

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.

Howard McGaffney
Howard McGaffney (Oct 8, 2025 07:31:46 EDT)

Signature

Howard McGaffney
Printed Name

Chairman Cervelli
Chairman Cervelli (Oct 8, 2025 07:27:32 EDT)

Signature

chairman cervelli
Printed Name

Title: ☒ Secretary ☐ Assistant Secretary

Title: ☒ Chairman ☐ Vice Chairman

September Mins.

Final Audit Report

2025-10-08

Created:	2025-10-07
By:	Jackie Leger (jleger@vestapropertyservices.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAoWZTyjHkCUvOeJOIFiS44ba31L-R8IP0

"September Mins." History

-  Document created by Jackie Leger (jleger@vestapropertyservices.com)
2025-10-07 - 4:07:38 PM GMT
-  Document emailed to Chairman Cervelli (ron.cervellisweetwater@outlook.com) for signature
2025-10-07 - 4:07:42 PM GMT
-  Email viewed by Chairman Cervelli (ron.cervellisweetwater@outlook.com)
2025-10-08 - 11:24:17 AM GMT
-  Document e-signed by Chairman Cervelli (ron.cervellisweetwater@outlook.com)
Signature Date: 2025-10-08 - 11:27:32 AM GMT - Time Source: server
-  Document emailed to Howard McGaffney (howard@fcsmanagementgroup.com) for signature
2025-10-08 - 11:27:36 AM GMT
-  Email viewed by Howard McGaffney (howard@fcsmanagementgroup.com)
2025-10-08 - 11:31:19 AM GMT
-  Document e-signed by Howard McGaffney (howard@fcsmanagementgroup.com)
Signature Date: 2025-10-08 - 11:31:46 AM GMT - Time Source: server
-  Agreement completed.
2025-10-08 - 11:31:46 AM GMT