

**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 Tuesday, December 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	Board Supervisor, Assistant Secretary

Also, present were:

Howard McGaffney
Mary Grace Henly
Meredith Hammock (*via phone*)
Erin Gunia
Brandon Marcinel (*via phone*)
Mike Woolridge
District Manager, FCS Management Group
District Counsel, Kilinski | Van Wyk PLLC
District Counsel, Kilinski | Van Wyk PLLC
General Manager, Sweetwater Creek CDD
District Engineer, Matthews DCCM
Duval Landscape Maintenance, LLC

The following is a summary of the discussions and actions taken at the December 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 no audience comments, the next item followed.

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

FOURTH ORDER OF BUSINESS – Consent Agenda

- A. Exhibit 2: Consideration for Approval – The Minutes of the Board of Supervisors Workshop Held on October 23, 2025
- B. Exhibit 3: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held on November 4, 2025
- C. Exhibit 4: Consideration for Acceptance – The October 2025 Unaudited Financial Statements
Supervisor Cohen noted a change to be made to the workshop minutes.
Supervisor Cervelli had questions regarding the financials. Discussion ensued regarding the legal and insurance billing.

39 On a MOTION by Dr. Handler, SECONDED by Ms. Cohen, WITH ALL IN FAVOR, the Board approved
40 the Consent agenda with changes to the minutes noted, for the Sweetwater Creek Community Development
41 District.

42 **FIFTH ORDER OF BUSINESS – Staff Reports**

43 A. Exhibit 5: Landscape Report
44 Mr. Woolridge presented the report for the month and further updates. Discussion ensued regarding
45 action items for the landscapers.

46 B. District Engineer
47 Mr. Marcinel provided updates to the Board. Discussion ensued.

48 1. Status of Application for Modification-Onda

49 2. Exhibit 6: Update on Annual Engineer's Report & WMD Report

50 On a MOTION by Mr. Colin, SECONDED by Mr. Smith, WITH ALL IN FAVOR, the Board approved
51 Mathews DCCM Annual Engineer's Report & WMD Report proposal, in the amount of \$7,500.00, for the
52 Sweetwater Creek Community Development District.

53 C. District Counsel
54 Ms. Henley provided a reminder for the ethics training, and other brief updates.

55 D. District Manager

56 E. Exhibit 7: General Manager's Report
57 Ms. Gunia presented her report for the month and the following proposal. Discussion ensued.

58 1. Exhibit 8: Presentation of Bocce Ball & Furniture Rendering

59 On a MOTION by Mr. Colin, SECONDED by Mr. Smith, WITH ALL IN FAVOR, the Board approved
60 the purchase of bocce ball equipment and furniture, at a not-to-exceed of \$5,000.00, for the Sweetwater
61 Creek Community Development District.

62 **SIXTH ORDER OF BUSINESS – Business Items**

63 A. Exhibit 9: Consideration & Adoption of **Resolution 2026-03**, 2026 General Election

64 On a MOTION by Mr. Colin, SECONDED by Mr. Cervelli, WITH ALL IN FAVOR, the Board adopted
65 **Resolution 2026-03**, 2026 General Election, for the Sweetwater Creek Community Development District.

66 B. Exhibit 10: Consideration of Sweetwater Creek CDD/Marshall Creek CDD – Interlocal
67 Agreement/Amendment
68 Ms. Henley provided background information. Discussion ensued. The Board requested to table
69 this item for discussion until the next Board meeting with the agreement that the Chairman would
70 continue to discuss negotiations with Marshall Creek CDD.

71 *The meeting recessed at approximately 5:17 p.m., Supervisor Dr. Handler left the meeting at
72 approximately 5:26 p.m., and the meeting reconvened at approximately 5:26 p.m.*

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75 C. Exhibit 11: Consideration of Amended Facility (Amenity) Policies and Rates

76 Ms. Henley provided an update regarding the proposed changes to the amenity policies. Discussion
77 ensued regarding further changes to the amenity policies, which included the fishing policies.

78 D. Exhibit 12: Consideration of Amended and Restated Rules of Procedure

79 Ms. Henley provided a brief explanation. Discussion ensued.

80 E. Exhibit 13: Consideration & Adoption of **Resolution 2026-04**, Setting Public Hearing on Rates
81 and Rules of Procedure

82 On a MOTION by Mr. Colin, SECONDED by Mr. Smith, WITH ALL IN FAVOR, the Board adopted
83 **Resolution 2026-04**, Setting Public Hearing on Rates and Rules of Procedure for Thursday, February 5
84 with changes made to the policies during the discussion, for the Sweetwater Creek Community
85 Development District.

86 F. Exhibit 14: Consideration of Golf Cart Parking at Fitness Center Proposal Options

87 **This item was presented during the General Manager's Report.**

88 Ms. Gunia presented the proposal options. Discussion ensued.

89 On a MOTION by Dr. Handler, SECONDED by Mr. Colin, WITH ALL IN FAVOR, the Board approved
90 the Ocean View Rock Installation proposal, at a not-to-exceed of \$6,000.00, authorizing District Counsel
91 to draft an agreement, for the Sweetwater Creek Community Development District.

92 1. Exhibit 14A: Al Dirtworks, LLC - \$8,500.00

93 2. Exhibit 14B: Ocean View Rock Installation - \$5,065.00

94 3. Exhibit 14C: P&J Asphaltng Paving - \$9,800.00

95 **SEVENTH ORDER OF BUSINESS – Discussion Topics**

96 A. Street Sewers Cleaning – Supervisor Cervelli

97 This item had already been discussed earlier in the meeting during the landscape report.

98 B. Selling Palencia Merchandise – Supervisor Colin

99 Supervisor Colin, Ms. Henley, and Ms. Gunia lead the discussion. The Board agreed to begin
100 selling Palencia merchandise after Ms. Gunia had checked with Vesta Property Service's controller
101 regarding tax and IRS requirements.

102 *Supervisor Smith left the meeting at approximately 6:04 p.m.*

103 **EIGHTH ORDER OF BUSINESS – Supervisors' Requests**

104 Supervisor Cervelli informed Ms. Gunia of a resident's concerns regarding Ovalo related to golf
105 carts being driven on common grounds, where they were not permitted to do so. Discussion ensued
106 regarding what was and was not allowed on CDD property. The Board approved Supervisor
107 Cervelli to work with Ms. Gunia on an E-Blast.

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

110 A resident provided input regarding the interlocal agreement.

113 **TENTH ORDER OF BUSINESS – Next Meeting Quorum Check: January 8, 4:00PM**

114 All three Board members present stated that they would be attending the next Board meeting on
115 January 8 at 4:00 p.m. Supervisor Dr. Handler and Supervisor Smith were not present to respond.

116 **ELEVENTH ORDER OF BUSINESS – Adjournment**

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

119 On a MOTION by Mr. Colin, SECONDED by Ms. Cohen, WITH ALL IN FAVOR, the Board adjourned
120 the meeting at 6:08 p.m. for the Sweetwater Creek Community Development District.

121 **Each person who decides to appeal any decision made by the Board with respect to any matter considered
122 at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,
123 including the testimony and evidence upon which such appeal is to be based.*

124 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
125 meeting held on January 8, 2026.**

126

127

128 Howard McGaffney
129 Howard McGaffney (Jan 14, 2026 13:34:44 EST)

Signature

Howard McGaffney

Printed Name

130 Title: Secretary Assistant Secretary

Chairman Cervelli
Chairman Cervelli (Jan 14, 2026 09:43:21 EST)

Signature

Chairman Cervelli

Printed Name

Title: Chairman Vice Chairman

December Mins.

Final Audit Report

2026-01-14

Created:	2026-01-13
By:	Jackie Leger (jleger@vestapropertyservices.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA3UmpaQAQdLx-uDC41BK1kliFe_BpwsMW

"December Mins." History

- 📄 Document created by Jackie Leger (jleger@vestapropertyservices.com)
2026-01-13 - 5:25:18 PM GMT
- ✉️ Document emailed to Chairman Cervelli (ron.cervellisweetwater@outlook.com) for signature
2026-01-13 - 5:25:22 PM GMT
- 📄 Email viewed by Chairman Cervelli (ron.cervellisweetwater@outlook.com)
2026-01-14 - 2:40:52 PM GMT
- ✍️ Document e-signed by Chairman Cervelli (ron.cervellisweetwater@outlook.com)
Signature Date: 2026-01-14 - 2:43:21 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)
2026-01-14 - 6:34:11 PM GMT
- ✍️ Signer Mac (howard@fcsmanagementgroup.com) entered name at signing as Howard McGaffney
2026-01-14 - 6:34:42 PM GMT
- ✍️ Document e-signed by Howard McGaffney (howard@fcsmanagementgroup.com)
Signature Date: 2026-01-14 - 6:34:44 PM GMT - Time Source: server
- ✓ Agreement completed.
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