

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, December 2, 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 Mary Grace Henly	District Counsel, Kilinski Van Wyk PLLC
18 Meredith Hammock <i>(via phone)</i>	District Counsel, Kilinski Van Wyk PLLC
19 Erin Gunia	General Manager, Sweetwater Creek CDD
20 Brandon Marcinel <i>(via phone)</i>	District Engineer, Matthews DCCM
21 Mike Woolridge	Duval Landscape Maintenance, LLC

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23 *The following is a summary of the discussions and actions taken at the December 2, 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 There being no audience comments, the next item followed.

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

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

31 A. Exhibit 2: Consideration for Approval – The Minutes of the Board of Supervisors Workshop Held
32 on October 23, 2025

33 B. Exhibit 3: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting
34 Held on November 4, 2025

35 C. Exhibit 4: Consideration for Acceptance – The October 2025 Unaudited Financial Statements

36 Supervisor Cohen noted a change to be made to the workshop minutes.

37 Supervisor Cervelli had questions regarding the financials. Discussion ensued regarding the legal
38 and insurance billing.

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

FIFTH ORDER OF BUSINESS – Staff Reports

A. Exhibit 5: Landscape Report

Mr. Woolridge presented the report for the month and further updates. Discussion ensued regarding action items for the landscapers.

B. District Engineer

Mr. Marcinel provided updates to the Board. Discussion ensued.

1. Status of Application for Modification-Onda

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

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

C. District Counsel

Ms. Henley provided a reminder for the ethics training, and other brief updates.

D. District Manager

E. Exhibit 7: General Manager's Report

Ms. Gunia presented her report for the month and the following proposal. Discussion ensued.

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

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

SIXTH ORDER OF BUSINESS – Business Items

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

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

B. Exhibit 10: Consideration of Sweetwater Creek CDD/Marshall Creek CDD – Interlocal Agreement/Amendment

Ms. Henley provided background information. Discussion ensued. The Board requested to table this item for discussion until the next Board meeting with the agreement that the Chairman would continue to discuss negotiations with Marshall Creek CDD.

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

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

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

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

Ms. Henley provided a brief explanation. Discussion ensued.

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

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

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

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

Ms. Gunia presented the proposal options. Discussion ensued.

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

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

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

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

SEVENTH ORDER OF BUSINESS – Discussion Topics

A. Street Sewers Cleaning – Supervisor Cervelli

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

B. Selling Palencia Merchandise – Supervisor Colin

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

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

EIGHTH ORDER OF BUSINESS – Supervisors' Requests

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

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

A resident provided input regarding the interlocal agreement.

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

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

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. Colin made a motion to adjourn the meeting.

On a MOTION by Mr. Colin, SECONDED by Ms. Cohen, WITH ALL IN FAVOR, the Board adjourned the meeting at 6:08 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 January 8, 2026.

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

Signature

Howard McGaffney
Printed Name

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

Signature

Chairman Cervelli
Printed Name

Title: ☒ Secretary ☐ Assistant Secretary

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
2026-01-14 - 2:43:23 PM GMT
-  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.
2026-01-14 - 6:34:44 PM GMT