

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 21, 2022 at 2:10 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 (<i>by phone, joined late</i>)	Vice Chairman
Darrin Glynn	Supervisor
Wendy Hartley	Supervisor

Also, present were:

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

The following is a summary of the discussions and actions taken at the September 21, 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 2:10 p.m. Three Supervisors were in attendance at the meeting constituting a quorum. Mr. Taylor joined the meeting by phone at 2:30.

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 audience comments.

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THIRD ORDER OF BUSINESS

Affidavit of Publication

Mr. Oliver noted the public hearings were published in the St. Augustine Record on August 24 and August 31, 2022.

FOURTH ORDER OF BUSINESS

Approval of Minutes of the August 17, 2022 Meeting

Mr. Oliver asked for any comments or changes to the August 17, 2022 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 August 17, 2022 Meeting, were approved.

FIFTH ORDER OF BUSINESS

Assessment Hearing for Expansion Parcel

A. Consideration of Resolution 2022-19, Levying Assessments on 2022 Expansion Parcel

Mr. Oliver stated the public hearing will discuss the parcel and the resolutions.

Mr. Haber discussed the resolution to levy assessments on the second expansion parcel. This parcel will be assessed to secure the last issuance of bonds. Mr. Oliver added that everyone pays assessments on your property and the expansion parcel has been annexed into the District and this will ensure these properties pay assessments.

Mr. Haber asked for a motion to open the hearing.

On MOTION by Mr. Kern, seconded by Mr. Glenn, with all in favor, Opening the Public Hearing, was approved.

Mr. Oliver asked for public comments. A resident asked for clarification for current homeowners this will not affect the CDD bond assessment. Mr. Oliver replied that was correct.

Mr. Oliver asked for a motion to close the hearing.

On MOTION by Mr. Kern, seconded by Ms. Hartley, with all in favor, Closing the Public Hearing, was approved.

Mr. Haber asked for a motion to adopt the Resolution 2022-19.

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On MOTION by Mr. Kern, seconded by Ms. Hartley, with all in favor, Resolution 2022-19, Levying Assessments on the 2022 Expansion Parcel, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2022-20, Adopting Notice of RFP and Evaluation Criteria for TrailMark East Parcel Phase 3 Construction

The District Engineer explained Resolution 2022-20. This will advertise the work to be done on October 3, 2022 and will be due back by November 3, 2022. This will allow selection for a contractor in the November meeting.

On MOTION by Mr. Kern, seconded by Mr. Glenn, with all in favor, Resolution 2022-20, Adopting Notice of RFP and Evaluation Criteria for TrailMark East Parcel Phase 3 Construction, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2022-21, Ratifying Notice of RFP and Evaluation Criteria for TrailMark Amenity Center Expansion Construction

Mr. Oliver stated this was a ratification to elicit proposals to bring back to the public meeting to consider and rank the proposals. Mr. Haber added the RFP documents are already out and notices have been published.

On MOTION by Mr. Kern, seconded by Ms. Hartley, with all in favor, Resolution 2022-21, Ratifying Notice of RFP and Evaluation Criteria for TrailMark Amenity Center Expansion Construction, was ratified.

EIGHTH ORDER OF BUSINESS

Matters Related to Issuance of Series 2022 Bonds: (under separate cover)

A. Consideration of Resolution 2022-22, Declaring Special Assessments

Mr. Oliver reviewed the two Resolutions. Mr. Haber gave an overview of the process. He added this resolution begins the process of levying assessments for a series of bonds to be issued later this year. These assessments for the underdevelopment property and these will not impact

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current homeowners in the community. This will cover the three areas that are contained in the maps.

On MOTION by Mr. Kern, seconded by Ms. Hartley, with all in favor, Resolution 2022-22 Declaring Special Assessments, was approved

B. Consideration of Resolution 2022-23, Setting Date & Location of Assessment Hearing

Mr. Oliver reviewed the process requires a public hearing. Mr. Haber added notices will be sent to property owners subject to the assessment as well as published notices in the newspaper. Mr. Haber suggested the public hearing be held at the November 16th meeting.

On MOTION by Mr. Kern, seconded by Ms. Hartley, with all in favor, Resolution 2022-23, Setting Date and Location of Assessment Hearing for November 16, 2022 at 2:00 p.m. in the Same Location, was approved

NINTH ORDER OF BUSINESS

Consideration of Envera Change Order for 4k Cameras at Reverie

Mr. Haber stated this will need approval and authorization by the Chair. Mr. Kern added this will upgrade the camera at Reverie. It was noted there is no cost for the District for this upgrade.

**Mr. Taylor joined the meeting by phone at this time.*

On MOTION by Mr. Kern, seconded by Ms. Hartley, with all in favor, the Envera Change Order for 4K Cameras at Reverie, was approved.

TENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber noted there were no further reports.

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B. Engineer

- 1. Consideration of Requisitions 153 – 154 2021 Capital Improvement Review Bonds, Assessment Area 3, Phase 1 (Phases 9 & 11)**
- 2. Consideration of Requisition 29 – 30 2021 Capital Improvement Revenue Bonds, Assessment Area 3, Phase 2 (Phase 10)**
- 3. Consideration of Requisitions 68 – 74 2021 Capital Improvement and Refunding Revenue Bonds (AA2, Phase 3B) (East Parcel Phase 2)**

Mr. Brecht reviewed the requisitions to be considered by the Board. He added the total is \$2,750,008.40.

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

- 4. Consideration of Work Authorization No. 68, 2022/2023 General Consulting Engineering Services**

Mr. Brecht stated this work authorization was for consulting services for engineer services. This is estimated at \$16,000.

On MOTION by Mr. Kern, seconded by Ms. Hartley, with all in favor, Work Authorization No. 68, was approved.

- 5. Consideration of Work Authorization No. 69 Proposal Documents and RFP Process for TrailMark East Parcel Phase 3 Construction Services**

Mr. Brecht stated this work authorization is for ETM to prepare the bid documents for the TrailMark East Parcel Phase 3 Construction services. He added this is for \$10,000

On MOTION by Mr. Kern, seconded by Mr. Glenn, with all in favor, Work Authorization No. 69, was approved.

- 6. Consideration of Change Orders 2 – 4 (Besch & Smith) East Parcel Phase 2**

Mr. Brecht reviewed the Change Order 2-4 for East Parcel Phase 2 and adds 60 days to the contract. It was clarified that Change Order #3 was for plan revisions to the stormwater management facilities for overall paving and drainage plan.

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On MOTION by Mr. Kern, seconded by Ms. Hartley, with all in favor, Change Orders 2-4 for Besch & Smith For East Parcel Phase 2, were approved as presented.

7. Ratification of Change Orders 4 – 6 (JUM) TrailMark Phase 11

8. Consideration of Change Orders 7 – 9 (JUM) TrailMark Phase 11

Mr. Brecht gave an overview of Change Orders #4-9. These provide for an increase in cost and contract days, additional storm drains, increases for roadway construction, additional weather days to contract, and an increase in contract based on additional roadway maintenance.

On MOTION by Mr. Kern, seconded by Mr. Glenn, with all in favor, Change Orders 4-6 (JUM) TrailMark Phase 11 and Change Orders 7-9 (JUM) TrailMark Phase 11, were approved.

C. Manager

Mr. Oliver stated there was no further updates. Mr. Oliver did add that no one (Is this correct that no one qualified?) qualified for 2 seats so there will be 2 new resident Supervisors that will join the Board in November.

D. Operations / Amenity Manager

1. Report

Mr. Boyer reviewed the Operations/Amenity Manager Report items. He presented the repairs, issues, and on-going maintenance plan. He noted \$18,000 has been paid out for the pump system. Mr. Kern asked if there was an irrigation map or site plan that identifies pond locations. He asked that be prepared and included in the report for the Board to help understand the pump locations. Mr. Boyer will prepare a more detailed report for the Board. The Board asked about not running pumps when it's raining to save on costs. Discussion ensued on how to run the pumps for savings.

2. Brightview Amendment #1 to Add Phase 9 Ponds to Contract

Mr. Boyer reviewed the proposal, and the additional cost is \$8,000 for the entire year for maintaining pond banks. Mr. Kern noted he would approve the proposal but wanted to request have District Counsel provide a formal amendment to the current landscape agreement.

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On MOTION by Mr. Kern, seconded by Ms. Hartley, with all in favor, the Amendment #1 to Add Phase 9 Ponds to Contract, was approved as presented.

3. Kayak Launch Light Replacements

Mr. Boyer reviewed the discussion for light replacement. He reviewed the proposal for the connection to the panel for electricity. This is for \$10,444. He clarified the electrical meter was installed at this point.

On MOTION by Mr. Kern, seconded by Ms. Hartley, with all in favor, the Proposal for Kayak Launch Light Repairs, was approved.

4. Proposal for Fan Replacement for Camp House

Mr. Boyer reviewed the fan replacement proposals. These are in need of upgrades. The first proposal is just replacing fans with a 12 foot and 8-foot fan and does not include removal or electrical work and timers is for \$18,000 for up to 6 -8-week turnaround time. The 2nd proposal is for fans, removal, electrical work and add digital control system to set timers. This proposal is for just over \$28,000. He suggested this 2nd proposal. Mr. Taylor added a few comments about the quality and specifics of the fans. Discussion ensued on the safety and the specifics of location. The difference in the two proposals were discussed and the digital timer controls. It was discussed to add the controls later. Mr. Kern asked how this would be funded and Mr. Taylor suggested discussion of the budget is needed to determine. Mr. Oliver noted there was a \$24,000 surplus in the general fund that can be moved to a specific line item if needed.

After discussion the Board agreed to approve the proposal with a not to exceed amount of \$21,000. Mr. Haber noted this can just be direction from the Board.

Mr. Boyer continued review of the updates on projects. Ms. Hartley had a question on the official closing date of the pool. Mr. Boyer noted because we do not have lights, we open 30 minutes after sunrise and close 30 minutes prior to sunset. She asked who took the cones out of the pool gate. Mr. Boyer added that we remove it when there is no longer a staff member on site to monitor. He added there is still full access.

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TWELFTH ORDER OF BUSINESS

**Supervisor’s Requests and Audience
Comments**

Supervisor Kern commented on the attendance at the meeting and clarified the CDD function for the community and the HOA responsibilities. He added the CDD Board did not have involvement with the HOA or the builders. This was clarified for the answers for the comment period and time frame for comments.

Mr. Kern gave dates and explanations for HOA annual and budget meetings. He added notices should be given by the builders.

Residents commented on lack of pool cleaning maintenance and the mold issue, concerns about responsibilities and process for addressing concerns, continuing sulfur smell, ADA compliance, project updates, bonds, amenity expansion construction and improvements, budget planning, Trailmark lift station, possibility of pool heating, Reverie amenity center design improvements directed to Dream Finders Homes, infrastructure improvements, responsibility for answers to issues at websites, FAQ posted, security cameras on TrailMark, vandalism, walkways designs at the end if cul’d sacs, request for pool design to post at amenity center, question for change of vendor for pool cleaning, and security gates.

THIRTEENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet as of August 31, 2022 and Statement of Revenues and Expenses for the Period Ending August 31, 2022

Mr. Oliver presented the financials through August 31st to the Board, noting there was no action needed. He added the audit will begin after the fiscal year.

B. Assessment Receipt Schedule

Mr. Oliver noted that they were fully collected at this time.

C. Check Register

Mr. Oliver presented the check register and asked for a motion to approve.

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

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FOURTEENTH ORDER OF BUSINESS

**Next Scheduled Meeting – October 19,
2022 at 2:00 p.m.**

Mr. Oliver noted that the next regular meeting date will be October 19, 2022, at 2:00 p.m. at their current location.

FIFTEENTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:
Jim Oliver
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Secretary/Assistant Secretary

DocuSigned by:
Gregg Kern
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Chairman/Vice Chairman