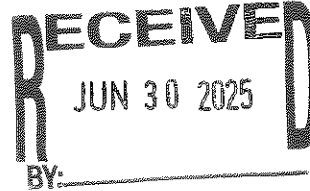
#35659 - sweetwater construction
repairs feb25

sweetwater construction repairs feb25

**FERREIRA CONSTRUCTION is
responsible for paying for these
repairs**

Contact: Josh Newman

Email:
jnewman@ferreiraconstruction.com



Irrigation Service/Repairs

\$1,945.00

Irrigation Labor	Hr	5.00	\$100.00	\$500.00
Lateral Line Break	each	12.00	\$40.00	\$480.00
Misc Irrigation Supplies		1.00	\$50.00	\$50.00
Rainbird 1806 Spray Head	1	14.00	\$30.00	\$420.00
Slip fix	2"	5.00	\$85.00	\$425.00
Spray Nozzle	1	14.00	\$5.00	\$70.00

Total	\$1,945.00
Payments/Credits	(\$0.00)
Balance Due	\$1,945.00



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

INVOICE

Date	Invoice No.
03/26/25	30701
Terms	Due Date
Net 40	05/05/25

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

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

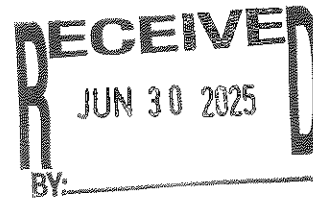
Amount Due	PO Number
\$1,565.00	

Please detach top portion and return with your payment.

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

#36458 - sweetwater construction
repairs mar25

sweetwater construction repairs mar25



Bill to Construction company on site

Irrigation Service/Repairs					\$1,565.00
Dbry Splice Kit		4.00	\$15.00	\$60.00	
Irrigation Labor	Hr	8.00	\$150.00	\$1,200.00	
Misc Irrigation Supplies		1.00	\$50.00	\$50.00	
Pipe	3/4"	1.00	\$60.00	\$60.00	
Rainbird 1806 Spray Head	1	5.00	\$25.00	\$125.00	
Rainbird 5004 Rotor	1	2.00	\$30.00	\$60.00	
Two wire Red/Blue Jacketed	ft	2.00	\$5.00	\$10.00	

Total	\$1,565.00
Payments/Credits	(\$0.00)
Balance Due	\$1,565.00



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

INVOICE

Date	Invoice No.
07/01/25	31850
Terms	Due Date
Net 40	08/10/25

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

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

Amount Due	PO Number
\$24,273.00	

Please detach top portion and return with your payment.

DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
#35508 - Palencia-2025 July 2025					\$24,273.00

Monthly Breakdown

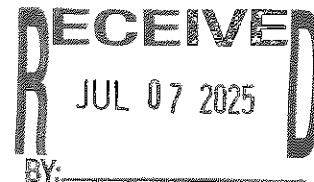
- Monthly Landscape- Mowing, edging, blowing, trimming /detail- \$20,091.48
- Fertilization- \$1,630.00
- Bedding Plants (ANNUALS)- \$1,915.50
- Irrigation check- \$636.00
-

Landscape Maint and Material: 1-320-53800-46200
Approved EG 7/1/2025

Bed Dressing / Pinestraw

(billed at time of service)

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



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

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

Invoice

Invoice #: 172
Invoice Date: 7/1/25
Due Date: 7/1/25
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 - July 2025		3,683.33	3,683.33
Website Administration - July 2025		86.67	86.67
Information Technology - July 2025		123.50	123.50
Dissemination Agent Services - July 2025		459.33	459.33
Office Supplies		0.96	0.96
Postage		257.01	257.01
Copies		11.25	11.25
Telephone		78.88	78.88
<div><div>RECEIVED</div><div>JUL 02 2025</div><div>BY: _____</div></div>			

Total \$4,700.93

Payments/Credits \$0.00

Balance Due \$4,700.93



1800 Pembroke Drive
Suite 170
Orlando, FL 32810

(407) 843-5406
www.mcdimitdavis.com

SWEETWATER CREEK CDD
6200 LEE VISTA BLVD
SUITE 300
ORLANDO, FL 32822

Date: 6/30/2025
Invoice Number: 61286
Client: 27480.0

Accounting services rendered in connection with the preparation and issuance of audited financial statements for SWEETWATER CREEK CDD for the year ended September 30, 2024.

Total Due This Invoice **\$3,800.00**

***We have moved. Our new address:
1800 Pembroke Drive
Suite 170
Orlando, FL 32810***

Thank you for your business.

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

Name: Burchfield Electric Inc

Address: 2800 N 6th Street, Unit 1, Saint Augustine, FL 32084

Job:

Uplighting for Round a Bout-Deposit

Code: 1-320-53800-43000

Total: \$3,109.20

Approved:

Erin Gunia

Date: 7/11/2025

Burchfield Electric, Inc.

2800 N 6th Street, Unit 1

PMB# 307

St. Augustine, FL 32084

Invoice

Date	Invoice #
7/10/2025	2025358

Bill To
Sweetwater Creek CDD Attn: Erin 1865 N. Loop Pkwy St. Augustine, FL 32095

RECEIVED
JUL 11 2025
BY: _____

P.O. No.
DEPOSIT

Item	Description	Amount
Bid	<p>This DEPOSIT invoice is given for exterior lighting at the round about on Las Calinas Blvd:</p> <ul style="list-style-type: none">- supply and install six 120volt dedicated circuits in existing conduit to panel, located at the round about on Las Calinas Blvd.- supply and install six garden posts with a GFI receptacle, located in the middle of the round about, inside the hedges around palm trees.- supply and install one LED PAR38 flood light on each garden post for uplight on palm trees.- price is based on existing conduit being in good condition from panel to round about to feed in new circuits. <p>Bid price</p>	3,109.20

We appreciate your prompt payment.		Total	\$3,109.20
		Payments/Credits	\$0.00
904-829-5735	jana@burchfieldelectric.com	Balance Due	\$3,109.20

Project Manager Alex Acree

Matthews | **DCCM**

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

Engineering - Architecture - Planning - Surveying

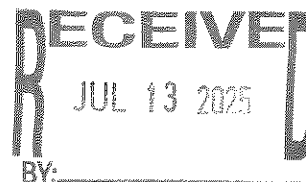
July 11, 2025

Invoice # 193578

Project 0000021856.0000 Sweetwater Creek CDD

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

- Coordination with District Manager
- Prepare Requisitions
- June 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 June 30, 2025

Phase 0001 Engineering Services

	Hours	Rate	Amount
Sr. Construction Inspector	4.25	210.00	892.50
Inspector 2	4.00	180.00	720.00
Project Coordinator 3	1.75	115.00	201.25
Project Coordinator 2	.25	100.00	25.00
Project Administrator	.75	120.00	90.00
Total Labor			1,928.75
Total Due:			1,928.75

Billed to Date

	Current Due	Prior Billed	Billed to Date
Labor	1,928.75	30,693.75	32,622.50
Expense	0.00	164.88	164.88
Unit	0.00	83.71	83.71
Interest	0.00	41.32	41.32
Totals	1,928.75	30,983.66	32,912.41

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

LICENSE #26535, LB89590, LA6668877

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.

LocaliQ

Florida
GANNETT

ACCOUNT NAME Sweetwater Creek Cdd/Gms		ACCOUNT # 764151	INV DATE 06/30/25
INVOICE # 0007197629	INVOICE PERIOD Jun 1- Jun 30, 2025	CURRENT INVOICE TOTAL \$95.84	
PREPAY (Memo Info) \$0.00	UNAPPLIED (included in amt due) \$0.00	TOTAL CASH AMT DUE* \$95.84	

BILLING ACCOUNT NAME AND ADDRESS

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



PAYMENT DUE DATE: JULY 31, 2025

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

All funds payable in US dollars.

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

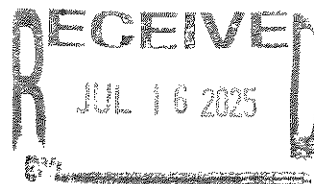
FEDERAL ID 47-2390983

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
6/1/25	Balance Forward	\$280.72
6/16/25	PAYMENT - THANK YOU	-\$91.76
6/30/25	PAYMENT - THANK YOU	-\$188.96

Package Advertising:

Start-End Date	Order Number	Product	Description	PO Number	Package Cost
6/26/25	11413831	SAG St Augustine Record	July 10th meeting		\$95.84



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	\$95.84
Service Fee 3.99%	\$3.82
*Cash/Check/ACH Discount	-\$3.82
*Payment Amount by Cash/Check/ACH	\$95.84
Payment Amount by Credit Card	\$99.66

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NAME Sweetwater Creek Cdd/Gms		ACCOUNT NUMBER 764151		INVOICE NUMBER 0007197629		AMOUNT PAID \$95.84
CURRENT DUE \$95.84	30 DAYS PAST DUE \$0.00	60 DAYS PAST DUE \$0.00	90 DAYS PAST DUE \$0.00	120+ DAYS PAST DUE \$0.00	UNAPPLIED PAYMENTS \$0.00	TOTAL CASH AMT DUE* \$95.84
REMITTANCE ADDRESS (Include Account# & Invoice# on check)				TO PAY BY PHONE PLEASE CALL: 1-877-736-7612		TOTAL CREDIT CARD AMT DUE \$99.66
Gannett Florida LocaliQ PO Box 631244 Cincinnati, OH 45263-1244				To sign up for E-mailed invoices and online payments please contact abgspecial@gannett.com		

00007641510000000000000071976290000958467172

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

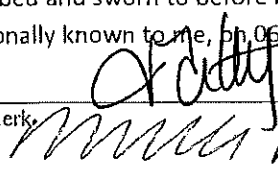
STATE OF WISCONSIN, COUNTY OF BROWN

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:

06/26/2025

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

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 06/26/2025

Legal Clerk, 

Notary, State of WI, County of Brown

8.25.26

My commission expires

Publication Cost:	\$95.84	
Tax Amount:	\$0.00	
Payment Cost:	\$95.84	
Order No:	11413831	# of Copies:
Customer No:	764151	1
PO #:		

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

MARIAH VERHAGEN
Notary Public
State of Wisconsin

SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT NOTICE OF AUDIT COMMITTEE MEETING AND NOTICE OF REGULAR BOARD OF SUPERVISORS MEETING

Notice is hereby given that an Audit Committee meeting of the Sweetwater Creek Community Development District ("District") will be held on Thursday, July 10, 2025 at 4:00 p.m., at 1865 N. Loop Parkway, St. Augustine, Florida 32095 review and rank proposals for audit services. Immediately following adjournment of the Audit Committee meeting, a regular meeting of the Board of Supervisors ("Board") will be held where the Board may consider any business that may properly come before it ("Meeting").

An electronic copy of the agenda for the Meetings 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 meetings.

The Meetings are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The Meetings may be continued to a date, time, and place to be specified on the record of such Meetings. 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 Meetings because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to each respective Meetings. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the Meetings 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

CHECK DATE	VEND#INVOICE..... DATEEXPENSED TO... INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT	#
7/02/25	00131	6/27/25	06272025 6/16-6/23	202506	340-	53800-	34500		DIANE LAURA STOEVER	*	240.00	240.00	003002
7/02/25	00119	5/01/25	31121 MAY FIT	202505	330-	53800-	46200		DUVAL LANDSCAPING MAINTENANCE	*	2,022.00	2,022.00	003003
7/02/25	00128	6/06/25	06062025 6/3-6/6	202506	340-	53800-	34500		ELIANA N ROQUE	*	280.00	280.00	003004
7/02/25	00011	6/26/25	06262025 2 MEALS-FIT	202506	330-	53800-	40000		ERIN GUNIA	*	113.90	113.90	003005
7/02/25	00127	6/22/25	06222025 6/9-6/22	202506	340-	53800-	34500		LINA HERMEZ	*	450.00	450.00	003006
7/02/25	00152	6/27/25	06272025 6/24	202506	340-	53800-	34500		MARILYN J COSTANZO	*	35.00	35.00	003007
7/02/25	00135	6/18/25	06182025 6/9-6/19	202506	340-	53800-	34500		MIRANDA BULGER	*	245.00	245.00	003008
7/02/25	00141	6/27/25	06272025 6/15-6/27	202506	340-	53800-	34500		PATRICIA SCOTT	*	175.00	175.00	003009
7/02/25	00020	6/07/25	18123796 NAPKINS &	202505	340-	53800-	49400		PUBLIX SUPER MARKETS INC	*	82.95	82.95	003010
7/02/25	00138	6/27/25	06272025 6/17-6/26	202506	340-	53800-	34500		RONALD C CULLUM	*	105.00	105.00	003011
7/02/25	00136	6/19/25	06192025 6/5-6/12	202506	340-	53800-	34500		TIFFANY ROSE CUNNINGHAM	*	105.00	105.00	003012
7/02/25	00136	6/19/25	06192025 6/17-6/26	202506	340-	53800-	34500		TIFFANY ROSE CUNNINGHAM	*	140.00	140.00	003013
SWCC SWEETWATER CRK BPEREGRINO													

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
7/02/25	00042	7/01/25 356136	202507 330-53800-48400		*	75.00	
		7/1-9/30	BURGLAR MONITOR	VILLAGE KEY & ALARM INC			75.00 003014
7/10/25	00119	7/01/25 31851	202507 330-53800-46200		*	2,022.00	
		JUL FIT CNTR & DOG PARK		DUVAL LANDSCAPING MAINTENANCE			2,022.00 003015
7/10/25	00019	7/01/25 13129562	202507 330-53800-52002		*	2,157.54	
		JUL POOL CHEMICALS		POOLSURE			2,157.54 003016
7/10/25	00104	7/01/25 305	202507 330-53800-10000		*	10,319.83	
		JUL FITNESS CNTR MANAGER			*	6,868.07	
		7/01/25 305	202507 330-53800-10000		*	5,007.08	
		JUL ASSISTANT MANAGER			*	1,468.79	
		7/01/25 305	202507 330-53800-10000		*	3,622.25	
		JUL FRONT DESK ATTENDANTS			*	1,622.42	
		7/01/25 305	202507 330-53800-10000		*	7,716.83	
		JUN FRONT DESK ATTENDANTS			*	69.96	
		7/01/25 305	202507 330-53800-46500		*	9.57	
		JUL JANITORIAL SERVICES			*	84.32	
		7/01/25 305	202507 330-53800-52000		*		
		JUL POOL MAINTENANCE SRVC			*		
		7/01/25 305	202507 320-53800-12100		*		
		JUL FIELD MANAGEMENT			*		
		7/01/25 305	202507 330-53800-52002		*		
		POOL CHEM-TRICHLOR			*		
		7/01/25 305	202507 330-53800-52002		*		
		POOL CHEM-SULFURIC ACID			*		
		7/01/25 305	202507 330-53800-52002		*		
		POOL CHEM-TILE SOAP		RIVERSIDE MANAGEMENT SERVICES INC			36,789.12 003017
7/17/25	00170	6/27/25 06272025	202506 340-53800-34500		*	70.00	
		6/14-6/21	FITNESS CLASSES	ANGELLA BASCOM			70.00 003018
7/17/25	00170	7/09/25 07092025	202507 340-53800-34500		*	70.00	
		6/28-7/5	FITNESS CLASSES	ANGELLA BASCOM			70.00 003019
7/17/25	00131	7/09/25 07092025	202507 340-53800-34500		*	80.00	
		7/7	FITNESS CLASSES	DIANE LAURA STOEVEER			80.00 003020
				SWCC SWEETWATER CRK BPEREGRINO			

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
7/17/25	00128	7/03/25 07032025	202507 340-53800-34500 7/1-7/3 FITNESS CLASSES	ELIANA N ROQUE	*	160.00	160.00 003021
7/17/25	00166	7/09/25 07092025	202507 340-53800-34500 6/20-7/9 FITNESS CLASSES	KATHY ROY	*	140.00	140.00 003022
7/17/25	00127	7/09/25 07092025	202506 340-53800-34500 6/23-7/6 FITNESS CLASSES	LINA HERMEZ	*	490.00	490.00 003023
7/17/25	00152	7/09/25 07092025	202506 340-53800-34500 6/24 FITNESS CLASS	MARILYN J COSTANZO	*	35.00	35.00 003024
7/17/25	00135	7/02/25 07022025	202506 340-53800-34500 6/23-7/2 FITNESS CLASSES	MIRANDA BULGER	*	245.00	245.00 003025
7/17/25	00141	7/09/25 07092025	202506 340-53800-34500 6/7-6/30 FITNESS CLASSES	PATRICIA SCOTT	*	105.00	105.00 003026
7/17/25	00136	7/03/25 07032025	202507 340-53800-34500 7/1-7/10 FITNESS CLASSES	TIFFANY ROSE CUNNINGHAM	*	140.00	140.00 003027
7/24/25	00170	7/18/25 07182025	202507 340-53800-34500 7/12 FITNESS CLASS	ANGELLA BASCOM	*	35.00	35.00 003028
7/24/25	00131	7/18/25 07182025	202507 340-53800-34500 7/14-7/27 FITNESS CLASSES	DIANE LAURA STOEVEER	*	120.00	120.00 003029
7/24/25	00128	7/11/25 07112025	202507 340-53800-34500 7/11-7/17 FITNESS CLASSES	ELIANA N ROQUE	*	200.00	200.00 003030
7/24/25	00128	7/14/25 07142025	202506 340-53800-34500 5/6-6/17 FITNESS CLASSES	ELIANA N ROQUE	*	290.00	290.00 003031
7/24/25	00166	7/18/25 07182025	202507 340-53800-34500 7/11-7/16 FITNESS CLASSES	KATHY ROY	*	70.00	70.00 003032

SWCC SWEETWATER CRK BPEREGRINO

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
7/24/25	00135	7/16/25 07162025	202507 340-53800-34500 7/7-7/16 FITNESS CLASSES	MIRANDA BULGER	*	245.00	245.00 003033
7/24/25	00141	7/18/25 07182025	202506 340-53800-34500 6/10-6/14 FITNESS CLASSES	PATRICIA SCOTT	*	105.00	105.00 003034
7/24/25	00104	7/18/25 306	202506 320-53800-12200 JUN FACILITY MAINTENANCE		*	1,080.00	
		7/18/25 306	202506 330-53800-49000 JUN MISCELLANEOUS		*	10.74	
				RIVERSIDE MANAGEMENT SERVICES INC			1,090.74 003035
7/24/25	00104	7/23/25 307	202507 330-53800-52001 POOL RPR-LED POOL LIGHT		*	2,010.50	
		7/23/25 307	202507 330-53800-52001 POOL RPR-DEPTH DECK TILES		*	1,154.52	
		7/23/25 307	202507 330-53800-52001 POOL RPR-DECK VINYL STICK		*	191.88	
		7/23/25 307	202507 330-53800-52001 POOL RPR-EXIST DEPTH DECK		*	302.50	
		7/23/25 307	202507 330-53800-52001 POOL RPR-PLATE COVERS		*	230.74	
		7/23/25 307	202507 330-53800-52001 POOL RPR-TAPCON SCREWS		*	137.50	
		7/23/25 307	202507 330-53800-52001 POOL RPR-DIVE PLATFORM		*	935.00	
		7/23/25 307	202507 330-53800-52002 POOL CHEM-TRICHLOR		*	87.45	
		7/23/25 307	202507 330-53800-52002 POOL CHEM-SULFURIC ACID		*	76.56	
		7/23/25 307	202507 330-53800-52002 POOL CHEM-CAL HYPO		*	29.70	
		7/23/25 307	202507 330-53800-52002 POOL CHEM-NATURAL ENZYMES		*	74.65	
		7/23/25 307	202507 330-53800-52001 POOL RPR-PATCH SM POPOUT		*	880.00	
		7/23/25 307	202507 330-53800-52001 POOL RPR-LED POOL LIGHT		*	1,855.98	
				RIVERSIDE MANAGEMENT SERVICES INC			7,966.98 003036
7/24/25	00138	7/23/25 07232025	202506 340-53800-34500 6/17-7/26 FITNESS CLASSES	RONALD C CULLUM	*	105.00	105.00 003037

SWCC SWEETWATER CRK BPEREGRINO

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
7/24/25	00138	7/23/25 07232025	202507 340-53800-34500 7/1-7/10 FITNESS CLASSES	RONALD C CULLUM	*	140.00	140.00 003038
7/28/25	00104	7/25/25 308	202507 320-53800-47301 JUL MAINT & REPAIRS		*	293.20	
		7/25/25 308	202507 330-53800-47800 JUL RPR & MAINT BUILDING		*	120.00	
			RIVERSIDE MANAGEMENT SERVICES INC				413.20 003039
7/28/25	00104	8/01/25 309	202507 300-15500-10000 AUG AMENITY CENTER		*	9,072.72	
			RIVERSIDE MANAGEMENT SERVICES INC				9,072.72 003040
7/28/25	00119	6/01/25 31472	202506 330-53800-46200 JUN FIT CNTR & DOG PARK		*	2,022.00	
			DUVAL LANDSCAPING MAINTENANCE				2,022.00 003041
TOTAL FOR BANK B						68,448.15	
TOTAL FOR REGISTER						68,448.15	

SWCC SWEETWATER CRK BPEREGRINO

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

Vendor: Diane Stoevers

153 Oak Common Ave. St. Augustine, FL 32095

2025 Classes Taught in TWO week period: 6/14 - 6/29

Pilates Dates:

Kids Fitness Dates:

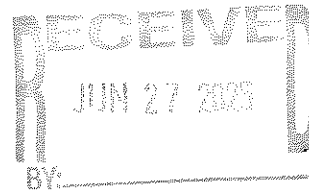
Stretch Dates: 6/14, 6/23, 6/20

Barre Dates: 6/14

Substitute Dates: 6/19 Pilates
6/19 Strength

Code: 2-340-53800-34500

Cost: \$240.00



Approved:

A handwritten signature in dark ink, appearing to be "A 27" or similar, written over a horizontal line.

Date:

6/27



FL 32256

7011
Business Park
Blvd N
Jacksonville,

INVOICE Duval Landscape Maintenance
www.duvallandscape.com

Date Invoice No.

05/01/25 31121 Terms Due

Date Net 40 06/10/25

Sweetwater Community Development District 475 West St. Augustine, FL 32095
Town Place, Suite 114
St. Augustine, FL 32095
Sweetwater Creek CDD
605 Palencia Club Dr

Amount Due PO Number \$2,022.00

Please detach top portion and return with your payment.

#37048 - Sweetwater Fitness Center and
Dog Park-2025 May 2025

\$2,022.00

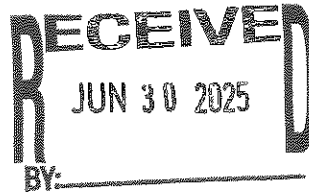
Monthly Break Down

- Monthly Maintenance -Mowing, edging,
blowing, trimming /detail \$1,518.34
- Fertilization- \$130.66
- Bedding Plants (ANNUALS) - \$373.00

Phone: (904) 885-3616 | Email: accounting@duvallandscape.com

Total \$2,022.00
Payments/Credits (\$0.00)
Balance Due \$2,022.00

Landscape Maint and Improvements: 2-330-53800-46200
Approved-EG-6/30/2025



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

Vendor: Eliana Roque

138 Pickett Dr, St. Augustine, FL 32084

2025 Classes Taught in TWO week period:

Cardio Core Dates: 6/3 6/17

Senior Mat Pilates Dates: 6/3 6/5

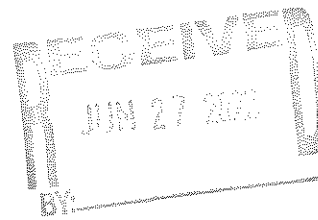
Senior Strength Dates: 6/5

Substitute Dates: 6/4 - Gentle Yoga 6/6 - Senior Stretch

Code: 2-340-53800-34500

W.L. classes

Cost: 200



Approved:

Eliana Roque

Date:

6/6/25

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

Name: Erin Gunia

Address: 924 Lew Blvd, Saint Augustine, Florida 32080

CODE: 2-330-53800-40000

Description: Two meals from Fitness Conference -Per Diem

Cost: \$113.90

RECEIVED
JUN 26 2025

Approved: Erin Gunia

Date: 6/65/25

05/02/2025 17:21

Stadium Club
Check: 1141951 Table: A20
Server: Alysa
Terminal: 114

CR Stadium Club
DIN 1 SUBIMP LITON HIP 16.00
DIN 1 CLUBS SALAD 16.00
Subtotal 34.00
Service Charge 6.12
Tax 2.21

TOTAL 42.33

Payments 42.33

Master Card
XXXXXXXXXX0134
GURIA/ERTH
MASTECARD

CVN: Signature
Entry Mode: Chip
Auth Mode: Issuer
ATD: A0000000041010
TVR: 0000000000
IAD: 19106676032200001/A000000000
TST: E300
ARC: 00

Total Payments 42.33
Remaining Balance 0.00
Check Fully Authorized

5.18 47.43
Tip Amount Total

Room # Print Name

Signature

This tip guide is provided for
your convenience.

15% - 6.10
18% - 6.12
20% - 6.80

05/03/2025 18:33

Stadium Club
Check: 1131820 Table: A17
Server: Brooke
Terminal: 113

CR Stadium Club
DIN 1 WING 21.00
DIN 12 PC 16.00
DIN 1 BUNA 1 CIGARS 9.00
DIN 1 BRUSSEL SPRIGS 9.00
Subtotal 46.00
Service Charge 6.28
Tax 2.99

TOTAL 57.27

Payments 57.27

Visa
XXXXXXXXXX1454
VISA CREDIT

CVN: Signature
Entry Mode: Contactless
Auth Mode: Issuer
ATD: A0000000031010
TVR: 0000000000
IAD: 1F420131A000000000000002/300
ARC: 00

Total Payments 57.27
Remaining Balance 0.00
Check Fully Authorized

9.20 66.47
Tip Amount Total

Room # Print Name

Signature

This tip guide is provided for
your convenience.

15% - 6.90
18% - 8.28
20% - 9.20

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:

Meditation Dates: 11th, 18th Jun

Yogalates Dates: 10th, 17th Jun

Power Pump Dates: 10th, 17th Jun

Yoga Dates: 11th, 15th, 18th, 22nd Jun

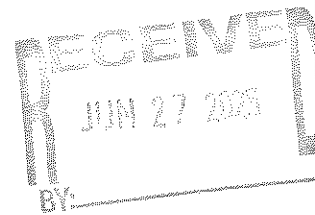
Pilates Dates: 9th, 16th Jun

Code: 2-340-53800-34500

Cost:

\$450⁰⁰

done



Approved:

[Signature]

Date: 22nd Jun, 2025

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

Name: Marilyn Costaza

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

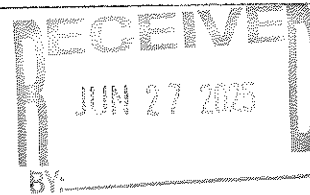
2025 Classes Taught:

Tai Chi: *June 24, 2025*

Requested by: Erin Gunia

Total=\$ *35.00*

Code: 2-330-53800-34500



Approved:

MJ Costaza

Date:

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

Vendor: Miranda Bulger

2112 Pons Springs Way, Fleming Island, FL 32003

2025 Classes Taught in TWO week period:

Spin Dates: 6/11 6/18

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

Substitute Dates:

Code: 2-340-53800-34500

Cost:

245⁰⁰

RECEIVED
JUN 27 2025
BY: _____

Approved:

Miranda Bulger

Date:

6/18/25

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:

6/15 Spin 10:15 - 11

Yogalates Dates:

6/23 Spin 10:15 - 11:00

Power Pump Dates:

6/26 Strength 10 - 11

6/24 Pilates 11:10 - 12:00

Yoga Dates:

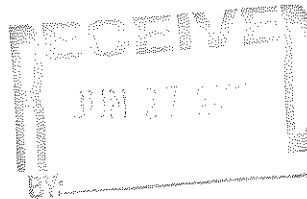
6/27 Stretch 12:00 - 1 PM

Pilates Dates:

Code: 2-340-53800-34500

Cost:

175⁰⁰



Approved:

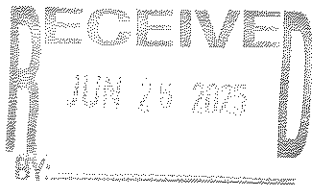
CS

Date:

6/27/23

Publix.

SWEETWATER CREEK COMM
DEV DISTRICT
ATTN BERNADETTE PEREGRINO
1408 HAMLIN AVE UNIT E
ST CLOUD FL 34771



Publix Business Account Invoice

Date 06/07/2025
Customer Number 2007348
Terms Due Upon Receipt

Telephone 1-877-333-7585
Fax (863)284-3352

Remit your payment to:

Publix Super Markets, Inc.
P.O. Box 32009
Lakeland, Florida 33802-2009

Please return invoice with payment indicating the 10-digit document number(s) you are paying.

Open item list as of 06/07/2025

Document #	Charge Date	Store #	Reference #	Cardholder #/Name	Amount
1812379622	05/06/2025	1617	1142483579	00/ERIN GUNIA	82.95
Balance Due:					82.95

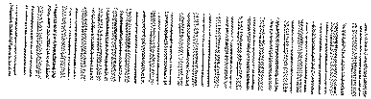
Special Events Supplies

2-340-53800 49400

Publix

The Shoppers at Palencia Commons
7402 US Highway 1 North
Saint Augustine, FL 32093
Store Manager: Casey Nooten Smith
904-826-3537

RECEIVED
JUN 27 2025
BY: _____



1617 560 511 168

PUBLIX SPRNG 24PK
3 FOR 11.00 11.00
You Saved 2.46

SHIELDER KIT 21.99

WISE NAPKINS 3.59

HVY PLS HANGER 3.49

NET MOP REFILL 6.29

DISHWARE COMBO 13.99

CUP CLEAR 4.49

Y QUART BAGS

2 FOR 4.00 2.00

You Saved 0.99

WHITE ED PLATES 4.11

WHITE ED PLATES

2 FOR 12.00 6.00

You Saved 1.59

WHITE ED PLATES

2 FOR 12.00 6.00

You Saved 1.59

TAX EXEMPT

Order Total 82.95

Grand Total 82.95

Payment 82.95

X FORGIVEN 4.63

Change 0.00

Price Summary
Special Price Savings 6.63

Your Savings at Publix 6.63

Receipt ID: 1617 560 511 166

PRESTO!

Trace #: 511650

Reference #: 1142487579

Acct #: XXXXXXXXXXXX0000

Purchase Business: Account

Amount: \$52.32

Auth #: 394277

Sweetwater Creek CDD

1865 North Loop Parkway,

Saint Augustine, Fl, 32095

Vendor Name: Ron Cullum

416 Heather Park Lane Saint Augustine, Fl.32095

2025 Classes Taught in a TWO week Period:

Tai Chi

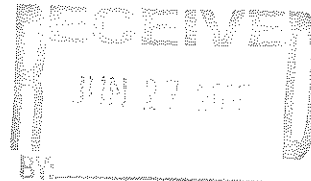
June 17, 19, 26
 $3 \times 35 = 105$

Substitute Date :

Code: 2-340-53800-34500

Cost:

\$105



Approved:

[Signature] 26 June

Date:

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

Vendor: Tiffany Cunningham

153 Esmerelda Rd, St. Augustine, FL 32095

2023 Classes Taught in TWO week period:



(3)

Cardio X Dates:

~~6/13~~ 6/5

Substitute Dates:

6/10 6/12

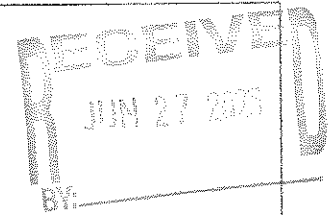
Code: 2-340-53800-34500

Cost:

~~144.00~~

~~144.00~~

\$105.00



Approved:

Date:

6-19-25

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:

6/17

6/19

Substitute Dates:

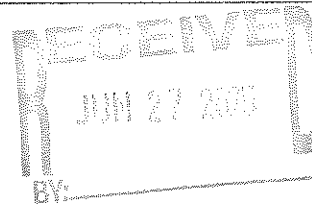
6/24

6/26

Code: 2-340-53800-34500

Cost:

14000



Approved:

A large, stylized handwritten signature in black ink, written over a horizontal line.

Date:

6/19/25

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

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

INVOICE		Date 07/01/2025	Number 356136
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 07/01/2025 to 09/30/2025	\$25.00		\$75.00
<div>RECEIVED JUN 11 2025 BY: _____</div>					
	Current	30 Days	60 Days	90 Days	
	\$0.00	\$0.00	\$0.00	\$0.00	
	SUB-TOTAL				\$75.00
	SALES TAX				\$0.00
	INVOICE TOTAL				\$75.00
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	356136
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 %0c%0cInvoice>	

2-330-53300-48400-Security

07/01/2025

Number 356136

Approved-EG

INVOICE

Date

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

ACCOUNT #	SLD801374
-----------	-----------

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

Service Address

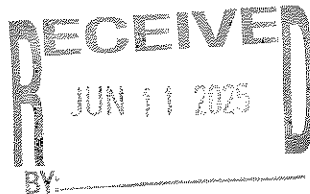
SWEETWATER CREEK FITNESS CENTER
SWEETWATER CREEK CDD
1865 NORTH LOOP PARKWAY
SAINT AUGUSTINE, FL 32095

TERMS	Due on Date of Invoice

Quan Item Description Price Tax % Amount

3 600 RESIDENTIAL BURGLAR PHONE LINE MONITORING
07/01/2025 to 09/30/2025

contact our office for an appointment or instructions on how to
test your system. Thank you for
\$25.00 \$75.00



Current 30 Days 60 Days 90 Days \$0.00 \$0.00 \$0.00 \$0.00

SUB-TOTAL \$75.00 SALES TAX \$0.00 INVOICE TOTAL \$75.00

It is important to test your alarm system regularly. Feel free to

choosing Village Key & Alarm.

\$75.00 TOTAL DUE

Detach Here

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

Account Number	SLD801374
Invoice Number	356136
Amount Due	\$75.00
Amount Paid	

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

Reminder: To ensure reliable system operation test
your alarm frequently and keep your emergency call



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

INVOICE

Date	Invoice No.
07/01/25	31851
Terms	Due Date
Net 40	08/10/25

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
\$2,022.00	

Please detach top portion and return with your payment.

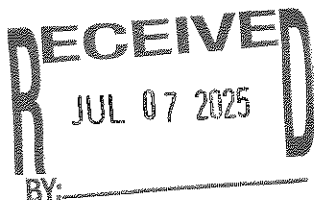
DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
#37048 - Sweetwater Fitness Center and Dog Park-2025 July 2025					\$2,022.00

Monthly Break Down

- Monthly Maintenance -Mowing, edging, blowing, trimming /detail \$1,518.34
- Fertilization- \$130.66
- Bedding Plants (ANNUALS) - \$373.00

Landscape Maint and Improvements: 2-330-54800-46200
Approved EG 7/1/2025

Total	\$2,022.00
Payments/Credits	(\$0.00)
Balance Due	\$2,022.00





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

Invoice

Date
Invoice#

7/1/2025
131295629703

Terms	Net 30
Due Date	7/31/2025
PO #	

Bill To
Attn: Berenadette 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

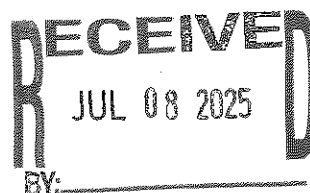
Amount Paid/Credit Applied \$0.00

Balance Due \$2,157.54

[Click Here to Pay Now](#)



Pool Chemicals: 2-330-53800-52002
Approved-EG-7/8/2028



131295629703

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

Invoice

Invoice #: 305
Invoice Date: 7/1/2025
Due Date: 7/1/2025
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 - July 2025		10,319.83	10,319.83
2.330.53800.10000- Assistant Manager - July 2025		6,868.07	6,868.07
2.330.53800.10000- Front Desk Attendants- July 2025		5,007.08	5,007.08
2.330.53800.10000- Front Desk Attendants (RMS) - June 2025 - Additional Amount Owed (Per 7/1/25 Adjustment memo for June 2025 Hourly Services)		1,468.79	1,468.79
2.330.53800.46500- Janitorial Services - July 2025		3,622.25	3,622.25
2.330.53800.52000 Pool Maintenance Services - July 2025		1,622.42	1,622.42
2.320.53800.12100- Field Management - July 2025		7,716.83	7,716.83
Pool Chemicals - Trichlor		69.96	69.96
Pool Chemicals - Sulfuric Acid		9.57	9.57
Pool Chemicals - Tile Soap		84.32	84.32

RECEIVED
JUL 08 2025
BY: _____

Alison Mossing
7-7-25

Total \$36,789.12

Payments/Credits \$0.00

Balance Due \$36,789.12

Riverside Management Services

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



Sweetwater Creek CDD
Monthly Credit Memorandum

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

Please adjust July 2025 invoice to reflect the actual hours worked for the month of June 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	311.34	\$20.80	\$6,475.87	\$5,007.08	\$1,468.79 Owed

RMS

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
6/1/25	2.25	E.K.	Amenity Center/Fitness Center Attendant
6/1/25	9.12	M.K.	Amenity Center/Fitness Center Attendant
6/2/25	11.1	M.K.	Amenity Center/Fitness Center Attendant
6/2/25	5.5	Z.S.	Amenity Center/Fitness Center Attendant
6/3/25	4	M.K.	Amenity Center/Fitness Center Attendant
6/3/25	5.25	AB.F.	Amenity Center/Fitness Center Attendant
6/4/25	3.42	M.K.	Amenity Center/Fitness Center Attendant
6/4/25	6.57	Z.S.	Amenity Center/Fitness Center Attendant
6/5/25	3.95	M.K.	Amenity Center/Fitness Center Attendant
6/5/25	5.35	A.F.	Amenity Center/Fitness Center Attendant
6/6/25	4	E.K.	Amenity Center/Fitness Center Attendant
6/6/25	4.43	Z.S.	Amenity Center/Fitness Center Attendant
6/7/25	5.25	E.K.	Amenity Center/Fitness Center Attendant
6/7/25	6.13	A.F.	Amenity Center/Fitness Center Attendant
6/8/25	5.4	M.K.	Amenity Center/Fitness Center Attendant
6/8/25	6.22	Z.S.	Amenity Center/Fitness Center Attendant
6/9/25	4	E.K.	Amenity Center/Fitness Center Attendant
6/9/25	5.33	Z.S.	Amenity Center/Fitness Center Attendant
6/10/25	4	E.K.	Amenity Center/Fitness Center Attendant
6/10/25	5.4	M.K.	Amenity Center/Fitness Center Attendant
6/11/25	6	E.K.	Amenity Center/Fitness Center Attendant
6/11/25	5.33	Z.S.	Amenity Center/Fitness Center Attendant
6/12/25	4.02	E.K.	Amenity Center/Fitness Center Attendant
6/12/25	5.57	M.K.	Amenity Center/Fitness Center Attendant
6/13/25	4.05	M.K.	Amenity Center/Fitness Center Attendant
6/13/25	4.42	Z.S.	Amenity Center/Fitness Center Attendant
6/14/25	4.6	E.K.	Amenity Center/Fitness Center Attendant
6/14/25	8.73	M.K.	Amenity Center/Fitness Center Attendant
6/15/25	5.28	M.K.	Amenity Center/Fitness Center Attendant
6/15/25	6.27	Z.S.	Amenity Center/Fitness Center Attendant
6/16/25	3.93	M.K.	Amenity Center/Fitness Center Attendant
6/16/25	5.52	Z.S.	Amenity Center/Fitness Center Attendant
6/17/25	3.83	M.K.	Amenity Center/Fitness Center Attendant
6/17/25	5.45	AB.F.	Amenity Center/Fitness Center Attendant
6/18/25	4	E.K.	Amenity Center/Fitness Center Attendant
6/18/25	5.35	Z.S.	Amenity Center/Fitness Center Attendant
6/19/25	4	E.K.	Amenity Center/Fitness Center Attendant
6/19/25	5.25	AB.F.	Amenity Center/Fitness Center Attendant
6/20/25	4	E.K.	Amenity Center/Fitness Center Attendant
6/20/25	4.47	Z.S.	Amenity Center/Fitness Center Attendant
6/21/25	5.27	E.K.	Amenity Center/Fitness Center Attendant
6/21/25	5.8	AB.F.	Amenity Center/Fitness Center Attendant
6/22/25	4.25	E.K.	Amenity Center/Fitness Center Attendant
6/22/25	7.37	Z.S.	Amenity Center/Fitness Center Attendant
6/23/25	4	E.K.	Amenity Center/Fitness Center Attendant
6/23/25	5.38	Z.S.	Amenity Center/Fitness Center Attendant
6/24/25	4	E.K.	Amenity Center/Fitness Center Attendant
6/24/25	5.58	Z.S.	Amenity Center/Fitness Center Attendant
6/25/25	4.02	E.K.	Amenity Center/Fitness Center Attendant
6/25/25	5.17	AB.F.	Amenity Center/Fitness Center Attendant
6/26/25	4.02	M.K.	Amenity Center/Fitness Center Attendant
6/26/25	5.27	AB.F.	Amenity Center/Fitness Center Attendant
6/27/25	4.23	M.K.	Amenity Center/Fitness Center Attendant
6/27/25	5.05	A.F.	Amenity Center/Fitness Center Attendant
6/27/25	5.25	Z.S.	Amenity Center/Fitness Center Attendant
6/28/25	4.25	M.K.	Amenity Center/Fitness Center Attendant
6/28/25	6.07	AB.F.	Amenity Center/Fitness Center Attendant
6/29/25	5.18	M.K.	Amenity Center/Fitness Center Attendant
6/29/25	6.17	Z.S.	Amenity Center/Fitness Center Attendant
6/30/25	4	M.K.	Amenity Center/Fitness Center Attendant
6/30/25	5.47	Z.S.	Amenity Center/Fitness Center Attendant

311.34

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

Vendor: Angie Bascom
415 Jasmine Road, St. Augustine, FL 32086

2025 Classes Taught in Two-week period:


Zumba:

Substitute Dates: 6/14/25 12 members
6/21/25 8 members

Code: 2-340-53800-34500

Cost: \$35.00 70⁰⁰

RECEIVED
JUL 09 2025
BY: _____

Approved: 

Date:

6/27/25

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

Vendor: Angie Bascom

415 Jasmine Road, St. Augustine, FL 32086

2025 Classes Taught in Two-week period:

Zumba:

Substitute Dates: 6/28/25 12 members
7/5/25 8 members

Code: 2-340-53800-34500

Cost: ~~\$35.00~~ 70⁰⁰

RECEIVED
JUL 09 2025
BY: _____

Approved: *R 27*

Date: 7/9/25

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

Vendor: Diane Stoever

153 Oak Common Ave. St. Augustine, FL 32095

2025 Classes Taught in TWO week period:

6/30 - 7/13

Pilates Dates:

7/7

Kids Fitness Dates:

Stretch Dates:

7/7

Barre Dates:

7/7

Substitute Dates:

Code: 2-340-53800-34500

Cost:

\$ 80.00

RECEIVED
JUL 09 2025
BY: _____

Approved:

C2J

Date:

7/9/25

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

Vendor: Eliana Roque

138 Pickett Dr, St. Augustine, Fl 32084

2025 Classes Taught in TWO week period:

Cardio Core Dates:

7/1

Senior Mat Pilates Dates:

7/1 7/3

Senior Strength Dates:

7/3

Substitute Dates:

Code: 2-340-53800-34500

Cost:

160

RECEIVED
JUL 09 2025
BY: _____

Approved:

Eliana Roque

Date: 7/3/25

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: 7/2, 7/9

Gentle Yoga: 6/20, 6/27

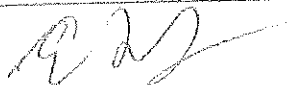
Sub:

Requested by: Erin Gunia

Code: 2-330-53800-34500

Cost: 140⁰⁰

RECEIVED
JUL 09 2025
BY: _____

Approved: 

Date:

7/9/25

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

Vendor: Lina Hernez

248 Glorietta Dr, St. Augustine, FL 32095

5
2023 Classes Taught in TWO week period: 23rd Jun ~ July 6th
Meditation Dates: 25th Jun, 2nd July

Yogalates Dates: 26th Jun, 3rd July

Power Pump Dates: 26th Jun, 3rd July

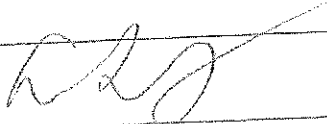
Yoga Dates: 25th, 29th Jun, 2nd, 6th July

Pilates Dates: 23rd Jun, 30th Jun

Sub: 30th Jun Barre @ 6pm (Dance class)

Code: 2-340-53800-34500

Cost: \$490⁰⁰ (my classes + 1 Sub for Diane)
Diane

Approved:  Date: 7/9/25

RECEIVED
JUL 09 2025
BY: _____

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:

Tai Chi:

Turn 24, 2025

Requested by: Erin Gunia

Total=\$

35.00

Code: 2-330-53800-34500

RECEIVED
JUL 09 2025
BY: _____

Approved:

MJ Costaza

Date:

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

Vendor: Miranda Bulger

2112 Pons Springs Way, Fleming Island, ,Fl 32003

2025 Classes Taught in TWO week period:

Spin Dates: 6/25 7/2

HIIT Dates: 6/23 6/25 6/30 7/2

Substitute Dates:

Code: 2-340-53800-34500

Cost:

245⁰⁰

RECEIVED
JUL 09 2025
BY: _____

Approved:

Miranda Bulger

Date:

7/2

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 6/30 10:15 - 11:00

Stretch 6/30 11:10 - 12:00/10

Yogalates Dates:

Spin 6/7 11:10 - Noon

Power Pump Dates:

Yoga Dates:

Pilates Dates:

Code: 2-340-53800-34500

Cost:

105⁰⁰

RECEIVED
JUL 09 2025

BY:

Approved:

CNJ

Date:

7/9/25

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

Vendor: Tiffany Cunningham

153 Esmerelda Rd, St. Augustine, FL 32095

2025 Classes Taught in TWO week period:

(4)

Cardio X Dates:

7/1 7/3

Substitute Dates:

7/8 7/10

Code: 2-340-53800-34500

Cost:

140⁰⁰

RECEIVED
JUL 09 2025
BY: _____

Approved: _____

Date:

7/3/25

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

Vendor: Angie Bascom

415 Jasmine Road, St. Augustine, FL 32086

2025 Classes Taught in Two-week period:

Zumba:

Substitute Dates: 7/12/25 15 members

RECEIVED
JUL 23 2025
BY: _____

Code: 2-340-53800-34500

Cost: \$35.00

Approved: *adg*

Date: 7/15/25

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

Vendor: Diane Stoeber

153 Oak Common Ave. St. Augustine, FL 32095

2025 Classes Taught in TWO week period:

7/14 - 7/27

Pilates Dates:

Kids Fitness Dates:

Stretch Dates:

7/14, 7/18

Barre Dates:

7/14

Substitute Dates:

Code: 2-340-53800-34500

Cost:

120⁰⁰

RECEIVED
JUL 23 2025
BY: _____

Approved:

[Signature]

Date:

7/18/25

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

Vendor: Eliana Roque

138 Pickett Dr, St. Augustine, FL 32084

2025 Classes Taught in TWO week period:

Cardio Core Dates:

7/15 ~~7/16~~

Senior Mat Pilates Dates:

7/15 7/17

Senior Strength Dates:

7/17

Substitute Dates:

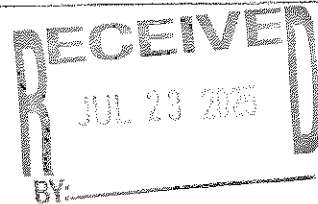
(7/11) - Senior Stretch

Code: 2-340-53800-34500

Cost:



200.00



Approved:

[Signature]

Date:

7/11

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

Vendor: Eljana Roque

138 Pickett Dr, St. Augustine, FL 32084

2023 Classes Taught in TWO week period:

Cardio Core Dates: May 6 / June 10

Senior Mat Pilates Dates: May 6 / June 10 / June 12 / June 17

Senior Strength Dates: June 12

Substitute Dates:

Code: 2-340-53800-34500

Cost: \$280 + \$10 (May 8 wrong print
class amount)
Total: \$290⁰⁰

RECEIVED
JUL 23 2025
BY: _____

Approved:

Eljana Roque

Date: 7/14/25

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: 7/16

Gentle Yoga: 7/11

Sub:

Requested by: Erin Gunia

RECEIVED
JUL 23 2025
BY: _____

Code: 2-330-53800-34500

7000

Approved:

[Signature]

Date:

7/15/20

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

Vendor: Miranda Bulger

2112 Pons Springs Way, Fleming Island, FL 32003

2025 Classes Taught in TWO week period:

Spin Dates: 7/7 7/9 7/14 7/16

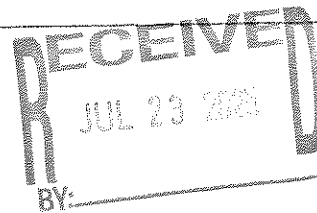
HIIT Dates: 7/9 7/16

Substitute Dates:

Code: 2-340-53800-34500

Cost:

245⁰⁰



Approved:

Miranda Bulger

Date:

7/16

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:

Yogalates Dates:

"Strength" 6/10/25 10-11
All Over

Power Pump Dates:

Spin 6/14 10:15-11

Yoga Dates:

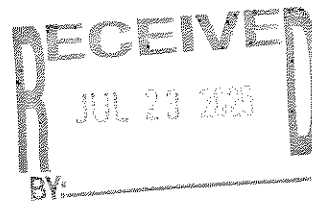
Pilates Dates:

6/10/25 11-12

Code: 2-340-53800-34500

Cost:

105⁰⁰



Approved:

[Signature]

Date:

7/18/25

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

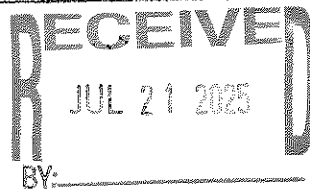
Invoice

Invoice #: 306
Invoice Date: 7/18/2025
Due Date: 7/18/2025
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 June 1 - June 30, 2025	27	40.00	1,080.00
Maintenance Supplies		10.74	10.74
APPROVED			
FACILITY MAINTENANCE- 1,080.00\$ 2.330.53800.12200			
MISCELLANEOUS- 10.74\$ 2.330.53800.49000			
DAN WRIGHT 7/18/25			
Alison Moring 7-21-25			
Total			\$1,090.74
Payments/Credits			\$0.00
Balance Due			\$1,090.74



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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
6/2/25	6	P.S.	Replaced mini golf course signs, checked air handler filters, drove property and removed debris
6/10/25	3	P.S.	Dug out speed sign that was crooked, straightened it out and poured concrete around it
6/16/25	3	P.S.	Disposed of two diving blocks, removed debris around roadways, emptied and restocked dog waste receptacles
6/18/25	4	P.S.	Filled in pavers with sand, replaced water filter on drinking fountain, diagnosed issue with fountain at amenity center
6/19/25	2	P.S.	Unclogged fountain in front of fitness center, checked and changed trash receptacles, emptied and restocked dog waste receptacles
6/24/25	2	P.S.	Removed old stair climber, replaced with new one, replaced gym wipes container
6/25/25	3	P.S.	Adjusted door closer in break room, installed new ceiling fan, picked up supplies
6/26/25	2	A.A.	Install flow of traffic sign in the island Infront of the amenity center
6/26/25	2	J.S.	Assisted install flow of traffic sign in the island Infront of the amenity center
TOTAL	<u>27</u>		
MILES	<u>0</u>		

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

MAINTENANCE BILLABLE PURCHASES

Period Ending 7/05/25

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
SWEETWATER CREEK	6/9/25	Concrete Mix	10.74	P.S.
TOTAL			<u>\$10.74</u>	

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

Invoice

Invoice #: 307
Invoice Date: 7/23/2025
Due Date: 7/23/2025
Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
Pool Repair - Replace White Commercial LED Underwater Pool Light		2,010.50	2,010.50
Pool Repair - Install Swimming Pool Depth Markers on Stainless Steel		1,154.52	1,154.52
Pool Gutter Under Water at all Depth Marker Deck Tiles			
Pool Repair - Installation Kit Swimming Pool Deck Vinyl Stick on		191.88	191.88
Pool Repair - Removal of Existing Depth Marker Tile Adhesive		302.50	302.50
Pool Repair - Stainless Steel Plate Covers for Abandoned Platform		230.74	230.74
Anchors on Pool Deck			
Pool Repair - Installation w/ Tapcon Concrete Screws		137.50	137.50
Pool Repair - Reset Dive Platform Anchor, Reused existing anchor cup		935.00	935.00
and poured a new concrete footer			
Pool Chemicals - Trichlor		87.45	87.45
Pool Chemicals - Sulfuric Acid		76.56	76.56
Pool Chemicals - Cal Hypo		29.70	29.70
Pool Chemicals - Natural Pool Enzymes		74.65	74.65
Pool Repair - Patch Small Popout of Plaster in the pool with a blend of		880.00	880.00
hydraulic cement and quartz with certified diver			
Pool Repair - Install 50' White Commercial LED Underwater Pool Light		1,855.98	1,855.98

RECEIVED
JUL 23 2025
BY: _____

Alison Moring
7-23-25

Total	\$7,966.98
Payments/Credits	\$0.00
Balance Due	\$7,966.98

Sweetwater Creek CDD

1865 North Loop Parkway,

Saint Augustine, Fl, 32095

Vendor Name: Ron Cullum

416 Heather Park Lane Saint Augustine, Fl.32095

2025 Classes Taught in a TWO week Period:

Tai Chi

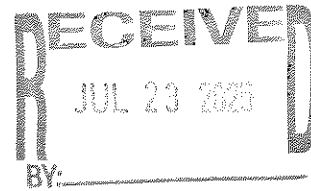
June 17, 19, 26
 $3 \times 35 = 105$

Substitute Date :

Code: 2-340-53800-34500

Cost:

\$105



Approved:

R 26 June

Date:

Sweetwater Creek CDD

1865 North Loop Parkway,

Saint Augustine, FL 32095

Vendor Name: Ron Cullum

416 Heather Park Lane Saint Augustine, FL 32095

2025 Classes Taught in a TWO week Period:

Tai Chi

July 1, 3, 8, 10

$4 \times 35 = 140$

Substitute Date :

Code: 2-340-53800-34500

Cost:

\$140

RECEIVED
JUL 23 2025
BY: _____

Approved:

10 July

Date:

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

Invoice

Invoice #: 308
Invoice Date: 7/25/2025
Due Date: 7/25/2025
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 July 1 - July 31, 2025	10.33	40.00	413.20
APPROVED			
MAINT & REPAIRS - 293.2\$ 2.320.53800.47301			
REPAIR & MAINT - BUILDING - 120\$ 2.330.53800.47800			
DAN WRIGHT 7/25/25			
Alison Moxing 7-25-25			

RECEIVED
JUL 25 2025
BY: _____

Total	\$413.20
Payments/Credits	\$0.00
Balance Due	\$413.20

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

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
7/2/25	3.33	P.S.	Cut down and disposed of dead tree
7/10/25	3	P.S.	Silicone behind sink in women's room, tightened exercise machine, cut up dead tree at 248 Rincon Drive, removed debris on roadways
7/18/25	4	P.S.	Removed several sections of sod as directed from Amenity Director, repaired dog pot station lock, removed debris around community, disposed of yard waste
TOTAL	<u>10.33</u>		
MILES	<u>0</u>		*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

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

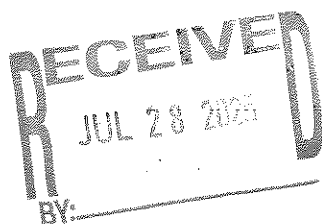
Invoice

Invoice #: 309
Invoice Date: 8/1/2025
Due Date: 8/1/2025
Case:
P.O. Number:

Bill To:

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

Description	Hours/Qty	Rate	Amount
2.330.53800.10000- Fitness Center Manager - 8/1/25-8/8/25		2,663.20	2,663.20
2.330.53800.10000- Assistant Manager - 8/1/25-8/8/25		1,772.40	1,772.40
2.330.53800.10000- Front Desk Attendants - 8/1/25-8/8/25		1,292.16	1,292.16
2.330.53800.46500- Janitorial Prorated - 8/1/25-8/8/25		934.80	934.80
2.330.53800.52000 Pool Maintenance Prorated - 8/1/25-8/8/25		418.72	418.72
2.320.53800.12100- Field Management Prorated - 8/1/25-8/8/25		1,991.44	1,991.44



Alison Mossing
7-28-25

Total \$9,072.72

Payments/Credits \$0.00

Balance Due \$9,072.72



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

INVOICE

Date	Invoice No.
06/01/25	31472
Terms	Due Date
Net 40	07/11/25

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

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

Amount Due	PO Number
\$2,022.00	

Please detach top portion and return with your payment.

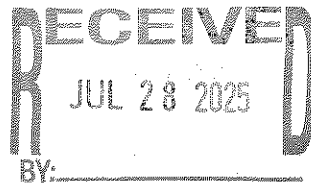
DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
#37048 - Sweetwater Fitness Center and Dog Park-2025 June 2025					\$2,022.00

Monthly Break Down

- Monthly Maintenance -Mowing, edging, blowing, trimming /detail \$1,518.34
- Fertilization- \$130.66
- Bedding Plants (ANNUALS) - \$373.00

Total	\$2,022.00
Payments/Credits	(\$0.00)
Balance Due	\$2,022.00

Landscape Maint & improvements
2.330.53800.46200
DW
7/28/25



CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
7/22/25	00021	7/21/25 289793	202507 600-58400-60000	FORD F150 TRUCK	*	38,072.00	
BOZARD FORD COMPANY							38,072.00 000039
TOTAL FOR BANK A						38,072.00	
TOTAL FOR REGISTER						38,072.00	

SWEETWATER CREEK-CAPITAL RSRVE

7/22/2025

VENDOR NUMBER/NAME: 21 BOZARD FORD COMPANY

CHECK #: 000039

INV DATE INV# AMOUNT DISCOUNT NET

20250721 289793 38,072.00 38,072.00 FORD F150 TRUCK

TOTAL \$38,072.00

SWEETWATER CREEK-CAPITAL RSRVE

7/22/2025

VENDOR NUMBER/NAME: 21 BOZARD FORD COMPANY

CHECK #: 000039

INV DATE INV# AMOUNT DISCOUNT NET

20250721 289793 38,072.00 38,072.00 FORD F150 TRUCK

TOTAL \$38,072.00

TO VERIFY AUTHENTICITY, SEE REVERSE SIDE FOR DESCRIPTION OF THE 11 SECURITY FEATURES

000039

SWEETWATER CREEK CDD

SUNTRUST
ORLANDO, FL

475 WEST TOWN PLACE

63-215/631

SUITE 114

SAINT CLOUD, FL 32092

DATE

AMOUNT

CAPITAL OUTLAY ACCOUNT

7/22/2025

\$38,072.00*

THIRTY-EIGHT THOUSAND SEVENTY-TWO DOLLARS & 00 CENTS *****

PAY

TO THE
ORDER

OF:

BOZARD FORD COMPANY

540 OUTLET MALL BLVD

ST AUGUSTINE FL 32084

AUTHORIZED SIGNATURE

000039

BOZARD



LINCOLN

SALES INVOICE

SOLD TO SWEETWATER CREEK COMMUNITY DEVELOPM

475 W TOWN PLACE
SUITE 114

DATE 07/21/2025

ST AUGUSTINE FL 32092

289793

INVOICE NO.

PURCHASE ORDER NO.

QUANTITY	MODEL NO.	VIN NO.	TOTAL
	F1K	1FTMF1KP9SKD77031	38072.00

PLEASE REMIT PAYMENT TO

BOZARD FORD LINCOLN
ATTN: Accounts Receivable
540 OUTLET MALL BLVD
ST. AUGUSTINE, FL 32084

EXHIBIT 14

12:29 PM

09/03/25

Sweetwater Creek CDD
Check Detail
August 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3100	08/13/2025	Wilson Heating & Air Conditioning		1101005 - Amenity OP Acco...		-15,537.27
Bill	52634D	05/14/2025			1530250 - Building - R & M	-2,129.07	2,129.07
Bill	52930	05/14/2025			1530250 - Building - R & M	-7,981.20	7,981.20
Bill	52399D	06/30/2025			1530250 - Building - R & M	-5,427.00	5,427.00
TOTAL						-15,537.27	15,537.27
Bill Pmt -Check	3101	08/27/2025	Angella Bascom		1101005 - Amenity OP Acco...		-105.00
Bill	082725	08/27/2025			1530360 - Outside Fitness	-105.00	105.00
TOTAL						-105.00	105.00
Bill Pmt -Check	3102	08/27/2025	Diane Stoever		1101005 - Amenity OP Acco...		-440.00
Bill	081025	08/27/2025			1530360 - Outside Fitness	-200.00	200.00
Bill	082425	08/27/2025			1530360 - Outside Fitness	-240.00	240.00
TOTAL						-440.00	440.00
Bill Pmt -Check	3103	08/27/2025	Eliana Roque		1101005 - Amenity OP Acco...		-760.00
Bill	073125	08/27/2025			1530360 - Outside Fitness	-440.00	440.00
Bill	081425	08/27/2025			1530360 - Outside Fitness	-160.00	160.00
Bill	082125	08/27/2025			1530360 - Outside Fitness	-160.00	160.00
TOTAL						-760.00	760.00
Bill Pmt -Check	3104	08/27/2025	Erin Heaton		1101005 - Amenity OP Acco...		-70.00
Bill	082525	08/27/2025			1530360 - Outside Fitness	-35.00	35.00
Bill	081525	08/27/2025			1530360 - Outside Fitness	-35.00	35.00
TOTAL						-70.00	70.00
Bill Pmt -Check	3105	08/27/2025	Josie Carleton		1101005 - Amenity OP Acco...		-70.00
Bill	080825	08/27/2025			1530360 - Outside Fitness	-70.00	70.00
TOTAL						-70.00	70.00

12:29 PM

09/03/25

Sweetwater Creek CDD
Check Detail
August 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3106	08/27/2025	Katherine Roy		1101005 · Amenity OP Acco...		-105.00
Bill	081325	08/27/2025			1530360 · Outside Fitness	-105.00	105.00
TOTAL						-105.00	105.00
Bill Pmt -Check	3107	08/27/2025	Lina Hermez		1101005 · Amenity OP Acco...		-1,575.00
Bill	082425	08/27/2025			1530360 · Outside Fitness	-225.00	225.00
Bill	080325	08/27/2025			1530360 · Outside Fitness	-450.00	450.00
Bill	072025	08/27/2025			1530360 · Outside Fitness	-450.00	450.00
Bill	081725	08/27/2025			1530360 · Outside Fitness	-450.00	450.00
TOTAL						-1,575.00	1,575.00
Bill Pmt -Check	3108	08/27/2025	Madeline Rivera		1101005 · Amenity OP Acco...		-175.00
Bill	073025	08/27/2025			1530360 · Outside Fitness	-70.00	70.00
Bill	080925	08/27/2025			1530360 · Outside Fitness	-105.00	105.00
TOTAL						-175.00	175.00
Bill Pmt -Check	3109	08/27/2025	Miranda Bulger		1101005 · Amenity OP Acco...		-647.50
Bill	082025	08/27/2025			1530360 · Outside Fitness	-157.50	157.50
Bill	081325	08/27/2025			1530360 · Outside Fitness	-245.00	245.00
Bill	073025	08/27/2025			1530360 · Outside Fitness	-245.00	245.00
TOTAL						-647.50	647.50
Bill Pmt -Check	3110	08/27/2025	Patricia Scott		1101005 · Amenity OP Acco...		-210.00
Bill	081125	08/27/2025			1530360 · Outside Fitness	-210.00	210.00
TOTAL						-210.00	210.00
Bill Pmt -Check	3111	08/27/2025	Ronald C. Cullum		1101005 · Amenity OP Acco...		-175.00
Bill	073125	08/27/2025			1530360 · Outside Fitness	-175.00	175.00
TOTAL						-175.00	175.00

Sweetwater Creek CDD
Check Detail
August 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3112	08/27/2025	Tiffany Cunningham		1101005 · Amenity OP Acco...		-420.00
Bill	082125	08/27/2025			1530360 · Outside Fitness	-140.00	140.00
Bill	080825	08/27/2025			1530360 · Outside Fitness	-140.00	140.00
Bill	072725	08/27/2025			1530360 · Outside Fitness	-140.00	140.00
TOTAL						-420.00	420.00
Bill Pmt -Check	400000	08/26/2025	Poolsure		1101005 · Amenity OP Acco...		-2,157.54
Bill	13129...	08/01/2025			1530290 · Pool Chemicals	-2,157.54	2,157.54
TOTAL						-2,157.54	2,157.54
Bill Pmt -Check	400001	08/26/2025	Duval Landscape Maintenance		1101005 · Amenity OP Acco...		-2,022.00
Bill	32261	08/01/2025			1530200 · Landscape- Maint ...	-2,022.00	2,022.00
TOTAL						-2,022.00	2,022.00
Bill Pmt -Check	400002	08/26/2025	Envera		1101005 · Amenity OP Acco...		-6,856.10
Bill	756099	06/02/2025			1530150 · Security	-3,428.05	3,428.05
Bill	757297	07/01/2025			1530150 · Security	-3,428.05	3,428.05
TOTAL						-6,856.10	6,856.10
Bill Pmt -Check	400003	08/28/2025	Dowling Douglas Company Inc.		1101005 · Amenity OP Acco...		-390.00
Bill	097326	08/18/2025			1530330 · Pickleball - R & M	-390.00	390.00
TOTAL						-390.00	390.00

INVOICE

Wilson Heating and Air Holdings
LLC
97 Masters Dr
Saint Augustine, FL 32084-3132

marie@wilsonairconditioning.com
+1 (904) 827-1216
www.wilsonairconditioning.com

Bill to
Sweetwater Creek CDD
475 West Town Place Suite # 114
St. Augustine, FL 32092 USA

Ship to
Sweetwater Creek CDD
475 West Town Place Suite # 114
St. Augustine, FL 32092 USA

Invoice details
Invoice no.: 52634D
Terms: Net 30
Invoice date: 05/14/2025
Due date: 06/13/2025

#	Product or service	Description	Qty	Rate	Amount
1.	Service	Location; 1865 N Loop Parkway Tech; Nick - Replace condenser motor and contactor Replaced circuit #2 condenser fan motor and 3 pole compressor contactor. Started unit and found circuit #1 compressor grounded. Disconnected compressor and is cooling on (1) circuit Note; Office will need to quote compressor - Lloyd has copy	1	\$0.00	\$0.00
2.	Service	Replaced condenser motor & compressor	1	\$2,365.63	\$2,365.63
3.	10% Discount	Discount	1	-\$236.56	-\$236.56

Total \$2,129.07

Overdue 06/13/2025

INVOICE

Wilson Heating and Air Holdings
LLC
97 Masters Dr
Saint Augustine, FL 32084-3132

marie@wilsonairconditioning.com
+1 (904) 827-1216
www.wilsonairconditioning.com

Bill to
Sweetwater Creek CDD
475 West Town Place Suite # 114
St. Augustine, FL 32092 USA

Ship to
Sweetwater Creek CDD
475 West Town Place Suite # 114
St. Augustine, FL 32092 USA

Invoice details
Invoice no.: 52930
Terms: Net 30
Invoice date: 06/12/2025
Due date: 07/12/2025

#	Product or service	Description	Qty	Rate	Amount
1.	Service	Location; 1865 N Loop Parkway Tech; Jeremy - C/U Unit 1A: Replace 1st Stage Compressor +(2) 3 pole contactors + Drier & Delay relay Upon arrival recovered most of the refrigerant then removed old compressor, installed new compressor. Replaced contactors, relay & drier with new. Pressurized system to 500 psi then vacuumed down to 300 microns, weighed in charge and added 5lbs 410A to system.	1	\$0.00	\$0.00
2.	Service	Replace 1st Stage Compressor, (2) 3 pole contactors, Drier & Delay relay	1	\$7,898.00	\$7,898.00
3.	Service	410	5	\$194.00	\$970.00
Subtotal					\$8,868.00
Discount 10%					-\$886.80
Total					\$7,981.20

Overdue 07/12/2025



INVOICE

$$2129.07 - \cancel{2128.73}$$



Heating & Air Conditioning Inc.

97 Masters Drive
St. Augustine, Florida 32084

(904) 827-1216

www.wilsonairconditioning.com

HVAC

SERVICE ORDER
INVOICE

52399D

UNIT		UNIT		UNIT	
MAKE	MODEL	MAKE	MODEL	MAKE	MODEL
TRANE					
MODEL	TTA180F3H0AA	MODEL		MODEL	
SERIAL NUMBER	103158CETA	SERIAL NUMBER		SERIAL NUMBER	

NAME: SWEETWATER CREEK CDD DATE: 6/30/25

STREET: 1865 N LOOP HWY (HALLMARK DRIVE)

CITY: ST. AUGUSTINE FL 32085 PHONE:

PHONE (HOME): 904-814-4531

TECHNICIAN: DAVID

WORK TO BE PERFORMED: CLEANER 1 SCALE 2. REFLATE

CLEANER COMPRESSOR

CHECK NO. OK TO BILL

CREDIT CARD ☐ MC ☐ VISA ☐ DISCOVER ☐ AMEX

CC NO. E-MAILED JUL 10 2025

EXP. DATE

DESCRIPTION OF WORK

VALVE off + RECOVERED REFLATE. UNWEAR +
CURTAIN PIPES TO RECOVER COMPRESSOR, UNBORED +
REMOVED. SEE IN NEW COMP. PIPES AIR BACK TO COMPRESSOR.
REMOVED + SWEAT IN NEW FURNACE PIPES. RECOVERED HANDED
+ WELDED IN NEW, CLEANED UP CONDENSER, LEAK
TESTED W/ NITROGEN, EVACUATED, OFFERED VALVES, PUT RECOVERED
REFILLER BACK IN + TOPPED OFF CHARGE, COOLING, ARI-17
FLUOROK OK.

Commission
m/n \$83KCE-TFS-849
s/n 25C 1898AD

RECOMMENDATIONS

TERMS
* DUE UPON RECEIPT *
This invoice is subject to a finance charge of 1 1/2% per month, annual percentage rate of 18%, which is allowed by law.

I have authority to order the work outlined above which has been satisfactorily completed. I agree that Seller retains title to equipment/materials furnished until final payment is made. If payment is not made as agreed, Seller can remove said equipment/materials at Seller's expense and/or impose a 2% liquidation fee on the entire amount contained in the Seller/Buyer transaction. Any damage resulting from said removal shall not be the responsibility of Seller.

CUSTOMER SIGNATURE

DATE

QTY.	MATERIALS & SERVICES	UNIT PRICE	AMOUNT
4	REFRIGERANT R-410A	\$194	776.00
	FILTERS	per lb	
	LABOR		
	REFILLER COMP.		
	REFILLER 1/2"		
	LIQ. OIL		
	REFILLER COMP.		
	HANDED		
	TOTAL MATERIALS		6,030.00
	TOTAL LABOR		
	TOTAL SUMMARY		6,030.00

LIMITED WARRANTY: All materials, parts and equipment are warranted by the manufacturer's or supplier's written warranty only. All labor performed by the above named company is warranted for 90 days or as otherwise indicated in writing. The above named company is not authorized to make any such or implied, and its agents or technicians are not authorized to make any such warranties on behalf of above named company.

☐ REGULAR ☐ WARRANTY
☐ SERVICE CONTRACT

Thank You

CHECK LIST

<input type="checkbox"/> COMPRESSOR	PSI
<input type="checkbox"/> SUCTION	PSI
<input type="checkbox"/> HEAD	PSI
<input type="checkbox"/> VOLTAGE	AMPS
<input type="checkbox"/> ELECTRICAL CONNECTIONS	
<input type="checkbox"/> CONTACTS TIGHT & CLEAN	
<input type="checkbox"/> OIL LEVEL & CONDITION	
<input type="checkbox"/> CONDENSER COIL	
<input type="checkbox"/> CLEAN COIL & CHECK FIN COND.	
<input type="checkbox"/> REFRIGERANT	
<input type="checkbox"/> LEAK	
<input type="checkbox"/> FAN AND MOTOR	
<input type="checkbox"/> VOLTAGE	AMPS
<input type="checkbox"/> ELECTRICAL CONNECTIONS	
<input type="checkbox"/> CONTACTS TIGHT & CLEAN	
<input type="checkbox"/> FAN PULLEY (ADJUST BELT)	
<input type="checkbox"/> OIL LUB BEARINGS & MOTOR	
<input type="checkbox"/> EVAPORATOR COIL	
<input type="checkbox"/> CLEAN COIL & CHECK FIN	
<input type="checkbox"/> ENT DB	LVS DB
<input type="checkbox"/> ENT WB	LVS WB
<input type="checkbox"/> CONDENSATE AREAS	
<input type="checkbox"/> INSPECT & CLEAN DRAIN PAN	
<input type="checkbox"/> INSPECT & CLEAN DRAIN	
<input type="checkbox"/> AIR FILTERS	
<input type="checkbox"/> CLEANED	REPLACED
<input type="checkbox"/> FILTER SIZE	
<input type="checkbox"/> HEATING ASSEMBLY	
<input type="checkbox"/> BURNER & HEAT EXCHANGER	
<input type="checkbox"/> FUEL SUPPLY & PRESSURE	
<input type="checkbox"/> PILOT ASSEMBLY	
<input type="checkbox"/> FLAME ADJUSTMENT	
<input type="checkbox"/> PRIMARY RELAY & FUSE	
<input type="checkbox"/> FAN & LIMIT SWITCH OPER.	
<input type="checkbox"/> BLOWER ASSEMBLY	
<input type="checkbox"/> RV VALVE	
<input type="checkbox"/> STRIP HEAT	
<input type="checkbox"/> DEFROST CYCLE	
<input type="checkbox"/> ELECTRICAL COMP'S.	
<input type="checkbox"/> RELAYS	CONTACTORS
<input type="checkbox"/> OVERLOAD	PRESS. SWITCH
<input type="checkbox"/> THERMOSTAT	
<input type="checkbox"/> O.K.	REPLACE
<input type="checkbox"/> RELOCATE	

TOTAL MATERIALS 6,030.00
TOTAL LABOR
TOTAL SUMMARY 6,030.00
DISCOUNT -10.20
TOTAL \$427.80

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

Vendor: Angie Bascom

415 Jasmine Road, St. Augustine, FL 32086

2025 Classes Taught in **Two**-week period:

Zumba:

~~Substitute~~ Dates: 8/23/25 6 members

Code: 2-340-53800-34500

Cost: \$35.00

Approved:

Cheryl Byrhe.

Date:

8/25/2025

✓

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

Vendor: Angie Bascom

415 Jasmine Road, St. Augustine, FL 32086

2025 Classes Taught in **Two**-week period:

Zumba:

~~Substitute~~ Dates: 7/19/25 15 members ♡
8/16/25 7 members ♡

Code: 2-340-53800-34500

Cost: \$35.00

\$70.00 (2 classes)
@ 35\$

Approved:

Cheryl Blythe.

Date:

8/18/25.

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

Vendor: Diane Stoever

153 Oak Common Ave. St. Augustine, FL 32095

2025 Classes Taught in **TWO** week period:

8/11 - 8/24

Pilates Dates:

Kids Fitness Dates:

Stretch Dates:

8/11, 8/15, 8/18, 8/22

Barre Dates:

8/11, 8/18

Substitute Dates:

Code: ~~2-340-53800-34500~~ 1130002-1530360

Cost:

⁵240.00 (@ \$40) 6 classes

Approved:

Meryl Byrle

Date:

8/28/25

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

Vendor: Diane Stoevers

153 Oak Common Ave. St. Augustine, Fl 32095

2025 Classes Taught in **TWO** week period:

7/28 - 8/10

Pilates Dates:

Kids Fitness Dates:

Stretch Dates:

7/28, 8/1, 8/4, ~~8/8~~

Barre Dates:

7/28 8/4

Substitute Dates:

Code: 2-340-53800-34500

Cost:

\$ ~~240.00~~

\$ 200.00 / 5 classes
C40.-

Approved:

Cheryl Blythe.

Date:

8/18/25

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

Vendor: Eliana Roque

138 Pickett Dr, St. Augustine, FL 32084

2025 Classes Taught in **TWO** week period:

Cardio Core Dates:

8/19

Senior Mat Pilates Dates:

8/19 8/21

Senior Strength Dates:

8/21

Substitute Dates:

Code: ~~2-340-53800-34500~~ 1130002-1530360

Cost:

\$160 (@ \$40.)

Approved:

Cheryl Blake
Cheryl Blake

Date:

8/21/25

8/25/25

✓

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

Vendor: Eliana Roque

138 Pickett Dr, St. Augustine, FL 32084

2025 Classes Taught in **TWO** week period:

Cardio Core Dates:

✓
July 8 / July 22 / ^{Pilates} July 24 / July 29 ✓

Senior Mat Pilates Dates:

✓
July 8 / July 22 / July 29 / July 31 ✓

~~Senior Strength~~ ^{Shongnam} Dates:

✓
July 24 / July 31 ✓

Substitute Dates:

✓
July 30 (10 am - Yoga)

Code: 2-340-53800-34500

Cost:

\$ 440⁰⁰
(@40.)

Approved:

Eliana Roque
Cheryl Blythe

Date: 7/31/2025

8/18/25

✓

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

Vendor: Eliana Roque

138 Pickett Dr, St. Augustine, FL 32084

2025 Classes Taught in **TWO** week period:

Cardio Core Dates: Aug 12

Senior Mat Pilates Dates: Aug 12 Aug 14

~~Strong Moves~~
Senior Strength Dates: Aug 14

Substitute Dates:

Code: 2-340-53800-34500

Cost: 160.⁰⁰
(@40#)

Approved:

Eliana Roque

Cheryl Blythe

Date: 8/14/25

8/18/25

Sweetwater Creek CDD

1865 North Loop Parkway,

Saint Augustine, FL, 32095

Vendor Name: *Erin Henton*

Vendor Address: *94 Aloha Circle
St. Augustine, FL 32080*

Substitute Date : *8/25/25 gentle yoga*

Code: ~~2-340-53800-34500~~ *1120002-15303100*

Cost: *1 class @ \$3500*

Approved: *Cheryl Byrnes*

Date: *8/22/25*

✓
Sweetwater Creek CDD

1865 North Loop Parkway,

Saint Augustine, FL, 32095

Vendor Name: Erin Heaton

Vendor Address: 94 Aloha Circle
St. Augustine, FL 32080

Substitute Date :
YOGA - Gentle 8/15/2025

Code: ~~2-340-53800-34500~~ 1130002-1530360

Cost: 1 class @ \$35.00

Approved: Cheryl Blythe

Date: 8/18/25

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

Vendor: Josie Lynne Carleton

181 Medio Dr, St. Augustine, FL 32095

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

Substitute Dates:

WED. 8/6/25 - Yoga @ 11 am

FRI 8/8/25 - Yoga @ 9 am

Code: 2-340-53800-34500

Cost: \$35 + \$35 = \$70

Approved: Cheryl Blake.

Date: 8/18/25.

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: 7/23, 8/13

Gentle Yoga: 7/25

Sub:

Requested by: Erin Gunia

TOTAL - (3 class @ 35. \$105.)

40
Code: 2-330-53800-34500

Approved:

Cheryl Blythe.

Date:

8/18/25

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:

⁵ 4th Aug ~ 17th Aug

Meditation Dates: 6th, 13th Aug

Yogalates Dates: 5th, 12th Aug

Power Pump Dates: 5th, 12th Aug

Yoga Dates: 6th, 10th, 13th, 17th Aug

Pilates Dates: 9th, 11th

Code: 2-340-53800-34500

Cost: \$450⁰⁰ dish ~

Med \$25
Other \$40.

Approved:

Cheryl Blythe

Date:

17th Aug, 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:

7th ~ 20th July

Meditation Dates: 9th, 16th July

Yogalates Dates: 8th, 15th July

Power Pump Dates: 8th, 15th July

Yoga Dates: 9th, 13th, 16th, 20th July

Pilates Dates: 7th, 14th July

Code: 2-340-53800-34500

Cost: \$450¹⁰⁰ *Alina*

Ind - (\$25)
Other - (\$40)

Approved: *Cheryl Byrre*

Date: July 20th, 2025

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:

Meditation Dates: 23rd, 30th July 21st July ~ 3 Aug

Yogalates Dates: 22nd, 29th July

Power Pump Dates: 22nd, 29th July

Yoga Dates: 23rd, 27th, 30th July, 3rd Aug

Pilates Dates: 21st, 28th July

Code: 2-340-53800-34500

Cost:

\$450⁰⁰ discount

Med #25
Other #40.

Approved:

Cheryl Byrle

Date:

3rd Aug, 2023

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:

Meditation Dates:

20th Aug ✓

Yogalates Dates:

19th Aug ✓

Power Pump Dates:

19th Aug ✓

Yoga Dates:

20th, 24th Aug ✓

Pilates Dates:

18th

Code: 2-340-53800-34500

Cost:

\$225⁰⁰

Alina

Approved:

Cheryl Bzhe. 8/25/25

Date:

24th Aug 2025

Sweetwater Creek CDD

1865 North Loop Parkway,

Saint Augustine, FL, 32095

Vendor Name:

Madeline Rivera

Vendor Address:

9-B Atlantic Oak Cir.
St. Aug. FL. 32080

Substitute Date:

7/26/25 8/2/25 8/9/25

Code: 2-340-53800-34500

Cost:

\$ 35 x 3 = \$ 105.00

Approved:

Cheryl Blake,

Date: 8/18/25

Sweetwater Creek CDD

1865 North Loop Parkway,

Saint Augustine, FL 32095

Vendor Name:

Madeline Rivera

Vendor Address:

Oaks Cir
9-B Atlantic ~~Circle~~
St Aug. Fl. 32080

Substitute Date :

~~7/19~~, ~~7/20~~, 7/23,
7/30,

Code: 2-340-53800-34500

Cost:

at $35 \times 2 = \$70.00$

Approved:

Cheryl Blythe

Date:

8/18/25

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

Vendor: Miranda Bulger

2112 Pons Springs Way, Fleming Island, FL 32003

2025 Classes Taught in **TWO** week period:

Spin Dates:

HIT Dates:

Substitute Dates:

Code: 2-340-53800-34500

Cost:

Approved:

Date:

Miranda Bulger
Cheryl Byrre

7/30/25
8/18/25

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

Vendor: Miranda Bulger

2112 Pons Springs Way, Fleming Island, FL 32003

2025 Classes Taught in **TWO** week period:

HH (1 1/2 class)
Spin Dates: 8/18 8/20

SPIN
HH Dates: 8/20

Substitute Dates:

8/18

Code: ~~2-340-53800-34500~~ 1120002-1520260

Cost: 4 classes @ \$35 + 17.50 (1 1/2 hr.) TOTAL (\$157.50)

Approved: Cheryl Blythe

Date: 8/25/25

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

Vendor: Miranda Bulger

2112 Pons Springs Way, Fleming Island, FL 32003

2025 Classes Taught in **TWO** week period:

HH (1 1/2 class) Spin Dates: 8/4 8/6 8/11 8/13
Spin HH Dates: 8/6 8/13

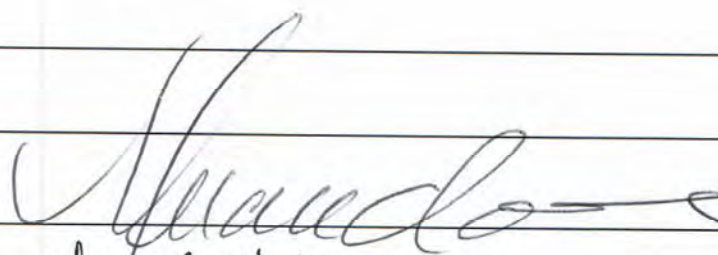
Substitute Dates:

Code: 2-340-53800-34500

Cost:

245⁰⁰

Approved:



Cheryl Blythe.

Date:

8/11
8/18/25

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

Vendor Name: Ron Cullum
416 Heather Park Lane Saint Augustine, FL.32095

2025 Classes Taught in a TWO week Period:

Tai Chi

July
22, 24, 29, 31

$5 \times 35 = 175$

Substitute Date :


1 AUG 0900-1000

Code: 2-340-53800-34500

Cost:

\$175.00

Approved:


Cheryl Blythe.

Date:

1 AUG 2025
8/18/25.

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

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Cost:

\$175.00

Approved:


Cheryl Blythe.

Date:

1 AUG 2025
8/18/25.

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

Vendor: Tiffany Cunningham

153 Esmerelda Rd, St. Augustine, FL 32095

2025 Classes Taught in **TWO** week period:

(4)

7-13 & 7-27

Cardio X Dates:

7-15 / 17 / 22 / 24

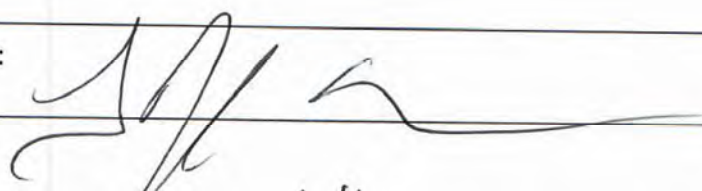
Substitute Dates:

Code: 2-340-53800-34500

Cost:

1410⁰⁰ (4 classes)
@ 35 \$

Approved:



Date:

7-22-28

Cheryl B. H.

8/18/28

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

Vendor: Tiffany Cunningham

153 Esmerelda Rd, St. Augustine, FL 32095

2025 Classes Taught in **TWO** week period:

(4)

Cardio X Dates:

8/12 8/14 8/19 8/21

Substitute Dates:

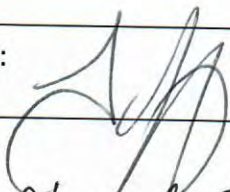
Code: ~~2-340-53800-34500~~

Outside Fitness 113002-1530360

Cost:

1410⁰⁰ (4 classes @ \$35.)

Approved:


Cheryl Blythe

Date:

8/19/25
8/25/25.

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

Vendor: Tiffany Cunningham

153 Esmerelda Rd, St. Augustine, FL 32095

2025 Classes Taught in **TWO** week period:

(4)

7-28 → 8-8

Cardio X Dates:

7/29

7/31

8/5

8/8

Substitute Dates:

Code: 2-340-53800-34500

113002-1530360

Cost:

\$140.00

4 classes @ \$35.00

Approved:


Cheryl Blythe.

Date:

8/19-28

8/25/25.



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

Invoice

Date
Invoice#

8/1/2025
131295630507

Terms	Net 30
Due Date	8/31/2025
PO #	

Bill To
Sweetwater Creek CDD 250 International Pkwy, Ste. 208 Lake Mary FL 322746

Ship To
Sweetwater Creek CDD 1879 N Loop Pkwy Saint Augustine FL 32095

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

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

Subtotal \$2,157.54

Tax \$0.00

Total \$2,157.54

Amount Paid/Credit Applied \$0.00

Balance Due \$2,157.54

[Click Here to Pay Now](#)



131295630507



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

INVOICE

Date	Invoice No.
08/01/25	32261
Terms	Due Date
Net 40	09/10/25

BILL TO

Sweetwater Creek CDD CDD
250 International Pkwy, Ste. 208
Lake Mary, , FL 322749

PROPERTY

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

Amount Due	PO Number
------------	-----------

\$2,022.00

Please detach top portion and return with your payment.

DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
#37048 - Sweetwater Fitness Center and Dog Park-2025 August 2025					\$2,022.00

Monthly Break Down

- Monthly Maintenance -Mowing, edging, blowing, trimming /detail \$1,518.34
- Fertilization- \$130.66
- Bedding Plants (ANNUALS) - \$373.00

Total	\$2,022.00
Payments/Credits	(\$0.00)
Balance Due	\$2,022.00

Envera

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

Invoice	
Invoice Number	Date
756099	06/02/2025
Customer Number	Due Date
300299	07/01/2025

Page: 1

Customer Name	Customer Number	PO Number	Invoice Date	Due Date
Sweetwater Creek CDD	300299		06/02/2025	07/01/2025

Quantity	Description	Months	Rate	Amount
2898 - Gate Access - Sweetwater Creek CDD - Entrance 1 (North Loop Parkway, Entrance2 (South Loop Parkway, Saint Augustine, FL				
1.00	Envera Kiosk System 07/01/2025 - 07/31/2025	1.00	\$500.00	\$500.00
1.00	Service & Maintenance 07/01/2025 - 07/31/2025	1.00	\$464.80	\$464.80
1.00	Data Management 07/01/2025 - 07/31/2025	1.00	\$250.00	\$250.00
1.00	Virtual Gate Guard Monitoring 07/01/2025 - 07/31/2025	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
6/2/2025	756099	Monitoring Services	\$3428.05	\$3428.05

Envera

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

Invoice	
Invoice Number	Date
756099	06/02/2025
Customer Number	Due Date
300299	07/01/2025

Net Due: \$3,428.05
Amount Enclosed: _____

Sweetwater Creek CDD
C/O FCS Management Group
Saint Augustine, FL 32080

REMIT TO:
Envera
PO Box 2086
Hicksville, NY 11802

Envera

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

Invoice	
Invoice Number 757297	Date 07/01/2025
Customer Number 300299	Due Date 08/01/2025

Page: 1

Customer Name	Customer Number	PO Number	Invoice Date	Due Date
Sweetwater Creek CDD	300299		07/01/2025	08/01/2025

Quantity	Description	Months	Rate	Amount
2898 - Gate Access - Sweetwater Creek CDD - Entrance 1 (North Loop Parkway, Entrance2 (South Loop Parkway, Saint Augustine, FL				
1.00	Envera Kiosk System 08/01/2025 - 08/31/2025	1.00	\$500.00	\$500.00
1.00	Service & Maintenance 08/01/2025 - 08/31/2025	1.00	\$464.80	\$464.80
1.00	Data Management 08/01/2025 - 08/31/2025	1.00	\$250.00	\$250.00
1.00	Virtual Gate Guard Monitoring 08/01/2025 - 08/31/2025	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
7/1/2025	757297	Monitoring Services	\$3428.05	\$3428.05

Envera

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

Invoice	
Invoice Number 757297	Date 07/01/2025
Customer Number 300299	Due Date 08/01/2025

Net Due: \$3,428.05
Amount Enclosed: _____

Sweetwater Creek CDD
C/O FCS Management Group
Saint Augustine, FL 32080

REMIT TO: Envera
PO Box 2086
Hicksville, NY 11802

Since 1950

Invoice

Service Billing

INVOICE #:

097326

Page 1 of 1

INVOICE

Sweetwater Creek CDD
 475 W. Town Place Ste.114
 St. Augustine, Fl. 32092

Sweetwater Creek CDD
 475 W. Town Place Ste.114
 St. Augustine, Fl. 32092

INVOICE DATE		PO NUMBER	PAYMENT TERMS		REQUEST DATE	SERVICE DATE	PM PERFORMED
8/18/2025			Net 30		8/5/2025	8/13/2025	No
Serial No:	1169655		Model No:	Access Control/2-DOOR CONTROLLER		Description:	BADGEPASS ACCESS MANAGER 2-DOOR
Task ID:		0035887-1					
Description of Problem:		Quality Check--Keypad is making a humming sound. This is a charge call.					
Work Performed:		Customer has a bad reader and I will be reaching out to ADI to see if we can get a replacement Completed Service Call replaced keypad at pickleball gate with warranty exchange item.					

Invoice Line Items				
Description	Quantity	Price	Unit of Measure	Amount
Total Labor : 1.33 hrs	1	\$390.00	Hours	\$390.00
Total Travel : 1.43 hrs	1	\$0.00	Hours	\$0.00
Parts Used at this Service Call EX-KT103SN Essex 26-Bit Weigan Stainless Steel Keypad Reader	1	\$0.00	Each	\$0.00
Other Charges				
no charge for part, covered under mfg. warranty				\$0.00
removed travel cost as courtesy to customer				\$0.00
Tax Summary				
EXMPT				\$0.00

Pickleball Courts-Fitness Center

Payment is due upon receipt unless otherwise noted.

Invoice	SUBTOTAL:	\$390.00
Comments:	DISCOUNT:	\$0.00
	OTHER CHARGES:	\$0.00
	EXPENSES:	\$0.00
Customer Signature _____	TAX:	\$0.00
	TOTAL:	\$390.00

12:20 PM

09/03/25

Sweetwater Creek CDD
Check Detail
August 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	4500	08/19/2025	Daniel L Colin		1101000 · Operatin...		-200.00
Bill	080725	08/19/2025			1510000 · Supervis...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	4501	08/19/2025	John T Smith		1101000 · Operatin...		-200.00
Bill	080725	08/19/2025			1510000 · Supervis...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	4502	08/19/2025	Ronald J Cervelli		1101000 · Operatin...		-200.00
Bill	080725	08/19/2025			1510000 · Supervis...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	4503	08/19/2025	Stephen J Handler		1101000 · Operatin...		-200.00
Bill	080725	08/19/2025			1510000 · Supervis...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	100000	08/21/2025	Kilinski Van Wyk P...		1101000 · Operatin...		-32,233.18
Bill	12641	07/16/2025			1510020 · District C...	-13,832.90	13,832.90
Bill	12941	08/15/2025			1510020 · District C...	-18,400.28	18,400.28
TOTAL						-32,233.18	32,233.18
Bill Pmt -Check	100001	08/21/2025	Village Key & Alar...		1101000 · Operatin...		-225.00
Bill	416765	07/23/2025			1530150 · Security	-225.00	225.00
TOTAL						-225.00	225.00

12:20 PM

09/03/25

Sweetwater Creek CDD
Check Detail
August 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	100002	08/21/2025	Governmental Man...		1101000 · Operatin...		-748.28
Bill	174	08/01/2025			1510110 · Telephone	-356.04	356.04
					1510120 · Postage ...	-316.76	316.76
					1510110 · Telephone	-75.48	75.48
TOTAL						-748.28	748.28
Bill Pmt -Check	100003	08/21/2025	Turner Pest Control		1101000 · Operatin...		-83.63
Bill	62100...	08/12/2025			1530260 · Pest Cont...	-83.63	83.63
TOTAL						-83.63	83.63
Bill Pmt -Check	100004	08/21/2025	Vesta District Servi...		1101000 · Operatin...		-4,727.28
Bill	428133	08/01/2025			1510080 · Manage...	-4,310.61	4,310.61
					1510040 · Assessm...	-416.67	416.67
TOTAL						-4,727.28	4,727.28
Bill Pmt -Check	100005	08/26/2025	Duval Landscape ...		1101000 · Operatin...		-29,088.00
Bill	32149	07/29/2025			1520070 · Irrigation ...	-465.00	465.00
Bill	32381	07/31/2025			1520030 · Landscap...	-4,350.00	4,350.00
Bill	32260	08/01/2025			1520020 · Landscap...	-24,273.00	24,273.00
TOTAL						-29,088.00	29,088.00
Bill Pmt -Check	100006	08/26/2025	Future Horizons, Inc.		1101000 · Operatin...		-2,122.44
Bill	90800	07/31/2025			1520050 · Lake Mai...	-2,122.44	2,122.44
TOTAL						-2,122.44	2,122.44
Bill Pmt -Check	100007	08/26/2025	Envera		1101000 · Operatin...		-3,428.05
Bill	758372	08/01/2025			1530150 · Security	-3,428.05	3,428.05
TOTAL						-3,428.05	3,428.05

Sweetwater Creek CDD
Check Detail
August 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	100008	08/27/2025	Burchfield Electric,...		1101000 · Operatin...		-6,156.80
Bill	20254...	08/01/2025			1520090 · Field Rep...	-6,156.80	6,156.80
TOTAL						-6,156.80	6,156.80



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 # 12641
Date: 07/16/2025
Due On: 08/15/2025

Statement of Account

Outstanding Balance	New Charges	Payments Received	Total Amount Outstanding
(\$0.00	+ \$13,832.90) - (\$0.00) = \$13,832.90

SWTCDD-01

SWEETWATER CREEK CDD – GENERAL

Type	Attorney	Date	Notes	Quantity	Rate	Discount	Total
Service	JK	06/01/2025	Continue review of proposals.	0.60	\$310.00	-	\$186.00
Service	MGH	06/02/2025	Analyze correspondence and RFP review document from Supervisor Colin and advise regarding Sunshine Law matters; exchange correspondence with Amenity Manager regarding recent updates to Amenity Policies; analyze PUD modification survey results and strategy for presenting to the Board and call with Supervisor Smith to discuss same; analyze and distribute Rizzetta feedback on Supervisor inquiries regarding HR support and employee benefits; substantial	5.30	\$265.00	-	\$1,404.50

			detailed review of RFP responses in preparation for Board meeting; call with Supervisor Handler to discuss upcoming Board meeting; call with Supervisor Lisotta to discuss upcoming Board meeting.				
Service	JK	06/02/2025	Field call from individual supervisors on meeting agenda/survey/RFP responses; review responses/supplemental information on same; review survey responses.	1.30	\$310.00	-	\$403.00
Service	MGH	06/03/2025	Review and analyze agenda package and supporting materials for Board consideration, including continued substantial detailed review of RFP responses, meeting minutes, financial statements, requisitions, staff reports, proposals, PUD modification survey results, proposed budget and associated materials, and correspondence/ documents related to gate strike issues, in preparation for Board meeting; call with Supervisor Smith to discuss agenda items; prepare and distribute RFP review chart to Board Supervisors.	5.40	\$265.00	-	\$1,431.00
Service	MH	06/03/2025	Review agenda package and proposals; confer with District staff and Supervisor Smith regarding same.	2.80	\$310.00	-	\$868.00
Service	MGH	06/04/2025	Exchange correspondence with Supervisor Colin regarding RFP review and confirm additional bidder information; further review issues and agenda items in preparation for Board meeting; review service	1.00	\$265.00	-	\$265.00

call report from Envera and other gate issues.							
Service	SR	06/04/2025	Review Requisition Nos. 157-160, amenities reports, the cease-and-desist letters, survey data, and RFP responses in anticipation of the district's June 5th meeting.	0.40	\$265.00	100.0%	\$0.00
Service	MGH	06/05/2025	Revise and redistribute RFP review chart; analyze documentation and correspondence received regarding PEO proposals; review additional information regarding gate strikes and service issues; additional meeting preparation.	0.90	\$265.00	-	\$238.50
Service	MGH	06/05/2025	Prepare for and attend Board meeting.	4.30	\$265.00	-	\$1,139.50
Expense	KB	06/05/2025	Travel: Mileage - MGH.	52.00	\$0.70	-	\$36.40
Service	MGH	06/06/2025	Prepare termination letter to RMS for amenity/field operations and pool maintenance services; correspond with E. Gunia regarding status of amenity policy revisions and roof proposals; analyze information and documentation regarding repeated gate strikes/tampering and advise Board Supervisor regarding staff communication policy; analyze strategy and legal documents needed for transition to new management company.	1.40	\$265.00	-	\$371.00
Service	MGH	06/09/2025	Further prepare, finalize, and coordinate distribution of letter terminating RMS agreements.	0.20	\$265.00	-	\$53.00
Service	MH	06/09/2025	Review and revise termination letter to RMS.	0.40	\$310.00	-	\$124.00

Service	MH	06/11/2025	Confer with District staff regarding District Management services transition and related matters.	0.60	\$310.00	50.0%	\$93.00
Service	MGH	06/11/2025	Review additional information from Board Supervisor regarding repeated gate strikes/ tampering; analyze District policies regarding action between Board meetings and advise regarding potential letter to repeat offender; analyze and evaluate strategy for District operations and agenda prep.	1.10	\$265.00	-	\$291.50
Service	MH	06/12/2025	Confer with District staff regarding procedures for addressing unauthorized use of District property, and related matters.	1.20	\$310.00	25.0%	\$279.00
Service	MH	06/12/2025	Analyze gate strike information and Florida law and District rules regarding options for addressing repeated offenses.	0.20	\$310.00	-	\$62.00
Service	MGH	06/12/2025	Review correspondence and questionnaire chart from Board Supervisor regarding Palencia intranet options; confer with E. Gunia regarding pickleball policies and other updates to amenity policies; review additional information related to ongoing gate strikes/ tampering.	0.50	\$265.00	-	\$132.50
Service	MGH	06/13/2025	Prepare letter to Pittman regarding ongoing gate strikes/tampering and potential further action by the Board; review and advise regarding COI from swim lessons provider.	0.60	\$265.00	-	\$159.00
Service	MH	06/13/2025	Review and revise draft	0.30	\$310.00	-	\$93.00

			letter to resident regarding property damage.				
Service	MGH	06/17/2025	Prepare for and remotely attend meeting with Vesta counsel to discuss agreement for district and amenity/field operations management; review background check information from USA Swimming and advise regarding youth program safety guidelines; analyze Board Supervisor correspondence regarding potential road privatization.	1.20	\$265.00	-	\$318.00
Service	MH	06/17/2025	Prepare for and attend conference call with Vesta counsel regarding management agreement and services structure.	0.80	\$310.00	-	\$248.00
Service	MGH	06/18/2025	Analyze Department of Children and Families background screening requirements; call with Gunia to discuss same; review and provide comments to draft FY24 audit report; review and respond to public records requests; review draft audit attorney response letter.	2.50	\$265.00	-	\$662.50
Service	JK	06/19/2025	Review records/ management company correspondence on opportunity to speak and confer with management on same.	0.20	\$310.00	-	\$62.00
Service	MH	06/19/2025	Analyze Florida law, rules, and other guidance related to summer camps.	1.00	\$310.00	-	\$310.00
Service	MGH	06/19/2025	Further analyze Department of Children and Families background screening requirements and District program offerings; confer with District staff and review substantial information	2.70	\$265.00	-	\$715.50

			regarding same; advise regarding public comment policy in response to resident concern; review and revise draft meeting minutes.				
Service	MGH	06/20/2025	Calls with District staff and District Manager to further discuss background check requirements and childrens' programming; further analyze Florida statutory authority regarding same.	0.90	\$265.00	-	\$238.50
Service	MH	06/23/2025	Analyze Florida law, rules, and regulations of other authorities having jurisdiction regarding children's programs.	0.60	\$310.00	-	\$186.00
Service	MGH	06/23/2025	Analyze past communications and guidance from District insurer regarding insurance requirements for children's programs; prepare report to Gunia regarding same in response to swim lessons provider inquiries.	0.80	\$265.00	-	\$212.00
Service	MGH	06/24/2025	Analyze and confer regarding ongoing District matters and upcoming agenda items.	0.80	\$265.00	-	\$212.00
Service	JK	06/25/2025	Review/respond to transition correspondence with Chairman; review status of Vesta contract; review questions on funding/capital reserve and O&M options.	0.50	\$310.00	-	\$155.00
Service	MGH	06/25/2025	Review and advise regarding Board Chair inquiries regarding field operations services, management company transition, and Kaprelian assessment challenge.	0.20	\$265.00	-	\$53.00
Service	JK	06/26/2025	Review audit letter and response to same; review	0.40	\$310.00	-	\$124.00

			correspondence on assessment documentation; review notice to owner and draft agenda.				
Service	KB	06/26/2025	Prepare auditor letter response; transmit same.	0.30	\$165.00	-	\$49.50
Service	MH	06/26/2025	Analyze Florida law and District's rules regarding surplus property and documents required to convey ownership.	0.20	\$310.00	-	\$62.00
Service	MH	06/26/2025	Review County property notice related to development of District-adjacent parcels and confer with District staff regarding same.	0.10	\$310.00	-	\$31.00
Service	MGH	06/26/2025	Finalize and distribute comments to FY24 audit report; further analyze potential application of bond funds to various assets; advise Gunia regarding disposal of Stair Climber machine and surplus property designation; strategize regarding form of waiver for recipient; review Notice to Adjacent Property Owner regarding nearby re-zoning petition; review draft agenda for upcoming Board meeting.	1.40	\$265.00	-	\$371.00
Service	MGH	06/27/2025	Prepare for, attend, and follow up on call with Kaprelian to discuss assessment challenge.	1.40	\$265.00	50.0%	\$185.50
Service	MGH	06/27/2025	Further prepare and finalize mailed and published budget/assessment notices; analyze overall status of ongoing District projects and outstanding items needed; review District Engineer report on adjacent property re-zoning.	0.80	\$265.00	-	\$212.00

Service	JK	06/27/2025	Conference call with Mr. Kaprelian regarding CDD assessments and analysis of same.	0.90	\$310.00	-	\$279.00
Service	JK	06/28/2025	Coordination with individual Board members re: assessment challenge; research 2015-2017 and confer on same.	0.70	\$310.00	-	\$217.00
Service	MGH	06/30/2025	Analyze and provide comments to draft agenda; prepare updated redlined amenity policies for Board consideration and resolution adopting same for agenda package; prepare surplus property resolution and waiver; prepare swim team license agreement; begin preparing draft agreement with Vesta for district management and amenity/field operations management services; further review and advise regarding status of potential roadway privatization project; review reports of car accident and requests for security video footage.	3.10	\$265.00	-	\$821.50
Service	JK	06/30/2025	Call with multiple supervisors on various issues including security, AT&T, assessment research, bond research and related matters; analyze bond refinancing documents/status; confer with staff on options for video surveillance release.	1.20	\$310.00	-	\$372.00
Service	MGH	06/30/2025	Further evaluate Kaprelian claims and analyze District documentation and correspondence regarding same; confer regarding strategy for Board Supervisor discussions.	0.40	\$265.00	-	\$106.00
Line Item Discount Subtotal							-\$477.50

Total \$13,832.90

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
250 International Pkwy, Ste. 208
Lake Mary, FL 32746

INVOICE

Invoice # 12941
Date: 08/15/2025
Due On: 09/14/2025

Statement of Account

Outstanding Balance	New Charges	Payments Received	Total Amount Outstanding
(\$13,832.90	+ \$18,400.28) - (\$0.00) = \$32,233.18

SWTCDD-01

SWEETWATER CREEK CDD – GENERAL

Type	Attorney	Date	Notes	Quantity	Rate	Discount	Total
Service	JK	07/01/2025	Call with multiple individual supervisors re: legal demand; confer with bond counsel on privatization; review records request and coordinate with management on same	2.10	\$310.00	-	\$651.00
Service	MGH	07/01/2025	Prepare for and attend Supervisor call to discuss Kaprelian assessment challenge; review and respond to public records request; further prepare swim team license agreement; prepare donation waiver for Stair Climber machine; analyze feedback from bond counsel regarding roadway privatization and impact on access to other improvements.	1.60	\$265.00	50.0%	\$212.00

Service	MGH	07/02/2025	Calls with Board Chair and Gunia; confer with District staff regarding outstanding agenda items; further prepare and update redline amenity policies; further prepare swim team license agreement.	2.10	\$265.00	25.0%	\$417.37
Service	JK	07/02/2025	Call on district assessment offer and other district business; update Vesta transition resolutions; review status of contract for new management; follow up on records request; further analysis of hard gating options	1.30	\$310.00	-	\$403.00
Service	MH	07/02/2025	Review and revise aquatic facilities license agreement.	0.80	\$310.00	-	\$248.00
Service	JK	07/03/2025	Review AT&T correspondence and contract requirements and confer with staff on Marshall Creek/ Sweetwater coordination	0.60	\$310.00	-	\$186.00
Service	MGH	07/03/2025	Analyze proposed AT&T agreement with Marshall Creek and potential impacts to Sweetwater Creek; field call with Supervisor Smith to discuss same; review responsive bids to RFP for professional auditing services.	1.10	\$265.00	50.0%	\$145.75
Service	MGH	07/07/2025	Analyze resident correspondence, County records and other documents regarding tree clearing and nearby rezoned property and evaluate strategy for handling same; call to discuss same with Supervisor Colin; further prepare agreement with Vesta for district management and amenity/field operations	2.90	\$265.00	25.0%	\$576.37

management services.							
Service	JK	07/07/2025	Call with transition team on District matters; call on 2019 project funds; update agenda documentation/support	0.40	\$310.00	-	\$124.00
Service	MH	07/07/2025	Analyze District's legal interest in adjacent construction reported by resident W. Baisden.	0.30	\$310.00	100.0%	\$0.00
Service	MGH	07/08/2025	Further prepare agreement with Vesta, including supplementing terms and scopes of services and adding pool maintenance services; confer and advise regarding District Engineer feedback on potential tree clearing near homeowner lot.	2.30	\$265.00	-	\$609.50
Service	MGH	07/09/2025	Analyze agenda package and materials for Board consideration, as well as ongoing District matters, in preparation for Board meeting; advise Gunia regarding request for security footage and analyze legal authority governing same; confer with District staff regarding agenda items.	4.90	\$265.00	-	\$1,298.50
Service	MH	07/09/2025	Review agenda materials.	2.00	\$310.00	100.0%	\$0.00
Service	JK	07/10/2025	Confer with transition team on management contract structure options	0.20	\$310.00	-	\$62.00
Service	MGH	07/10/2025	Confer with incoming District Manager and other staff regarding maintenance staffing and hours, contract structure for agreement with Vesta/ FCS for district management and amenity/field operations management services; analyze issues and distribute information to the Board related to	4.10	\$265.00	-	\$1,086.50

same; call with Supervisor Smith to discuss AT&T agreement and other agenda items; meeting preparation; review prior meeting minutes to confirm authorization for AT&T contract negotiation; confer with District staff regarding post-meeting items and resident request for security footage; revise amenity policies per Board direction and transmit same for posting to District website.

Service	SR	07/10/2025	Draft purchase order for pressure washer; draft notice of scheduling a workshop; draft notice of intent to award auditing services.	0.80	\$265.00	25.0%	\$159.00
Service	MGH	07/10/2025	Prepare for and attend Board meeting.	3.70	\$265.00	-	\$980.50
Service	JK	07/10/2025	Post meeting recap re: litigation threats and related information	0.20	\$310.00	-	\$62.00
Service	MH	07/10/2025	Prepare for and attend audit committee and Board meetings.	3.00	\$310.00	100.0%	\$0.00
Expense	KB	07/10/2025	Travel: Mileage - MGH.	59.40	\$0.70	-	\$41.58
Service	MGH	07/11/2025	Review and revise workshop notice and notices of intent to award auditing services; finalize and distribute swim team license agreement; analyze legal follow-up items needed following Board meeting; advise Gunia regarding requirements for temporary access agreement for homeowner pool installation project; analyze report of unauthorized clearing in preserve area and advise regarding same.	1.40	\$265.00	-	\$371.00

Service	MGH	07/14/2025	Review issued letters regarding intent to award professional auditing services; call with District Chair to discuss upcoming workshop.	1.10	\$265.00	75.0%	\$72.87
Service	JK	07/14/2025	Attend call with Chairman on workshop and other transition related items	0.70	\$310.00	-	\$217.00
Service	JK	07/15/2025	Analyze request for updated amenity management contract and field call on same; confer with Vesta re: reason for proposed changes and Board meeting considerations around same.	0.70	\$310.00	-	\$217.00
Service	MGH	07/15/2025	Analyze report following staff meeting with St. Johns River Water Management District regarding nearby property clearing; field calls with Supervisor Smith and Supervisor Handler; analyze strategy and planning for upcoming Board workshop; further review and analyze AT&T agreement with Marshall Creek and coordinate meeting with Marshall Creek's counsel to discuss same.	0.70	\$265.00	-	\$185.50
Service	MGH	07/16/2025	Calls with Supervisor Smith to discuss upcoming Board workshop, AT&T agreement, and staffing items; advise Gunia regarding revised amenity policies, swim team license agreement, and donation waiver for Stair Climber; review correspondence from Supervisor Colin regarding field operations; analyze AT&T contract documents and proposed addendum from Marshall Creek; call with counsel	2.30	\$265.00	-	\$609.50

			for Marshall Creek to discuss AT&T agreement and cost sharing; confer with Gunia and Moore regarding amenity policies.				
Service	MH	07/16/2025	Analyze legal matters related to AT&T contract, shared services, and Marshall Creek CDD cost share agreement; confer with Marshall Creek CDD counsel regarding same.	2.00	\$310.00	100.0%	\$0.00
Service	MGH	07/17/2025	Advise Supervisor Colin regarding status and analysis of roadway gating project; confer regarding Vesta/FCS agreement and pricing structure; analyze plat maps to update resident temporary access agreement with supplemental information and distribute final version.	1.10	\$265.00	-	\$291.50
Service	JK	07/17/2025	Review cost plus model options and request supporting information for same	0.20	\$310.00	-	\$62.00
Service	JK	07/18/2025	Analyze updates to Vesta contract; follow up correspondence on same and review AT&T/analyze correspondence	0.30	\$310.00	-	\$93.00
Service	MGH	07/18/2025	Analyze status and confer regarding ongoing District matters including bocce ball and artificial turf projects, roadway privatization effort, AT&T arrangement with Marshall Creek, and upcoming transfer of operations; further analyze cost-plus model and other terms of Vesta agreement; exchange correspondence with Vesta and FCS regarding discussion of same; preliminary review of	0.90	\$265.00	25.0%	\$178.87

			SJRWMD correspondence regarding non-compliance and tree clearing.				
Service	JK	07/19/2025	Research and summarize cost plus vs. lump sum model and confer with Chairman on same	0.80	\$310.00	-	\$248.00
Service	JK	07/20/2025	Call with Chairman on staffing options/cost plus models	0.80	\$310.00	-	\$248.00
Service	MGH	07/21/2025	Review and analyze Board Chair feedback on cost-plus model in Vesta agreement and desired payment structure; analyze sample documentation provided by Vesta; meeting with Vesta to discuss same; analyze issues related to timing for transition of services; further in-depth analysis of Marshall Creek revisions to Amenity Policies and meeting with Gunia and Moore to discuss same; call with Supervisor Smith to discuss O&M assessments and potential methodology changes.	2.30	\$265.00	-	\$609.50
Service	MH	07/21/2025	Review and revise draft agreement with Vesta for management and amenity services.	2.30	\$310.00	75.0%	\$178.25
Service	JK	07/21/2025	Analyze updates to Vesta- District structure; field call from Vesta on same; field call from Supervisor	0.50	\$310.00	-	\$155.00
Service	MH	07/21/2025	Prepare for and attend conference call with District amenity staff and Marshall Creek CDD amenity staff regarding policy and procedures.	0.60	\$310.00	100.0%	\$0.00
Service	MGH	07/22/2025	Analyze Sunshine Law inquiries from Board member; prepare and	0.40	\$265.00	-	\$106.00

			disseminate Sunshine Law memorandum and reminders.				
Service	MGH	07/23/2025	Review correspondence from incoming District Manager regarding staffing turnover and timeline for same; review and revise draft meeting minutes.	0.40	\$265.00	-	\$106.00
Service	JK	07/23/2025	Field call on contract/ structure and confer with staff on timeline for turnover and contracts	0.30	\$310.00	-	\$93.00
Service	MGH	07/24/2025	Further coordinate with counsel and prepare Vesta agreement; field call from Supervisor Smith; review correspondence and confer regarding staffing transition, Board communication, and AT&T services; analyze correspondence and insurance documents for new truck.	3.30	\$265.00	-	\$874.50
Service	MH	07/24/2025	Review and revise draft services agreement with Vesta; confer with District staff regarding same.	1.60	\$310.00	100.0%	\$0.00
Service	JK	07/24/2025	Call with Supervisor on interlocal and AT&T service contract options; review and analyze correspondence on contract structure and cost plus options	0.50	\$310.00	-	\$155.00
Service	MGH	07/25/2025	Prepare for and attend meeting with Vesta counsel regarding Vesta/ FCS agreement; analyze interlocal provisions and amenity policies related to user fees; confer with District staff regarding policy development and rate adoption procedures under interlocal agreement; confer with FCS and District staff	2.30	\$265.00	-	\$609.50

			regarding bocce ball and artificial turf proposals.				
Service	MH	07/25/2025	Prepare for and attend conference call with Vesta counsel regarding District and Amenities management and field operations agreement.	0.80	\$310.00	100.0%	\$0.00
Service	JK	07/25/2025	Call on AT&T; call on amenity rates/fees/charges and updates to amenity facility packages and interlocal agreement strategy from onsite staff; call on Vesta contract and updated provisions for same	1.70	\$310.00	-	\$527.00
Service	JK	07/26/2025	Review status of notices for budget hearings; confer re: conservation easement letter status with H. McGaffney	0.20	\$310.00	-	\$62.00
Service	JK	07/27/2025	Review assessment proofs	0.10	\$310.00	-	\$31.00
Service	MGH	07/27/2025	Analyze correspondence among District staff and FCS regarding status of issued budget and assessment notices; review prior letters regarding encroachments and unauthorized clearing; review update from Vesta counsel regarding insurance coverage; review correspondence to District insurer regarding insured drivers for District vehicles.	0.50	\$265.00	-	\$132.50
Service	MGH	07/28/2025	Further prepare and revise Vesta/FCS agreement to adjust subcontractor insurance coverage requirements; provide ethics training resources; strategize regarding next steps for amenity policies and separating Marshall Creek policies from Sweetwater	3.10	\$265.00	20.0%	\$657.20

			Creek policies; advise Gunia regarding release of security video footage; prepare FY26 budget appropriation resolution and FY26 annual assessment resolution; substantial analysis and correspondence related to Vesta/FCS agreement.				
Service	MH	07/28/2025	Review requested revisions to agreement from Vesta counsel; analyze legal implications for District and review proposed contract revision accordingly.	0.20	\$310.00	100.0%	\$0.00
Service	MH	07/28/2025	Analyze Florida law and confer with District staff regarding amenity policies, user fees, interlocal agreement, WMD matters, unauthorized alteration of District-property, and legal requirements related to same.	0.60	\$310.00	-	\$186.00
Service	MGH	07/28/2025	Review, analyze, and advise regarding conservation area clearing and encroachments.	0.30	\$265.00	-	\$79.50
Service	JK	07/28/2025	Field call from Supervisor Smith; analyze Vesta contract information; analyze insurance correspondence on non district drivers and follow up on same; field call from McGaffney; coordinate call on Vesta Property Services	2.40	\$310.00	33.33%	\$496.02
Service	MGH	07/29/2025	Confer with District staff regarding outstanding proposals for bocce ball courts and artificial turf; confer with District Manager regarding August agenda items; follow up on execution of Vesta agreement and further prepare/finalize	2.80	\$265.00	-	\$742.00

same; review correspondence from Supervisor Smith and document related to AT&T agreement with Marshall Creek; finalize and submit FY26 budget appropriation and annual assessment resolutions for agenda package; call with Vesta counsel and FCS counsel to discuss agreement; call with Supervisor Smith and correspondence with Marshall Creek's counsel regarding AT&T agreement.

Service	MH	07/29/2025	Review documents and confer with District staff, Vesta and FCS counsel regarding management transition and status of contract negotiations; review documents and confer with District staff regarding AT&T service agreement, vendor proposals, and interlocal agreement with Marshall Creek CDD; review draft resolutions and agenda materials.	1.20	\$310.00	50.0%	\$186.00
Service	JK	07/29/2025	Research related to AT&T agreement with supervisor smith; field inquiries from McGaffney on district management contract	0.30	\$310.00	-	\$93.00
Service	MGH	07/30/2025	Coordinate signatures on Vesta/FCS agreement; call with District Manager to discuss August agenda items; call with counsel for Marshall Creek regarding AT&T negotiations and significant follow-up analysis and correspondence regarding same; call with Supervisor Smith to discuss AT&T agreement; analyze strategy for potential revisions to amenity	4.20	\$265.00	25.0%	\$834.75

			<p>policies and calls with amenity staff to discuss same; review and provide comments to revised draft agenda for August meeting; review and analyze strategy for response to insurance company request for security footage; review District Manager team announcement and introduction.</p>				
Service	JK	07/30/2025	Call on AT&T issues and review same; call on amenity management contract and district management contract	0.80	\$310.00	-	\$248.00
Service	MH	07/30/2025	Review revised AT&T addendum and confer with District staff and Marshall Creek counsel regarding same; confer with District staff regarding status of management transition and contract.	0.80	\$310.00	25.0%	\$186.00
Service	MGH	07/31/2025	Correspond with and field call from AT&T representative; confer with counsel for Marshall Creek regarding AT&T indemnification provisions; review historical documents with Comcast; confer with Gunia regarding turf and bocce ball proposals; call with Supervisor Smith to discuss AT&T; review updated draft agenda; correspond with District Manager regarding turf and bocce ball agreements.	2.20	\$265.00	25.0%	\$437.25
Service	MH	07/31/2025	Review AT&T agreements; confer with Supervisor Smith regarding current contracts and procedures for terminating and cancelling same.	1.80	\$310.00	-	\$558.00

Line Item Discount Subtotal	-\$5,894.30
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Total	\$18,400.28
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Please make all amounts payable to: Kilinski | Van Wyk PLLC

Please pay within 30 days.



VKA Security

Village Key & Alarm, Inc

441 State Rd. 16
Saint Augustine, FL 32084
(904) 824-5003
h.draper@vkalarm.com

Invoice

DATE

07/23/2025

INVOICE#

416765

TERMS

BILL TO

SWEETWATER CREEK CDD
Sweetwater Creek CDD
Orlando, FL 32817

SERVICE LOCATION

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

JOB#	DATE	PO/REF#	DESCRIPTION		
15655073	07/23/2025	SLD801374	F-NOTT - Timer Not Rcvd (SMS/Email)		
Completion Notes: 7/23/25 JC Arrived onsite and found no dial tone at panel. Traced wire back to d block and had no dial tone. Spoke with Erin (904) 814-4531 and she said they are changing the phones and internet to AT&T soon so any fix could possibly be temporary. She said they would like to have a cellular communicator installed for the system. The system version is 4.6 so ADC sem 300 will work. She said if we need a quote to be signed she will sign it but she would like to get it done as soon as possible.					
Job Charges			Qty	Rate	Total
ALARM COMMERCIAL TRIP CHARGE			1.00	75.00	75.00
COMMERCIAL LABOR			1.00	150.00	150.00
Job Subtotal					225.00
Job Total					225.00

PRE-WORK SIGNATURE

POST-WORK SIGNATURE

Signed By:

Signed By:

CUSTOMER MESSAGE

Appreciated your technician / service today ? Please take a moment to post a Google or Facebook review.

Invoice Total: 225.00

Deposits (-): 0.00

Payments (-): 0.00

Total Due: 225.00

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

Invoice

Invoice #: 174**Invoice Date:** 8/1/25

Due Date: 8/1/25

Case:

P.O. Number:

Bill To:

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

[illegible]



PAYMENT ADDRESS:
Turner Pest Control LLC • P.O. Box 600323 • Jacksonville, Florida 32260-0323
904-355-5300 • Toll Free: 800-225-5305 • turnerpest.com

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


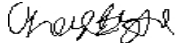
Service Slip/Invoice

INVOICE: 621001837
DATE: 08/12/2025
ORDER: 621001837

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
08/12/2025	01:43 PM			01:43 PM
Purchase Order	Terms	Last Service	Map Code	Time Out
	NET 30	08/12/2025		01:56 PM

Service	Description	Price
CPCM	Commercial Pest Control - Monthly Service	\$83.63
SUBTOTAL		\$83.63
TAX		\$0.00
AMT. PAID		\$0.00
TOTAL		\$83.63
AMOUNT DUE		\$83.63
		
TECHNICIAN SIGNATURE		
		
C 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



PAYMENT ADDRESS:
Turner Pest Control LLC • P.O. Box 600323 • Jacksonville, Florida 32260-0323
904-355-5300 • Toll Free: 800-225-5305 • turnerpest.com

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

INSPECTION REPORT

INVOICE #: 621001837

WORK DATE: 08/12/2025

BILL-TO **216013**

Sweet Water Creek CDD
C/O GMS
475 W Town Pl Ste 114
Saint Augustine, FL 32092-3649

Phone: 904-239-5309

LOCATION **216013**

Sweetwater Creek CDD
1865 N Loop Pkwy
Saint Augustine, FL 32095-6842

Phone: 904-940-5850

Time In: 08/12/2025 01:43:51 PM

Time Out: 08/12/2025 01:56:11 PM

Customer Signature

C

Technician Signature

WILLIAM WINN

License #: FL - JE305801

Purchase Order	Terms	Service Description	Quantity
None	NET 30	Commercial Pest Control - Monthly Service	1.00

GENERAL COMMENTS / INSTRUCTIONS

Thank you for your business! I sincerely appreciate the opportunity to assist in taking care of your establishment! If there are any questions or comments, please feel free to reach out to our office.

Thank you,

William Winn,

South Commercial
Service Technician

CONDITIONS / OBSERVATIONS	Reported	Severity	Responsibility	Reviewed
None Noted.				

PRODUCTS APPLICATION SUMMARY

Material	Lot #	EPA #	A.I. %	A.I. Conc.	Active Ingredient	Finished Qty	Undiluted Qty
Demand G Granules		100-1240	0.0450%	n/a	Lambda Cyhalothrin	1.0000 Pound	1.0000 Pound

Areas Applied: Exterior - Annual Termite Inspection

Target Pests: (None)

Material	Lot #	EPA #	A.I. %	A.I. Conc.	Active Ingredient	Finished Qty	Undiluted Qty
ONSLAUGHT FASTCAP		1021-2574	16.0000%	1.0000	Esfenvalerate; Prallethrin; Piperonyl Butoxide	0.5000 Gallon	0.5000 Fluid Ounce

Areas Applied: Exterior - Annual Termite Inspection

Target Pests: (None)

PEST ACTIVITY	# Areas	# Devices	Pest Totals
None Noted.			

DEVICE INSPECTION SUMMARY



PAYMENT ADDRESS:
Turner Pest Control LLC • P.O. Box 600323 • Jacksonville, Florida 32260-0323
904-355-5300 • Toll Free: 800-225-5305 • turnerpest.com

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

INSPECTION REPORT

INVOICE #: 621001837

WORK DATE: 08/12/2025

AREA COMMENTS

Exterior - Annual Termite Inspection: Today, I treated all entry points with a liquid residual as well as applied a water soluble granular in mulch bed areas around the building to help eliminate and prevent issues with roaches and spiders as well as other common pests. In addition, I inspected for and knocked down any active wasp nests from around the establishment I could reach.

DEVICE INSPECTION EXCEPTIONS

None Noted.

INSPECTION DETAIL

Area	Time	Type	Status	Pest Findings
Exterior - Annual Termite Inspection	1:56:06 PM	Area	No Activity	

PRODUCTS APPLIED

Material	A.I. %	Finished Qty	Application Equipment	Time
EPA #	A.I. Concentration	Undiluted Qty	Application Method	Lot #
Demand G Granules	0.0450%	1.0000 Pound		1:56:02 PM
100-1240	n/a	1.0000 Pound	Spread (lawn products)	

Areas Applied: Exterior - Annual Termite Inspection - Exterior Perimeter

Weather: 0°, 0 MPH

ONSLAUGHT FASTCAP	16.0000%	0.5000 Gallon	B&G Sprayer	1:55:55 PM
1021-2574	1.00000000	0.5000 Fluid Ounce	Crack and Crevice	

Areas Applied: Exterior - Annual Termite Inspection - Exterior Perimeter

Weather: 0°, 0 MPH



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

INVOICE

Date	Invoice No.
07/31/25	32381
Terms	Due Date
Net 40	09/09/25

BILL TO

Sweetwater Creek CDD CDD
250 International Pkwy, Ste. 208
Lake Mary, , FL 322749

PROPERTY

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

Amount Due	PO Number
\$4,350.00	

Please detach top portion and return with your payment.

DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
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#38162 - Sod replacement

Sweetwater CDD to buy 5 pallets of St. Augustine. Duval Landscape will provide another 5 pallets free of charge. Rough locations for installation on Las Calinas Blvd. and Ensenada Dr. Management / Board to provide input on exact locations.

Enhancement/Extra Services

\$4,350.00

Total	\$4,350.00
Payments/Credits	(\$0.00)
Balance Due	\$4,350.00



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

INVOICE

Date	Invoice No.
07/29/25	32149
Terms	Due Date
Net 40	09/07/25

BILL TO

Sweetwater Creek CDD
250 International Pkwy, Ste. 208
Lake Mary, FL 322749

PROPERTY

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

Amount Due	PO Number
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\$465.00

Please detach top portion and return with your payment.

DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
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#38226 - sweetwater barbella mainline
lat line medio july25

sweetwater barbella mainline lat line
medio july25

Irrigation Service/Repairs

\$465.00

Irrigation Labor	Hr	3.00	\$100.00	\$300.00
Misc Irrigation Supplies		1.00	\$50.00	\$50.00
Slip fix	1"	1.00	\$30.00	\$30.00
Slip fix	2"	1.00	\$85.00	\$85.00

Total	\$465.00
Payments/Credits	(\$0.00)
Balance Due	\$465.00



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

INVOICE

Date	Invoice No.
08/01/25	32260
Terms	Due Date
Net 40	09/10/25

BILL TO

Sweetwater Creek CDD
250 International Pkwy, Ste. 208
Lake Mary, FL 322749

PROPERTY

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

Amount Due	PO Number
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\$24,273.00

Please detach top portion and return with your payment.

DESCRIPTION	UOM	QTY	UNIT PRICE	EXT PRICE	TOTAL
#35508 - Palencia-2025 August 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

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

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: 90800
Invoice Date: Jul 31, 2025
Page: 1

Bill To:
Sweetwater Creek CDD in N Palencia 2500 International Pkwy, Ste 208 Lake Mary, FL 32746

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		9/14/25

Quantity	Item	Description	Unit Price	Amount
1.00	Aquatic Weed Control	Aquatic Weed Control services performed July 10, 22, 2025	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.

Envera

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

Invoice	
Invoice Number 758372	Date 08/01/2025
Customer Number 300299	Due Date 09/01/2025

Page: 1

Customer Name	Customer Number	PO Number	Invoice Date	Due Date
Sweetwater Creek CDD	300299		08/01/2025	09/01/2025

Quantity	Description	Months	Rate	Amount
2898 - Gate Access - Sweetwater Creek CDD - Entrance 1 (North Loop Parkway, Entrance2 (South Loop Parkway, Saint Augustine, FL				
1.00	Envera Kiosk System 09/01/2025 - 09/30/2025	1.00	\$500.00	\$500.00
1.00	Service & Maintenance 09/01/2025 - 09/30/2025	1.00	\$464.80	\$464.80
1.00	Data Management 09/01/2025 - 09/30/2025	1.00	\$250.00	\$250.00
1.00	Virtual Gate Guard Monitoring 09/01/2025 - 09/30/2025	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
8/1/2025	758372	Monitoring Services	\$3428.05	\$3428.05

Envera

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

Invoice	
Invoice Number 758372	Date 08/01/2025
Customer Number 300299	Due Date 09/01/2025

Net Due: \$3,428.05
Amount Enclosed: _____

Sweetwater Creek CDD
C/O FCS Management Group
Saint Augustine, FL 32080

REMIT TO:
Envera
PO Box 2086
Hicksville, NY 11802

Burchfield Electric, Inc.

2800 N 6th Street, Unit 1
PMB# 307
St. Augustine, FL 32084

Invoice

Date	Invoice #
8/1/2025	2025423

Bill To
Sweetwater Creek CDD Attn: Erin 1865 N. Loop Pkwy St. Augustine, FL 32095

P.O. No.	Terms
Las Calinas Round-Ab...	Due on receipt

Item	Description	Qty	Rate	Total
	Electrical work completed for exterior lighting at the round-about on Las Calinas Blvd: - supplied and installed six 120volt dedicated circuits in existing conduit to panel, located at the round about on Las Calinas Blvd. - supplied and installed six garden posts with a GFI receptacle, located in the middle of the round about, inside the hedges around palm trees. - supplied and installed one LED PAR38 flood light on each garden post for uplight on palm trees. - price is based on existing conduit being in good condition from panel to round about to feed in new circuits.**SEE NOTES**			
Bid	Bid price	0.6	7,773.00	4,663.80
Change Order	Change order to contract amount due to poor condition and re-routing the existing conduit, additional labor to track/locate a hand hole located at the Esenada Drive intersection:	1	960.00	960.00
Change Order	Change order to contract amount for additional wire cost for additional distance of the wire run:	1	533.00	533.00
We appreciate your prompt payment.			Total	\$6,156.80
			Payments/Credits	\$0.00
904-829-5735	jana@burchfieldelectric.com	Balance Due		\$6,156.80

EXHIBIT 15

I.	<u>FY 2024 Budgeted Revenues & Expenditures</u>	II.	<u>FY 2024 Budget = Prepaid Cost Share</u>																																								
<table><tr><th colspan="2">2024 Budgeted Revenues</th></tr><tr><td>Marshall Creek</td><td>\$ 356,500.00</td></tr><tr><td>Sweetwater Creek</td><td>\$ 2,000.00</td></tr><tr><td>Total Combined</td><td>\$ 358,500.00</td></tr></table>		2024 Budgeted Revenues		Marshall Creek	\$ 356,500.00	Sweetwater Creek	\$ 2,000.00	Total Combined	\$ 358,500.00	<table><tr><td>District</td><td>MCCDD</td><td>SWCDD</td><td>Total</td></tr><tr><td>Platted Units</td><td>1472</td><td>736</td><td>2208</td></tr><tr><td>Cost Share %</td><td>66.667%</td><td>33.333%</td><td>100.000%</td></tr><tr><td>Total Revenues</td><td>\$ (356,500)</td><td>\$ (2,000)</td><td>\$ (358,500)</td></tr><tr><td>Total Expenditures</td><td>\$ 2,084,591</td><td>\$ 839,179</td><td>\$ 2,923,770</td></tr><tr><td>Total Expenditures Exceeding Revenues</td><td>\$ 1,728,091</td><td>\$ 837,179</td><td>\$ 2,565,270</td></tr><tr><td>Prepaid Cost Share (Budgeted)</td><td>\$ 1,710,180</td><td>\$ 855,090</td><td>\$ 2,565,270</td></tr><tr><td>(Owes)</td><td>\$ 17,911</td><td>\$ (17,911)</td><td>\$ -</td></tr></table>		District	MCCDD	SWCDD	Total	Platted Units	1472	736	2208	Cost Share %	66.667%	33.333%	100.000%	Total Revenues	\$ (356,500)	\$ (2,000)	\$ (358,500)	Total Expenditures	\$ 2,084,591	\$ 839,179	\$ 2,923,770	Total Expenditures Exceeding Revenues	\$ 1,728,091	\$ 837,179	\$ 2,565,270	Prepaid Cost Share (Budgeted)	\$ 1,710,180	\$ 855,090	\$ 2,565,270	(Owes)	\$ 17,911	\$ (17,911)	\$ -
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III.	<u>FY 2024 Actual Revenues & Expenditures</u>	IV.	<u>FY 2024 Actuals = True-Up</u>																																												
<table><tr><th colspan="2">2024 Actual Revenues</th></tr><tr><td>Marshall Creek</td><td>\$ 496,054.73</td></tr><tr><td>Sweetwater Creek</td><td>\$ 4,190.00</td></tr><tr><td>Total Combined</td><td>\$ 500,244.73</td></tr></table>		2024 Actual Revenues		Marshall Creek	\$ 496,054.73	Sweetwater Creek	\$ 4,190.00	Total Combined	\$ 500,244.73	<table><tr><td>District</td><td>MCCDD</td><td>SWCDD</td><td>Total</td></tr><tr><td>Platted Units</td><td>1472</td><td>736</td><td>2208</td></tr><tr><td>Cost Share %</td><td>66.667%</td><td>33.333%</td><td>100.000%</td></tr><tr><td>Total Revenues</td><td>\$ (496,055)</td><td>\$ (4,190)</td><td>\$ (500,245)</td></tr><tr><td>Total Expenditures</td><td>\$ 2,011,622</td><td>\$ 908,316</td><td>\$ 2,919,938</td></tr><tr><td>Total Expenditures Exceeding Revenues</td><td>\$ 1,515,568</td><td>\$ 904,126</td><td>\$ 2,419,693</td></tr><tr><td>True Up Calculation</td><td>\$ 1,613,129</td><td>\$ 806,564</td><td>\$ 2,419,693</td></tr><tr><td>(Owes)</td><td>\$ (97,561)</td><td>\$ 97,561</td><td>\$ 0</td></tr><tr><td colspan="4">(District that owes)</td></tr></table>		District	MCCDD	SWCDD	Total	Platted Units	1472	736	2208	Cost Share %	66.667%	33.333%	100.000%	Total Revenues	\$ (496,055)	\$ (4,190)	\$ (500,245)	Total Expenditures	\$ 2,011,622	\$ 908,316	\$ 2,919,938	Total Expenditures Exceeding Revenues	\$ 1,515,568	\$ 904,126	\$ 2,419,693	True Up Calculation	\$ 1,613,129	\$ 806,564	\$ 2,419,693	(Owes)	\$ (97,561)	\$ 97,561	\$ 0	(District that owes)			
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EXHIBIT 16



ENVERA SERVICES AGREEMENT CHANGE ORDER

"Client": Sweetwater Creek Community Development District
 "Community": Palencia
 "Premises": Las Calinas Gate:1187 Las Calinas Blvd, St. Augustine, Florida 32095
 "Services" to be Added: None
 "Services" to be Removed: None

Change Order Date: 9/10/2025
 Agreement Number: 00002898
 Quote Number: Q-17186

Client hereby authorizes and directs Envera to make change(s) to the above project as set forth on this Change Order and agrees to pay the additional amounts provided by this Change Order. The work contemplated by this Change Order shall be performed under the same terms and conditions as the Services set forth in the original Agreement between the parties.

EQUIPMENT TO BE ADDED OR REMOVED FROM PRIOR ORDER

Change Access Control Reader

QTY	PRODUCT	INSTALL INVESTMENT
1	AWID Long Range Reader 20'-25'	
Change Access Control Reader TOTAL:		\$2,877.12

Total Change in Installation Fee: \$2,877.12

50% Installation Deposit Due: \$1,438.56

INCREASES OR DECREASES TO SCHEDULE OF FEES

Effective beginning with invoice for services performed as of the billing start date.

Change Access Control Reader

QTY	MONTHLY SERVICE	EACH	MONTHLY INVESTMENT
1	Service & Maintenance Plan	\$48.73	\$48.73
Change Access Control Reader TOTAL:			\$48.73

REPAIR & MAINTENANCE SERVICES: Monthly Service & Maintenance Plan Rates for standard services described in paragraphs 1 and 5 of the Agreement:
ACCEPTED

Total Change in Monthly Service Rates: \$48.73

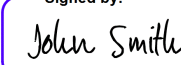
0.00% Sales Tax: \$0.00

Total Change in Monthly Service Rates with Sales Tax: \$48.73

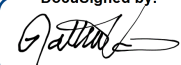
2 Month Pre-Payment Deposit Due: \$97.46

IN WITNESS WHEREOF, the parties have executed this Change Order on the dates written below.

CLIENT:

Signed by:

Signature: 6F0A2E82E44C478...
John Smith
Name: _____
Vice Chair SWCCDD
Title: _____
9/12/2025
Date: _____

HIDDEN EYES, LLC d/b/a ENVERA SYSTEMS:

DocuSigned by:

Signature: 1B6C7D7424C1411...
Nathan Varn
Name: _____
SVP Sales
Title: _____
9/12/2025
Date: _____

COPY VIEW

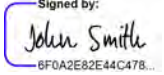
Certificate Of Completion

Envelope Id: BDB88DFC-47EC-4718-A292-9C52B8A44916		Status: Completed
Subject: Envera DocuSign for Signature - Sweetwater Creek AWID Reader		
SF Account Name: Sweetwater Creek CDD (Palencia HOA) - St. Augustine		
SF Contract No.: 2898		
Vault With eOriginal: Yes		
Source Envelope:		
Document Pages: 2	Signatures: 2	Envelope Originator:
Certificate Pages: 4	Initials: 0	Crystal Clark
AutoNav: Enabled		4171 W Hillsboro Blvd Ste 2
EnvelopeId Stamping: Enabled		Coconut Creek, FL 33073
Time Zone: (UTC-08:00) Pacific Time (US & Canada)		cclark@enverasystems.com
		IP Address: 155.226.129.247

Record Tracking

Status: Original 9/10/2025 11:40:04 AM	Holder: Crystal Clark cclark@enverasystems.com	Location: DocuSign
Status: Authoritative Copy (1 of 1 documents) 9/12/2025 7:15:07 AM	Holder: Crystal Clark cclark@enverasystems.com	Location: DocuSign
Status: Receipt Confirmed 9/12/2025 7:15:53 AM	Holder: Crystal Clark cclark@enverasystems.com	Location: Envera Systems

Signer Events

Signer Events	Signature	Timestamp
John Smith johnsmith.sccdd@gmail.com Vice Chair SWCCDD Security Level: Email, Account Authentication (None)	 Signed by: John Smith BF0A2E82E44C478... Signature Adoption: Pre-selected Style Using IP Address: 181.214.151.199	Sent: 9/10/2025 11:40:37 AM Viewed: 9/12/2025 7:11:22 AM Signed: 9/12/2025 7:12:22 AM

Electronic Record and Signature Disclosure:
Accepted: 9/12/2025 7:11:22 AM
ID: bea0e58e-9e58-417d-a457-6eea05e68a16

Nathan Varn nvarn@enverasystems.com SVP Sales Envera Systems Security Level: Email, Account Authentication (None)	 DocuSigned by: Nathan Varn 1B6C7D7424C1411... Signature Adoption: Drawn on Device Using IP Address: 2600:1005:b16e:ebca:34f0:6cb0:9154:ecea Signed using mobile	Sent: 9/12/2025 7:12:24 AM Viewed: 9/12/2025 7:15:04 AM Signed: 9/12/2025 7:15:07 AM
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Electronic Record and Signature Disclosure:
Not Offered via Docusign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Eddie Coalwell ecoalwell@enverasystems.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 9/10/2025 11:40:38 AM Viewed: 9/10/2025 11:45:37 AM
Crystal Clark cclark@enverasystems.com AVP, Sales Envera Systems Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 9/12/2025 7:12:25 AM Resent: 9/12/2025 7:15:11 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/10/2025 11:40:38 AM
Envelope Updated	Security Checked	9/11/2025 4:22:10 PM
Envelope Updated	Security Checked	9/11/2025 4:22:10 PM
Envelope Updated	Security Checked	9/11/2025 4:22:10 PM
Certified Delivered	Security Checked	9/12/2025 7:15:04 AM
Signing Complete	Security Checked	9/12/2025 7:15:07 AM
Completed	Security Checked	9/12/2025 7:15:07 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Envera Systems (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Envera Systems:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: info@enverasystems.com

To advise Envera Systems of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at cclark@enverasystems.com and in the body of such request you must state: your

previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Envera Systems

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to cclark@enverasystems.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Envera Systems

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to info@enverasystems.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Envera Systems as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Envera Systems during the course of your relationship with Envera Systems.

EXHIBIT 17

AGREEMENT FOR TREE PRUNING SERVICES

THIS AGREEMENT (“Agreement”) is made and entered into this 22nd day of September 2025, by and between:

SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, and having a mailing address of c/o DPFG Management & Consulting, LLC d/b/a Vesta District Services, 250 International Parkway, Suite 208, Lake Mary, Florida 32746 (“**District**”); and

TAYLOR TREE SERVICES INC., a Florida corporation, with a mailing address of 4600 Avenue B, St. Augustine, Florida 32095 (“**Contractor**” 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*, which was established for the purpose of planning, financing, constructing, operating and/or maintaining certain public infrastructure supporting community development within the District; and

WHEREAS, the District has a need to retain an independent contractor to provide tree pruning services, as more specifically described herein; and

WHEREAS, Contractor submitted a proposal and represents that it is qualified to provide the services identified in **Exhibit A**, attached hereto and incorporated by reference herein, in accordance with the terms of this Agreement (“**Services**”); and

WHEREAS, the District and Contractor warrant and agree that they have all right, power and authority to enter into and be bound by this Agreement.

NOW, THEREFORE, in consideration of the recitals, agreements, and mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree as follows:

SECTION 1. INCORPORATION OF RECITALS. The recitals stated above are true and correct and by this reference are incorporated herein as a material part of this Agreement.

SECTION 2. DUTIES. District agrees to use Contractor to provide the Services in accordance with the terms of this Agreement. The duties, obligations, and responsibilities of the Contractor are described in **Exhibit A** hereto.

- A. Scope.** Contractor shall provide the Services identified in **Exhibit A**, including any effort reasonably necessary to allow the District to receive the maximum benefit of all of the Services and items described herein. To the extent any of the provisions of this Agreement conflict with the provisions of **Exhibit A**, this Agreement controls. Should any error or inconsistency appear in the Services, Contractor, before proceeding with the Services, must notify the District for the proper adjustment, and in no case proceed with the Services in uncertainty.

- B. *Property.*** This Agreement grants to Contractor the right to enter the District property that is subject to this Agreement, for those purposes described in this Agreement, and Contractor hereby agrees to comply with all applicable laws, rules, and regulations. To the extent the Contractor needs to use or access non-District property while providing the Services, Contractor shall coordinate such use in advance with the District Representative (as defined herein).
- C. *Permits and License.*** All permits or licenses necessary for the Contractor to perform under this Agreement shall be obtained and paid for by the Contractor.
- D. *Standard of Performance.*** Contractor shall perform all Services in a neat and workmanlike manner and shall use industry best practices and procedures when carrying out the Services. In the event the District, in its sole determination, finds that the work of Contractor is not satisfactory to District, District shall have the right to immediately terminate this Agreement and will only be responsible for payment of work satisfactorily completed and for materials incorporated into the Services. Contractor agrees to use any effort reasonably necessary to allow the District to receive the maximum benefit of all of the Services and items described herein and at **Exhibit A**.
- E. *Means and Methods.*** Contractor shall be solely responsible for the means, manner and methods by which its duties, obligations and responsibilities are met to the satisfaction of the District. While providing the Services, the Contractor shall assign such experienced staff as may be required, and such staff shall be responsible for coordinating, expediting, and controlling all aspects of the Services to ensure efficient and full completion.
- F. *District Representative.*** Contractor shall report directly to Erin Gunia, who serves as General Manager, or her designee ("**District Representative**"). Contractor shall use all due care to protect the property of the District, its residents, and landowners from damage. Contractor agrees to complete repair of any damage resulting from Contractor's activities within twenty-four (24) hours in instances affecting health, safety or welfare, and otherwise within five (5) calendar days.
- G. *Timing.*** Contractor shall coordinate commencement and completion of the Services with the District Representative. Contractor shall notify the District Representative in writing immediately upon recognizing any potential for a delay delivering the Services caused by itself or another contractor. Contractor must coordinate the Services with others performing work for the District as may be necessary to successfully and safely complete the Services or as the District directs.
- H. *Clean-Up.*** Contractor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Agreement. At completion of the Services, the Contractor shall remove from the site waste materials, rubbish, tools, construction equipment, machinery and surplus materials. If the Contractor fails to clean up as provided herein, the District may do so, and the cost thereof shall be charged to the Contractor and may be applied as an offset to the final payment to Contractor.
- I. *Subcontractors.*** Contractor shall be as fully responsible to the District for the acts and omissions of its subcontractors, and of persons either directly or indirectly employed by them, as Contractor is for the acts and omissions of persons directly employed by Contractor. Nothing contained herein shall create contractual relationships between any subcontractor and the District.

SECTION 3. COMPENSATION AND PAYMENT.

- A. **Amount.** The District shall pay Contractor a total of **Ten Thousand, One Hundred Forty-Five Dollars and Zero Cents (\$10,145.00)**, payable upon final completion and acceptance by the District, all in accordance with price set forth for the Services identified in **Exhibit A**. Such amounts include all equipment, materials, permits and labor necessary for full execution of the Services. Contractor shall maintain records conforming to usual accounting practices.
- B. **Payments and Invoices.** All payments and invoices shall be subject to Florida's Local Government Prompt Payment Act, Sections 218.70 through 218.80, *Florida Statutes*. The invoice shall contain, at a minimum, the District's name, Contractor's name, the invoice date, an invoice number, an itemized listing of all costs billed on each invoice with a sufficient description of each, the timeframe within which the Services were provided, and the address or bank information to which payment is to be remitted.
- C. **Additional Services.** If the District should desire additional work or services, the Contractor agrees to negotiate in good faith to undertake such additional work or services. Upon successful negotiations, the Parties shall agree in writing to an addendum, addenda, or change order(s) to this Agreement. The Contractor shall be compensated for such agreed additional work or services based upon a payment amount acceptable to the Parties and agreed to in writing.
- D. **Conditions Precedent to Payment.** The District may require, as a condition precedent to making any payment to the Contractor, that all subcontractors, material men, suppliers or laborers be paid and require evidence, in the form of lien releases or partial waivers of lien, to be submitted to the District by those subcontractors, material men, suppliers or laborers, and further require that the Contractor provide an affidavit relating to the payment of said indebtedness. Further, the District shall have the right to require, as a condition precedent to making any payment, evidence from the Contractor, in a form satisfactory to the District, that any indebtedness of the Contractor, as to services to the District, has been paid and that the Contractor has met all of the obligations with regard to the withholding and payment of taxes, Social Security payments, Workmen's Compensation, Unemployment Compensation contributions, and similar payroll deductions from the wages of employees.

SECTION 4. TERM AND TERMINATION.

- A. **Term.** This Agreement shall become effective as of the date first above written and shall terminate upon completion of the Services set forth herein and described in any amendment hereto, unless terminated in accordance with the terms of this Agreement.
- B. **Termination.** The District agrees that Contractor may terminate this Agreement for cause by providing thirty (30) days' written notice of termination to the District. Contractor agrees that the District may terminate this Agreement immediately for cause by providing a written notice of termination to Contractor. The District shall provide thirty (30) days' written notice of termination without cause. Upon any termination of this Agreement, Contractor shall be entitled to payment for all material and labor provided up until the effective termination of this Agreement, subject to whatever claims or offsets the District may have against Contractor.

SECTION 5. WARRANTY. The Contractor warrants to the District that all materials furnished by Contractor under this Agreement shall be new, and that all services and materials shall be of good quality, free from faults and defects, and will conform to the standards and practices for projects of similar design and complexity in an expeditious and economical manner consistent with the best interest of the District. In addition to all manufacturer warranties for materials purchased for purposes of this Agreement, if any, which Contractor shall assign to the District as necessary to give the District the benefit of said warranties, all Services provided by the Contractor pursuant to this Agreement shall be warranted for labor and workmanship for one (1) year from the date of acceptance of the Services by the District. Contractor shall replace or repair warranted items to the District's satisfaction and in the District's discretion. Neither final acceptance of the Services, nor final payment therefore, nor any provision of the Agreement shall relieve Contractor of responsibility for defective or deficient materials or Services. If any of the materials or Services are found to be defective, deficient or not in accordance with the Agreement, without intending to limit any other remedies, Contractor shall correct, remove and replace it promptly after receipt of a written notice from the District and correct and pay for any other damage resulting therefrom to District property or the property of landowners within the District.

Contractor hereby covenants to the District that it shall perform the Services: (i) using its best skill and judgment and in accordance with generally accepted professional and design standards and practices for projects of similar design and complexity as the development occurring within the District; (ii) in compliance with all applicable federal, state, county municipal, building and zoning, land use, environmental, public safety, non-discrimination and disability accessibility laws, codes, ordinances, rules and regulations, including, without limitation, all professional registration (both corporate and individual) for all required basic disciplines that it shall perform; and (iii) in an expeditious and economical manner consistent with the best interest of the District.

SECTION 6. INSURANCE.

A. *Limits.* The Contractor shall maintain throughout the term of this Agreement maintain insurance with limits of liability not less than the following:

Workers' Compensation	In accordance with the laws of Florida
Employer's Liability Coverage	\$1,000,000 per accident or disease
General Liability*	
<i>Bodily Injury (including contractual)</i>	\$1,000,000/\$2,000,000
<i>Property Damage (including contractual)</i>	\$1,000,000/\$2,000,000
<i>*Must include Independent Contractors Coverage for bodily injury and property damage in connection with any subcontractors' operation</i>	
Automobile Liability covering any owned, non-owned, or hired automobiles, trailers, or other equipment required to be licensed	
<i>Bodily Injury and Property Damage</i>	\$1,000,000 combined single limit

- B. *Requirements.*** The District and its officers, supervisors, agents, managers, counsel, engineers, staff and representatives (together, “**Additional Insureds**”) shall be named as additional insured parties on the Commercial General Liability and Automobile Liability policies. The Contractor shall furnish the District with a Certificate of Insurance evidencing compliance with this requirement prior to commencing the Services. No certificate shall be acceptable to the District unless it provides that any change or termination within the policy periods of the insurance coverage, as certified, shall not be effective within thirty (30) days of prior written notice to the District. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the State of Florida, shall be considered primary and non-contributory with respect to the Additional Insureds, and shall be endorsed to provide for a waiver of underwriter’s rights of subrogation in favor of the Additional Insureds
- C. *Failure to Obtain Insurance.*** If the Contractor fails to have secured and maintained the required insurance, the District has the right but not the obligation to secure such required insurance in which event the Contractor shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District’s obtaining the required insurance.

SECTION 7. INDEMNIFICATION.

- A. *Indemnification by Contractor.*** To the fullest extent permitted by law, and in addition to any other obligations of Contractor under this Agreement or otherwise, Contractor shall indemnify, hold harmless, and defend the District and its officers, supervisors, agents, managers, counsel, engineers, staff and representatives (together, “**Indemnitees**”), from all claims, liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys’ fees, to the extent caused, in part or in whole, by (i) the negligent, reckless, or intentionally wrongful misconduct of the Contractor, or any employee, agent, subcontractor, or any individual or entity directly or indirectly employed or used by any of them to perform any of the Services, (ii) the Contractor’s performance of, or failure to perform, Contractor’s obligations pursuant to this Agreement or any Services or Contractor’s performance of any activities in connection therewith, and (iii) any breach of any warranty, representation, covenant, or agreement made by Contractor in this Agreement or any Services.
- B. *Obligations.*** Obligations under this section shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorneys’ fees, paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings), any interest, expenses, damages, penalties, fines, or judgments against the District. Nothing in this Agreement is intended to waive or alter any other remedies that the District may have as against the Contractor. The provisions of this Section 7 are independent of, and will not be limited by, any insurance required to be obtained by Contractor pursuant to this Agreement or otherwise obtained by Contractor, and the provisions of this Section 7 survive the expiration or earlier termination of this Agreement with respect to any claims or liability arising in connection with any event occurring prior to such expiration or termination.
- C. *Subcontractors.*** Contractor shall ensure that all subcontracts related to the Services include this Section for the benefit of the Indemnitees.

SECTION 8. LIMITATIONS ON GOVERNMENTAL LIABILITY. Nothing in this Agreement shall

be deemed as a waiver of the District's sovereign immunity or the District's limits of liability as set forth in Section 768.28, *Florida Statutes*, or other statute, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under such limitations of liability or by operation of law.

SECTION 9. COMPLIANCE WITH GOVERNMENTAL REGULATION. In performing its obligations under this Agreement, Contractor and each of its employees, agents, subcontractors or anyone directly or indirectly employed by Contractor shall comply with all applicable laws, ordinances, rules, regulations, and orders of any public or governmental authority having appropriate jurisdiction, including all laws, regulations and rules relating to immigration and/or the status of foreign workers. Contractor shall initiate, maintain, and supervise all safety precautions and programs in connection with its obligations herein. Contractor shall ensure that all of Contractor's employees, agents, subcontractors or anyone directly or indirectly employed by Contractor observe Contractor's rules and regulations of safety and conduct. Contractor shall take all reasonable precautions for the safety of and shall provide all reasonable protection to prevent damage, injury or loss to all its employees, agents and subcontractors performing its obligations herein and other persons who may be affected, and any material, equipment and other property. Contractor shall remedy all damage or loss to any property caused in whole or in part by Contractor, its employees, agents, subcontractors or anyone directly or indirectly employed by Contractor, or by anyone for whose acts Contractor may be liable. Contractor shall indemnify District for all damage or losses it may incur or be exposed to because of Contractor or any of its employees, agents, subcontractors or anyone directly or indirectly employed by Contractor's failure to comply with the provisions contained herein.

SECTION 10. LIENS AND CLAIMS. The Contractor shall promptly and properly pay for all labor employed, materials purchased, and equipment hired by it to perform under this Agreement. The Contractor shall keep the District's property free from any materialmen's or mechanic's liens and claims or notices in respect to such liens and claims, which arise by reason of the Contractor's performance under this Agreement, and the Contractor shall immediately discharge any such claim or lien. If the Contractor does not pay or satisfy such claim or lien within three (3) business days after the filing of notice thereof, the District, in addition to all other remedies available under this Agreement, may terminate this Agreement to be effective immediately upon the giving of notice of termination.

SECTION 11. DEFAULT AND ENFORCEMENT.

- A. Remedies.** A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of actual damages and/or specific performance.
- B. Applicable Law and Venue.** This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of Florida. Each party consents that the venue for any litigation arising out of or related to this Agreement shall be in St. Johns County, Florida.
- C. Attorney Fees.** If either party is required to enforce this Agreement by court proceedings or otherwise, then the Parties agree that the prevailing party shall be entitled to recover from the other all fees and costs incurred, including reasonable attorneys' fees, paralegal fees, and costs for trial, alternative dispute resolution, or appellate proceedings.
- D. Third-Party Interference.** The District shall be solely responsible for enforcing its rights under this Agreement against any interfering third party. Nothing contained in this Agreement shall limit or impair the District's right to protect its rights from interference by a third party to this Agreement.

- E. *Claims for Construction Defects.*** To the extent any of the Services described herein are classified as construction services, **CLAIMS FOR CONSTRUCTION DEFECTS ARE NOT SUBJECT TO THE NOTICE AND CURE PROVISIONS OF CHAPTER 558, FLORIDA STATUTES.**

SECTION 12. INDEPENDENT CONTRACTOR STATUS. It is understood and agreed that at all times the relationship of Contractor and its employees, agents, subcontractors or anyone directly or indirectly employed by Contractor to the District is the relationship of an independent contractor and not that of an employee, agent, joint venturer or partner of the District. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between the District and Contractor or any of its employees, agents, subcontractors or anyone directly or indirectly employed by Contractor. The Parties acknowledge that Contractor is not an employee for state or federal tax purposes. Contractor shall hire and pay all of Contractor's employees, agents, subcontractors or anyone directly or indirectly employed by Contractor, all of whom shall be employees of Contractor and not employees of District and at all times entirely under Contractor's supervision, direction and control.

In particular, the District will not: i) withhold FICA (Social Security) from Contractor's payments; ii) make state or federal unemployment insurance contributions on Contractor's behalf; iii) withhold state or federal income tax from payment to Contractor; iv) make disability insurance contributions on behalf of Contractor; or v) obtain workers' compensation insurance on behalf of Contractor.

SECTION 13. NOTICES. All notices, requests, consents and other communications under this Agreement ("**Notice**") shall be in writing and shall be delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the Parties, as follows:

- A. If to Contractor:** Taylor Tree Services, Inc.
4600 Avenue B
St. Augustine, Florida 32095
Attn: _____
- B. If to District:** Sweetwater Creek Community Development District
c/o DPF Management & Consulting, LLC d/b/a
Vesta District Services
250 International Parkway, Suite 208
Lake Mary, Florida 32746
Attn: Sweetwater Creek CDD, District Manager
- With a copy to:** Kilinski | Van Wyk PLLC
517 East College Avenue
Tallahassee, Florida 32301
Attn: Sweetwater Creek CDD, District Counsel

Except as otherwise provided in this 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 Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. 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 Contractor may deliver Notice on behalf of the District and Contractor. 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.

SECTION 14. THIRD-PARTY BENEFICIARIES. This Agreement is solely for the benefit of the Parties hereto and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the Parties hereto any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the Parties hereto and their respective representatives, successors, and assigns.

SECTION 15. PUBLIC RECORDS. Contractor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Contractor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited, to Section 119.0701, *Florida Statutes*. Among other requirements and to the extent applicable by law, Contractor 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 period 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 Contractor 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 Contractor'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 Contractor, Contractor 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. Contractor acknowledges that the designated Public Records Custodian for the District is Vesta District Services.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (321) 263-0132, PUBLICRECORDS@VESTAPROPERTYSERVICES.COM, AND 250 INTERNATIONAL PARKWAY, SUITE 208, LAKE MARY, FLORIDA 32746.

SECTION 16. CONTRACTOR CERTIFICATIONS.

- A. *Capability.*** Contractor has the capacity to furnish (directly or by subcontract or through vendors) any tools, materials, supplies, equipment and labor necessary to complete the Services required of Contractor under this Agreement and Contractor has sufficient experience and competence to perform the Services under the Agreement and meets the qualification standards set forth herein.
- B. *Authorization.*** Contractor is authorized to do business in St. Johns County and the State

of Florida and is properly licensed (to the extent required by law) by all necessary governmental authorities having jurisdiction over the Services.

- C. ***E-Verify Requirements.*** Contractor shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, to the extent required by Florida Statute, Contractor 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 the Agreement immediately for cause if there is a good faith belief that the Contractor has knowingly violated Section 448.091, *Florida Statutes*. By entering into this Agreement, the Contractor represents that no public employer has terminated a contract with the Contractor under Section 448.095(5)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.
- D. ***Scrutinized Companies.*** In accordance with Section 287.135, *Florida Statutes*, Contractor represents that in entering into this 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, Contractor shall immediately notify the District. If Contractor 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 Boycott Israel List, or engaged in a boycott of Israel, the District may immediately terminate this Agreement.
- E. ***Anti-Human Trafficking.*** Contractor certifies, by acceptance of this Agreement, that neither it nor its principals utilize coercion for labor or services as defined in Section 787.06, *Florida Statutes*. Contractor agrees to execute an affidavit in compliance with Section 787.06(13), *Florida Statutes*, and acknowledges that if Contractor refuses to sign said affidavit, the District may terminate this Agreement immediately.
- F. ***Public Entity Crimes.*** Contractor represents that in entering into this Agreement, Contractor has not been placed on the convicted vendor list as described in Section 287.133(3)(a), *Florida Statutes*, within the last thirty-six (36) months and, if Contractor is placed on the convicted vendor list, Contractor shall immediately notify the District whereupon this Agreement may be terminated by the District.
- G. ***Foreign Influence.*** Contractor understands that under Section 286.101, *Florida Statutes*, that Contractor must disclose any current or prior interest, any contract with, or any grant or gift from a foreign country of concern as that term is defined within the above referenced statute.

SECTION 17. MISCELLANEOUS.

- A. ***Severability.*** The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable.

- B. *Arm's Length Transaction.*** This Agreement has been negotiated fully between the Parties as an arm's length transaction. The Parties participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the Parties are each deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.
- C. *Execution.*** This instrument may be executed in any number of counterparts, each of which, when executed and delivered, shall constitute an original, and such counterparts together shall constitute one and the same instrument. Signature and acknowledgment pages, if any, may be detached from the counterparts and attached to a single copy of this document to physically form one document. The Parties agree that electronic signatures may be used to sign this Agreement and shall have the same force and effect as a written signature.
- D. *Headings for Convenience Only.*** The descriptive headings in this Agreement are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Agreement.
- E. *Agreement; Amendments.*** This instrument shall constitute the final and complete expression of agreement between the Parties relating to the subject matter of this Agreement. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both Parties.
- F. *Custom and Usage.*** It is hereby agreed, any law, custom, or usage to the contrary notwithstanding, that the District shall have the right at all times to enforce the conditions and agreements contained in this Agreement in strict accordance with the terms of this Agreement, notwithstanding any conduct or custom on the part of the District in refraining from so doing; and further, that the failure of the District at any time or times to strictly enforce its rights under this Agreement shall not be construed as having created a custom in any way or manner contrary to the specific conditions and agreements of this Agreement, or as having in any way modified or waived the same.
- G. *Successors; Assignment.*** This Agreement shall inure to the benefit of and be binding upon the heirs, executors, administrators, successors, and assigns of the Parties to this Agreement, except as expressly limited in this Agreement. Notwithstanding the foregoing, neither the District nor the Contractor may assign this Agreement without the prior written approval of the other. Any purported assignment without such approval shall be void.
- H. *Authorization.*** The execution of this Agreement has been duly authorized by the appropriate body or official of the Parties, the Parties have complied with all the requirements of law, and the Parties have full power and authority to comply with the terms and provisions of this Agreement.

[Signatures on following page.]

IN WITNESS WHEREOF, the Parties hereto have signed this Agreement to be effective on the day and year first written above.

**SWEETWATER CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Chair Cervelli
Chair Cervelli (Sep 19, 2025 12:22:01 EDT)

☐ Chairperson/ ☐ Vice Chairperson,
Board of Supervisors
Date: 19/09/25

TAYLOR TREE SERVICES INC.

By: Daniel LeBlanc
Daniel LeBlanc (Sep 22, 2025 13:13:19 EDT)

Print: Daniel LeBlanc

Its: President

Date: 22/09/25

Exhibit A: Scope of Services

Exhibit A
Scope of Services

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

Estimate

ADDRESS
Sweet Water Creek

ESTIMATE #	DATE
14408	08/20/2025

ACTIVITY	QTY	RATE	AMOUNT
Palm tree pruning		10,145.00	10,145.00
Palm Pruning 2025			
Rio del Norte-			
North dead end-9 palms			
Middle Island/mailboxes-3 palms			
Pantano Vista Way-53 Palms			
Las Calinas/PVW corner-4 Palms			
Round A Bout-23 Palms-exterior			
Round A Bout-4 Palms interior			
Las Calinas Gate-21 Palms			
La Palma Park-21 Palms			
Fitness Center 80 Palms			
Washingtonian palm trees will be pruned to a 10-2 prune			
Medjool palm trees will be 9-3 ish prune removing the berry pods			
Sabal palm trees will be at a 10-2 prune			
Ribbon palm trees will be pruned to a 10-2 prune			
Total=218 (might as well go with 220 so we have a little room for error)			
Total 230 palms to be pruned			
Message for commercial properties and/or quotes that request coning areas off or moving objects before our arrival: All scheduled work that result in an additional trip due to objects or areas not being coned off are subject to a trip charge.			
TOTAL			\$10,145.00

If you would like schedule your tree work, for fastest response, please reply to this email or click approved and our office staff will contact you.

EXHIBIT 18

AGREEMENT FOR WEBSITE MANAGEMENT SERVICES

THIS AGREEMENT (“**Agreement**”) is entered into as of the 19th day of September 2025, by and between:

SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established and existing pursuant to Chapter 190, *Florida Statutes*, being situated within St. Johns County, Florida, and with a mailing address of c/o DPF Management & Consulting, LLC d/b/a Vesta District Services, 250 International Parkway, Suite 208, Lake Mary, Florida 32746 (“**District**”); and

BBM AMERICA, LLC D/B/A RE-ALIGN WEB DESIGN, a Florida limited liability company, with a mailing address of 592 West Palm Valley Drive, Oviedo, Florida 32765 (“**Consultant**,” and together with the District, the “**Parties**,” or separately, “**Party**”).

RECITALS:

WHEREAS, the District is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure; and

WHEREAS, pursuant to Section 189.069, *Florida Statutes*, the District must maintain an official website containing, at minimum, the statutorily required information; and

WHEREAS, the District currently has an official website in accordance with Florida law at <https://sweetwatercreekcdd.com>; and

WHEREAS, Consultant has agreed to provide services for the continued maintenance of such website for the District; and

WHEREAS, the Parties desire to memorialize and set forth clearly their understanding and agreement with respect to the District website.

NOW, THEREFORE, in consideration of the recitals, agreements, and mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree as follows:

1. RECITALS CONFIRMED. The Parties confirm that the above-stated recitals are true and correct and are incorporated herein by reference.

2. SCOPE OF SERVICES. Consultant shall provide the District with the implementation and maintenance of its technological capabilities, including but not limited to the following (collectively, “**Services**”):

- A. Website Maintenance and Hosting and Domain Registration. Consultant shall host and maintain the design and implementation of a website for the District to comply with Florida law, including, but not limited to, Section 189.069, *Florida Statutes*, requiring that special districts operate and maintain an official internet website. Consultant shall maintain registration of a domain name in the District's name for purposes of establishing the website. Details of required content are shown in **Exhibit A**.
- B. ADA Compliance. Consultant shall be responsible for ensuring the District's website complies with federal and Florida law, including, but not limited to, Title II of the Americans with Disabilities Act of 1990 and Section 189.069, *Florida Statutes*, requiring that special districts operate and maintain an official internet website throughout the term of this Agreement. Consultant shall ensure that all HTML code used complies with the Web Content Accessibility Guidelines version 2.1, Level AA standards or better. Consultant shall also obtain the necessary SSL certificates to maintain industry-standard website security. Consultant shall perform an ADA Compliance Audit ("**Audit Services**"), as described in **Exhibit B**, at least once quarterly, and more than once quarterly upon the written authorization of the District.
- C. Additional Services. Consultant shall provide the District with the Services more particularly described in **Exhibit B**. Any additional services not specifically identified in **Exhibit B** will require written approval by the District identifying such additional services and fees.

3. FEE SCHEDULE. Fees for Services under this Agreement are described in the attached **Exhibit B**, including Section 3 (Price) and Section 4 (ADA Monitoring and Testing). Fees for website maintenance and hosting services as described in Section 3 (Price) in **Exhibit B** shall not exceed an annual total of One Thousand, Ninety-Two Dollars and Zero Cents (\$1,092.00), which shall be invoiced to the District in twelve (12) monthly installments of Ninety-One Dollars and Zero Cents (\$91.00). Fees for ADA Monitoring and Testing services, as described in Section 4 (ADA Monitoring and Testing) in **Exhibit B** shall not exceed an annual total of Nine Hundred Sixty Dollars and Zero Cents (\$960.00), which shall be invoiced to the District in four (4) quarterly installments of Two Hundred Forty Dollars and Zero Cents (\$240.00). Fees will be invoiced upon completion, as applicable, and will be due and payable within thirty (30) days of District's receipt of a proper invoice. The fees outlined herein may be amended annually in writing by the Parties and as will be reflected in the District's general fund budget. Notwithstanding the foregoing, project-related out-of-pocket expenses are not billable to the District without the prior written approval of the District for such expenses.

4. DISTRICT'S RESPONSIBILITIES. The District shall furnish all required documents, data and information reasonably necessary for the Consultant to perform the duties of this Agreement. In addition, the District shall provide the timely services of its staff deemed reasonably necessary.

5. EFFECTIVE DATE; TERM. This Agreement shall become effective on the date first written above and shall continue in full force and effect through September 30, 2026, unless terminated earlier in accordance with the terms contained herein. The Agreement shall thereafter automatically renew for additional one (1) year periods as to the Services identified herein, unless terminated earlier in accordance with the terms contained herein.

6. TERMINATION. This Agreement may be terminated by either Party without cause by providing thirty (30) days' written notice of termination to the other Party. Consultant agrees that the District may terminate this Agreement for cause, which termination shall be effective immediately, upon failure of Consultant to perform its duties under this Agreement or upon misfeasance or malfeasance in the performance of such duties. The District agrees that Consultant may terminate this Agreement for cause upon the District's failure to comply with its obligations hereunder provided, however, that the District shall be provided a reasonable opportunity to cure any failure under this Agreement. Upon termination of this Agreement, Consultant shall be entitled to payment for work and/or services rendered up until the effective termination of this Agreement, subject to whatever claims offsets the District may have against Consultant. Upon any termination, the District will continue to own any domain names and website content, and Consultant will make all reasonable efforts to provide for an orderly transfer of the District's domain names and website content to the District or its designee.

7. LEGAL COMPLIANCE. Consultant shall, for as long as Consultant is under contract to provide the Services described herein, be responsible for ensuring that the District's website remains in compliance with all applicable federal and state laws regarding the content and functionality of such website. If Consultant fails to notify the District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by any local, state, or federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Agreement or any action of Consultant or any of its agents, servants, employees, or with respect to any other requirements applicable to provision of the Services under this Agreement, or fails to comply with any requirement of any such notice, order, required to comply notice, or a report of a violation or an alleged violation within five (5) days after receipt of any such notice, order, request to comply notice, or report of a violation or an alleged violation, the District may terminate this Agreement, such termination to be effective upon the giving of written notice of termination.

8. INSURANCE. Consultant will maintain throughout the term of this Agreement the following insurance coverage:

- A. Workers' Compensation insurance to cover full liability under workers' compensation laws in effect from time to time in Florida.
- B. General Liability insurance with the limit of \$1,000,000 (per occurrence).
- C. Professional Liability insurance with limits of no less than \$1,000,000.
- D. Employment Practices Liability insurance with \$1,000,000 limit.

- E. Comprehensive Automobile Liability insurance for all vehicles used by the Consultant's staff, whether owned or hired, with a combined single limit of \$1,000,000.
- F. Cyber Liability insurance with the limit of \$1,000,000 (per occurrence).

Except with respect to the Employment Practices Liability and Workers' Compensation insurance policies, the District and its officers, staff, consultants, employees, and supervisors shall be listed as additional insureds on each such insurance policy described above. All above-referenced insurance policies shall be considered primary and non-contributory with respect to the additional insureds, and all required insurance policies shall be endorsed to provide for a waiver of underwriter's rights of subrogation in favor of the additional insureds. None of the policies above may be canceled during the term of this Agreement (or otherwise cause the District to not be named as an additional insured where applicable) without at least thirty (30) days' written notice to the District. Consultant will furnish the District with a Certificate of Insurance evidencing compliance with this section upon request. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the State of Florida.

9. INDEMNIFICATION.

- A. Consultant agrees to defend, indemnify, and hold harmless the District and its officers, agents, employees, supervisors, successors, assigns, members, affiliates, or representatives from any and all liability, claims, actions, suits, liens, demands, costs, interest, expenses, damages, penalties, fines, judgments against the District, or loss or damage, whether monetary or otherwise, arising out of, wholly or in part by, or in connection with the Services to be performed by Consultant, its subcontractors, its employees and agents in connection with this Agreement, including litigation, mediation, arbitration, appellate, or settlement proceedings with respect thereto. Consultant further agrees that nothing herein 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.
- B. Obligations under this section shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorneys' fees, paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings), any interest, expenses, damages, penalties, fines, or judgments against the District.

10. OWNERSHIP OF CONTENT. The District shall own the website, domain name, all e-mail addresses, and all website and e-mail content, under all circumstances. In the event of a termination of this Agreement for any reason, the Consultant shall take all necessary steps to transfer, or otherwise allow the District to retain such website, domain name, e-mail addresses and content to the District; provided however that it is understood that Consultant may not be able to transfer third-party plug-ins, scripts and other similar third-party content/software. Additionally, Consultant shall take reasonable precautions consistent with industry standards to protect

confidential information, including, *e.g.*, credit card information and other sensitive information protected under Florida's Public Records Laws. Consultant shall immediately notify the District of any breach or loss of data, and take such steps as are reasonably necessary to address any such issue.

11. INDEPENDENT CONTRACTOR STATUS. In all matters relating to this Agreement, Consultant shall be acting as an independent contractor. Neither Consultant nor employees of Consultant, if there are any, are employees of the District under the meaning or application of any Federal or State Unemployment or Insurance Laws or Old Age Laws or otherwise. Consultant agrees to assume all liabilities or obligations imposed by any one or more of such laws with respect to employees of Consultant, if there are any, in the performance of this Agreement. Consultant shall not have any authority to assume or create any obligation, express or implied, on behalf of the District and Consultant shall have no authority to represent the District as an agent, employee, or in any other capacity, unless otherwise set forth in this Agreement.

12. ENFORCEMENT OF AGREEMENT. In the event that either the District or Consultant is required to enforce this Agreement by court proceedings or otherwise, then the substantially prevailing Party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees, expert witness fees, and paralegal fees, and costs for trial, alternative dispute resolution, or appellate proceedings.

13. CONTROLLING LAW AND VENUE. This Agreement and the provisions contained in this Agreement shall be construed, interpreted, and controlled according to the laws of the State of Florida. All actions and disputes shall be brought in the proper court and venue, which shall be St. Johns County, Florida.

14. SEVERABILITY. In the event that any provision of this Agreement is determined to be unenforceable or invalid by a Court of Law, such unenforceability or invalidity shall not affect the remaining provisions of the Agreement which shall remain in full force and effect.

15. PUBLIC RECORDS. Consultant understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Consultant agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited, to Section 119.0701, *Florida Statutes*. Among other requirements and to the extent applicable by law, Consultant 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 period 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 Consultant 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 Consultant'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 Consultant, Consultant 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. Consultant acknowledges that the designated Public Records Custodian for the District is **Vesta District Services**.

IF CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (321) 263-0132, PUBLICRECORDS@VESTAPROPERTYSERVICES.COM, AND 250 INTERNATIONAL PARKWAY, SUITE 208, LAKE MARY, FLORIDA 32746.

16. ASSIGNMENT. Neither the District nor Consultant may assign this Agreement without the prior written approval of the other. Any purported assignment without such approval is void.

17. ARM'S LENGTH TRANSACTION. This Agreement has been negotiated fully between the Parties as an arm's length transaction. The Parties participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the Parties are each deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any Party.

18. THIRD-PARTY BENEFICIARIES. This Agreement is solely for the benefit of the Parties hereto and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third-party not a formal party to this Agreement. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the Parties hereto any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the Parties hereto and their respective representatives, successors, and assigns.

19. AUTHORIZATION. The execution of this Agreement has been duly authorized by the appropriate body or official of the Parties. The Parties have complied with all the requirements of law, and the Parties have full power and authority to comply with the terms and provisions of this Agreement.

20. AMENDMENTS. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both Parties.

21. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the Parties with respect to its subject matter and all antecedent and contemporaneous negotiations, undertakings, representations, warranties, inducements and obligations are hereby superseded. To

the extent any of the provisions of this Agreement conflict with the provisions of **Exhibit B**, this Agreement controls.

22. HEADINGS FOR CONVENIENCE ONLY. The descriptive headings in this Agreement are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Agreement.

23. EXECUTION IN COUNTERPARTS. This Agreement may be executed in any number of counterparts, including facsimile and PDF electronic copies, each of which, when executed and delivered, shall constitute an original, and such counterparts together shall constitute one and the same instrument. Signature and acknowledgment pages, if any, may be detached from the counterparts and attached to a single copy of this document to physically form one document.

24. E-VERIFY. Consultant shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, to the extent required by Florida Statute, Consultant 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 the Agreement immediately for cause if there is a good faith belief that the Consultant has knowingly violated Section 448.091, *Florida Statutes*. By entering into this Agreement, Consultant represents that no public employer has terminated a contract with the Consultant under Section 448.095(5)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.

25. ANTI-HUMAN TRAFFICKING. Consultant certifies, by acceptance of this Agreement, that neither it nor its principals utilize coercion for labor or services as defined in Section 787.06, *Florida Statutes*. Consultant agrees to execute an affidavit in compliance with Section 787.06(13), *Florida Statutes*, and acknowledges that if Consultant refuses to sign said affidavit, the District may terminate this Agreement immediately.

26. NOTICES. All notices, requests, consents and other communications under this Agreement ("**Notice**") shall be in writing and shall be delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the Parties, as follows:

A. If to Consultant: BBM America, LLC
 d/b/a ReAlign Web Design
 592 West Palm Valley Drive,
 Oviedo, FL 32765
 Attn: _____

B. If to District: Sweetwater Creek Community Development District
 c/o DPGF Management & Consulting, LLC d/b/a
 Vesta District Services
 250 International Parkway, Suite 208
 Lake Mary, Florida 32746
 Attn: Sweetwater Creek CDD, District Manager

With a copy to: Kilinski | Van Wyk PLLC
517 East College Avenue
Tallahassee, Florida 32301
Attn: Sweetwater Creek CDD, District Counsel

Except as otherwise provided in this 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 Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. 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 Consultant may deliver Notice on behalf of the District and Consultant. 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.

[Signature Page Follows]

IN WITNESS WHEREOF, the Parties have each caused their duly authorized officers to execute this Agreement to be effective as of the date and year first above written.

**SWEETWATER CREEK
COMMUNITY DEVELOPMENT
DISTRICT**

Chairman Cervelli

Chairman Cervelli (Sep 19, 2025 12:17:20 EDT)

Chairperson, Board of Supervisors

19/09/25

**BBM AMERICA, LLC D/B/A RE-ALIGN
WEB DESIGN**

Daniel Bradley

Daniel Bradley (Sep 19, 2025 15:33:39 EDT)

By: Daniel Bradley

Its: Vice President

19/09/25

Exhibit A: Required Website Content

Exhibit B: Service and Fee Schedule

EXHIBIT A

REQUIRED WEBSITE CONTENT

Pursuant to Section 189.069, *Florida Statutes*, special district websites are required to include and make available the following information or documents:

1. The full legal name of the special district.
2. The public purpose of the special district.
3. The name, official address, official email address, and the term and appointing authority for each member of the governing body of the special district.
4. The fiscal year of the special district.
5. The full text of the special district's charter and the statute under which the special district operates, any grant of special powers, the date of establishment, and the establishing entity.
6. The mailing address, email address, telephone number, and internet website uniform resource locator (“**URL**”) of the special district.
7. A description of the boundaries or service area of, and the services provided by, the special district.
8. A listing of all taxes, fees, assessments, or charges imposed and collected by the special district, including the rates or amounts for the fiscal year and the statutory authority for the levy of the tax, fee, special assessment, or charge.
9. The primary contact person for the special district for purposes of communication from the Department of Economic Opportunity.
10. A code of ethics adopted by the special district, if applicable, and a hyperlink to generally applicable ethics provisions.
11. The adopted budget of the special district, in addition to budget amendments in accordance with Section 189.016, *Florida Statutes*.
12. The final, complete audit report for the most recent completed fiscal year and audit reports required by law or authorized by the governing body of the special district. If the special district has submitted its most recent final, complete audit report to the Auditor General, this requirement may be satisfied by providing a link to the audit report on the Auditor General’s website.
13. A listing of its regularly scheduled public meetings as required by Section 189.015(1), *Florida Statutes*.

14. The link to the Department of Financial Services' website as set forth in Section 218.32(1)(g), *Florida Statutes*.

15. At least seven (7) days before each meeting or workshop, the agenda of the event. The information must remain on the website for at least one (1) year after the event.

In addition to the above requirements, pursuant to Title II of the Americans with Disabilities Act of 1990 (“**ADA**”), special district websites are required to provide accessibility for individuals with disabilities. Consultant shall ensure that the HTML code used on the website is ADA-compliant.

EXHIBIT B SERVICE AND FEE SCHEDULE



Project Scope

Website Design Overview

1. Project Background and Description

Sweetwater Creek CDD (the client) is seeking to maintain the existing website. **ReAlign Web Design (the company)** created the website and is knowledgeable of its current setup, maintenance, security, and hosting. The company is committed to providing seamless website support directly to the CDD.

The website was created to be compliant with WCAG 2.1 AA standards and features accessibility enhancement software. It was also created to be compliant with Florida statutes that govern CDDs.

2. Project Scope

Website Maintenance:

- Security including antivirus, firewall and SSL encryption
- Software updates for WordPress, the website theme, and all website plugins
- Full software compatibility and conflict checks
- Databases and related software including MySQL and PHP
- Domain settings and DNS records
- Minor content revisions and additions
- 24/7 uptime monitoring with real time alerts
- Backup management with two redundancies
- Performance monitoring and optimization
- Guidance on web accessibility best practices

Website Hosting:

- Secure, fast, private web hosting
- WHM and cPanel licensing
- 99% uptime guarantee

Any significant revisions or development to the website including new forms, reservation systems, and payment options may be subject to a design fee and will be quoted.

3. Price

The total scope of services fee is \$91 per month billed annually for \$1,092.

4. ADA Monitoring and Testing (Optional) - \$240 Quarterly

The company will facilitate the performance of quarterly ADA compliance audits and provide summary reports. The reports will detail the methods of testing, results, and recommendations (if any). Consultation for remediation services is available if any deficiencies are found.

Indemnification: The Company warrants that all accessibility compliance seals warrant a passing grade from the UserWay accessibility testing widget or Axe Dev Tools at the time of testing according to the standards set forth by the respective platform. The Company does not independently verify the accuracy of accessibility tests. The Client specifically recognizes and acknowledges that ADA Section 508 guidelines and WCAG 2.1 guidelines are constantly changing and that at the time of this Agreement there is no single definitive authority on digital accessibility standards. Upon acceptance of the completed website, the Client assumes title to the website along with all responsibility for maintaining ADA 508 and WCAG 2.1 conformity and compliance. At the moment of transfer of title of the website to the Client and thereafter in perpetuity, the Client shall indemnify, defend and hold Company and its owners, shareholders, officers, directors, partners, partnerships, affiliates, subsidiaries, divisions or employees, authorized agents, independent contractors and permitted assigns ("Company Indemnified Parties") harmless from and against any and all claims, suits, actions, demands, and proceedings of any kind ("Claims"), threatened, asserted or filed against Company or any and all Company Indemnified Parties by any third party, and any damages, losses, expenses, liabilities or costs of any kind (including but not limited to reasonable attorneys' fees, witness fees and court costs) which may be incurred in connection with such Claims (including those necessary to successfully establish the right to indemnification), regarding non-compliance with any ADA Section 508 guidelines and WCAG 2.1 guidelines or similar regulations and cannot be held liable for any lawsuits arising therefrom.

250917 - Agreement for Website Management Services (Re-Align) - Sweetwater Creek

Final Audit Report

2025-09-19

Created:	2025-09-18
By:	Jackie Leger (jleger@vestapropertyservices.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAZ-ROONtoTugogVss6wEC6BhQxxX1vtHY

"250917 - Agreement for Website Management Services (Re-Align) - Sweetwater Creek" History










-  Document created by Jackie Leger (jleger@vestapropertyservices.com)
2025-09-18 - 3:40:54 PM GMT
-  Document emailed to Chairman Cervelli (ron.cervellisweetwater@outlook.com) for signature
2025-09-18 - 3:40:59 PM GMT
-  Email viewed by Chairman Cervelli (ron.cervellisweetwater@outlook.com)
2025-09-19 - 4:15:42 PM GMT
-  Document e-signed by Chairman Cervelli (ron.cervellisweetwater@outlook.com)
Signature Date: 2025-09-19 - 4:17:20 PM GMT - Time Source: server
-  Document emailed to Dan Bradley (dbradley@realignwebdesign.com) for signature
2025-09-19 - 4:17:23 PM GMT
-  Email viewed by Dan Bradley (dbradley@realignwebdesign.com)
2025-09-19 - 7:32:34 PM GMT
-  Signer Dan Bradley (dbradley@realignwebdesign.com) entered name at signing as Daniel Bradley
2025-09-19 - 7:33:37 PM GMT
-  Document e-signed by Daniel Bradley (dbradley@realignwebdesign.com)
Signature Date: 2025-09-19 - 7:33:39 PM GMT - Time Source: server
-  Agreement completed.
2025-09-19 - 7:33:39 PM GMT

EXHIBIT 19



**DUVAL
LANDSCAPE
MAINTENANCE, LLC**

With

**Sweetwater Creek
Community Development
District**

**Monthly Reporting
September 2025**



DUVAL LANDSCAPE MAINTENANCE, LLC

Monthly Reporting September 2025

In Progress:

1. More sod replacement on Ensenada and Las Calinas.
2. Thin out grasses at Privado Park.
3. Fall flower change out.
4. Continue sidewalk cut backs.

Completed:

1. Select sidewalk cut backs and clean ups.
2. Supplemental crew for weed treatments.
3. Sod replacement outside of entry gate on Las Calinas.

Discussion:

1. 2025/2026 contract additions ; select areas of leaf clean up and 3% increase.

Attachments:

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

Thank you,

YOUR DUVAL TEAM

Michael Wooldridge
Branch Manager

Josh Boucher
Irrigation Manager

Torre Dunham
Fertilization Manager



Irrigation Controller			Point of Connection			Site Name		SweetWater						
Location	Behind sign		Location	Behind sign		Location		Mini putt						
Type	RB		Size			Technician		Mark						
Rain Guage	Y	N	Source	Meter	Well	Date		9/18/2025						
Power on	Y	N				Program		A	B	C				
General Information			Backflow			Start Times		10:00 PM						
Valve Type			PRV	Y	N	Run Times		2Hrs						
Coverage	Good		MV	Y	N	Days of Week		S	M	T	W	Th	F	S

[illegible]

Comments: Basic maintenance



Duval Landscape



Duval Landscape

MAINTENANCE

Irrigation Technical Inspection Report

Irrigation Controller			Point of Connection			Site Name		SweetWater						
Location	Right corner		Location	Right corner		Location		Barbells Circle						
Type	RB		Size			Technician		9/18/2025						
Rain Guage	Y	N	Source	Meter	Well	Date		July						
Power on	Y	N				Program		A	B	C				
General Information			Backflow			Start Times		10:00 P	12:00 P					
Valve Type			PRV	Y	N	Run times		5H20M	40M					
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					BTW curb and sidewalk Calle de
2	s	x	x							1				1	x				BTW curb and sidewalk left
3	s	x	x				1							x					Right corner of Calle de paz
4	s	x	x	x										x					Corner of barbella
5	r	x	x	x										x					Acrooss from controller
6	s	x	x											x					back of sidewalk to codo
7	s	x	x											x					Across from controller/pond
8	r	x	x											x					Along sidewalk by controller
9	s	x	x							1				1	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: basic maintance



Duval Landscape
MAINTENANCE



Duval Landscape

MAINTENANCE

Irrigation Technical Inspection Report

Irrigation Controller			Point of Connection			Site Name	SweetWater						
Location	Right lake		Location	Right lake		Location	Middle lift station						
Type	RB		Size			Technician	Mark						
Rain Guage	Y	N	Source	Meter	Well	Date	9/18/2025						
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						x					Left side of Oleta	
10	s	x	x											x					Along left side BTW Oleta+Glorieta	
11	s	x	x											x					Along curb lift to oleta	
12	s	x	x											x					Along sidewalk lift to oleta	
13	s	x	x											x					Back sidewalk right of ovalo	
14	r	x	x											x					Ovalo court	
15	r	x	x											x					Around controller	
16	s	x	x											x					Along sidewalk by controller	
17	s	x	x											x					Along curb by controller	
18	s	x	x											x					Along curb across from controller	
19	s	x	x											x					Left of Glorieta	
20	s	x	x											x					Left of dosel	
21	r	x	x											x					Back of sidewalk across controller	
22	s	x	x			1								x					Right of codo	
23	s	x	x											x					Left of lift station	
24	r	x	x											x					Around lake	

25	r	x	x												x				Around lake
26	r	x	x												x				around lake
27	r	x	x												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/oval

Comments:

Basil Maintenance



Duval Landscape
MAINTENANCE



Duval Landscape

MAINTENANCE

Irrigation Technical Inspection Report

Irrigation Controller			Point of Connection			Site Name		SweetWater															
Location		Lft Round		Location		Left of roundabout		Location		Left of roundabout													
Type	RB		Size			Technician		Mark															
Rain Guage	Y	N	Source	Meter	Well	Date		9/18/2025															
Power on	Y	N				Program	A	B	C														
General Information			Backflow			Start Times		10:00 P															
Valve Type			PRV	Y	N	Run times		2H20M															
Coverage	Good		MV	Y	N	Days of Week		S	M	T	W	Th	F	S									
Zone	Head Type	Turf	Shrub	Flowers	Lateral Line Break	Zone Not Responding	Low pressure	Zone not Shutting Down	4" Spray	6" Spray	12" Spray	4" Rotor	Fixed Riser	Cleaned/Replaced Nozzle	Adjusted Spray Pattern	Straightened	Capped	Raised/Lowered	Locations of Zones				
1	s	x	x											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



Duval Landscape
MAINTENANCE



Duval Landscape

MAINTENANCE

Irrigation Technical Inspection Report

Irrigation Controller			Point of Connection			Site Name		SweetWater								
Location		Lake bank		Location		Location		Brasilia + Glorieta Drive								
Type		RB		Size		Technician		preston								
Rain Guage		Y	N	Source		Meter	Well	Date		9/18/2025						
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											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									1		x					Back of sidewalk right side

Comment: Basic maintenance



Duval Landscape
MAINTENANCE



Duval Landscape

MAINTENANCE

Irrigation Technical Inspection Report

Irrigation Controller			Point of Connection			Site Name		SweetWater							
Location		Right of circle	Location		Right of circle	Location		Right of round about							
Type		RB	Size			Technician		Mark							
Rain Guage		Y	N	Source		Meter	Well	Date		9/18/2025					
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						1				1	x					Right side between curb and walk
10	r	x	x											x					Along berm on Ensenada
11	s	x	x											x					NA
12	r	x	x											x					Along berm on Ensenada
13	s	x	x											x					Right side at bend
14	s	x	x						1				2	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		1				1				1	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



Duval Landscape
MAINTENANCE



Duval Landscape

MAINTENANCE

Irrigation Technical Inspection Report

Irrigation Controller			Point of Connection			Site Name	SweetWater		
Location	Right corner		Location	Right corner		Location	Rincon dr and ensenada		
Type	RB		Size			Technician	Mark		
Rain Guage	Y	N	Source	Meter	Well	Date	9/18/2025		
Power on	Y	N				Program	A	B	C
General Information			Backflow			Start Times	10:00 P	10:00 P	12:00 PM
Valve Type			PRV	Y	N	Run times	6H	6H	20M
Coverage	Good		MV	Y	N	Days of Week	S	M	T W Th F S

Zone	Head Type	Turf	Shrub	Flowers	Lateral Line Break	Zone Not Responding	Low pressure	Zone not Shutting Down	4" Spray	6" Spray	12" Spray	4" Rotor	Fixed Riser	Cleaned/Replaced Nozzle	Adjusted Spray Pattern	Straightened	Capped	Raised/Lowered	Locations of Zones
1	s	x	x											x					Across from Park right
2	s	x	x											x					Right of rincon
3	s	x	x											x					Around controller
4	s	x	x											x					BTW curb and sidewalk left side
5	s	x	x											x					Right side ensanada 1/2 way
6	s	x	x											x					Right side ensanada 3/4 way
7	s	x	x											x					Right side ensanada end
8	s	x	x	x										x					Ensanada/ Rincon right side flowers
9	s	x	x	x										x					Ensanada/Rincon Left side flowers
10	s	x	x											x					Rincon 300-248
11	s	x	x											x					Rincon 238-202
12	s	x	x											x					Rincon 190*150
13	s	x	x										2	x					Rincon 130-88
14	s	x	x											x					Rincon 78-clock
15	r	x	x											x					Rincon Pond clock-98
16	r	x	x											x					Rincon pond 108-290
17	r	x	x											x					Rincon pond to ensanada
18	r	x	x											x					Ensanada Pond at clock
19	s	x	x											x					Ensanada left side at park
20	s	x	x											x					Ensanada left side 1/4 way
21	s	x	x										1	x					Ensanada left side 1/2 way
22	s	x	x											x					Ensanada left side 3/4 way
23	s	x	x											x					Ensanada left side end
24	r	x	x											x					Park lift station
25	r	x	x											x					Park right side
26	r	x	x											x					Park left side

27	s	x	x												x				Park beds
28	s	x	x												x				Around park
29	s	x	x												x				Between 78-62
30	s	x	x												1	x			Between 228-214
31																			

Comments: General maintenance complete



Duval Landscape
MAINTENANCE



Duval Landscape

MAINTENANCE

Irrigation Technical Inspection Report

Irrigation Controller			Point of Connection			Site Name	SweetWater						
Location	Right lake		Location	Right lake		Location	Torcido controller						
Type	RB		Size			Technician	Mark						
Rain Guage	Y	N	Source	Meter	Well	Date	9/18/2025						
Power on	Y	N				Program	A	B	C				
General Information			Backflow			Start Times	10:00 PM	10:00 PM	8:00 PM				
Valve Type			PRV	Y	N	Run times	3H10M	3H20M	30M				
Coverage	Good		MV	Y	N	Days of Week	S	M	T	W	Th	F	S

Zone	Head Type	Turf	Shrub	Flowers	Lateral Line Break	Zone Not Responding	Low pressure	Zone not Shutting Down	4" Spray	6" Spray	12" Spray	4" Rotor	Fixed Riser	Cleaned/Replaced Nozzle	Adjusted Spray Pattern	Straightened	Capped	Raised/Lowered	Locations of Zones	
1	s	x	x																Island front of clubhouse	
2	s	x	x											x					Behind Amenity center	
3																			no wire	
4	r	x	x											x					Next to pickle ball court	
5	r	x	x											x					Woodline back of clubhouse	
6	r	x	x											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											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

MAINTENANCE



Duval Landscape

MAINTENANCE

Irrigation Technical Inspection Report

Irrigation Controller			Point of Connection			Site Name		Del norte											
Location	Lift station		Location	Lift station		Location	Rio Del norte												
Type	Hunter		Size	5hp		Technician	Mark												
Rain Guage	Y	N	Source	Meter	Well	Date	9/19/2025												
Power on	Y	N				Program	A	B	C										
General Information			Backflow			Start Times	10:00 P	12:00 P											
Valve Type			PRV	Y	N	Run Time	1H40M	30Min											
Coverage	Good		MV	Y	N	Days of Week	S	M	T	W	Th	F	S						
Zone	Head Type	Turf	Shrub	Flowers	Lateral Line Break	Zone Not Responding	Low pressure	Zone not Shutting Down	4" Spray	6" Spray	12" Spray	4" Rotor	Fixed Riser	Cleaned/Replaced Nozzle	Adjusted Spray Pattern	Straightened	Capped	Raised/Lowered	Locations of Zones
1																			
2	r	x	x											x					Island back of Del norte
3	s	x	x	x										x					Both sides at stop sign
4	r	x	x	x										x					Right side back of sidewalk
5	r	x	x											x					Island at mailboxes

Comments: Regular maintenance-



Duval Landscape
MAINTENANCE

EXHIBIT 20



September 25, 2025	General Manager's Report
General Manager	Erin Gunia
Community	Sweetwater Creek CDD
Created Work Orders Last 30 Days	89
Completed Work Orders Last 30 Days	66
Current Open Work Orders	20
Fitness Center Attendance	8,230

DEPARTMENTAL UPDATES

LANDSCAPE AND IRRIGATION:

- Duval is working with the General Manager on a landscape enhancement proposal for the Fitness Center Island, Water Fountain, and Fitness Center mulch beds. The sod has reached maximum life expectancy, is difficult and time consuming to manage, and the objective of the overall enhancement project is to improve the image/beautification with a mainly Florida Friendly landscape design. The project will be a phased approach, and paid for out of the landscape enhancement budget, and/or capital outlay budget. While an enhancement project, it's repair and replacement of existing material that needs to be refreshed.
- East Coast Wells will be repairing some items at the Las Calinas well/pump. Staff and Duval continue to evaluate the performance of the new well, after several challenges with pressure and sediment. East Coast Wells is committed to ensuring the well and pump are performing as designed. For the next two weeks, they will be conducting weekly inspections and analyzing the performance of the system. Updates will be provided.
- For the past several years, the District Engineer has been performing the meter readings of the irrigation systems wells and pumps and tracking the readings. Beginning October 1st, our Lead Maintenance Technician will be taking over meter readings. It is anticipated that this will reduce Engineering Fees by \$7,000-\$8,000 / year.

POND AND FOUNTAIN MAINTENANCE:

- Fountain at Pantano Vista Way and Rio Del Norte: Repairs to the pump have been approved. Burchfield Electric finished troubleshooting the electrical supply line to the fountain. It was discovered that there were several areas along the line that the wire coating was not properly covering the wire causing additional electrical hazards and issues. The line will be abandoned and new line trenched and installed properly. Updates will be provided when the repairs are completed, and the fountain is working properly.

FITNESS CENTER:

- Cardio equipment repairs are scheduled and ongoing. The warranty will discontinue in February. General Maintenance will be performed in-house by our Lead Maintenance Technician, and some will still need to be done by fitness equipment technicians. The cardio lease is for two more years.
- Attendance for August: 8,230
- Currently seeking proposals for patching the pool surface in areas where the surface is worn, as well as seeking proposals for the pool resurfacing project, which we are planning for in FY 2027 (October of 2026).
- Currently seeking proposals for replacing the gutters system on the fitness center. An inspection was completed by Fidus Roofing and by an Engineer hired by the District's Insurance company. While we are awaiting the results of the roof inspection to find out if the District has a claim from previous repairs that would fall under the coverage, the engineer identified areas of opportunity and needs for repairs and replacement of the gutters.

PARKS AND RECREATION

- Privado Park, Ensenda Dog Park: SportzTurf is expecting the permit to be issued within the next five business days. Once we receive that we can schedule the installation at Privado Park and the dog park at Ensenda. Updates will be provided when scheduled.
- Bocce ball Courts: Earthscapes is scheduling the construction. Updates will be provided when scheduled.
- Pickleball: The Intermediate and Advanced league begin Wednesday, October 1st.
- We are adding DUPR to our League play. This will allow ranking for players as well as creating opportunities to set up games with similarly skilled players.

SUMMARY OF SEPTEMBER WORKORDERS NEXT PAGE

Title	Status	Location	Categories
Check for irrigation	OPEN	Barbellla Ct.	
Check sidewalk	OPEN		
Spray ADA ramps	OPEN		
Find irrigation	OPEN	Rio Del Norte Rd.	
Algae	OPEN	Rio Del Norte Rd.	
Meter Reading with Engineer	OPEN		
Create drainage	OPEN	Las Calinas Blvd.	
Truck to Ford for recall	OPEN		
Ride with Meter engineer	OPEN	Sweetwater Creek CDD	
Check irrigation	OPEN	Sweetwater Creek CDD	
Sweetwater Creek CDD-Tree Removal-115 Lazo Ct.	OPEN	Lazo Ct.	Dead Tree Report,Inspection,Resident Request
Add puppy fencing to fence	OPEN	Ensenda Dr	Maintenance
Replace sconces	OPEN	Women's Restroom	Maintenance
Replace faucets	OPEN	Men's Restroom	Plumbing
Paint poles	IN PROGRESS	Sweetwater Creek CDD	Maintenance
Remove dead Juniper	IN PROGRESS		
Conservation Easement Violation-291 Rio Del Norte	IN PROGRESS	Sweetwater Creek CDD	Conservation Easement Encroachment
Conservation Easement Violation-323 Rio Del Norte	IN PROGRESS	Rio Del Norte Rd.	Conservation Easement Encroachment
Conservation Easement Violation-625 Rio Del Norte	IN PROGRESS	Rio Del Norte Rd.	Conservation Easement Encroachment,Inspection,Violation-Conservation Easement
Conservation Easement Violation-35 Rio Del Norte	IN PROGRESS	Rio Del Norte Rd.	Conservation Easement Encroachment,Inspection,Violation-Conservation Easement
Conservation Easement Violation-175 Rio Del Norte	IN PROGRESS	Rio Del Norte Rd.	Conservation Easement Encroachment,Inspection,Violation-Conservation Easement
Conservation Easement Violation-429 Rio Del Norte	IN PROGRESS	Rio Del Norte Rd.	Conservation Easement Encroachment,Inspection,Violation-Conservation Easement
Conservation Easement Violation-453 Rio Del Norte	IN PROGRESS	Rio Del Norte Rd.	Conservation Easement Encroachment,Inspection,Violation-Conservation Easement
Conservation Easement Violation-481 Rio Del Norte	IN PROGRESS	Rio Del Norte Rd.	Conservation Easement Encroachment,Inspection,Violation-Conservation Easement
Conservation Easement Violation-513 Rio Del Norte	IN PROGRESS	Rio Del Norte Rd.	Conservation Easement Encroachment,Inspection,Violation-Conservation Easement
Irrigation Inspection-Rio Del Norte	DONE		Inspection,Irrigation System
Notify vehicle of no street parking	DONE	Sweetwater Creek CDD	
Glue carpet	DONE	Women's Restroom	
Repair poles	DONE	Las Calinas Blvd.	
Clean/blow pine straw off curbs	DONE	Pantano Vista Way	
Clean up sidewalk	DONE	Las Calinas Blvd.	
Spray and pull weeds	DONE	Guard House/Las Calinas Gate	
Paint office	DONE	Sweetwater Creek CDD	
Install desk in office	DONE	Sweetwater Creek CDD	
Repair equipment piece	DONE	Sweetwater Creek CDD	
Clean basketball court	DONE	Ensenada Park	
Replace outlet cover	DONE		
Remove dead deer	DONE	Enrede Ln	
Replace ADA tape	DONE	Sweetwater Creek CDD	
Assemble and install desk	DONE	Sweetwater Creek CDD	
Paint office	DONE	Sweetwater Creek CDD	
Trim Vines	DONE	Sweetwater Creek CDD	
Paint circle signs-wood	DONE	Sweetwater Creek CDD	
Repair Caulk around toilet	DONE	Women's Restroom	
White Ox curbs	DONE	Guard House/Las Calinas Gate	
Buy 6 bales of pinestraw	DONE	Sweetwater Creek CDD	
Relocate lifeguard towers	DONE	Swimming Pool	
Remove ugly palm	DONE	Swimming Pool	
Treat ants at entrance	DONE	Sweetwater Creek CDD	
Remove old fence	DONE	Sweetwater Creek CDD	Access Control
Measure dog fence	DONE	Ensenada Park	Access Control
Repair irrigation	DONE	Ensenada Park	Access Control
Repair irrigation at Ensenada	DONE	Ensenada Park	Irrigation System

EXHIBIT 21

RESOLUTION 2022-13

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT APPROVING A SPENDING AUTHORITY POLICY; AUTHORIZING THE AMENITY MANAGER, FIELD OPERATIONS MANAGER, DISTRICT MANAGER AND THE CHAIRMAN OF THE BOARD OF SUPERVISORS TO APPROVE CERTAIN EXPENDITURES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Sweetwater Creek Community Development District (the "District") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining various infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District has constructed and/or owns and operates various infrastructure improvements and provides certain services in accordance with the District's adopted improvement plan and Chapter 190, *Florida Statutes*; and

WHEREAS, the District expends funds generated from special assessments and otherwise to provide for the operation and maintenance of its facilities; and

WHEREAS, the District has an on-site facilities manager (the "Amenity Manager") and an on-site field operations manager (the "Field Operations Manager") available to meet with vendors and oversee daily operations of District owned assets; and

WHEREAS, the District desires to provide a spending authority policy for the Amenity Manager, Field Operations Manager, District Manager or the Chairman of the Board of Supervisors of the District may approve, without prior board approval, including reasonable and necessary expenditures related to District operations.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. AUTHORIZATION. The Amenity Manager, Field Operations Manager, District Manager and the Chairman are hereby authorized to approve proper and reasonable District expenditures without prior board approval as more specifically set forth herein.

SECTION 2. APPROVAL OF SPENDING LIMIT.

- A. **Routine Operation and Maintenance Costs.** The Board hereby authorizes and approves the Amenity Manager and Field Operations Manager to approve proper and reasonable District expenditures for routine maintenance and operation cost for any budgeted line item without prior board approval in the amount of Two Thousand Five Hundred Dollars (\$2,500.00) or less. The Board hereby authorizes and approves the District Manager or Board Chairman to approve proper and reasonable District expenditures for routine maintenance and operation cost for any budgeted line item without prior board approval in the amount of Five Thousand Dollars (\$5,000.00) or less. All such expenditures shall be recorded in the normal course of business and included in the financials and check register of the District for subsequent Board ratification. For budgeted line items that are not emergency repairs (as defined below) and exceed the thresholds

herein, or for purchases that are recurring purchases or services that when combined would exceed the thresholds herein, such items shall come before the Board for pre-approval.

B. Emergency Repair Costs.

- a. The Board hereby authorizes and approves the Amenity Manager, Field Operation Manager, District Manager or the District Chairman individually to approve proper and reasonable District expenditures for any emergency repairs to District property for any budgeted or unbudgeted line item without prior board approval in the amount of Five Thousand Dollars (\$5,000.00) or less. For all expenditures exceeding Five Thousand Dollars (\$5000.00), the District Manager, Chairman and either the Amenity Manager or Field Operations Manager, as may be applicable, shall be required to together approve the expenditure. Any expenditure made pursuant to this emergency provision shall be recorded in the normal course of business and included in the financials and check register of the District for subsequent Board ratification.
- b. The term “emergency” shall be defined as a sudden or unexpected situation, event, or circumstance negatively impacting or impairing the health, safety, and welfare of the District’s residents; or an unexpected failure of a District physical asset that significantly impacts the general operation, integrity or function of the District’s operations. Examples of an emergency include but are in no way limited to: acts of God; riot; fires; floods; hurricanes; accidents; structural, electrical or chemical failure of a District facility; or other similar circumstance that necessitates immediate action to avoid further expenditures, closures or impairments to District/resident safety.

SECTION 3. POLICY ETHICS.

- A. All District employees and contractors shall abide by the provisions of Chapter 112, *Florida Statutes*, including Section 112.313, pertaining to standards of conduct for public officers.
- B. Acceptance of gifts by District employees at any time from contractors or suppliers is prohibited.
- C. District employees shall not bid for, enter into, or be in any manner interested in any contract for District purchases or public works, nor shall District employees seek to influence the purchase or a product or service from any proposer.
- D. No contract or purchase shall be subdivided to evade the threshold amounts or other requirements of this Policy or other purchasing policies of the District, including the Rules of Procedure. Purchases, orders, or contracts that are subdivided to circumvent this Policy or other purchasing policies of the District shall be considered unauthorized purchases.

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 upon the passage and adoption of this Resolution by the Board of Supervisors of the Sweetwater Creek Community Development District.

PASSED AND ADOPTED this 13th day of September 2022.

ATTEST:

**SWEETWATER CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary, Sweetwater Creek CDD

By: _____
Its: Chairman, Board of Supervisors