

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, June 14, 2023 at 2:15 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
Wendy Hartley	Vice Chairperson
Darren Glynn	Supervisor
Barbara Bland	Supervisor
Michelle Sutton	Supervisor

Also, present were:

Jim Oliver	District Manager
Kate Buchanan	District Counsel
Zach Brecht	District Engineer
Alex Boyer	Operations Manager
Kevin Anderson	Dream Finder Homes
Stephanie Douglas	Operations
Howard McGaffney	GMS
Joe Cornelison	GreenPointe
Samatha Hawkins	GreenPointe

*The following is a summary of the actions taken at the June 14, 2023 Six Mile Creek Community Development District's regular Board of Supervisor's Meeting.*

Before calling the meeting to order Mr. Oliver gave an overview of the agenda. He noted several items that allowed audience comments including the survey, consent agenda, budget process for 2024, state requirements, the required public hearing for adoption, Series 2023 Bond issues, receiving the final numbers to be continued to a later meeting, and security matters to be discussed in an executive session after this meeting. He explained the audience comment protocol.

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Mr. Kern asked for a time requirement on the meeting to begin the security session. He asked to start the security session at 4:00 p.m.

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 2:15 p.m. Five Supervisors were in attendance at the meeting constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Mr. Oliver explained the protocol for taking audience comments.

Ms. Sue Minter made comments on community status of declining repairs and upkeep, security issues, and on-going maintenance.

Another resident asked about an issue that was tabled and is not on the agenda for this meeting. She asked about amenity updates to be published. Mr. Oliver noted the Board had approved the age requirements at the last meeting. Discussion ensued on the age enforcement and sign posting.

Another resident asked about security, locks, amenity center access, and restroom issue.

**THIRD ORDER OF BUSINESS**

**Approval of Consent Agenda**

**A. Engineer**

Mr. Oliver asked if there were items to be pulled off the consent agenda before approving. Mr. Brecht noted there were 2 items to be pulled which included #5 and #6.

**1. Change Orders**

**Change Order No. 1 – Tree Amigos (Phase 11)**

**Change Order No. 1 – Jax Utilities Management (Phase 12)**

**Change Order No. 2 – Jax Utilities Management (Phase 12)**

**Change Orders 1 – 5 – Besch & Smith Civil Group (Phase 10)**

**Change Order No. 4 – Besch & Smith Civil Group (Phase 12)**

**2. Clary & Associates Proposal – Topographic and Tree Survey (Amenity Center)**

**3. Work Authorization No. 75 – England, Thims & Miller (Amenity Center Phase 2 Expansion)**

**4. Requisitions**

**No. 169 – 202**

**No. 186 – 188**

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- No. 51**
- No. 122 – 213**
- No. 189 – 190**
- No. 52 – 55**
- No. 124 – 127**

Mr. Oliver asked the Board to approve the consent agenda items #1 - #4.

**5. Clary & Associates Proposal – Topographic and Tree Survey (East Parcel)**

Mr. Brecht noted this item was to be removed from the consent agenda.

**6. England, Thims, & Miller Proposal – Surveying & Mapping**

Mr. Brecht noted this item was to be removed from the consent agenda.

**B. Ratification of Agreements**

- 1. Keen on Klean for Janitorial Maintenance Services**
- 2. First Amendment to Sitex Aquatics for Lake Management (TrailMark)**
- 3. Sitex Aquatics for Lake Management (Reverie)**
- 4. Tree Amigos for Improvements to Pocket Park Areas**

These agreements were approved under the consent agenda.

**C. Approval of Minutes of the April 26, 2023 Meeting**

**D. Balance Sheet as of May 31, 2023 and Statement of Revenues and Expenses for the Period Ending May 31, 2023**

**E. Assessment Receipt Schedule – 100% on roll**

**F. Check Register**

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

**FOURTH ORDER OF BUSINESS**

**Update Regarding Series 2023 Bond Issue**

**A. Consideration of Resolution 2023-09, Supplemental Assessment Resolution for Series 2023 Capital Improvement Revenue Bonds Assessment Area 3, Phase 3 and Assessment Area 2, Phase 3C**

Mr. Oliver noted the bonds would close on June 28, 2023. He asked that this be moved to a continued meeting on June 21, 2023 at the GMS offices. He added it would be a short 15-minute meeting. Ms. Buchanan added comments on the bonds. It was noted this will not affect the assessments of current homeowners.

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On MOTION by Mr. Kern, seconded by Ms. Hartley, with all in favor, Tabling Resolution 2023-09 to a Continued Meeting on June 21, 2023 at 9:30 a.m. at the GMS Offices, was approved.

## **FIFTH ORDER OF BUSINESS**

## **Fiscal Year 2024 Proposed Budget**

### **A. Review of Fiscal Year 2024 Proposed Budget**

Mr. Oliver stated this is the Fiscal Year 2024 proposed budget for two general funds. He noted the adoption was set for August 16, 2023 at 2:00 p.m. at the current location. He added the proposed budget must be approved by June 15.

Mr. Oliver provided an overview of the items in the proposed budget to include the operating budget, the assessments, insurance, administration, landscaping, amenity center costs, and other increases included in the proposed budget. He added current assessments for 2023 are at \$900 and will stay at \$900 for 2024. He noted the total revenue goes from \$680,000 to 842,000, and assessments on the tax roll increase from \$198,000 to \$403,000. The amenity center expenditures were an increase of \$70,000.

He added the CDD is heavily subsidized by Developer contributions. He asked for questions. Mailed notices will go to Reverie property owners only.

### **B. Consideration of Resolution 2023-07, Approving the Proposed Budget for Fiscal Year 2024 and Setting a Public Hearing Date to Adopt**

Mr. Kern asked that Mr. Oliver reiterate between now and the adoption process and what the process looks like. Mr. Oliver clarified the process and the concerns from the community, bringing questions to the next meeting, changes in the budget can be brought to the next meeting, and if there are budget increases the required notices must be sent. Currently there is no increase. It was clarified any questions could be directed to Mr. Oliver. The public hearing was set for August 16, 2023 at 2:00 p.m. at the current location.

On MOTION by Mr. Kern, seconded by Ms. Hartley, with all in favor, Resolution 2023-07, Fiscal Year 2024 Proposed Budget and the Public Hearing for August 16, 2023 at 2:00 p.m. at the Current Location, was approved.

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**SIXTH ORDER OF BUSINESS**

**Consideration of Proposals**

Mr. Boyer provided updates for the Janitorial Keen on Klean proposal. He noted currently they pay \$1,985/month, and the new price will be \$2,510/month. This will add a 4 day for each week. He explained the specifics for the scope of services. Mr. Kern noted this would provide the attention needed to the community. He reviewed the budget at \$30,000 and an additional \$15,000 for supplies, and the days for cleaning and possible part-time help. A Board member commented on the personnel and how good services have been. It was clarified sweeping was not a part of the services. Discussion ensued on some of the issues with the smell of the lake in the area.

District Counsel will provide an addendum or new agreement.

On MOTION by Mr. Kern, seconded by Ms. Hartley, with all in favor, the Proposal from Keen on Klean for Additional Services, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Non-Exclusive License Agreement with HOA Regarding the Use of the District's Amenity Facilities (Reverie)**

Ms. Buchanan stated this will authorize the HOA to provide certain recreational activities in the District's Amenity facilities. She provided an overview of specifics of this agreement and asked for Board questions. Mr. Kern asked if a representative from the HOA would review. Ms. Buchanan explained the need for approval in substantial form and allow the Chairman to review and execute.

After discussion the Board agreed to approve in substantial form and the Chairman will be authorized to review and execute.

On MOTION by Mr. Glynn, seconded by Ms. Bland, with all in favor, the, Non-Exclusive License Agreement with HOA Regarding the Use of the District's Amenity Facilities at Reverie, was approved in substantial form.

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**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-08,  
Setting a Public Hearing Date to Adopt  
Rates**

Mr. Oliver presented the resolution to set the public hearing for July 26, 2023 at 2:00p.m. to adopt the rates. He added a copy is provided to the Board and noted the changes.

On MOTION by Mr. Kern, seconded by Ms. Hartley, with all in favor, Resolution 2023-08 Setting a Public Hearing for July 26, 2023 at 2:00 p.m., was approved.
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**NINTH ORDER OF BUSINESS**

**Discussion Regarding Clubhouse Matters  
and Facility Operations**

Mr. Oliver noted at the last meeting there were issues with the clubhouse and facility operations. Mr. Kern added concerns had been received and the Board had concerns as well. He noted janitorial services have been increased to address some of the issues. He commented on the FY24 budget will direct more funds to repair and maintenance of the related items. He added some of these concerns will be addressed in the Shade session.

Discussion ensued on the email on resident and non-residents being charged a fee to use the Clubhouse at different rates, and the use of the deposit, fees, clean up issues, and the possibility of having personnel present during events. Ms. Douglas provided an overview of currently operation procedures.

Other topics discussed regarding signs for events, and current procedures, user experience and recommendations for reservations, payments and usage of the facilities, and online calendar availability for reservations and times. Pool cleaning was discussed and concerns with upkeep, chemicals, and new budget, possibility of adding additional days for pool upkeep. Vendor evaluation should continue to be monitored.

**TENTH ORDER OF BUSINESS**

**Update Regarding Reverie Survey**

Mr. Oliver stated the Reverie survey has been issued and is in progress.

The meeting was opened to audience comments. A resident question was asked about the opening, closing and hours of the amenity center. It was also asked about ages of guests. Other audience comments were voiced about usage of center, security issues, safety concerns, newsletter

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communication, HOA community issues, signs, how community will see results, budget, platted lots, and assessments,

Mr. Oliver noted the survey was sent to the Board for discussion and consideration. Results will be discussed at the July 26<sup>th</sup> meeting. Other topics of discussion included the different pools including family and adult usage, potential lawsuits, areas of the amenity center, safety concerns, accessibility of certain areas, and pool usage,

Mr. Kern noted the polices will be an issue for consideration, and another key issue is restrictions on day/hours of access for guests who are minors.

**ELEVENTH ORDER OF BUSINESS**

**Other Business**

No other business was discussed.

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Buchanan stated that she had nothing further to report to the Board at this time.

**B. Engineer**

Mr. Brecht reviewed Requisitions #5 and #6 from the consent agenda. He noted the survey information will guide a plan for next steps for design and work with the county. The Board had concerns on District responsibility. Discussion ensued on the rain, pond, standing water, and irrigation issues. Mr. Kern commented on the land, and upcoming potential usage for other projects. No action was taken.

**C. Manager**

Mr. Oliver stated there are 1,953 registered voters residing in the District as of April 15<sup>th</sup>.

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

Mr. Boyer presented the report with updates regarding on-going projects. Topics discussed included staffing with full time pool attendants, pool monitors and fees, pricing and hours for contract. Pool polices concerns were also discussed. Ms. Hartley asked what can be done to make it safer, to keep it in good condition, and multiple entrances to the pool area, behavior in the pool area, access to the pool with guard checks, and liability. Continued discussion was held on harassment of staff, security, safety, excess trash, and responsibility of residents.

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**THIRTEENTH ORDER OF BUSINESS**

**Supervisor's Requests and Audience Comments**

**Supervisor Requests:**

There were no Supervisor comments.

**Audience Comments:**

- A question was asked on who was responsible for sidewalks, common area. Mr. Kern noted that any area or sidewalk in front of resident's home is the responsibility of the homeowner.
- Other concerns were voiced on security, newsletter to list concerns, landscaping issues, amenity center pickleball entrance and basketball entrance, and camphouse concerns, kids, drugs, drinking, respectful behavior, Reverie landscaping around pool, palm trees, budgeting for flowers, mosquito control,

**FOURTEENTH ORDER OF BUSINESS**

**Shade Session: Discussion of Matters Regarding CDD Security Systems**

Mr. Oliver stated the Board would enter into an executive session that would be closed to the public and involve the Board and staff only. This will be for discussion of confidential and exempt security matters. He noted the open Board meeting will reconvene after the closed session.

**FIFTEENTH ORDER OF BUSINESS**

**Consideration of Security Cameras Proposal**

Mr. Oliver noted they were opening the general session again. He added the shade session included details of security, additional staffing at some point for pool monitoring, and more ability to suspend residents that will not comply with District policies.

Mr. Oliver stated the Board was presented two proposals for purchase and installation of security camera system. He noted the proposals were from Security 101 for \$41,000 and from Village Key & Alarm (VKA) for \$28,392.90. He added the staff had worked with staff to evaluate the proposals and security systems.

After discussion the Board selected the proposal from VKA Security for \$28,392.90.



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On MOTION by Mr. Kern, seconded by Ms. Hartley, with all in favor, the Proposal from VKA for \$28,392.90, was approved.

**SIXTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – July 26,  
2023 at 2:00 p.m.**

The next regular meeting date will be July 26, 2023, at 2:00 p.m. at their current location.

**SEVENTEENTH ORDER OF BUSINESS**

**Adjournment**

Mr. Oliver stated this meeting will be continued to June 21, 2023 at 9:30a.m. at the GMS offices.

On MOTION by Ms. Bland seconded by Mr. Glynn, with all in favor, the meeting was continued to June 21, 2023 at 9:30a.m. at GMS for Series 2023 matters only.

DocuSigned by:  
*Jim Oliver*  
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Secretary/Assistant Secretary

DocuSigned by:  
*Gregg Kern*  
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Chairman/Vice Chairman