MINUTES OF MEETING

SWEETWATER CREEK

COMMUNITY DEVELOPMENT DISTRICT

The Regular Meeting of the Board of Supervisors of the Sweetwater Creek Community Development District was held on Thursday, October 2, 2025 at 4:00 p.m., at the 1865 N. Loop Pkwy, St. Augustine, FL 32095.

FIRST ORDER OF BUSINESS – Roll Call

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

Present and constituting a quorum were:

Ron Cervelli	Board Supervisor, Chairman
John Smith	Board Supervisor, Vice Chairman
Daniel Colin	Board Supervisor, Assistant Secretary
Stephen Handler	Board Supervisor, Assistant Secretary
Kristen Cohen *(appointed & sworn in)*	Board Supervisor, Assistant Secretary

Also, present were:

Howard McGaffney	District Manager, FCS Management Group
Mary Grace Henley	District Counsel, Kilinski | Van Wyk PLLC
Jennifer Kilinski *(via phone)*	District Counsel, Kilinski | Van Wyk PLLC
Brandon Marcinel *(via phone)*	District Engineer, Matthews DCCM
Christina Evans *(via phone)*	District Engineer, Matthews DCCM
Erina Gunia	General Manager, Sweetwater Creek CDD
Cheryl Blythe	Assistant Manager, Sweetwater Creek CDD
Mike Woolridge	Duval Landscape Maintenance, LLC
Joshua Boucher	Duval Landscape Maintenance, LLC

The following is a summary of the discussions and actions taken at the October 2, 2025 Sweetwater Creek CDD Board of Supervisors Regular Meeting. Audio for this meeting is available upon public records request by emailing PublicRecords@vestapropertyservices.com.

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

There being none, the next item followed.

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

FOURTH ORDER OF BUSINESS – Officer Appointment

Discussion ensued amongst the Board regarding the candidates.

A. Resumes – *organized alphabetically by first name*

1. Exhibit 2: Gary LaCombe
2. Exhibit 3: Jim Sharpe Jr.
3. Exhibit 4: Kristen Cohen

Supervisor Colin nominated Ms. Cohen to fill vacant seat #1.

On a MOTION by Mr. Smith, SECONDED by Mr. Colin, WITH ALL IN FAVOR, the Board appointed Kristen Cohen to fill vacant seat #1, for the Sweetwater Creek Community Development District.

4. Exhibit 5: Paul Gibbs

B. Exhibit 6: Oath of Office – State & District

Mr. McGaffney administered the oaths of office to Ms. Cohen.

C. Exhibit 7: New Supervisor Information Form

D. Form 1

E. Exhibit 8: Review of Sunshine Law & Ethics

Ms. Henley provided a brief overview of the Sunshine Law & Ethics.

F. Exhibit 9: Consideration & Adoption of **Resolution 2026-01,** Appointing Assistant Secretary

On a MOTION by Dr. Handler, SECONDED by Mr. Smith, WITH ALL IN FAVOR, the Board adopted **Resolution 2026-01,** Appointing Assistant Secretary, for the Sweetwater Creek Community Development District.

FIFTH ORDER OF BUSINESS – Consent Agenda

A. Exhibit 10: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held on September 4, 2025

B. Exhibit 11: Consideration for Acceptance – The July 2025 Unaudited Financial Statements

C. Exhibit 12: Consideration for Acceptance – The August 2025 Unaudited Financial Statements

D. Exhibit 13: Consideration for Acceptance – The July 2025 Operations & Maintenance Expenditures

E. Exhibit 14: Consideration for Acceptance – The August 2025 Operations & Maintenance Expenditures

Discussion ensued regarding the status of the financials, and whether to keep the invoices in the agenda package.

F. Exhibit 15: Ratification of FY 2024 Cost Share True-Up

Discussion ensued.

G. Exhibit 16: Ratification of Envera Amendment

Supervisor Smith provided a brief update.

H. Exhibit 17: Ratification of Taylor Tree Agreement

I. Exhibit 18: Ratification of Re-Align Website Design Agreement

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

SIXTH ORDER OF BUSINESS – Staff Reports

A. Exhibit 19: Landscape Report

Mr. Wooldridge and Mr. Boucher presented their report for the month and provided further updates. These updates included, but were not limited to sod replacement, fall annuals, ornamental grass cuttings, and the well and pump issues with sediment.

Mr. McGaffney provided further information regarding the well and pump situation. Discussion ensued.

B. District Engineer

Mr. Marcinel and Ms. Evans provided the report for the month and further updates, which included noting that the Onda Project Application had not yet been filed with the County. Discussion ensued.

C. District Counsel

Ms. Henley reminded the Board of the required ethics training and provided other brief updates.

D. District Manager

> On a MOTION by Dr. Handler, SECONDED by Mr. Colin, WITH ALL IN FAVOR, the Board approved amending the agenda to include workshop discussion, landscape RFP discussion, and internet services discussion, for the Sweetwater Creek Community Development District.

This item was not originally on the agenda.

Discussion & Consideration of Landscape RFP

Mr. McGaffney provided a brief overview of why this was being brought up and the next steps. Discussion ensued regarding which Board member would assist staff in the RFP process.

> On a MOTION by Mr. Cervelli, SECONDED by Ms. Cohen, WITH ALL IN FAVOR, the Board authorized staff to work on a landscape RFP and appointed Supervisor Smith to work with staff on the scope, for the Sweetwater Creek Community Development District.

Ms. Henley provided further information on the RFP process. Discussion ensued.

This item was not originally on the agenda.

Consideration of Duval Landscape Maintenance, LLC Agreement Extension

> On a MOTION by Mr. Colin, SECONDED by Mr. Smith, WITH ALL IN FAVOR, the Board approved extending the Duval Landscape Maintenance, LLC agreement through January 31, 2026, under the current terms and conditions, for the Sweetwater Creek Community Development District.

1. Update on Conservation Easement Violations

   Mr. McGaffney provided a brief update as well as background information. Discussion ensued.

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.

> On a MOTION by Mr. Smith, SECONDED by Dr. Handler, WITH ALL IN FAVOR, the Board approved moving the Thursday, November 6th Board meeting to Tuesday, November 4th at 4:00 p.m., for the Sweetwater Creek Community Development District.

This item was not originally on the agenda.

Discussion & Consideration of Workshop

Mr. McGaffney provided a brief explanation of the need for a workshop. Supervisor Cervelli provided his input.

On a MOTION by Dr. Handler, SECONDED by Mr. Smith, WITH ALL IN FAVOR, the Board approved scheduling and advertising for a workshop on Thursday, October 23rd at 4:00 p.m., for the Sweetwater Creek Community Development District.

This item was not originally on the agenda.

Consideration of 3rd Party Internet/Cable Services

Supervisor Smith provided background information regarding the loss of Wayfly for internet and cable services and Prestige, who was the new owner of Wayfly properties. Discussion ensued.

On a MOTION by Mr. Cervelli, SECONDED by Dr. Handler, WITH Mr. Smith voting 'yay' and Ms. Cohen and Mr. Colin voting 'nay', the Board authorized Supervisor Smith to work with Marshall Creek CDD and District Counsel to come to an agreement with a 3rd party internet/cable provider, for the Sweetwater Creek Community Development District.

The board recessed the meeting at approximately 5:17 p.m. And resumed the meeting at approximately 5:22 p.m.

E. Exhibit 20: General Manager's Report

Ms. Gunia presented her report for the month. Discussion ensued.

SEVENTH ORDER OF BUSINESS – Business Items

A. Exhibit 21: Discussion & Consideration of Amending the Spending Authority

Mr. McGaffney provided a brief explanation. Discussion ensued.

On a MOTION by Dr. Handler, SECONDED by Mr. Cervelli, WITH ALL IN FAVOR, the Board approved the revised spending authority to be re-worded by District Counsel, in substantial form, for the Sweetwater Creek Community Development District.

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 or Chairman - $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.

EIGHTH ORDER OF BUSINESS – Discussion Topics

NINTH ORDER OF BUSINESS – Supervisors' Requests

Supervisor Smith noted his concerns regarding the district's boundaries.

Supervisors Colin brought up working titles for staff. Discussion ensued.

Discussion ensued regarding the status of the roof and gutters for the amenity center versus resodding the dog park.

On a MOTION by Dr. Handler, SECONDED by Mr. Colin, WITH Ms. Cohen and Mr. Cervelli voting 'yay' and Mr. Smith voting 'nay', the Board rescinded the prior approval to install artificial turf at the Ensenada dog park and to put the money towards the fitness center, for the Sweetwater Creek Community Development District.

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

There being none the next item followed.

ELEVENTH ORDER OF BUSINESS – Next Meeting Quorum Check: November 4 at 4:00PM

All five Board members stated that they would be attending the next Board meeting on November 4 at 4:00 p.m.

TWELFTH ORDER OF BUSINESS – Adjournment

Mr. McGaffney asked for final questions, comments, or corrections before requesting a motion to adjourn the meeting. There being none, Ms. Smith made a motion to adjourn the meeting.

On a MOTION by Mr. Smith, SECONDED by Mr. Colin, WITH ALL IN FAVOR, the Board adjourned the meeting at 5:39 p.m. for the Sweetwater Creek Community Development District.

**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 <u>November 4, 2025</u>.

Jacquelyn Leger

Signature

Jacquelyn Leger

Printed Name

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

Chairman Cervelli
Chairman Cervelli (Nov 7, 2025 14:47:45 EST)

Signature

Chairman Cervelli

Printed Name

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

October Mins.

Final Audit Report 2025-11-10

Created:	2025-11-05
By:	Jackie Leger (jleger@vestapropertyservices.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMPb3ZOQtQKvJKRgTI1wngzuxyjLIVarb

"October Mins." History

Document created by Jackie Leger (jleger@vestapropertyservices.com)

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