

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, September 15, 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 <i>by phone</i>	Chairman
Mike Taylor	Vice Chairman
Blake Weatherly	Supervisor
Darren Glynn	Supervisor
Wendy Hartley	Supervisor

Also, present were:

Jim Oliver	District Manager
Wes Haber <i>by phone</i>	District Counsel
Zach Brecht	District Engineer
Rodney Hicks	BrightView Landscape
Jessica Humphrey	CAM (Evergreen Lifestyles Management- HOA)
Alex Boyer	Evergreen Lifestyles Management
Lynzi Chambers	Evergreen Lifestyles Management
Samantha Hawkins	Evergreen Lifestyles Management
Peter Dame	Akerman, LLP

The following is a summary of the actions taken at the September 15, 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 at the meeting 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 August 18, 2021 Meeting

Mr. Oliver presented the minutes of the August 18, 2021 meetings and asked for any comments, corrections, or changes. The Board had no changes.

On MOTION by Mr. Weatherly, seconded by Mr. Taylor, with all in favor, the Minutes of the August 18, 2021 Meeting, were approved.

FOURTH ORDER OF BUSINESS

Acceptance of the Fiscal Year 2020 Audit Report

Mr. Oliver stated that as a unit of government they are required to have an annual financial audit conducted by an independent CPA firm that is in accordance with Florida Statute. The report was conducted by Berger, Toombs, Elam, Gaines, & Frank, and a copy of the audit can be found in the agenda packet. It was considered to be a clean audit with no identified deficiencies. Mr. Oliver gave an overview of the report to the Board.

On MOTION by Mr. Taylor, seconded by Mr. Weatherly, with all in favor, Acceptance of the Fiscal Year 2020 Audit Report, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Disclosure Letter with FMS Bonds

Mr. Haber reported that this is a letter that is required to be provided by federal law from the underwriter who is working with the District in connection with the marketing and sale of the bonds the Board is currently discussing. It makes certain disclosures related to the fact that the underwriter is an independent entity, and they are not serving as a financial advisor and do not have any fiduciary responsibility to the CDD.

On MOTION by Mr. Taylor, seconded by Mr. Weatherly, Consideration of Disclosure Letter with FMS Bonds, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2021-20, Bond Delegation Resolution for the Capital Improvement and Refunding Revenue Bonds, Series 2021 (Assessment Areas 2, Phase3B) and its Capital Improvement Revenue Bonds, Series 2021 (Assessment Area 3, Phase 2)

Mr. Peter Dame presented this resolution to the Board, it will authorize the next series of bonds and the principal amount not to exceed \$8.5 million and authorizes the documents that are necessary to market and issue the bounds. The resolution also authorizes the Chair and/or Vice Chair to award the bonds to FMS Bond upon presentation of a purchase contract within certain parameters. He summarized the resolution for the Board, and it can be found in the agenda package.

There was one change made in section 12 of the resolution entitled "Other Agreements" and they would like to add language that further delegates and authorizes District staff to do the items necessary for closing. The amendment will broadly authorize the staff to take such additional actions and prepare additional reports as may be necessary for the sale of the bonds. He then asked for any questions anyone might have about the delegation resolution or any exhibits to the resolutions. There being none, there was a motion of approval.

On MOTION by Mr. Taylor, seconded by Mr. Weatherly, with all in favor, Consideration of Resolution 2021-20, Bond Delegation Resolution for the Capital Improvement and Refunding Revenue Bonds, Series 2021 (Assessment Area 2, Phase 2B) and its Capital Improvement Revenue Bonds, Series 2021 (Assessment Area 3, Phase 2), was approved as amended.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2021-21, Resolution Declaring Assessments for the 6.8 Acre Expansion Parcel to Secure the Capital Improvement Revenue Bonds, Series 2021 (Assessment Area 3, Phase 1)

Mr. Oliver noted that this resolution adds the 6.8 acres to the District and 24 lots. The resolution can be found in the agenda package, and Tables 4 and 5 show the impact of adding those 24 lots to that section. Mr. Haber added that it is for the sole purpose of levying the debt assessments on that property that was newly added to the district. The resolution will also set a

public hearing that requires a 30-day notice for advertisement, and he suggested adding it to the November Board of Supervisors meeting on November 17, 2021 at 2:00 p.m. There being no questions there was a motion of approval.

On MOTION by Ms. Taylor, seconded by Mr. Weatherly, with all in favor, Resolution 2021-21, Resolution Declaring Assessments for the 6.8 Acre Expansion Parcel to Secure the Capital Improvement Revenue Bonds, Series 2021 (Assessment Area 3, Phase 1), was approved.

EIGHTH ORDER OF BUSINESS

Ratification of Change Order No. 4 with Carlton Construction

This change order is to perform the necessary improvements for the irrigation pump station that is within the Revere area. It provides irrigation in a backup well for the common areas and park place and amenity space. It is a deduction change order that equals \$1,534.92.

On MOTION by Mr. Taylor, seconded by Mr. Weatherly, with all in favor, the Change Order No. 4 with Carlton Construction, was ratified.

NINTH ORDER OF BUSINESS

Ratification of Work Authorization No. 2, Amenity Area Expansion Concept

This work authorization allows Basham & Lucas to start planning efforts toward the concept of the amenity expansion.

On MOTION by Mr. Taylor, seconded by Mr. Weatherly, with all in favor, Work Authorization No. 2, Amenity Area Expansion Concept with Basham & Lucas, was approved.

TENTH ORDER OF BUSINESS

Ratification of Underground Distribution Facilities Installation Agreement with Florida Power & Light

Mr. Oliver stated that this has been executed for the additional streetlights.

On MOTION by Mr. Weatherly, seconded by Mr. Taylor, with all in favor, the Underground Distribution Facilities Installation Agreement with Florida Power & Light, was ratified.

ELEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TWELTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber noted that they are working towards a new bond issuance, and they will be considering the levy of assessments at the October meeting and are looking to pre close after the meeting or shortly after. The new boundary amendment has been filed with the State and County and they are waiting on the County to finalize its review.

B. Engineer

i. Consideration of Requisition 273 (2016A Bond Account)

In the amount of \$1,232.78.

ii. Ratification of Requisition 118 (2020 Bond Series Amount)

In the amount of \$600.

iii. Consideration of Requisitions 119-123 (2020 Bond Series Account)

In the amount of \$85,923.01.

iv. Ratification of Requisitions 61-62 (2021 Bond Series Account)

In the amount of \$166,792.43.

v. Consideration of Requisitions 63-69 (2021 Bond Series Account)

In the amount of \$281,041.43.

On MOTION by Mr. Taylor, seconded by Mr. Weatherly, with all in favor, the Requisition Summary, was approved as revised.

vi. Ratification of Work Authorization No. 21, Amendment 3

This is a work authorization for ETM to design, permit, and modify the existing consumptive use of water permit with the water management district for irrigation within phase nine.

On MOTION by Mr. Taylor, seconded by Mr. Weatherly, with all in favor, Work Authorization No. 21, Amendment 3, was ratified.

vii. Ratification of Change Order No. 3, Trailmark Phases 9A, 9B and 9C

This is a change order that is related to the direct owner purchase of materials. This is an increase of \$179,698 and is for the installation of the electric backbone throughout phase nine.

On MOTION by Mr. Taylor, seconded by Mr. Weatherly, with all in favor, Change Order No. 3. Trailmark Phase 9A, 9B, and 9C, was ratified.

viii. Consideration of Change Order No. 4

This was added to the package late and is a deductive change order out of the contractor's contract for the direct owner purchase of materials for what was just approved in the amount of \$153,042.14.

On MOTION by Mr. Taylor, seconded by Mr. Weatherly, with all in favor, Consideration of Change Order No. 4, was approved.

ix. Consideration of Work Authorization No. 54, Phase 11 and East Parcel Phase 2 Bid Documents

This is the work authorization for ETM to provide proposed documents and to oversee the RFQ processes for Trailmark Phase 11 and East Parcel Phase 2 to get bids from contractors to perform that work for those two phases. It's an hourly contract with an estimated budget of not to exceed \$20,000.

On MOTION by Mr. Taylor, seconded by Mr. Weatherly, with all in favor, Work Authorization No. 54 Phase 11 and East Parcel Phase 2 Bid Documents, was approved.

C. Manager

Mr. Oliver stated that iPads will be brought to the meetings with all the preloaded necessary documentation, and they will start that at the next Board of Supervisors meeting.

D. Operations/ Amenity Manager – Report

1. Report

Mr. Boyer presented the operations/amenity manager's report which can be found in the agenda package. He noted that they have followed up with the diver and feel that they have addressed most of the issues that were still underlining from the previous conversations. Due to the epoxy the PH level is higher than normal but within limits. There is a little bit of mold and algae that they are aware of and will address once the epoxy dries. They put together a screen shot that they are working with BrightView on for a report to post on the website. It will report what has been done and what is projected to get done to have a better line of communication with the residents.

Mr. Boyer summarized what he has done for the CDD in the time since he started and what their focus will be moving forward with the Board. He touched on several in process projects including pressure washing and screen replacement at the camphouse. The purpose of the report was to stay communicative with the Board on what is being taken care of and continuing to do so. The Board had asked staff to move forward with trash pickup and although they are doing a good job to continue with that type of service it will be approximately \$800 a month that will exceed the next year's operational general maintenance budget. Before they get to that point, he wants to have the conversation of how the Board would like to move forward.

Mr. Boyer talked about the camphouse and the usage of it. Renting it to resident and nonresident groups and how the Board would like for that to be managed. A lot of comments they have been getting are related to the wear and tear of the facility because of the usage. Ms. Chambers continued with reporting that the fee for the usage was kept as low as possible and they would like to look at offsetting the costs for the wear and tear and reported their ideas. Mr. Taylor asked staff to summarize usage for the next meeting to get a better idea of what the usage is like to better breakdown on maintenance moving forward.

THIRTEENTH ORDER OF BUSINESS

**Supervisor's Requests and Audience
Comments**

Mr. Kern requested for Mr. Boyer to inquire about pressure washing the roadways within the CDD when he is getting proposals for pressure washing the amenity facility. He noticed that there are several areas of curbs and sidewalks that could be cleaned as well and would like a quote for that work.

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

- Sue Minter had general comments and concerns on the look of the neighborhood and if the maintenance budget needs to be increased that's what they should do.
- Michelle Sidon asked is the Board has thought about adding more dog waste receptacles especially towards the back of the neighborhood. It has been talked about for several years, but the decision has always been not to for a few different reasons.
- Unnamed resident asked who the HOA reports to and the Board answered that they consist of a Board that is developer controlled by Greenpoint. He's concerned that the HOA rules, especially pertaining to parking are not being enforced. The Board will take note on that and make sure those rules are being followed and enforced.
- Steve Pasher reported that Tuesday Morning there were 14 empty water bottles littered on the basketball court and would like for the community to be reminded to pick up after themselves. He also asked if Evergreen will ever be full time. Mr. Tylor said they would reevaluate a full-time position when the community continues to grow and will continue to evaluate it.

FOURTEENTH ORDER OF BUSINESS

Financial Reports

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

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. Mr. Kern had three items he brought up from the check register and their allocation and Mr. Oliver will look into those and address them as needed.

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

FIFTEENTH ORDER OF BUSINESS

**Next Scheduled Meeting- October 20,
2021 at 2:00 p.m.**

Mr. Oliver noted that the next meeting date will be October 20, 2021 at 2:00 p.m. at their current location.

SIXTEENTH ORDER OF BUSINESS

Adjournment

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



Secretary/Assistant Secretary



Chairman/Vice Chairman