

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, January 8, 2026 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 <i>(via phone)</i>	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 Henley	District Counsel, Kilinski Van Wyk PLLC
18	Meredith Hammock <i>(via phone)</i>	Kilinski Van Wyk PLLC
19	Erin Gunia	General Manager, Sweetwater Creek CDD
20	Cheryl Blythe	Fitness Center Manager, Sweetwater Creek CDD
21	Branden Marcinel <i>(via phone)</i>	District Engineer, Matthews DCCM
22	Chris Charbonneau	Brightview Landscape Services
23	Corey	Duval Landscape Maintenance
24	Mike Wooldridge	Duval Landscape Maintenance
25	Roy Grantham	The Greenery, Inc.
26	Eric Ward	The Greenery, Inc.
27	Anthony Bretz	Ruppert Landscape
28	George Rubin	United Land Services
29	Pat Floyd	Resident
30	Kari Hoekzema	Resident
31	Jerry Domonkas	Resident
32	Gary LaCombe	Resident
33	Mark Herbst	Resident

34 *The following is a summary of the discussions and actions taken at the January 8, 2026 Sweetwater Creek*
35 *CDD Board of Supervisors Regular Meeting. Audio for this meeting is available upon public records*
36 *request by emailing PublicRecords@vestapropertyservices.com.*

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

39 Pat Floyd, Kari Hoekzema, and several other residents commented on the wild hogs issue.
40 Discussion ensued.

41 Kari Hoekzema, Pat Floyd, Jerry Domonkas, Gary LaCombe, and several other residents comment
42 on the O&M Assessments. Discussion ensued.

43 Mark Herbst asked about the sinking of the street in front of his home.

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

45 **FOURTH ORDER OF BUSINESS – Landscape RFP Proposals – *organized alphabetically***

46 Supervisor Cervelli and Ms. Henley led the discussion of deficiencies in some of the bids.

47 Brightview – Incomplete electronic bid

48 On a MOTION by Mr. Colin, SECONDED by Ms. Cohen, WITH ALL IN FAVOR, the Board waived the
49 deficiency in Brightview’s bid, for the Sweetwater Creek Community Development District.

50 Duval Landscape Maintenance – Incomplete required legal forms

51 On a MOTION by Ms. Cohen, SECONDED by Mr. Colin, WITH ALL IN FAVOR, the Board waived the
52 deficiency in Duval Landscape Maintenance’s bid, for the Sweetwater Creek Community Development
53 District.

54 The Greenery, Inc. – Pricing sheet was inaccurate

55 On a MOTION by Mr. Smith, SECONDED by Mr. Cervelli, WITH ALL IN FAVOR, the Board waived
56 the deficiency in The Greenery, Inc.’s bid, for the Sweetwater Creek Community Development District.

57 Lawn Crafters – Mulching pricing sheet was inaccurate

58 On a MOTION by Mr. Smith, SECONDED by Dr. Handler, WITH ALL IN FAVOR, he Board waived the
59 deficiency in Lawn Crafters’ bid, for the Sweetwater Creek Community Development District.

60 Ms. Henley provided a brief overview of the landscape RFP discussion and evaluation process. The
61 bidders were each given five minutes to present.

62 A. Exhibit 2: Evaluation Criteria & Scorecard

63 B. Exhibit 3: Brightview

64 Mr. Charbonneau presented the bid.

65 C. Exhibit 4: Duval Landscape Maintenance

66 Corey presented the bid. Discussion ensued regarding cost of irrigation and other discrepancies
67 with the bid.

68 D. Exhibit 5: Greenery Inc., The

69 Mr. Grantham and Mr. Ward presented the bid.

70 E. Exhibit 6: Lawn Crafters

71 No representative was present.

72 F. Exhibit 7: Ruppert Landscape

73 Mr. Bretz presented the bid. Discussion ensued regarding onboarding plan and pine straw.

74 G. Exhibit 8: United Landscape Services

75 Mr. Rubin presented the bid. Discussion ensued regarding questions from the Board.

76 H. Exhibit 9: VerdeGo

77 No representative was present.

78 I. Exhibit 10: Yellowstone

79 No representative was present.

80
81 Mr. McGaffney and Supervisor Cervelli added further comments. Each Board member noted who
82 their number one pick was, and further discussion ensued.

83 Ms. Henley provided a brief explanation of the next step to choosing the landscape vendor to enter
84 a contract with before reading off Supervisor Cervelli's scores.

85 The scores were as follows:

- 86 1. Duval Landscape Maintenance – 86.10
- 87 2. Brightview – 82.84
- 88 3. United Landscape Services – 82.00
- 89 4. VerdeGo – 76.95
- 90 5. The Greenery – 75.49
- 91 6. Ruppert Landscape – 74.54
- 92 7. Lawn Crafters – 74.14
- 93 8. Yellowstone – 69.04

94 On a MOTION by Dr. Handler, SECONDED by Ms. Cohen, WITH Mr. Cervelli and Mr. Colin voting
95 'yay' and Mr. Smith voting 'nay', the Board approved the scores and ranking of firms as stated by Chairman
96 Cervelli and directed District Staff to negotiate the terms for landscape and irrigation maintenance services
97 with the number one ranked firm. In the event that negotiations with the top-ranked firm were unsuccessful,
98 District Staff were directed to negotiate with the firm with the second highest score and so on until a
99 satisfactory agreement was reached, and authorizing District Counsel to draft the final agreement and the
100 Chairman to execute said agreement, for the Sweetwater Creek Community Development District.

101 *The meeting recessed at approximately 5:35 p.m. and reconvened at approximately 5:37 p.m.*

102 **FIFTH ORDER OF BUSINESS – Consent Agenda**

- 103 A. Exhibit 11: Consideration for Approval – The Minutes of the Board of Supervisor Regular Meeting
104 Held on December 2, 2025
- 105 B. Exhibit 12: Consideration for Acceptance – The November 202 Unaudited Financial Statements

106 On a MOTION by Mr. Colin, SECONDED by Mr. Smith, WITH ALL IN FAVOR, the Board approved
107 the Consent agenda as presented, for the Sweetwater Creek Community Development District.

108 **SIXTH ORDER OF BUSINESS – Staff Reports**

- 109 A. Exhibit 13: Landscape Report

110 Mr. Woolridge presented the report and provided further updates.

- 111 B. District Engineer

112 Mr. Marcinel presented his report for the month and offered to look into the pavement issue at 415
113 Medio Dr. Discussion ensued.

- 114 C. District Counsel

115 Ms. Henley provided an update regarding the June meeting date and potentially rescheduling.

116 D. District Manager
117 Mr. McGaffney provided an update regarding the hog issue on resident property. Discussion
118 ensued.

119 **The meeting moved to the Seventh Order of Business – Business Items, at this time.**

120 E. Exhibit 14: General Manager’s Report

121 Ms. Gunia provided a brief update on the golf cart parking.

122 **SEVENTH ORDER OF BUSINESS – Business Items**

123 A. Presentation of Operations & Maintenance Assessment Methodology Materials

124 Discussion ensued.

125 1. Exhibit 15: O&M Engineer’s Report

126 2. Exhibit 16: O&M Methodology Report

127 3. Exhibit 17: Consideration & Adoption of **Resolution 2026-05**, Approving an Engineer’s
128 Report & Assessment Methodology for Operations & Maintenance Special Assessments
129 & Setting a Public Hearing Thereon

130 Public Hearing set for Thursday, March 5th at 4:00 p.m. at the World Golf Village
131 Renaissance located at 500 S. Legacy Trail, St. Augustine, FL 32092.

132 On a MOTION by Mr. Smith, SECONDED by Mr. Colin, WITH ALL IN FAVOR, the Board adopted
133 **Resolution 2026-05**, Approving an Engineer’s Report & Assessment Methodology for Operations &
134 Maintenance Special Assessments & Setting a Public Hearing Thereon, for the Sweetwater Creek
135 Community Development District.

136 4. Exhibit 18: Draft Published & Mailed Notices of Public Hearing

137 **The meeting moved back to Item E under the Sixth Order of Business – Staff Reports,**
138 **at this time.**

139 **EIGHTH ORDER OF BUSINESS – Discussion Topics**

140 A. Holiday Staffing

141 **NINTH ORDER OF BUSINESS – Supervisors’ Requests**

142 There being none, the next item followed.

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

145 A resident discussed his concerns regarding the O&M Assessments and the current state of the
146 landscaping. Discussion ensued.

147 **ELEVENTH ORDER OF BUSINESS – Next Meeting Quorum Check: February 5 at 4:00PM and**
148 **Public Hearing**

149 All five Board members stated that they would be attending the next Board meeting on February 5
150 at 4:00 p.m.

151 **TWELFTH ORDER OF BUSINESS – Adjournment**

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

154 On a MOTION by Mr. Colin, SECONDED by Mr. Smith, WITH ALL IN FAVOR, the Board adjourned
155 the meeting at 6:05 p.m. for the Sweetwater Creek Community Development District.

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

159 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
160 **meeting held on February 5, 2026.**

161

162

163

164

Howard McGaffney
Howard McGaffney (Feb 15, 2026 14:04:16 EST)

Signature

Howard McGaffney

Printed Name

165 Title: Secretary Assistant Secretary

Chairman Cervelli
Chairman Cervelli (Feb 13, 2026 10:21:13 EST)

Signature

Chairman Cervelli

Printed Name

Title: Chairman Vice Chairman

January Mins.

Final Audit Report

2026-02-15

Created:	2026-02-10
By:	Jackie Leger (jleger@vestapropertyservices.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAQCqzD9KhQjN0vi_5qZudsXk0Ut_2KsR

"January Mins." History

-  Document created by Jackie Leger (jleger@vestapropertyservices.com)
2026-02-10 - 5:49:57 PM GMT
-  Document emailed to Chairman Cervelli (ron.cervellisweetwater@outlook.com) for signature
2026-02-10 - 5:50:03 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: 2026-02-13 - 3:21:13 PM GMT - Time Source: server
-  Document emailed to Mac (howard@cddmanagers.com) for signature
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-  Email viewed by Mac (howard@cddmanagers.com)
2026-02-15 - 7:03:24 PM GMT
-  Signer Mac (howard@cddmanagers.com) entered name at signing as Howard McGaffney
2026-02-15 - 7:04:14 PM GMT
-  Document e-signed by Howard McGaffney (howard@cddmanagers.com)
Signature Date: 2026-02-15 - 7:04:16 PM GMT - Time Source: server
-  Agreement completed.
2026-02-15 - 7:04:16 PM GMT