

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, January 19, 2022 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
Darren Glynn <i>by phone</i>	Supervisor
Wendy Hartley	Supervisor

Also, present were:

Jim Oliver	District Manager
Wes Haber <i>by phone</i>	District Counsel
Zach Brecht	District Engineer
Joe Cornelison	GreenPointe
Alex Boyer	Operations Manager

The following is a summary of the actions taken at the January 19, 2022 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 2:00 p.m. Three 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 were no public comments.

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THIRD ORDER OF BUSINESS

Approval of Minutes of the November 9, 2021 and November 17, 2021 Meetings

Mr. Oliver asked for any comments or changes to the meeting minutes. The Board had no changes to the minutes.

On MOTION by Mr. Kern, seconded by Ms. Hartley, with all in favor, the Minutes of the November 9, 2021 Meeting and the November 17, 2021 Meeting, were approved.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2022-07, Ratifying the Actions Regarding the Series 2021 Bonds

Mr. Oliver stated that this resolution was included in their packages and asked Mr. Haber to overview it for the Board. Mr. Haber stated that this resolution is with the intent to ratify the actions taken for the issuance of bonds and the change in the methodology. He offered to answer any questions.

On MOTION by Mr. Kern, seconded by Mr. Taylor, with all in favor, Resolution 2022-07 Ratifying the Actions Regarding the Series 2021 Bonds, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Requisitions/Change Orders/Proposal

Mr. Oliver stated that this would be covered in the Engineer’s Report later on.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2022-08, Adopting Amended Prompt Payment Policies

Mr. Oliver asked Mr. Haber to overview the resolution for the Board.

Mr. Haber stated that this has been discussed in a prior meeting, and that he has a memo his office prepared that provided an explanation of what the changes to the policies were. He explained that these changes largely dealt with the contractor’s ability to initiate a protest in the event that the CDD was not paying on time. This resolution updates the District policy to bring them consistent with Florida law. He offered to answer any questions that the Board had as well.

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On MOTION by Mr. Kern, seconded by Ms. Hartley, with all in favor, Resolution 2022-08 Adopting Amended Prompt Payment Policies, was approved.

SEVENTH ORDER OF BUSINESS

Ratification of Proposal from Basham & Lucas for Reverie Amenity Design Services

Mr. Oliver stated that this was executed in December and that it just needed to be ratified by the Board. Mr. Taylor explained that they engaged the firm Basham & Lucas Design Group to do construction and administrative services related to the Reverie project. He stated that Basham & Lucas was also engaged to do the site study for the amenity expansion.

On MOTION by Mr. Kern, seconded by Ms. Hartley, with all in favor, the Proposal from Basham & Lucas for Reverie Amenity Design Services, was ratified.

EIGHTH ORDER OF BUSINESS

Consideration of Construction RFP/Evaluation Criteria for Phase 10 Project, Resolution 2022-09

Mr. Oliver asked Mr. Haber if he had anything he would like to cover about this item. Mr. Haber explained that this resolution had been seen with prior construction projects. He stated that this would also delegate authority to District staff and certain officers to finalize the RFP package that will be circulated to contractors and refine the scope of the project. He offered to answer any questions as well.

On MOTION by Mr. Taylor, seconded by Mr. Kern, with all in favor, the Construction RFP/Evaluation Criteria for Phase 10 Project, Resolution 2022-09, was approved.

NINTH ORDER OF BUSINESS

Ratification of Ranking of Phase 9 Landscape Proposals

Mr. Oliver asked Mr. Cornelison if he would like to present this item to the Board.

Mr. Cornelison stated that this ratification would be in regards to the new Phase 9 on TrailMark Drive. He stated that there were 3 bids received from 3 different vendors and he

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reviewed the total amounts that were submitted with each bid. Mr. Cornelison recommended that the Board go with the Tree Amigos bid. The Board agreed to accept the rankings and ratify them.

On MOTION by Mr. Kern, seconded by Mr. Taylor, with all in favor, the Ranking of Phase 9 Landscape Proposals, was ratified.

TENTH ORDER OF BUSINESS

Consideration of Form of Agreement for Installation of Phase 9 Landscape

Mr. Haber offered to answer any questions regarding this Form of Agreement for the installation of Phase 9 landscaping with Tree Amigos. They also authorized the Chairman to execute this.

On MOTION by Mr. Kern, seconded by Mr. Taylor, with all in favor, the Form of Agreement for Installation of Phase 9 Landscape with Tree Amigos, and Authorizing the Chairman to Execute, were approved in substantial form.

ELEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

TWELTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber stated that the report regarding the Boundary Amendment had been forwarded to the state and was under review. He did not have any further updates.

B. Engineer

- 1. Ratification of Requisitions 277-278 (2016 A&B Bonds)**
- 2. Ratification of Requisition 48 (2017 NW Parcel Phase 6 Bond Account)**
- 3. Ratification of Requisitions 141-144 (2020 East Parcel Phase 1 Bond Series Account)**
- 4. Consideration of Requisitions 145-147 (2020 East Parcel Phase 1 Bond Series Account)**
- 5. Ratification of Requisitions 94-99 (2021 Capital Improvement Revenue Bonds (AA3 Phase 1)(Phases 9 & 11))**
- 6. Consideration of Requisitions 100-105 (2021 Capital Improvement Revenue Bonds (AA3 Phase 1)(Phases 9 & 11))**

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- 7. Ratification of Requisitions 1 (2021 Capital Improvement and Refunding Revenue Bonds (AA3, Phase 2 (Phase 10))**
- 8. Consideration of Requisitions 2 – 3 (2021 Capital Improvement and Refunding Revenue Bonds (AA3, Phase 2 (Phase 10))**
- 9. Ratification of Requisition 4 (2021 Capital Improvement and Refunding Revenue Bonds (AA2, Phase 3B)(East Parcel Phase 2))**
- 10. Consideration of Requisitions 1 – 3 (2021 Capital Improvement and Refunding Revenue Bonds (AA2, Phase 3B)(East Parcel Phase 2))**

Mr. Brecht stated that there was a requisition summary in the agenda packet. He stated that a lot of the upcoming requisitions being covered are regarding the design, permitting and construction administration. He offered to answer any questions regarding the requisitions in the summary.

On MOTION by Mr. Kern, seconded by Ms. Hartley, with all in favor, the Requisitions 277, 278, 48, 141-144, 145-147, 94-99, 1, and 4, were ratified.

On MOTION by Mr. Kern, seconded by Ms. Hartley, with all in favor, the Requisitions 100-105, 2-3 (Phase 2), and 1-3 (Phase 3B), were approved.

- 11. Ratification of Work Authorization No. 47, Amendment 1 (Plan Revisions, Phase 10 Construction Documents)**
- 12. Ratification of Work Authorization No. 49, Amendment 1 (Phase 12 Construction Document Revisions)**
- 13. Ratification of Work Authorization No. 50, Amendment 2 (East Parcel Phase 2 Construction Document Revisions)**
- 14. Ratification of Work Authorization No. 59, Amendment 1 (East Parcel Phase 3 Construction Document Revisions)**
- 15. Ratification of Work Authorization No. 60, Amendment 1 (Phase 13 Construction Document Revisions)**
- 16. Ratification of Work Authorization No. 61 (TrailMark East Parcel Phase 2 CEI Services)**
- 17. Consideration of Work Authorization No. 62 (TrailMark East Parcel Phase 1 Amenity Center Limited Construction Administration)**
- 18. Ratification of Work Authorization No. 63 (TrailMark Phase 11 CEI Services)**
- 19. Consideration of Work Authorization No. 64 (Continuing Services- State Mandated – Storm Water Need Analysis (20 Years))**

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20. Consideration of Work Authorization No. 65 (Proposal Documents and RFP Process for TrailMark Phase 10 Construction Services)

Mr. Brecht stated that there were several work authorizations that needed attention. He stated that the Work Authorizations No. 47, 49, 50, 59 and 60 are related because they are all revisions to some of the design plans based on new wetland rules and analysis.

Mr. Brecht stated that the Work Authorization No. 61, 62, and 63 are all relating to the CEI services for the new Phases that are under construction.

Mr. Brecht stated that the Work Authorization No. 64 is regarding the new requirement for CDDs to complete Storm Water Needs Analysis reports. This is a work authorization for that work to be performed. He stated that they already possess a lot of the information needed, but that there still needs to be work done to meet the requirement. The report is due to the state by June 30, 2022.

On MOTION by Mr. Kern, seconded by Mr. Taylor, with all in favor, Work Authorizations 47, 49, 50, 59, 60, 61 and 63, were ratified.

On MOTION by Mr. Kern, seconded by Mr. Taylor, with all in favor, Work Authorizations 62, 64 and 65, were approved.

- 21. Consideration of Vallencourt Change Order No. 7 (TrailMark Phase 9A, 9B and 9C)**
- 22. Consideration of Vallencourt Change Order No. 8 (TrailMark Phase 9A, 9B and 9C)**
- 23. Consideration of Vallencourt Change Order No. 9 (TrailMark Phase 9A, 9B and 9C)**

Mr. Brecht stated that there were 3 Vallencourt change orders that needed attention but after reviewing them for the Board he also said that there should only be 2 change orders.

Mr. Kern stated that if you look at the formal CDD change order form, one change order is for Site Electric and Sleeving and the other change order is for a decrease in Direct Owner Purchase of Materials. A motion was made for change orders number 7 and 8 to be approved.

On MOTION by Mr. Taylor, seconded by Mr. Kern, with all in favor, the, the Vallencourt Change Orders No. 7 & 8, were approved.

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C. Manager

Mr. Oliver did not have anything further to report.

D. Operations / Amenity Manager – Report

Mr. Boyer presented his Facility Manager Report for the Board. He went into detail about ongoing projects and scheduled events. When updated fencing was brought up, an unidentified resident stated that there were residents in TrailMark who have businesses in sectors as in construction and painting, and she asked Mr. Boyer if they had considered reaching out to residents who could help out their community before paying outside companies. Mr. Kern stated that if the Board is aware of a contractor that they could invite them to bid on the work. He said that he would be happy to use a resident's business if there were any that would like to bid in the future. The Board continued discussing the wood fencing and painting, and decided to use capital funds for this project.

On MOTION by Mr. Taylor, seconded by Mr. Kern, with all in favor, the, the Wood Fence Painting, was approved.

Mr. Boyer stated that some residents were inquiring to know the pond maintenance's scope of service. He stated that currently they have an all-natural Florida scope of service meaning they do not cut back any natural vegetation. He also added that residents are responsible for their pond bank behind their homes. The Board discussed changing the scope of service but ultimately decided to keep it the same.

Mr. Boyer also brought up concerns about the gym equipment health. He stated that they are replacing a lot of parts that they have already replaced specially on the treadmills and ellipticals. They are having to replace the electrical boards, that cost around \$800-\$1,200 a piece, every 12-16 months. He suggested they begin to look for solutions to prepare for upcoming budget discussions. Mr. Kern told Mr. Boyer that they are open to future options regarding the fitness equipment. Mr. Taylor offered to assist Mr. Boyer with future fitness equipment proposals.

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THIRTEENTH ORDER OF BUSINESS

Supervisor's Requests and Audience Comments

Mr. Oliver asked the Board members if they had anything to bring up. The Supervisors did not have anything further to add.

There was an audience comment from an unidentified resident regarding the pool repairs. She asked where the Board was at in the process of getting those repairs completed. Mr. Taylor stated that he and Mr. Boyer met with contractors and engineers regarding these repairs and said that they are mobilizing the repair team and estimated that the repairs be done soon.

A resident asked the Board who determines when roads get resurfaced. Mr. Kern responded that this was a county decision. The timing of it is based off a two-year warranty period, and 90% or more of the homes have to be completed in that phase. Once those two requirements are met, the county comes through and does a checklist of any repairs needed.

A resident asked if the gravel pieces could be cleaned up as well. Mr. Kern said they would call a contractor about the matter.

A resident asked the Board if the left-turn lane when you come into TrailMark Drive was going to be fixed. Mr. Kern responded that there would be changes to that in the future.

A resident asked the Board about a trash issue on the road where TrailMark dead ends. He asked if a dumpster could be put there. Mr. Kern responded that they could make sure it gets cleaned up.

A resident inquired about the ponds and asked who was responsible for cleaning up the trash that is in the ponds. There were also bricks in the water. Mr. Kern responded that they would look at getting some of those issues resolved.

A resident asked the Board about screens in the Camp House being broken. The Board stated that one of the screens was fixed this week and the other will be fixed soon. The resident also brought up that there were some bricks missing.

A resident asked the Board when they expect to hear back about the new amenities. The Board responded that they estimated it be by the next Board meeting.

A resident stated that she had previously asked a year ago for them to have HOA meetings biannually. She has not heard back.

A resident asked the Board how they can get in contact with them. Contact info is posted to the website. and the various ways were explained.

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FOURTEENTH ORDER OF BUSINESS

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

Mr. Oliver stated that the unaudited December financials are not yet available due to temporary issues with the database.

B. Assessment Receipt Schedule

Mr. Oliver noted that the District is 76% collected on roll.

C. Check Register

Mr. Oliver stated that he did not yet have the check register due to the same issues with the database. The register will be included in the next agenda packet for poard approval.

FIFTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – February 16, 2022 at 2:00 p.m.

Mr. Oliver noted that the next regular meeting date will be February 16, 2022 at 2:00 p.m. at their current location.

SIXTEENTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:

James Oliver

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Secretary/Assistant Secretary

DocuSigned by:

Gregg Kern

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Chairman/Vice Chairman