

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, February 5, 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 Daniel Colin    | Board Supervisor, Assistant Secretary |
| 12 Stephen Handler | Board Supervisor, Assistant Secretary |
| 13 Kristen Cohen   | Board Supervisor, Assistant Secretary |

14 Also, present were:

|  |  |
|--|--|
| 15 Howard McGaffney                          | District Manager, FCS Management Group       |
| 16 Mary Grace Henley                         | District Counsel, Kilinski   Van Wyk PLLC    |
| 17 Meredith Hammock <i>(via phone)</i>       | Kilinski   Van Wyk PLLC                      |
| 18 Megan Birnholz-Couture <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 Marcinell <i>(via phone)</i>      | District Engineer, Matthews DCCM             |
| 22 Mike Woolridge                            | Duval Landscape Maintenance                  |
| 23 Kirk Hall                                 | Resident                                     |

24 *The following is a summary of the discussions and actions taken at the February 5, 2026 Sweetwater Creek*  
25 *CDD Board of Supervisors Regular Meeting. Audio for this meeting is available upon public records*  
26 *request by emailing [PublicRecords@vestapropertyservices.com](mailto:PublicRecords@vestapropertyservices.com).*

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

29 Kirk Hall commented on and asked questions about the status of the discussions related to the O&M  
30 Assessments levels, specifically requesting a timeline. Supervisor Cervelli addressed Mr. Hall’s  
31 comments and questions and noted that the discussion had been tabled until a public workshop was  
32 held. Discussion ensued.

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

34 **FOURTH ORDER OF BUSINESS – Public Hearing – Rules of Procedure & Facility Policies & Rates**

35 Ms. Henley provided a brief overview as a refresher of what the two proposed documents were.

36 A. Open the Public Hearing

37 On a MOTION by Dr. Handler, SECONED by Mr. Colin, WITH ALL IN FAVOR, the Board opened the  
38 Rules of Procedure & Facility Policies & Rates public hearing, for the Sweetwater Creek Community  
39 Development District.

40 B. Exhibit 2: Presentation of Rules of Procedure

41 C. Exhibit 3: Presentation of Facility Policies & Rates

42 D. Public Comments

43 Several residents made comments related to the requirement to have non-resident member rates,  
44 and staff provided the legal requirement to have said rates for the general public as the facilities  
45 were paid for with public funds. Discussion ensued.

46 E. Close the Public Hearing

47 On a MOTION by Dr. Handler, SECONDED by Mr. Colin, WITH ALL IN FAVOR, the Board closed the  
48 Rules of Procedure & Facility Policies & Rates public hearing, for the Sweetwater Creek Community  
49 Development District.

50 F. Exhibit 4: Consideration & Adoption of **Resolution 2026-06**, Adopting Amended Rules of  
51 Procedure & Amended Facility Policies & Rates

52 On a MOTION by Mr. Colin, SECONDED by Dr. Handler, WITH ALL IN FAVOR, the Board adopted  
53 **Resolution 2026-02**, Adopting Amended Rules of Procedure & Amended Facility Policies & Rates, for the  
54 Sweetwater Creek Community Development District.

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

56 A. Exhibit 5: Consideration for Approval – The Minutes of the Board of Supervisor Regular Meeting  
57 Held on January 8, 2026

58 Supervisor Colin noted his concern regarding the verbiage of the motion accepting the scores of  
59 the landscape RFP.

60 B. Exhibit 6: Consideration for Acceptance – The December 2025 Unaudited Financial Statements

61 Supervisor Colin noted his time spent reviewing the invoices. A request was made by another Board  
62 member for him to provide information through staff on how to navigate strongroom. Discussion  
63 ensued.

64 On a MOTION by Mr. Colin, SECONDED by Ms. Cohen, WITH ALL IN FAVOR, the Board approved  
65 the Consent agenda as presented, for the Sweetwater Creek Community Development District.

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

67 A. Landscape Report

68 Mr. Woolridge presented his report for the month. Discussion ensued.

69 Supervisor Cervelli provided a brief overview of the discussion he had with Duval Landscape  
70 Maintenance which had an emphasis on the importance of the needs of the community and their  
71 commitment to said needs. He also noted that the District would be hiring a horticulturist separate  
72 from the landscape company to provide an audit of the landscape. Discussion ensued.

73 B. Exhibit 7: District Engineer

74 1. Exhibit 8: 415 Medio Inspection

75 Mr. Marcinell provided an update on the inspection. Discussion ensued regarding the next steps  
76 to take to check what was happening below the surface in the pipes.

77 2. Status of Application with the County

78 Mr. Marcinell provided a brief update.

79 3. Exhibit 9: Stormwater Inspection Reports

80 Mr. Marcinell provided a recap on the inspection report.

81 **The meeting moved to Item A. Exhibit 13 under the Seventh Order of Business – Business**  
82 **Items, at this time.**

83 C. District Counsel

84 Ms. Henley had nothing to report.

85 D. District Manager

86 Mr. McGaffney noted that the next budget season was beginning soon and noted that he would like  
87 to work with one Supervisor to begin the process.

88 On a MOTION by Mr. Cervelli, SECONDED by Mr. Colin, WITH ALL IN FAVOR, the Board approved  
89 Supervisor Colin to work with the District Manager to begin drafting the FY 2027 budget, for the  
90 Sweetwater Creek Community Development District.

91 E. Exhibit 10: General Manager’s Report

92 Ms. Gunia presented her report for the month as well as any further updates. Mr. McGaffney  
93 provided further information regarding the effects the hard freeze had on the community, especially  
94 the pipes. He also praised Ms. Gunia for her quick work on the issues cause by the freeze.  
95 Discussion ensued regarding the tennis capacity.

96 1. Exhibit 11: Consideration of Louise Leister – Landscape & Tree Audit Proposal - \$1,000.00

97 Mr. McGaffney provided a brief explanation of the proposal. Discussion ensued.

98 On a MOTION by Mr. Colin, SECONDED by Dr. Handler, WITH ALL IN FAVOR, the Board approved  
99 the Louise Leister, Landscape & Tree Audit proposal, in the amount of \$1,000.00, for the Sweetwater Creek  
100 Community Development District.

101 2. Exhibit 12: Fitness Manager’s Report

102 Ms. Blythe presented her report for the month. Mr. McGaffney praised Ms. Blythe’s hard work  
103 during the time that Ms. Gunia was out of office.

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

105 A. Exhibit 13: Consideration of Amendment to Restated Interlocal Agreement with Marshall Creek  
106 CDD

107 Supervisor Cervelli provided a brief update. Discussion ensued.

108 On a MOTION by Mr. Colin, SECONDED by Dr. Handler, WITH ALL IN FAVOR, the Board approved  
109 the Amendment to Restated Interlocal Agreement with Marshall Creek CDD, for the Sweetwater Creek  
110 Community Development District.

111 *The meeting recessed at approximately 5:06 p.m. and reconvened at approximately 5:10 p.m.*

112 *Supervisor Cohen left the meeting during the recess.*

113 **The meeting moved back to Item C. under the Sixth Order of Business – Staff Reports, at this**  
114 **time.**

115

116 B. Presentation of Community Survey

117 This item was tabled until further notice.

118 C. Exhibit 14: Consideration & Adoption of **Resolution 2026-07**, Designating Officers

119 Supervisor Dr. Handler nominated Ron Cervelli to serve as Chairman, and Dan Colin to serve as  
120 Vice Chairman. With the remaining slate of the Board and appointments to remain the same. There  
121 were no further nominations.

122 On a MOTION by Dr. Handler, SECONDED by Mr. Cervelli, WITH ALL IN FAVOR, the Board adopted  
123 **Resolution 2026-07**, Designating Officers, for the Sweetwater Creek Community Development District.

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

125 A. Noticing Vacant Seat #2

126 Mr. McGaffney provided a brief overview of the possible procedures previously discussed.  
127 Discussion ensued.

128 On a MOTION by Mr. Colin, SECONDED by Dr. Handler, WITH ALL IN FAVOR, the Board directed  
129 staff to use the e-blast system and the CDD website to notify the residents of the vacancy of seat #2, for the  
130 Sweetwater Creek Community Development District.

131

132 On a MOTION by Mr. Colin, SECONDED by Dr. Handler, WITH ALL IN FAVOR, the Board approved  
133 setting the non-resident member user rate to \$2,500.00, for the Sweetwater Creek Community Development  
134 District.

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

136 Supervisor Dr. Handler read into the record verbiage for public conduct that was previously  
137 included on every agenda before the management change. He requested that the same or similar  
138 language be re-added to the agenda going forward. He requested clarification on agenda items  
139 deadline and that modifications and revisions follow the Board’s policy. He also requested that the  
140 Chairman provide the Board with updates each meeting. He also noted that all Board members  
141 have the ability to add items to the agenda. Discussion ensued regarding agenda policies as well as  
142 Chairman monthly updates.

143 Supervisor Colin asked if having the meetings at a later date in the month would benefit the staff  
144 regarding their reports. Discussion ensued and it was agreed that having the meetings later in the  
145 month would not have a more positive impact on the staff’s ability to complete their reports. He  
146 requested that District Counsel provide an update at the April meeting regarding the research  
147 needed to privatize the roads within the District. He also requested that the Board agree to provide  
148 plaques to previous Bord members. Discussion ensued. Although the consensus was to provide  
149 plaques to Supervisors who had fulfilled their terms, there would be more discussion on the matter  
150 later.

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

153 There being no audience comments, the next item followed.

154

155

156

157 **ELEVENTH ORDER OF BUSINESS – Next Meeting Quorum Check: March 5 at 4:00PM**

158 All three Board members present stated that they would be attending the next Board meeting on  
159 March 5 at 4:00 p.m. Supervisor Cohen was not present to respond.

160 **TWELFTH ORDER OF BUSINESS – Adjournment**

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

163 On a MOTION by Mr. Cervelli, SECONDED by Mr. Colin, WITH ALL IN FAVOR, the Board adjourned  
164 the meeting at 6:11 p.m. for the Sweetwater Creek Community Development District.

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

168 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed  
169 meeting held on March 5, 2026.**

170

171

172

173

*Howard McGaffney*  
Howard McGaffney (Mar 10, 2026 17:34:50 EDT)

**Signature**

Howard McGaffney

**Printed Name**

*Chairman Cervelli*  
Chairman Cervelli (Mar 10, 2026 17:32:10 EDT)

**Signature**

Chairman Cervelli

**Printed Name**

174 Title:  Secretary     Assistant Secretary

Title:  Chairman     Vice Chairman

03/10/2026