

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, December 11, 2024 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:

Michelle Sutton	Chairperson
Heather Brofford	Vice Chairperson
Wendy Hartley	Supervisor
Jacob Dunn	Supervisor

Also, present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
Scott Wild <i>by phone</i>	District Engineer
Alex Boyer	Operations Manager
Samantha Keim	OnPlace
Cassie Passantino	OnPlace
Matthew Reid	First Service
Sarah Sweeting	GMS
Daniel Laughlin	District Manager
Steve McAvoy	Brightview
Erica Graham <i>by phone</i>	Flock Security
Jim Schwartz	Florida Waterways

The following is a summary of the actions taken at the December 11, 2024 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 constituting a quorum.

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SECOND ORDER OF BUSINESS

Audience Comments

Mr. Oliver noted this is the audience’s opportunity to comment on items specific to today’s agenda.

Mr. Conway commented on the flow of ponds. He asked if approval was needed and was the CDD required to maintain them, he asked if the developer could assist with the costs.

THIRD ORDER OF BUSINESS

Brightview Report

Mr. McAvoy presented a brief landscape report to the Board. He commented on tree elevation and that they were on schedule with everything. Mr. Dunn asked for an assessment of green spaces.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Engineer Items

- 1. Ratification of Requisition No. 92 (2021 Bond Series (AA3, Phase 2))**
- 2. Ratification of Requisition No. 93 and 94 (2023 Bond Series (AA2, Phase 3C))**
- 3. Ratification of Requisition No. 82A (2023 Bond Series (AA3, Phase 3))**
- 4. Ratification of Requisition Nos. 11 and 12 (2024 Bond Series)**
- 5. Ratification of Change Order No. 22 Trailmark Phase 12**
- 6. Ratification of Change Order Nos. 11 and 12 Trailmark East Parcel 3**

Mr. Wild presented the engineer items. He noted the requisition list on the agenda it states ratification is needed, and they need to be considered and approved. Mr. Oliver noted the requisition funds are funded by the construction funds and does not impact the O&M.

Mr. Wild presented each requisition. He noted the first requisition is No. 92 (2021 Bond Series (AA3, Phase 2) for \$352.50 and is Mr. Haber’s services as it relates to construction items. He stated the next is No. 93 (2023 Bond Series (AA2, Phase 3C) is for Jax Utility for \$56,624.75. He added the next one is No. 94 for materials purchased for construction and is \$34.00. He stated the next is No. 82A (2023 Bond Series (AA3, Phase 3) payable to Jax Utility for Trail Mark Phase 12 and is for \$88,093.50. He added the final is No. 11 payable to Ferguson Enterprises for \$4,466.50 and No. 12 (2024 Bond Series) is for Trail Mark 13 for \$667,002.62. He confirmed the amount is consistent with the work and are on-site. He recommended Board approval for a total of \$816,573.97.

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On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, Requisitions #92 (2021 Bond Series (AA3, Phase 2), #93 and 94 (2023 Bond Series (AA2, Phase 3C), #82A (2023 Bond Series (AA3, Phase 3), #11, and #12 (2024 Bond Series) and Change Order No 22 Trailmark Phase 12, were approved 4-0.

B. Ratification of Agreements/Proposals

Mr. Wild provided an overview of the change orders to include #11 for Trail Mark East Parcel Phase 3 with Jax Utility for \$8,460 for erosion and drainage issues for a total of \$9,008,797.54. He stated the cost are reasonable for performing this work.

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, Change Order #11 Trailmark East Parcel 3 was approved 4-0.

Mr. Wild presented change order #12 for Trail Mark Phase East Parcel 3 with Jax Utility for credits and was inadvertently signed by the former chairman and instead of ratification approval was needed. He stated this is for a deduction for a \$12,310.

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, Change Order #12 Trailmark East Parcel 3, was approved 4-0.

C. Check Register

Mr. Oliver noted the check register. He added at the last meeting they had the financials through October and at the January meeting they will have the financials though November.

On MOTION by Ms. Hartley, seconded by Ms. Sutton, with all in favor, the Check Register and Financials, were approved 4-0.

FIFTH ORDER OF BUSINESS

Discussion Items:

A. License Plate Reader

Mr. Oliver stated this issue will be a lengthy process, was not previously budgeted, and this meeting is for receiving information. Ms. Graham with BrightView provide an overview of what the reader can do and there will be no decision to be made tonight.

Ms. Graham presented an overview of the license plate reader. She explained all the options for these services and what the collected information would provide for the Board. Mr. Dunn asked

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if this was for 1 camera in the front entrance. She explained this would capture the license plate and the make and model of the car along with all other options. He asked who would monitor and was there a gate keeper. She noted this was a Board decision.

Ms. Sutton asked about the placement of the camera and if the video would capture the plate. It was explained inbound and outbound traffic and other options that were available. Mr. Dunn asked about comparison of plate with car. She explained the placements and services that would be provided.

Mr. Dunn stated a presentation would be beneficial for a Board meeting. After discussion a decision was made for a demonstration for a future meeting.

B. Lake Maintenance Proposals

Mr. Oliver stated the lake proposal has been discussed at several meetings. He asked the Board for input and if they wanted to go out for proposals. Ms. Sutton added Mr. Jim Schwarts with Florida Waterways was in attendance and asked if he would provide some input on the problem ponds and suggestions.

Mr. Schwarts noted he had looked at the pond and reviewed some of the current issues to include a problem with a specific plant, grasses, invasive species, needed permits, barrier constructions, work needed for estimates, process and time frame. Mr. Dunn asked how it was treated in other communities. Mr. Schwarts explained most other communities have the grass carp. Mr. Dunn asked about cost associated with this process and determining the ponds that will need the carp. All options were reviewed and an explanation of poles needed. Ms. Sutton asked about doing the one pond now and other ponds in future. Mr. Oliver asked about a map that would be needed for permits. The lengthy process was discussed and the future of pond issues. The process was discussed of the fish eating the weeds, the final outcome, and the timeline for moving forward. It was noted the fish would be in place by April or May. It was noted the other vendor's proposal suggested using plants and they were not in favor of using fish. Mr. Schwartz explained some of the issues with using plants versus fish. The goal was for a solution for treating this particular pond.

Ms. Sutton mentioned a resident's concerns and the Board goals to eliminate this issue, and the concerns with the current vendor. Discussion ensued with the pond, canal, trash issues, esthetic issues, and proposal costs for barrier installation of \$270.

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On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the Proposal to Install a Barrier on the Weathered Edge Drive Pond and Assist with the Permitting Process for \$270, was approved 4-0.

It was noted that Mr. Boyer would prepare a scope of services and the RFP for proposals for lake maintenance. The contingency and budget were discussed. After discussion the Board agreed to pursue and RFP for lake maintenance and proposal will be brought back to the January meeting.

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the RFP for Proposals for Lake Maintenance, was approved 4-0.

C. TrailMark Cross Drain Repair Proposals

Mr. Boyer stated noted there was a sink hole found outside the amenity center, and it was temporarily repaired, but was not under warranty. He noted the vendor gave a quote for this area of repair for \$8000 and \$19,000 for the county owned sink hole. Discussion ensued on the pictures of the sink hole, one that was also owned by the county, the process for conveyance of property moved from developer responsibility to the county responsibly. Mr. Oliver introduced Daniel Laughlin, who was familiar with the process, that would provide further input to the Board.

Mr. Haber explained the process of the developer conveying property to the CDD. He noted the certificate from the engineer will allow the CDD to accept this process. He noted there are a number of agreements this CDD has with various contractors. He discussed plats, warranties, payments with bond money, improvements, and other issues. He commented on the current sink hole, possible construction defects, looking at a timeline, process to make a claim, other statutes timelines for claims, concerns with costs to investigate, plats assigned to CDD, contracts with vendors to file paperwork, roadways conveyance, bonds,

Mr. Oliver asked if there were additional plats to come before the Board. It was noted the 13 has not been platted. Ms. Sutton ask Mr. Wild about the problem with drains, and how common this was. He explained what may have happened with this particular sink hole. Ms. Brofford ask about roads belonging to the county and the process for repairs.

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On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the Proposal for TrailMark Cross Drain Repair at the Amenity Center, was approved 4-0.

SIXTH ORDER OF BUSINESS

Discussion of Landscape & Irrigation Maintenance Agreement and Authorization for Staff to Issue an RFP for Services (Reverie)

Mr. Oliver reviewed the issues with Reverie landscape and irrigation maintenance agreement that is no longer valid. Mr. Oliver asked for a motion to approve going out for the RFP process for services. Mr. Haber explained the RFP process for this issue. Discussion ensued on HOA, approval process, moving forward, pricing schedule, contracts, warranty issues, vendor bidding process, contracts with Brightview and other concerns with costs.

After discussion the Board wanted informal proposals for the February meeting and the scope of services to be shared.

On MOTION by Ms. Hartley, seconded by Ms. Brofford, with all in favor, the Authorization for Staff to Issue an Informal RFP for Reverie Services, was approved 4-0.

SEVENTH ORDER OF BUSINESS

Consideration of Proposals

A. Elite Amenities for Event Monitoring

Ms. Sweeting reviewed the proposal from Elite Amenities for event monitoring to include fees, the services provided, rental process for approval, increase from last year, pool monitoring during spring break and partial summer. They provide on-site services to overview events.

On MOTION by Ms. Sutton, seconded by Ms. Hartley, with all in favor, the Proposal from Elite Amenities for Event Monitoring, approved 4-0.

B. Doody Daddy for Pet Waste Stations

Mr. Boyer reviewed the annual contract agreement update for the dog park services provided 2/week at a total for \$224/month. It was noted this includes two stations, replacing liners,

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and Reverie park services. Mr. Oliver noted this comes out of the Dog Park maintenance line item for a total of \$5000.

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the Proposal from Doody Daddy for Pet Waste Stations, was approved 4-0.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2025-05, Ratifying the Actions Regarding the Series 2024 Bonds

Mr. Haber reviewed the Resolution 2025-05 on ratifying the actions regarding the Series 2024 bonds. He explained this was the last series of bonds and the Board had authorized this issuance of the bonds and delegating authority for the chair to sign and execute the various documents on the bonds. He noted this will ratify the chair actions to execute this action.

On MOTION by Ms. Brofford, seconded by Ms. Sutton, with all in favor, Resolution 2025-05 Ratifying the Actions Regarding the Series 2024 Bonds, approved 4-0.

NINTH ORDER OF BUSINESS

Consideration of Disclosure of Public Financing *(will be sent under separate cover)*

Mr. Haber explained this is required by Chapter 190 of Florida statutes and after each bond issuance is updated to supplement the issuance and is recorded in the official records in St. Johns County. He added this was not ready and will be presented at the January meeting.

TENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber reminded the Board to complete the ethics training by the end of the year. He explained how to document the training on the Form 1.

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B. Engineer

Mr. Wild stated he had nothing further to report.

C. Manager

Mr. Oliver stated he had nothing further to report.

D. TrailMark Reports

1. Operations (*RealManage*)

a. Report

Mr. Boyer commented on updates with replacements on the main gates.

b. Update Regarding AC Unit in Fitness Center

Mr. Dunn provided an explanation on the issues with the air conditioning unit in the fitness center to include the options for repair and quotes replacing the board and the condenser. Mr. Boyer noted another vendor had quoted \$8332 but explained the options for discounts and replacing the units. Further discussion ensued on the vendors, the chiller system, the quotes from Artic Air and quotes with a not to exceed \$8500. He explained the warranty, process for replacing and purchasing a new unit with an out of pocket of \$6400, options for parts and labor, total of not to exceed \$8500 for parts and labor including a warranty. Mr. Boyer noted this is only for 1 unit.

Ms. Sutton made comments on the best option for proceeding. Other comments were made on temperature issues with the air conditioning, thermostat locations, costs, other issues. It was noted this included a 10-year warranty. After discussion the Board made the decision to approve the proposal with Artic Air with a not to exceed of \$8500.

<p>On MOTION by Mr. Dunn, seconded by Ms. Hartley, with all in favor, the Proposal from Artic Air for the AC Unit in Fitness Center with a Not to Exceed of \$8,500, was approved 4-0.</p>

2. Lifestyles (*OnPlace*) – Report

Ms. Kiem updated the Board on recent and upcoming events to include all Christmas events and New Years Eve celebrations. A recommendation was made for an increase for the Lifestyles manager, Ms. Douglas. Questions were asked on her length of service, any other rate increases which were provided last year, request for new Board members to review the proposal, and

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explanation of the history of Amenities management services. Ms. Sutton stated she suggested they have time to review these services before a decision.

After discussion the Board decided to table the pay rate increase until the January meeting.

E. Reverie Reports (First Service)

1. DFH Updates

Mr. Reid provided an update on maintenance issues to include a problem with a leak in the women’s restroom at Reverie, ceiling planks in the tavern, insulation of holiday lights, repairs in Beer garden, and seasonal landscaping.

2. Operations (First Service)

3. Lifestyles (OnPlace) – Report

Ms. Passantino provided updates to include past and upcoming events.

TWELFTH ORDER OF BUSINESS

Supervisor’s Requests

Ms. Hartley made comments on new snowflakes decorations and holiday lighting decorations.

THIRTEENTH ORDER OF BUSINESS

Audience Comments

- Audience member (Ms. Newman) commented on lighting at the amenity center is dark and it’s very dangerous. She also commented on office space for Stephanie, the spaces at the amenity center, and tables and seating that were previously discussed. Resident input into amenity center decisions were also discussed.
- Ms. Sutton commented on suggestions and future options for the amenity center. Discussion ensued on other options, possibilities, insurance issues, soccer fields, and other concerns. She asked for residents to share concerns and ideas with the Board.
- Sunshine laws were discussed and using committees. Mr. Haber explained issues and legalities with using committees and using workshops instead.

FOURTEENTH ORDER OF BUSINESS

**Next Scheduled Meeting – January 8, 2025
at 2:00 p.m. @ Renaissance World Golf
Village Resort**

The next regular meeting will be January 8, 2025, at 2:00 p.m.

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FIFTEENTH ORDER OF BUSINESS

Adjournment

Mr. Oliver asked for a motion to adjourn.

On MOTION by Ms. Brofford, seconded by Ms. Hartley, with all in favor, the meeting adjourned.

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Signed by:

Daniel Langelin

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Secretary/Assistant Secretary

Signed by:

Michelle Sutton

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Chairman/Vice Chairman