

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 Thursday, July 27, 2023 at 2:03 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
Michelle Sutton	Supervisor

Also, present were:

Jim Oliver	District Manager, GMS
Wes Haber <i>by phone</i>	District Counsel, Kutak Rock
Alex Boyer	Operations Manager
Zach Brecht	District Engineer
Kevin Anderson	Dream Finder Homes
Joe Cornelison	GreenPointe
Stephanie Douglas	Operations
Ahn Nguuen	FSR
Terrence Rose	FSR
Colleen Specht	FSR

*The following is a summary of the actions taken at the July 27, 2023 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. Four Supervisors were in attendance at the meeting constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

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Mr. Oliver explained the audience comment times for the beginning of the meeting and the end of the meeting.

Audience member (Sue Mentor 170 Osprey Mills Lane) commented on the security issues at the Amenity Center and the poor condition. The doors and screens need replacement. She stated design changes are needed and security is an issue. She noted the Camp house was vandalized, fire extinguisher has been sprayed over the area, other damages to screens, fireplace screens, poor condition of pool water, and pool liner. She outlined several security incidents/issues she has observed. She made suggestions of physical presence, the doors locked at 10:00 pm, and turn off gas.

Mr. Oliver noted the Board is considering repairs to the Camp House.

Audience member had a question on the budget. Mr. Oliver noted the budget will be adopted at the August meeting. She commented on 3 days of janitorial services. Mr. Oliver noted the Board will ratify an agreement that will change that. She noted there are 40 hours/week, every week for security by off duty police officers, and wanted to know how this is monitored. Mr. Oliver replied they are coordinated with staff, and it is not public for confidential, security reasons. She wanted their role documented. She asked about camera installation and costs. Mr. Oliver noted it has already been paid. He noted there is a feed from the cameras, and it is being recorded for prosecution on an incident. He added they are expanding security.

Audience member (Mindy Gellman at 73 Skyline Lane) had comments regarding the pool lack of cleaning, bird droppings, staff member lack of cleaning, janitorial services for Reverie Amenity Center, access to pool, lack of security, vandalism, list of improvements in the budget communication to residents. Mr. Oliver noted there will be staffing changes in Reverie.

Audience member (Robin Catalano 1010 Rustic Mill Drive) made comments on the Amenity Center pool and lack of staff cleaning, access to defibrillator at the pickleball courts.

### **THIRD ORDER OF BUSINESS**

### **Approval of Consent Agenda**

#### **A. Engineer Items**

#### **CHANGE ORDERS**

- 1. Jax Utilities Management, Inc. – Change Order No. 5 Trailmark Phase 12**
- 2. Jax Utilities Management, Inc. – Change Order No. 6 – 9 East Parcel Phase 2**

Mr. Oliver reviewed the consent agenda and ask the Board if there were any items to be pulled off and considered separately. There were none.

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**PURCHASE ORDER AGREEMENT/DOP**

3. Trailmark Phase 12 – Purchase Order Agreement Ferguson Enterprises
4. Trailmark Phase 12 – Purchase Order Agreement County Materials Corporation
5. Trailmark Phase 12 – Purchase Order Agreement American Precast Structures

**WORK AUTHORIZATIONS**

6. Work Authorization No. 76  
Signal Warrant and Structural Analyses – Intersection of Pacetti Road and Trailmark Drive

**REQUISITIONS**

7. Ratification of Requisitions 2 – 6  
2023 Capital Improvement Revenue Bonds Series 2023 (2023 Project Area)  
Requisition 2 – Akermann LLP Bond Counsel – Fee Related to Issuance of 2023 Bonds  
Requisition 3 – American Precast – DOP Phase 12  
Requisition 4 – Jax Utilities Management, Inc. – Trailmark Phase 12 – Contractor App No. 4  
Requisition 5 – Jax Utilities Management, Inc. – Trailmark East Parcel Phase 3 – Contractor App. No. 3  
Requisition 6 – Jax Utilities Management, Inc. – Trailmark East Parcel Phase 3 – Contractor App. No. 2

**REQUISITIONS**

1. Consideration of Requisitions 191 – 194 2021 Capital Improvement Revenue Bonds, Assessment Area 3, Phase 1 (Phases 9 & 11)
2. Consideration of Requisition 56 – 58 2021 Capital Improvement Revenue Bonds, Assessment Area 3, Phase 2 (Phase 10)
3. Consideration of Requisitions 128 – 134 2021 Capital Improvement and Refunding Revenue Bonds (AA2, Phase 3B)(East Parcel Phase 2)
4. Consideration of Requisitions 7 – 12 Capital Improvement Revenue Bonds – Series 2023 (2023 Project Area)(AA2 Phase 3C & AA3 Phase 3)

**B. Ratification of Agreements**

1. Janitorial Maintenance Services

**C. Approval of Minutes of the June 14, 2023 Meeting**

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- D. Balance Sheet as of June 30, 2023 and Statement of Revenues and Expenses for the Period Ending June 30, 2023**
- E. Assessment Receipt Schedule**
- F. Check Register**

On MOTION by Mr. Kern, seconded by Ms. Hartley, with all in favor, the Consent Agenda Items, were approved as presented.

**FOURTH ORDER OF BUSINESS**

**Acceptance of Fiscal Year 2022 Audit Report**

Mr. Oliver reviewed the requirement to conduct an independent audit by a CPA firm that is elected through the RFP process. He presented the Fiscal Year 2022 Audit and noted it has been provided to the Auditor General of the State of Florida in accordance with Florida statutes. He noted it is a clean audit. The management letter states there are no findings, and last year’s recommendations have been implemented.

On MOTION by Mr. Kern, seconded by Mr. Glynn, with all in favor, Accepting the Fiscal Year 2022 Audit Report, was approved.

**FIFTH ORDER OF BUSINESS**

**Review of Fiscal Year 2024 Budget**

Mr. Oliver stated the District is required by Florida statutes to approve a proposed budget by June 15<sup>th</sup> of each year, which was done at the May meeting, and was briefly discussed at the June meeting. The public hearing will be held at the August meeting on August 16, 2023. He added that published notice was completed in the St. Augustine Record and also mailed notices were sent to all property owners.

He noted for this budget as a whole there is no increase in assessments, but an increase in the Reverie budget. He added this is in addition to the general fund budget and reflects an increase in assessments from \$500/month to \$1,020/month. These were the same assessments discussed and approved at the last meeting. The increases are covered by funding agreement. The budget is increasing by about 39%. Reverie increases will include a different staffing plan, changes are still being made. Some changes include Facility Management from \$16,000 to \$117,000. He noted these will be approved at the public hearing in August and added the assessments cannot be more than this high watermark.

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**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-10,  
Resetting Public Hearing to Adopt Rates**

Mr. Oliver stated there will be 2 things done at the public hearing. One is to adopt a non-resident user fee from \$3000 to \$4000. This is one requirement that must be adhered to allow non-resident users. Also, policies for Trail Mark as a whole will be discussed during the public hearing and Reverie on suspension policies. This will better enforce consequences for criminal acts and includes restitution.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposals**

Mr. Boyer provided an overview of the proposals. There are 2 different types of proposals to replace the current screen structure with a more industrial type of structure and to replace the door frame. This is for \$22,747 and the other is for 25,994. This will replace all 4 sets of doors and screen enclosures. Mr. Kern noted the other option would be to remove them all. He did note than access control still has to be maintained. Mr. Boyer reviewed the cost without the screen door and the option to just replace the doors. He noted without the screens would be a difference of \$16,663 versus \$13,500 for the security entrance door replacement.

Public discussion included topics such as people getting hurt, and kids in the pool at night with no supervision. Suggestions were made for a tall fence, limiting entrance, take all sides down, adding an island,

Mr. Kern stated on vandalism will be mitigated with other additions.

Other suggestions included a change in staffing for emptying doggie bags, Cameras, police officer and pool monitor the material of the screens, access fobs, security, cameras, limiting the point of entry, and pool monitors.

Mr. Kern had questions on the proposal from Titan Shutters and Screens and the description of replacing doors and screens for a total of \$22,747.16. He asked for clarification on access control and all replacements. He asked about the second proposal from Titan Outdoor Solutions and clarification on the difference. He suggested going with the Titan Shutter and Screens. He further discussed the budget and running through the general fund and Developer covering overage.

After discussion the Board approved the Titan Shutters and Screens proposal for repairs to the Camp House with a Not To Exceed of \$23,000 with Developer to cover the shortfalls not covered in the general fund. Ms. Hartley will approve the final selections and colors.

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On MOTION by Mr. Kern, seconded by Ms. Sutton, with all in favor, the Proposal with Titan Shutters and Screens for the Camp House Door and Screen Replacement with a Not to Exceed of \$23,000, was approved.

Another proposal was to paint exterior all throughout the facilities. This proposal is with Color Wave Painting with a Not to Exceed of \$68,312 with Developer to cover shortfalls not covered by general fund. Discussion ensued on exact locations, how the exterior was defined, and costs.

Mr. Kern recommended a reserve study. Funding for the overages for this project will be with the Developer.

On MOTION by Ms. Hartley, seconded by Mr. Kern, with all in favor, the Proposal with Color Wave for Painting the Camp House, with a Not to Exceed of \$68,312, was approved.

**EIGHTH ORDER OF BUSINESS**

**Discussion of Painted Snake**

Ms. Sutton presented a proposal from the Painted Snake.

After discussion the Board agreed to allow Painted Snake/Rocks. It was also agreed for the yellow ribbons. Mr. Kern asked that they be well maintained.

Mr. Oliver noted there was no motion needed.

**NINTH ORDER OF BUSINESS**

**Discussion of Reverie Amenity Policies**

Mr. Oliver presented the policies on age requirements. He noted there was a survey completed with option for ages, times, usage of facilities, results, and number of respondents. Discussion ensued on results of what the community wanted, restrictions, public regulations, and the best decision for the community. Mr. Boyer stated the current policy allows children in the afternoon from 1:00-4:00p.m. at any of the pools. Mr. Haber gave input on legal aspects on the policy and addressed the age for access to the different pools.

Mr. Kern stated based on the survey results he did not see a need for a change at this time.

After discussion the Board agreed to not make any changes to the Reverie Amenity Policy after discussing Survey Results.

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**TENTH ORDER OF BUSINESS**

**Discussion Regarding Reverie Amenity Survey**

The Reverie survey results were discussed in the above item decision on the amenity policies.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Proposal from First Service Residential for Reverie Amenity Center**

Mr. Kern stated the CDD has an agreement with Evergreen for Operations Management Services. Reverie has decided to terminate services with Evergreen for the HOA, and they are entering into an agreement with First Services to provide these services. He suggested the most efficient service would be for First Services to provide for CDD. He asked the Board to provide approval for termination of Evergreen and enter into an agreement with First Services.

He noted there is a proposal from First Services for review. Mr. Anderson provided comments about past services and the proposal with First. Mr. Kern noted the costs, and the staffing was discussed.

The representatives from First Services introduced themselves and provided some background information and what services would be provided. Discussion ensued on expectations of the community. This proposal for Reverie staffing for amenities and field operations, with provision that Dream Finders Home will fund the costs of overlapping services to accommodate, and August 1<sup>st</sup> start date and any cost above the approved budget. Contract execution contingent upon Developer funding agreement between the CDD and DFH.

Mr. Oliver asked for the termination motion.

On MOTION by Mr. Kern, seconded by Ms. Sutton, with all in favor, Terminating Evergreen Agreement with Reverie, was approved.

Mr. Oliver asked for the motion to approve the agreement with First Services subject to financial agreement and the not to exceed amount. Mr. Kern noted the agreement will be drafted by Counsel. He noted there is a 30-day cancellation notice required for the termination.

On MOTION by Mr. Kern, seconded by Ms. Hartley, with all in favor, the Proposal with First Services Subject to Funding Agreement with DHF, was approved.

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**TWELFTH ORDER OF BUSINESS**

**Ratification of Basham & Lucas Proposal  
for Amenity Area Expansion Construction**

Mr. Oliver stated this document has been executed for the architect to continue the work with the Amenity expansion at Trail Mark Central.

On MOTION by Mr. Kern, seconded by Mr. Glynn, with all in favor, the, the Basham & Lucas Proposal for Amenity Area Expansion Construction, was ratified.

**THIRTEENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**FOURTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Haber stated there is no further report.

**B. Engineer**

Mr. Brecht had nothing further to report.

**C. Manager**

Mr. Oliver stated there was nothing to report. There is a question about the rubble on the roads. It was noted there was nothing in place at this point. The Board discussed options for contracting to complete the clean-up.

**D. Operations / Amenity Manager**

Ms. Douglas presented updates on next month's events to include a Back to School Bash, food trucks and vendors.



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**FIFTEENTH ORDER OF BUSINESS**

**Supervisor’s Requests and Audience Comments**

**Supervisor Requests:**

- Supervisor Kern reviewed the Management changes with Reverie. He asked for coverage for securing the Amenity attendants and lifestyles and programming events. He proposed consideration of a new vendor to provide the Lifestyles and Amenity Attendant/Staffing for the Welcome Center. This would involve an amendment to for removing Facilities Attendants and Lifestyle Coordinator, authorizing the Chair to negotiate the start date. And also approving OnPlace for a Lifestyle Coordinator and Facilities Attendant at Camp House Amenity Center, subject to Developer Funding Agreement, authorizing the Chair to negotiate the start date. He presented the proposals and described the services. He reviewed the difference in costs and the not to exceed amounts. Ms. Hartley asked if there were complaints on Evergreen. Mr. Kern noted Trail Mark will be the last to terminate of his facilities. Ms. Hartley commented on her relationships with staff. Discussion ensued on retention of some staff and improvements.

The meeting was opened for public comments which centered around staffing of the different communities, coordination of these services, request for survey results to be shared with community, and what duties the security can perform. Mr. Oliver noted the St. John’s Sheriff’s office has been authorized to trespass people. Other suggestions were made on posting the decision on no policy change.

Mr. Kern asked for a motion to amend the current agreement with Evergreen, removing certain services and retaining the services you would like to keep. The second motion would be to approve the proposal. Mr. Haber noted the 30- day termination provisions.

On MOTION by Mr. Kern, seconded by Ms. Sutton, with Mr. Kern, Ms. Sutton, and Mr. Glynn in favor and Ms. Hartley Opposed, to Amend the Current Agreement with Evergreen, Removing the Facility Attendant and Lifestyle Director Services, was approved 3-1.

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On MOTION by Mr. Kern, seconded by Mr. Glynn, with all in favor, to Enter Into An Agreement with OnPlace to Provide Those Same Services For Lifestyle and Amenity Attendant, was approved.

- Supervisor Sutton requested pressure washing of sidewalks and curbs at or near Bloomfield/Weathered Edge. She asked that BrightView attend meetings again.
- Supervisor Hartley discussed the weeding and deteriorating rose bushes and plants near Bloomfield. She noted the weeds were growing out of the stormwater sewer grates and drains on the roads.

**Audience Comments:**

- Resident discussions included topics on build out on homes, current at 2278, anticipated completion, budget improvements, adoption of budget, adding extra services, amendments to the budget, assessments, collection of assessments, projects for the community, reserve fund, community buy-in, Board transparency, and parking lot issues and crosswalk, fence to prevent parking, HOA enforcement, one point of entry into the pool area, drains covered with weeds, doors at Camp House, stoplight updates, and annual increase for 2024 in Reverie.

*\*Mr. Glynn left the meeting at this time.*

**SIXTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – August 16, 2023 at 2:00 p.m.**

The next regular meeting date will be August 16, 2023, at 2:00 p.m. at their current location.

**SEVENTHEENTH ORDER OF BUSINESS**

**Adjournment**

Mr. Oliver asked for a motion to adjourn.

On MOTION by Mr. Kern, seconded by Ms. Hartley, with all in favor, the meeting adjourned at 4:46 p.m.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman