

MINUTES OF MEETING
SIX MILE CREEK
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Six Mile Creek Community Development District was held on Wednesday, July 14, 2021 at 2:05 p.m. at the Renaissance World Golf Village Resort, 500 South Legacy Trail, St. Augustine, Florida.

Present and constituting a quorum were:

Gregg Kern	Chairman
Mike Taylor	Vice Chairman
Blake Weatherly	Supervisor
Darren Glynn	Supervisor

Also, present were:

Jim Oliver	District Manager
Wes Haber <i>by phone</i>	District Counsel
Zach Brecht	District Engineer
Lynzi Chambers	Evergreen Lifestyles Management
Angela Thompson	Evergreen Lifestyles Management

The following is a summary of the actions taken at the July 14, 2021 Six Mile Creek Community Development District's Regular Board of Supervisor's Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 2:05 p.m. Four Supervisors were in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Audience Comments

Mr. Oliver explained the comment protocol for audience comments and opened the floor to audience members. There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Minutes of the May 26, 2021 and June 9, 2021 Meetings

Mr. Oliver presented the minutes of the May 26, 2021 and June 9, 2021 meetings. The Board had no comments.

On MOTION by Mr. Taylor, seconded by Mr. Weatherly, with all in favor, the Minutes of the May 26, 2021 and June 9, 2021 meetings, were approved.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the June 9, 2021 Audit Committee Meeting

Mr. Oliver presented the minutes of the June 9, 2021 Audit Committee meeting. The Board had no comments.

On MOTION by Mr. Taylor, seconded by Mr. Kern, with all in favor, Accepting the Minutes of the June 9, 2021 Audit Committee Meeting, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Fiscal Year 2021 Audit Engagement Letter

Mr. Oliver stated the Board previously selected an auditor through the request for proposals (RFP) process conducted by the audit committee, as required by Florida Statutes. Grau and Associates was selected to perform the FY21 independent financial audit. Their engagement letter is attached.

On MOTION by Mr. Taylor, seconded by Mr. Glynn, with all in favor, Accepting the Fiscal Year 2021 Audit Engagement Letter with Grau and Associates, was approved.

SIXTH ORDER OF BUSINESS

Discussion of Fiscal Year 2022 Budget

Mr. Oliver noted this budget was approved at the last meeting on June 9th. Once the budget is adopted, the certified assessment roll will be sent to the tax collector for inclusion on the property tax bills to be issued on November 1, 2021. There have been no increases to the assessment amounts for current residents. Changes to the budget total \$48,000, mostly for landscaping. The East Parcel/Reverie budget states they will pay the same assessments as all platted lot owners

within the District. Board commented the East Parcel Budget should be renamed as the Reverie Budget. Reverie lots will be assessed additionally for operational and maintenance costs incurred with the Reverie section. The Board had no questions.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2021-14 & Boundary Amendment Funding Agreement, Approving Boundary Amendment

Mr. Haber reviewed the Resolution noting that it was a larger parcel that would be added to the CDD and developed in accordance. This would amend the current boundary and associated cost paid by the Developer. The Board ask for status of the prior boundary amendment. Mr. Haber added that public hearings have approved the amendments and there is a notice process in place.

On MOTION by Mr. Kern, seconded by Mr. Weatherly, with all in favor, Resolution 2021-014 & Boundary Amendment Funding Agreement, Approving Boundary Amendment, was approved.

EIGHTH ORDER OF BUSINESS

Ratification of Landscape Maintenance Agreement with BrightView

Mr. Oliver noted BrightView was selected through the RFP process. The agreement has been executed.

On MOTION by Mr. Kern, seconded by Mr. Weatherly, with all in favor, the Landscape Maintenance Agreement with BrightView, was ratified.

NINTH ORDER OF BUSINESS

Ratification of FPL LED Lighting Agreement

Mr. Kern asked if Mr. Haber had reviewed this agreement. This is for 12 lights to be installed.

On MOTION by Mr. Kern, seconded by Mr. Taylor, with all in favor, the FPL LED Lighting Agreement , was ratified.

TENTH ORDER OF BUSINESS

**Consideration of Resolution 2021-15,
Approving an RFP for Phase 11 and East
Parcel Phase 2**

Mr. Haber reviewed the Resolution for future phases of the Development. This includes a form of notice as well as a draft of evaluation criteria that would be used for request for proposal. The allows the Board Chairman and/or Vice Chair to move forward with this process. A question was asked if the criteria was standard and typical of what has been used. Clarification that it was and would be bid out as 1 project/2 parts, but there is flexibility.

On MOTION by Mr. Kern, seconded by Mr. Taylor, with all in favor, the Resolution 2021-15, Approving an RFP for Phase 11 and East Parcel Phase 2, was approved.

ELEVENTH ORDER OF BUSINESS

Other Business

Mr. Oliver stated there was no further business.

TWELTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber had no further reports.

B. Engineer

1. Consideration of Requisitions 267-270 (2016 A&B Bond Series Account)

Mr. Brecht presented requisitions 98 – 104 (2020 Bond Series Account). Total of \$228.32

2. Consideration of Requisitions 271-272 (2016 A&B Bond Series Account)

Mr. Brecht presented requisition 13 (2021 Bond Series Account). Total of \$10,790.

3. Consideration of Requisitions 105-109 (2020 Bond Series Account)

Mr. Brecht presented requisitions 35 – 40. He noted the grand total of requisitions to be approved is \$135,211.43

4. Ratification of Requisitions 38 & 41-43 (2021 Bond Series Account)

Mr. Brecht presented the requisitions 38 & 41042 for a total of \$375,170.73.

5. Consideration of Requisitions 44-49 (Series 2021 Bond Series Account)

Mr. Brecht presented the requisition 44-49 in the amount of \$171,820.38. Mr. Brecht noted the total amount of requisitions to be ratified are \$711,220.87. A question on 2021 bonds on No. 45 could it be confirmed that work was for Phase 2 and allocated to the 2020 Series.

On MOTION by Mr. Kern, seconded by Mr. Weatherly, with all in favor, all Requisitions, 267-270, 271-272, 105-109, 38 & 41-43, and 44-49, as amended, were approved.

6. Ratification of Change Order No. 1 (Trailmark Phase 9A, 9B and 9C)

Mr. Brecht presented Change Order No. 1. This change order for purchase of materials for a total of \$399,566.83.

On MOTION by Mr. Kern, seconded by Mr. Weatherly, with all in favor, Change Order No. 1 for Trailmark Phase 9A, 9B, 9C, were ratified.

7. Ratification of Environmental Resource Solutions Proposal (Trailmark Environmental Permitting and Conservation Easement Coordination)

Mr. Brecht presented the proposal for Phase 11. Total costs is \$8,500.

On MOTION by Mr. Kern, seconded by Mr. Weatherly, with all in favor, the Environmental Resource Solutions Proposal (Trailmark Environmental Permitting and Conservation Easement Coordination, was ratified.

8. Ratification of Environmental Resource Solutions Proposal Trailmark East Parcel Phase 2

Mr. Brecht presented the proposal for \$8,500 for East Parcel Phase 2.

On MOTION by Mr. Taylor, seconded by Mr. Kern, with all in favor, the Environmental Resource Solutions Proposal Trailmark East Parcel Phase 2, was ratified.

9. Consideration of Change Order No. 2 (Trailmark Phase 9A, 9B and 9C)

Mr. Brecht presented the Change Order No. 2 for \$132,994.67

On MOTION by Mr. Taylor, seconded by Mr. Weatherly, with all in favor, Change Order No. 2, was approved.

C. Manager

Mr. Oliver had nothing additional to report.

D. Operations/ Amenity Manager – Report

Ms. Chambers gave an update on Operations/Amenity Report. She outlined the current and planned activities.

THIRTEENTH ORDER OF BUSINESS

Supervisor’s Requests and Audience Comments

Mr. Oliver asked for any supervisor’s requests or comments. The survey on expansion of facilities was brought up and will the gym equipment be fixed. Ms. Chambers will check and be sure everything was up and working. Discussion ensued about fitness equipment.

A resident asked about annual assessments and it was clarified that everyone would pay the same, with Reveries lot owners paying an additional assessment for O&M costs exclusive to that neighborhood.

A resident commented about the visual layout of parcel of boundary amendments. It was noted it was on the HOA website and at the Welcome Center.

A resident commented on trees/landscaping

A resident commented on the possibility of being golf cart community- discussion ensued about this possibility. It was noted this Board had not pursued this further.

A resident commented on the private property and people walking to road on this private property. It was asked if a paved pathway could be made between the communities. Discussion ensued on this issue, and it was asked for Engineer to look into this possibility.

A resident commented on regular maintenance of the pool issues.

A resident commented on maintaining of ponds, cleaning of lots and the debris on each lot.

A resident commented he appreciated the newsletter, problems with amenity center trash issue, cleaning of the bathrooms. CDD is addressing this issue with daily checklist.

A resident commented on dim lighting of TrailMark entry signs, and it was noted that they had gone out, and this issue is being addressed with additional lighting proposal.

A resident commented on keeping creek clear of debris to keep navigable for kayaks. It was replied there are provisions to clean that on routine basis.

A resident asked about pedestrian access road to school. It was replied it had been pursued and that School Board was skeptical about having another access to the school because of security concerns.

FOURTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet as of June 30, 2021 and Statement of Revenues and Expenses for the Period Ending June 30, 2021

Mr. Oliver noted that the unaudited financial statements were included in the agenda packets. There are no unusual variances on the income statement.

B. Assessment Receipt Schedule

Mr. Oliver noted that the assessment collections are fully collected.

C. Check Register

Mr. Oliver noted that the check register was included in the agenda packet for Board approval. A Board member asked about a charge on Carlton construction, and it was explained this payment was made based on a Board-approved requisition and developer provided advance funding, subject to reimbursement upon issue of the next series of bonds.

On MOTION by Mr. Kern, seconded by Mr. Taylor, with all in favor, the Check Register, was approved.

FIFTEENTH ORDER OF BUSINESS

**Next Scheduled Meeting- August 18, 2021
at 2:00 p.m.**

Mr. Oliver noted that the next meeting date will be August 18, 2021 at 2:00 p.m. at this location.

July 14, 2021

Six Mile Creek CDD

SIXTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Kern, seconded by Mr. Weatherly, with all in favor, the Meeting was adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman