

1 **MINUTES OF MEETING**

2 **SWEETWATER CREEK**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Workshop of the Board of Supervisors of the Sweetwater Creek Community Development
5 District was held on Thursday, October 23, 2025 at 4:00 p.m., at the 1865 N. Loop Pkwy, St. Augustine,
6 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 Kristen Cohen	Board Supervisor, Assistant Secretary

15 Also, present were:

16 Howard McGaffney	District Manager, FCS Management Group
17 Erina Gunia	General Manager, Sweetwater Creek CDD

18 *The following is a summary of the discussions had at the October 23, 2025 Sweetwater Creek CDD Board*
19 *of Supervisors Workshops. Audio for this meeting is available upon public records request by emailing*
20 PublicRecords@vestapropertyservices.com.

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

23 There being none, the next item followed.

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

25 **FOURTH ORDER OF BUSINESS – Discussion Topics**

26 A. Sweetwater Creek CDD Board of Supervisors – Prioritization of Major District Projects

27 Supervisor Cervelli provided a brief overview of the purpose for the workshop, which included
28 providing staff with a better understanding of where to focus their time and effort per the Board.

29 1. Landscape RFP Scope & Score Card Review

30 Mr. McGaffney provided a brief overview of the changes made to the landscape RFP scope as
31 well as the process for the RFP. Discussion ensued which included, but was not limited to,
32 changing verbiage of clubhouse to fitness center and tennis courts to pickleball courts, the
33 removal of irrigation services from the RFP but to ask vendors for separate annual pricing, and
34 provide the Board with a list of companies the RFP would be sent to.

35 2. Privatization of Roads

36 Supervisor Colin provided a brief overview of the ongoing topic of privatizing the roads.
37 Discussion ensued regarding possible costs associated with the project. Mr. McGaffney advised
38 the Board of the costs associated with utilizing Vesta's services as well as the District Engineer
39 and District Counsel for researching the project.

40 3. Fitness Center Landscape Improvement Project

Ms. Gunia provided a brief overview of the proposed project. Discussion ensued. Ms. Gunia was tasked with providing renderings for the front entrance to the fitness center, the island, the water fountain, and the front of the fitness center with Supervisor Colin volunteering to assist. And bring this back to the January meeting for approval using the budgeted landscape enhancement amount of \$50,000.00.

Supervisor Smith discussed the interlocal agreement with Marshall Creek CDD. Discussion ensued regarding a cost share agreement/MOU.

4. O&M Assessments Discussion

Supervisor Cervelli led the O&M assessments discussion. Mr. McGaffney provided a breakdown of the costs for the assessments process, which consisted of the following numbers.

District Engineer - \$4,000.00 plus reimbursable expenses for a Supplemental Engineer's Report

Vesta District Services - \$5,500.00 for a Supplemental Methodology Report

FCS - \$1,000.00 for the District Manager to review

District Counsel – Billed on an hourly basis for work associated with preparation, legal review, notice requirements, and public hearings.

5. Onda Lane

Supervisor Smith provided an update on the Onda valuation of property. Discussion ensued. Mr. McGaffney noted that he was working with a company to get the valuation completed and was hoping to have it completed by the following week.

Supervisor Smith left the workshop at approximately 5:18 p.m.

The workshop recessed at approximately 5:18 p.m. and reconvened at approximately 5:25 p.m.

6. Resurfacing of the Fitness Center Pool

Ms. Gunia provided background information for why this topic was being discussed. Discussion ensued regarding what needed to be done and the recommendation of when it should be done. The recommendation was to wait until the FY 2027 budget and to have the project completed in either January or February of 2027 during the off-season. Due to the cost of the item it would be bid out and the Board would determine the best way to pay for the project.

7. Pickleball Tournament & Outside Participation

Ms. Gunia provided background information for why this topic was being discussed. Discussion ensued, which included resident and non-resident fees, and possible annual surveys to the community.

FIFTH ORDER OF BUSINESS – Supervisors' Requests

There being none, the next item followed.

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

There being none, the next item followed.

SEVENTH ORDER OF BUSINESS – Adjournment

Supervisor Cervelli asked for final questions, comments, or corrections before adjourning the workshop at approximately 6:12 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 December 2, 2025.

Howard McGaffney
Howard McGaffney (Dec 7, 2025 18:32:02 EST)

Signature

Howard McGaffney

Printed Name

Chairman Cervelli
Chairman Cervelli (Dec 7, 2025 08:27:25 EST)

Signature

chairman Cervelli

Printed Name

Title: ☒ Secretary ☐ Assistant Secretary

12/07/2025

Title: ☒ Chairman ☐ Vice Chairman

12/07/2025










October WS Mins.

Final Audit Report

2025-12-07

Created:	2025-12-05
By:	Jackie Leger (jleger@vestapropertyservices.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAPHERH3Ek7giJF_Y3rzhKHhsekkgkSP_iv

"October WS Mins." History

-  Document created by Jackie Leger (jleger@vestapropertyservices.com)
2025-12-05 - 5:11:56 PM GMT
-  Document emailed to Chairman Cervelli (ron.cervellisweetwater@outlook.com) for signature
2025-12-05 - 5:12:00 PM GMT
-  Email viewed by Chairman Cervelli (ron.cervellisweetwater@outlook.com)
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-  Document e-signed by Chairman Cervelli (ron.cervellisweetwater@outlook.com)
Signature Date: 2025-12-07 - 1:27:25 PM GMT - Time Source: server
-  Document emailed to Mac (howard@fcsmanagementgroup.com) for signature
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-  Signer Mac (howard@fcsmanagementgroup.com) entered name at signing as Howard McGaffney
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-  Document e-signed by Howard McGaffney (howard@fcsmanagementgroup.com)
Signature Date: 2025-12-07 - 11:32:02 PM GMT - Time Source: server
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