

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, August 18, 2021 at 2:00 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
Wendy Hartley	Supervisor
Darren Glynn	Supervisor

Also, present were:

Jim Oliver	GMS District Manager
Wes Haber	District Counsel
Zach Brecht	District Engineer
Alex Boyer	Evergreen Lifestyles Management
Lynzi Chambers	Evergreen Lifestyles Management
Rodney Hicks	BrightView Landscape

*The following is a summary of the actions taken at the August 18, 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.m. Four Supervisors were in attendance constituting a quorum.

The District received a proposal for professional services for the Reverie project concerning FF&E and Mr. Oliver asked for a motion to amend the agenda to add this item for the Board's consideration.

On MOTION by Mr. Kern, seconded by Mr. Taylor, with all in favor, Consideration of Amending the Agenda, were approved.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Mr. Oliver explained the comment protocol for audience comments and opened the floor to audience members. He also mentioned that there will be a public hearing later in the meeting and asked that all budget related items be held until then. There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Affidavit of Publication**

Mr. Oliver stated that the District is required by statute to publish the date, time and location of the public hearing in the local newspaper. This notice was published twice in St. Augustine Record on July 22, 2021 and July 29, 2021.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the July 14, 2021 Meeting**

Mr. Oliver presented the minutes of the July 14, 2021 meetings. The Board had no comments.

On MOTION by Mr. Kern, seconded by Mr. Taylor, with all in favor, the Minutes of the July 14, 2021 Meeting, were approved.

**FIFTH ORDER OF BUSINESS**

**Public Hearing Adopting the Budget for Fiscal Year 2022**

Mr. Oliver stated that the Board has previously approved this budget and have discussed and revised it over the last couple of meetings. Today the Board will hold a public hearing to receive public comment regarding the budget. After the public hearing, the Board will adopt the Fiscal Year 2022 budget. He gave a quick overview for the Board and those present for the public hearing. A copy of the budget can be found in the agenda package and copies are on the table for our residents. After presenting the general fund budget for Six Mile Creek, he reviewed the budget for the Reverie portion of Six Mile Creek. Property owners in Reverie pay the same O&M assessments as all District residents, plus pay an additional assessment of \$500 to funds O&M costs within Reveries. The break down for that budget can also be found in the agenda package.

Mr. Oliver asked the Board if they had any questions and after answering them, he asked for a motion to open the public hearing.

On MOTION by Mr. Kern, seconded by Mr. Taylor, with all in favor, the Public Hearing was Opened.

There were no public comments concerning the budget.

On MOTION by Mr. Kern, seconded by Mr. Taylor, with all in favor, the Public Hearing was Closed.

**A. Consideration of Resolution 2021-16, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2022**

Mr. Haber walked the Board through resolution 2021-16 which is included in the agenda package. This resolution will adopt the Fiscal Year 2022 budget for the District and the assessment levels are based on this budget. Mr. Haber offered to answer any questions on the resolution and recommend its adoption.

On MOTION by Mr. Kern, seconded by Ms. Heartly, with all in favor, Resolution 2021-16, Relating to the Annual Appropriation and Adopting the Budget for Fiscal Year 2022, was approved.

**B. Consideration of Resolution 2021-17, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2022**

Mr. Haber presented Resolution 2021-17 which is a resolution levying the O&M assessments. This resolution imposes the assessments on the property and sets forth the manner on which the assessments will be collected. For lots that are already platted, assessments are collected using the tax roll. Unplatted property will be billed directly which will be paid directly to the district. Because they are levying O&M assessments for the first time on the Reverie property, they will open a public hearing for that purpose.

On MOTION by Mr. Kern, seconded by Mr. Taylor, with all in favor, the Public Hearing was Opened.

One resident asked that even though Reverie residents are separate, are they still part of the Trail Mark community and Mr. Oliver answered that they were. They will pay the \$900 that everyone pays plus an additional \$500 that only Reverie residents pay.

On MOTION by Mr. Taylor, seconded by Mr. Kern, with all in favor, the Public Hearing was Closed.

Mr. Haber stated that he is happy to answer any Board questions and recommended approval of the resolution.

On MOTION by Mr. Taylor, seconded by Mr. Kern, with all in favor, Resolution 2021-17, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2022, was approved.

**C. Consideration of Funding Agreement for Fiscal Year 2021/2022**

Mr. Haber then presented the two developer funding agreements. There is a funding agreement with Six Mile Creek Investment Group, LLC for the difference between the amount that's being levied to pay for the total general fund budget and the amount that is needed to pay all the estimated amounts in the budget. The second funding agreement is with the owner of the Reverie property that is a separately identified entity that they created for that section and the total amount is unknown at this time. Mr. Haber then asked for a motion to approve the agreements in substantial form and authorize the Chair to negotiate the form of the agreement with the understanding that ultimately, they are looking for the funding sources to allow to pay for both budgets as identified.

On MOTION by Mr. Taylor, seconded by Ms. Heartly, with all in favor, the Funding Agreement for Fiscal Year 2021/2022, was approved.

**D. Consideration of Funding Agreement for Fiscal Year 2021/2022 (Reverie)**

Mr. Haber explained the terms for the Reverie funding agreement above and suggested that the Board approve the agreement in substantial form and authorize the Chair to negotiate the terms as needed.

On MOTION by Mr. Taylor, seconded by Ms. Heartly, with all in favor, the Funding Agreement for Fiscal Year 2021/2022 (Reverie) and Authorizing the Chair to Negotiate, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution Declaring Assessments for Series 2021 Bonds, Resolution 2021-18**

Mr. Haber stated that this is for a new bond issuance and noted for the record that these bonds are going on property that is not presently securing any long-term bonds. Assessments will be levied on property but there will be assessments only on that property and they will not impact any existing homeowners or any property that already had long-term debt assessments. This is a new series of bonds for the new projects which are identified in an engineer's report that was quickly reviewed for the Board. The report can be found in the agenda package. District counsel is asking the Board to approve the assessment methodology report in substantial form with the understanding that the tables and other portions will be updated to reflect assessments at the highest maximum amount that can be noticed which is for assessments that give the district sufficient amounts to fund the assessment area 3-2 project with an estimated cost of approximately \$4.9 million and the assessment area 2 phase 3-B project with an estimated cost of approximately \$12.2 million. The current tables do not reflect those amounts and they will not get levied but they are included in the report to create a high ceiling to provide maximum flexibility for the marketing of the bonds. He also noted that in section 3.1 of the methodology report, it reflects estimated costs of the projects, and those amounts are from the first version of the methodology report back in July and will need to be updated with the new estimated costs. The resolution goes through historically the bonds that have been issued and the phases that have already been addressed and provides some detail regarding the documents they went over with the Board. There are two blanks in sections 4 and five. The first blank which is the estimated cost of these improvements combines both assessments areas and that amount is \$17,196,082 and the blank in section 5 is the amount of the total amount that it will cost to finance those improvements and that amount is \$19,987,065.

On MOTION by Mr. Kern, seconded by Ms. Hartley, Resolution Declaring Assessments for Series 2021 Bonds, Resolution 2021-18, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution Setting Public Hearing for Assessments for Series 2021 Bonds, Resolution 2021-19**

Mr. Haber stated that they are looking to have the bond documents prepared in time for the October meeting and Mr. Oliver added that the regularly scheduled meeting will be held October 20, 2001.

On MOTION by Mr. Taylor, seconded by Mr. Kern, with all in favor, Consideration of Resolution Setting Public Hearing for Assessment for Series 2021 Bonds, Resolution 2021-19, was approved.

**EIGHT ORDER OF BUSINESS**

**Consideration of Proposal for Phase 6 Cluster Mailboxes**

This proposal is to install the new phase six mailboxes. They have increased in price by \$1,000 due to material, shipping costs, and labor rates going up.

On MOTION by Ms. Hartley, seconded by Mr. Glynn, with all in favor, the Proposal for Phase 6 Cluster Mailboxes, was approved.

**TENTH ORDER OF BUSINESS**

**Other Business**

Mr. Oliver stated that the agenda had been amended to add a proposal from Micamy Design Studio for professional services of FF&E design services for the Reverie active adult community clubhouse. All costs related to this will go towards the Reverie assessment areas capital projects budget. Mr. Kern has reviewed the proposal in detail and is aggregable with it. There being no other questions from the Board, they were asked for a motion of approval.

On MOTION by Mr. Kern, seconded by Mr. Taylor, with all in favor, Consideration of Proposal from Micamy Design for FF&E Design Services, was approved.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Haber updated the Board that they have pretty much finalized the petition to add 71 acres and the 6.8 acres are officially part of the CDD. At the next meeting they will have resolutions for newly added property to hold a public hearing for levy assessments on the properties.

**B. Engineer – Requisition Summary**

Mr. Brecht presented the requisition summary for the consideration of ratification of requisitions. The first batch come out of 2017 northwest parcel 44 and 45 with a total amount of \$6,178.23. The next group comes out of the 2020 bond series and are developer funded and represent requisition 110-117 totaling \$102,632.08. The last batch are out of the 2021 bond series and represent requisitions 50-60 totaling \$808,686.89. The total of the requisitions under consideration is \$917,498. Mr. Kern asked that requisition #54 be revised to be allocated under the 2020 bond series because that work order was related to the amenity center within that assessment area.

On MOTION by Mr. Taylor, seconded by Ms. Hartley, with all in favor, all Requisitions, 44 and 45, 110-117, and 50-60, were approved as amended.

**C. Manager – Discussion of Fiscal Year 2022 Meeting Schedule**

Mr. Oliver presented the proposed meeting schedule for Fiscal Year 2022. As proposed, the Board will meet on the third Wednesday of every month at 2:00 p.m., with the exception of June when the meeting will be on the Second Wednesday. The Board had no objections.

On MOTION by Mr. Taylor, seconded by Mr. Kern, with all in favor, Discussion of Fiscal Year 2022 Meeting Schedule, was approved.

**D. Operations/ Amenity Manager – Report**

**1. Report**

Mr. Boyer presented the operations/amenity manager’s report which can be found in the agenda package. Highlights include:

- Monthly camp house interior was sprayed for insects and cobweb removal
- Preventive quarterly maintenance inspections on pool pumps
- Inverter for pump 2 replacement

- Treadmills serviced for computer malfunctions
- Quarterly preventive maintenance done on all equipment
- Still working to obtain quotes for dog park fence
- Service work for women’s bathroom in camp house to be completed shortly
- ADA pool chair lift evaluation maintenance scheduled for early August
- Pool main drain grates are scheduled for replacement in early August due to new health codes

**2. Proposals for Fire Damage**

Mr. Boyer presented two proposals for the fire damage work for the Boards approval to move forward with getting that area fixed and cleaned up. Mr. Kern suggested to approve a not to exceed amount for the lower amount of \$6,397.50 for BrightView to work with.

On MOTION by Mr. Kern, seconded by Mr. Glynn, with all in favor, A Not to Exceed Amount of \$6,397.50 to Repair Fire Damage, was approved.

Ms. Chambers gave an update to events that are coming up. That information can be found in the agenda package.

**TWELTH ORDER OF BUSINESS**

**Supervisor’s Requests and Audience Comments**

A question was brought up about potholes and Mr. Boyer has made a list of all the repairs that need to be made. Mr. Kern gave an update about repairs to be made before the approvals from Saint Johns County. The contractor will put one more layer of asphalt before approval.

Mr. Oliver then opened the meeting up for public comment:

- Resident talked about the pool area and talked about chunks missing from the pool as well as mold on the tile and asked what is going to be done about fixing the pool. Mr. Kern assured her that there are things ongoing to get the pool ready for repair. Shew asked for better updates to let the residents know what is going on and they said they will do their best to be more communicative.



- She then asked about potholes in alley ways and if they will be repaved. They are not in the scope of the three phases but will be at the time of 90% completion criteria.
- Cost of repairs to get the community ready for county approval, is that cost a burden of the resident? Mr. Kern answered that those costs come out of the capital improvements and construction funds and will have no effect on principal and interest payments or O&M assessments.
- A resident asked how many more lots will be built? Mr. Kern replied that there are 1,100 lots platted and 640 home sales. The total project has the entitlements for 2,278 residential units which is currently about halfway developed.
- Is there an annual inspection for the pool? Mr. Boyer answered that the health department must come once a year to give the pool permit. They typically come more like two or three times. The facility manager makes check lists every month to be sure it's running at it's best.
- Landscape maintenance that has been a problem and the resident brought up some issues with dead pines and sand patches as well as pond scum. The pine trees are being looked at with an arborist. The Pond is in process with treatment, and they will continue to monitor it.
- Doesn't the persons insurance from the car that caused the fire cover the damage? Mr. Haber answered that they will investigate requesting the resident's insurance. It will be a question of hiring the attorney and the amount to see if it is with the claim or just going through the CDD's insurance.
- There was a question about flower rotation at the entry way and the Supervisors explained how that schedule works.
- There was a question about streetlights at the entry and Mr. Kern said they are just waiting for FP&L to install as they have laid down the infrastructure for those instillations.

**THIRTEENTH ORDER OF BUSINESS                      Financial Reports**

**A. Balance Sheet as of July 31, 2021 and Statement of Revenues and Expenses for the Period Ending July 31, 2021**

Mr. Oliver noted that the unaudited financial statements were included in the agenda packets. There are no unusual variances on the income statement. The FY21 financial audit process will begin after the fiscal year ends on September 30.

**B. Assessment Receipt Schedule**

Mr. Oliver noted that the on-roll assessment are fully collected for the current fiscal year.

**C. Check Register**

Mr. Oliver noted that the check register was included in the agenda packet for Board approval.

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

**FOURTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting- September 15, 2021 at 2:00 p.m.**

Mr. Oliver noted that the next meeting date will be September 15, 2021 at 2:00 p.m. at this location.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

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

  
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Secretary/Assistant Secretary  
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~~Chairman~~/Vice Chairman