

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 Tuesday, November 4, 2025 at 4:00 p.m., at the 1865 N. Loop Pkwy, St.
6 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 Kristen Cohen	Board Supervisor, Assistant Secretary

15 Also, present were:

16 Howard McGaffney	District Manager, FCS Management Group
17 Erin Gunia	General Manager, Sweetwater Creek CDD
18 Cherly Blythe	Fitness Center Manager, Sweetwater Creek CDD
19 Mary Grace Henly	District Counsel, Kilinski Van Wyk PLLC
20 Meredith Hammock <i>(via phone)</i>	District Counsel, Kilinski Van Wyk PLLC
21 Christina Evans <i>(via phone)</i>	District Engineer, Matthews DCCM
22 Brandon Marcinel <i>(via phone)</i>	District Engineer, Matthews DCCM
23 Mike Woolridge	Duval Landscape Maintenance, LLC
24 Joshua Boucher	Duval Landscape Maintenance, LLC
25 Howard Entman <i>(via phone)</i>	Chairman, Marshall Creek CDD
26 Bruce Brandenburg	Resident

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

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

32 Bruce Brandenburg noted that dog walkers in the neighborhood were not happy with the current
33 waste pickup bags. Ms. Gunia noted that the current bags were an incorrect shipment, but that they
34 were going to finish using them before switching to the correct bags.

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

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

- 37 A. Exhibit 2: Consideration for Approval – The Minutes of the Board of Supervisor Regular Meeting
38 Held on October 2, 2025
- 39 B. Exhibit 3: Consideration for Acceptance – The September 2025 Unaudited Financial Statements
- 40 C. Exhibit 4: Ratification of FY 2025 Performance Standards & Measures
- 41 D. Exhibit 5: Ratification of District Spending Authority/Procurement Policy

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. Exhibit 6: Landscape Report

Mr. Woolridge and Mr. Boucher presented their report for the month and further updates on landscaping and irrigation. Discussion ensued regarding mapping of all irrigation valves both known and unknown.

B. District Engineer

Ms. Evans and Mr. Marcinel provided updates for the month, including an overview of a proposal related to the O&M Supplemental Engineer's Report, and Onda Lane. Discussion ensued.

C. District Counsel

Ms. Henley reminded the Board of the ethics training requirement.

D. District Manager

Mr. McGaffney provided an update on the conservation easement violations and noted that SJRWMD had agreed to allow monitoring for the next six months. A reinspection would occur in six months with photos and again in a year with photos.

E. Exhibit 7: General Manager's Report

Ms. Gunia presented her report for the month along with additional updates. Discussion ensued.

SIXTH ORDER OF BUSINESS – Business Items

A. Discussion of Irrigation Technician

Mr. McGaffney provided an update. Discussion ensued regarding whether to keep irrigation in the landscape RFP and how often they should be onsite three or five days.

B. Consideration of Request for Proposals for Landscaping Services and Approval of Evaluation Criteria

Ms. Henley provided a brief overview of the landscape RFP process. Discussion ensued.

C. Exhibit 8: Consideration & Adoption of **Resolution 2026-02**, Approving Request for Proposal Documents for Landscape Maintenance Services

On a MOTION by Mr. Smith, SECONDED by Ms. Cohen, WITH ALL IN FAVOR, the Board adopted **Resolution 2026-02**, Documents for Landscape Maintenance Services, as amended, for the Sweetwater Creek Community Development District.

1. RFP Notice

2. Evaluation Criteria

3. RFP Project Manual

The meeting recessed at approximately 5:06 p.m. and reconvened at approximately 5:11 p.m.

D. Authorization of Staff Expenses Related to O&M Assessment Changes

- 78 1. Exhibit 9: Consideration of Matthews DCCM Professional Engineering Services Proposal –
79 Supplement Engineers Report

80 On a MOTION by Ms. Cohen, SECONDED by Mr. Smith, WITH ALL IN FAVOR, the Board approved
81 the Matthews DCCM Professional Engineering Services proposal – Supplemental Engineers Report, for
82 the Sweetwater Creek Community Development District.

83 Discussion ensued regarding the two following proposals.

- 84 2. Consideration of Vesta District Services Supplemental Methodology Report Proposal

85 On a MOTION by Dr. Handler, SECONDED by Mr. Smith, WITH Mr. Colin and Ms. Cohen voting ‘yay’
86 and Mr. Cervelli voting ‘nay’, the Board approved the Vesta District Services Supplemental Methodology
87 Report proposal, in the amount of \$5,500.00, for the Sweetwater Creek Community Development District.

- 88 3. Consideration of FCS Management Group District Manager Fee

89 On a MOTION by Mr. Smith, SECONDED by Dr. Handler, WITH Mr. Colin and Ms. Cohen voting ‘yay’
90 and Mr. Cervelli voting ‘nay’, the Board approved the FCS Management Group District Manager fee, in
91 the amount of \$1,000.00, for the Sweetwater Creek Community Development District.

92 Ms. Henley provided a brief overview of what the next steps in the process would be.

- 93 E. Exhibit 10: Consideration of Pine Straw Removal & Mini Pine Bark Nugget Installation Proposal
94 Options

95 Ms. Gunia provided a brief overview of the proposals. Discussion ensued regarding the specifics
96 of the proposals, where this project would come out of the budget, and staff providing proposals
97 for specific areas rather than the lump sum of the project.

98 On a MOTION by Mr. Colin, SECONDED by Dr. Handler, WITH Mr. Cervelli and Ms. Cohen voting
99 ‘yay’ and Mr. Smith voting ‘nay’, the Board authorized the General Manager to select lowest qualified
100 proposer, direct the locations and applications of mulch, at a not-to-exceed of \$20,000.00, for the
101 Sweetwater Creek Community Development District.

- 102 1. AL Dirtworks, LLC - \$50,680.00

- 103 2. Duval Landscape Maintenance

- 104 a. Fitness Center - \$9,160.00

- 105 b. Privado Park - \$7,080.00

- 106 3. First Coast Mulch

- 107 a. Fitness Center - \$4,505.00

- 108 b. Privado Park - \$2,650.00

- 109 F. Exhibit 11: Consideration of First Coast Mulch Playground Mulch Installation Proposal - \$3,600.00

- 110 G. Consideration to Change December Meeting Date from Thursday, December 4, 2025, at 4:00 p.m.
111 to Tuesday, December 2, 2025, at 4:00 p.m.

112 On a MOTION by Mr. Smith, SECONDED by Mr. Colin, WITH ALL IN FAVOR, the Board approved
113 moving the Thursday, December 4, 2025, Board meeting to Tuesday, December 2, 2025, at 4:00 p.m., for
114 the Sweetwater Creek Community Development District.

SEVENTH ORDER OF BUSINESS – Discussion Topics

A. Amendment to Restated & Amended Interlocal Agreement Between Sweetwater Creek CDD & Marshall Creek CDD

Supervisor Cervelli lead the discussion. Discussion ensued regarding removing the cost share agreement between the two districts.

On a MOTION by Mr. Colin, SECONDED by Dr. Handler, WITH ALL IN FAVOR, the Board authorized District Counsel to engage with the Marshall Creek CDD's District Counsel to negotiate the terms of agreement and provide a final draft form of the agreement at the December Board meeting for the Board's consideration, for the Sweetwater Creek Community Development District.

B. Envera Agreement Status Update

Supervisor Smith provided the update.

C. Onda Lane & Park Status Update

EIGHTH ORDER OF BUSINESS – Supervisors' Requests

Supervisor Colin requested that the selling of merchandise with the Palencia logo be included as a discussion topic at the December Board meeting. District Counsel would review licensing and copyright ownership. He also requested that the Board discuss and consider adding a golf cart parking area to the fitness center with proposals from the General Manager. Discussion ensued.

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

There being no audience comments, the next item followed.

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

All five Board members present stated that they would be attending the next Board meeting on December 2nd at 4:00 p.m.

ELEVENTH ORDER OF BUSINESS – Adjournment

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

On a MOTION by Mr. Cervelli, SECONDED by Dr. Handler, WITH ALL IN FAVOR, the Board adjourned the meeting at 6:02 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 December 2, 2025.

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Howard McGaffney

Howard McGaffney (Dec 7, 2025 18:31:28 EST)

Signature

Howard McGaffney

Printed Name

157 **Title:** ☒ Secretary ☐ Assistant Secretary

12/07/2025

Chairman Cervelli

Chairman Cervelli (Dec 7, 2025 08:31:07 EST)

Signature

chairman Cervelli

Printed Name

Title: ☒ Chairman ☐ Vice Chairman

12/07/2025










November Mins.

Final Audit Report

2025-12-07

Created:	2025-12-05
By:	Jackie Leger (jleger@vestapropertyservices.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMY8Zt5gJFh1t8PLGU8ZryCPSn7gAswXX

"November Mins." History

-  Document created by Jackie Leger (jleger@vestapropertyservices.com)
2025-12-05 - 5:13:28 PM GMT
-  Document emailed to Chairman Cervelli (ron.cervellisweetwater@outlook.com) for signature
2025-12-05 - 5:13:33 PM GMT
-  Email viewed by Chairman Cervelli (ron.cervellisweetwater@outlook.com)
2025-12-07 - 1:27:41 PM GMT
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Signature Date: 2025-12-07 - 1:31:07 PM GMT - Time Source: server
-  Document emailed to Mac (howard@fcsmanagementgroup.com) for signature
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-  Email viewed by Mac (howard@fcsmanagementgroup.com)
2025-12-07 - 11:30:57 PM GMT
-  Signer Mac (howard@fcsmanagementgroup.com) entered name at signing as Howard McGaffney
2025-12-07 - 11:31:26 PM GMT
-  Document e-signed by Howard McGaffney (howard@fcsmanagementgroup.com)
Signature Date: 2025-12-07 - 11:31:28 PM GMT - Time Source: server
-  Agreement completed.
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