

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 8, 2025 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
Mindy Gellman	Supervisor

Also, present were:

Daniel Laughlin	District Manager
Kyle Magee <i>by phone</i>	District Counsel
Alex Boyer	Operations Manager
Nichola Balestra	OnPlace
Amanda Arnold <i>by phone</i>	OnPlace
Cassie Passantino	OnPlace
Matthew Reid	First Service, Reverie HOA
Sarah Sweeting	GMS
Joe Durkin	Brightview
Erica Graham <i>by phone</i>	Flock Security
Clayton Buss	CBuss

The following is a summary of the actions taken at the January 8, 2025 Six Mile Creek Community Development District's regular Board of Supervisor's Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Laughlin called the meeting to order at 2:00 p.m. Five Supervisors were in attendance constituting a quorum.

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SECOND ORDER OF BUSINESS

Audience Comments

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

Audience member commented on reoccurring issues with the guest policies in Reverie. She stated she and her husband want it restricted, and to have updated language on the number of guests allowed that can attend events or use facilities. She noted on several occasions non-members attended events. She added she has sent letters to the Board on this issue in the past. She explained specific events where non-members are attending events, she noted concerns about insurance, liability, no enforcement, and guest tags not working. She added another issue was the desire for the lap lane be open for fitness.

Resident (Lynn Cooper) stated she would like to see added guidelines on pool usage and more classes are needed. She noted guests are coming and it causes members to have to pay both places.

THIRD ORDER OF BUSINESS

Brightview Report

Mr. Durkin presented a brief landscape report to the Board. He noted from the Quality Inspection there were some quality concerns such as weed control and noted it will be applied on Monday. He added comments on grasses to be completed, maintenance items in green spaces, cutbacks in February, oak tree pruning, lake areas to be treated, beds treated for weeds, leaf build up around kayaks, other treatments and cutbacks to plants, and removal of moss build up.

Other proposals were suggested for clean-up and other specific tasks. Board suggested some areas for planting and sprucing up certain areas. Irrigation issues were discussed, technology discussion, re-strawing in February, landscape agreements, budget, contingency dollars, adding herbicides to weeds, recommendations to areas for improvement on rose bed, and a new proposal for the rose bed area. Other discussion was held on the problems with the areas such as irrigation, dog issues, the children at bus stop leaving trash, and pond area leaking issues.

FOURTH ORDER OF BUSINESS

Presentation Regarding License Plate Reader

Mr. Laughlin stated this presentation was on the license plate reader and Ms. Graham of Flock Security gave an overview of the license plate reader to include access controls, privacy, and safety issues.

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The Board wanted to understand what they had in place currently and how this new system would work. Mr. Gerry stated he will contact SJCSO to attend the February meeting. Board member asked who would have the video and would they have access to view in special cases. Ms. Graham explained the video process and surveillance cameras.

Mr. Dunn asked about a survey to be provided to the residents. Media issues were discussed and having oversight on the security issues. The Board also discussed having information sent out to the community on the readers and surveillance. No action was taken at this time and this item was tabled.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Engineer Items – Requisition Summary

The requisition summary was reviewed to include the Requisition #171 for \$206,522.00, Requisition #201 for \$283,225, Requisitions #173 for \$801, & #174 for \$230.437, and Requisitions #95 for \$4,259.25, #96 for 16,587.05, and #97 for \$10,070, Requisitions #83A for \$13,611.50, #84A for \$16,752.76, #85A for \$98,446.35, and #86A for \$4,180, #13 for \$10,419.50.

It was noted the total was for \$903,372.95. There were no questions.

B. Ratification of Agreements/Proposals

1. HVAC Proposal from Artic Air

Mr. Laughlin provided the Artic proposal to the Board and noted it was for ratification because it was \$100 over the not to exceed amount. The warranty was discussed as to if it was 5 years or 10 years. There will be follow up on the actual warranty.

C. Approval of Minutes of the November 26, 2024 and December 11, 2024 Meetings

Mr. Laughlin presented the minutes of the November 26, 2024 and December 11, 2024 meetings. There were no questions.

D. Balance Sheet as of November 30, 2024 and Statement of Revenues and Expenses for the Period Ending November 30, 2024

Mr. Laughlin presented the balance sheet as of November 30, 2024 and the revenues and expenses are for the period ending November 30, 2024.

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E. Assessment Receipt Schedule

Mr. Laughlin noted they were at 25% collected.

F. Check Register

Mr. Laughlin noted the check register totaled \$130,046.55

On MOTION by Ms. Hartley, seconded by Ms. Brofford, with all in favor, the Consent Agenda, was approved 5-0.

SIXTH ORDER OF BUSINESS

Consideration of Proposals for Lake Maintenance (TrailMark & Reverie)

A. The Lake Doctors

B. Lake and Pond Remediation, Inc.

C. Sitex

D. Florida Waterways

E. Solitude

Mr. Laughlin reviewed the five lake maintenance proposals for TrailMark and Reverie. He presented a summary sheet for the pricing and comparison. It was asked if there was a certain scope of services specified in the RFP. It was noted there was not an RFP put out, there was only a proposal for services. The process and services were explained. He described the total amount for each. The Board noted they were difficult to compare due to the difference in services. It was explained the problem in doing an RFP for specific service, but vendors present quotes for what they want. It was noted any vendor will come to the District when needed with no charge.

The statement was made that every company except Sitex came in under budget. The current vendor was discussed and the Board stated they had asked this vendor for carp to be installed, and the current vendor did not want to do this. They had asked Florida Waterway if they would install the carp. A spreadsheet was shared, and it reflected Florida Waterways was the best price.

After discussion the Board stated they were not happy with the current vendor and felt Florida Waterways had done a good job in presenting and understood they did good work. The Board stated Florida Waterways was local and wanted them to take the contract for lake maintenance. The Board wanted to terminate the current vendor. The Board authorized staff to send a 30-day termination notice to Sitex and approved entering into an agreement with Florida Waterways for pond maintenance in both TrailMark and Reverie.

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On MOTION by Ms. Sutton, seconded by Ms. Hartley, with all in favor, the, to Terminate the Current Contract with Sitex and Accept the Proposal with Florida Waterways for Lake Maintenance (TrailMark & Reverie) was approved 5-0.

SEVENTH ORDER OF BUSINESS**Consideration of Increase for Lifestyles Manager (TrailMark)**

The salary increase for the Lifestyles Manager was discussed to include her previous employment with Evergreen and OnPlace, services, facilities management, and a salary not to exceed \$98,000 for the position. It was noted this suggestion will go over that threshold with a total compensation of \$65,000 with insurance, payroll and taxes. Some concerns were expressed with the events in the community, the newsletter, the app, and lack of use by the community.

It was noted some of the events are planned by the developer, and there was confusion on what the Lifestyles Manager's roles and responsibilities were. There was discussion of the \$5000 increase, the threshold of \$98,000 limit, the contract, OnPlace and amounts, and roles and responsibilities.

Mr. Magee explained the two separate amounts as far as payments. He noted the Lifestyle's Manager's salary may not exceed \$70,000 per year, not to include other taxes, etc. He explained with the consent of the District; total compensations may exceed the amount and can be explained. The Board referred to Page 149 which explains the compensation and all other fees.

Further discussion ensued on OnPlace as a vendor, how the contract was presented and some of the confusion with what was included in this contract. The Board would like to have specific rules and responsibilities, a job description, and noted the issues with having a Lifestyle Manager running the amenities of the CDD. They noted they are happy with the persons fulfilling the role, but not necessarily the management company. The roles, responsibilities, and job descriptions were reviewed.

After discussion the Board decided to approve the increase for the Lifestyles Manager with a not to exceed \$98,000 per current contract.

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the Proposal for an Increase for the Lifestyles Manager with a Not to Exceed the \$98,000 per the Contract with the Included Burden, approved 5-0.

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EIGHTH ORDER OF BUSINESS**Consideration of Disclosure of Public Financing**

Mr. Magee reviewed the disclosure of Public Financing. He noted this is filed when bonds are issued and gives notice to the community and informs them of the plan. He asked for a motion to approve.

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the Disclosure of Public Financing, was approved 5-0.

NINTH ORDER OF BUSINESS**Discussion Regarding Amenity Usage**

Mr. Laughlin stated this item was regarding amenity usage and the issues with organized activities. Discussion ensued on the report of weekly usage of the amenity center, job descriptions, and ensuring compliance of rule and regulations. It was noted that the enforcement of policies is by the manager. Concerns were voiced on the Camphouse parties by reserving, others utilizing the area and not paying, organized sports occurring on field not going through vetting, instance of birthday parties, food trucks, church group and parking issues, rentals, reservations, and events needing reservations.

It was noted the Camphouse is for public events and should be used by public. Reservations should be made for exclusivity purposes. Reverie events were discussed, and the Board stated rules are needed for events. Discussion ensued on communication as an issue with the overall amenity usage, membership to the CDD, and staffing issues.

It was suggested with the growth of the community guidelines need to be put in place. Discussion ensued on using online reservations, pop-up events, controls and guidelines for usage of the amenities, review of policies, needing proper staff to enforce activities, costs for services, wanting to issue an RFP, and review of the scope.

Mr. Laughlin stated they would put together an RFP package for Board's review at the next meeting. Board member Gellman suggested that Reverie should have rules and requirements for the residents. It was suggested to be reviewed at the next meeting. They will start with what is posted online and the Board can make changes as needed.

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TENTH ORDER OF BUSINESS**Consideration of Third Amendment to the Tree Amigos Landscape Agreement (Reverie)**

Mr. Laughlin stated the current agreement with Tree Amigos has expired and this is to proceed with a month-by-month basis until new direction is established. This will approve an amendment to the contract with Tree Amigos for Reverie and extend their services through March 31, 2025.

On MOTION by Ms. Brofford, seconded by Ms. Gellman, with all in favor, the Third Amendment to the Tree Amigos Landscape Agreement, was approved 5-0.

ELEVENTH ORDER OF BUSINESS**Review of Scope of Services for Landscape & Irrigation Maintenance Services RFP (Reverie)**

Mr. Laughlin reviewed the scope of services for landscape and irrigation maintenance services RFP in Reverie. He noted this had not changed and the services are what is currently being provided. He noted extra areas have been added and the map is included and shows maintained areas. He noted the companies will submit proposals to be brought to the February meeting. He added this does not require a motion, only Board authorization.

TWELFTH ORDER OF BUSINESS**Discussion of Pool Monitor for Spring Break**

Mr. Laughlin reviewed a proposal from Elite Amenities for pool monitoring services for spring break. He noted the services will be from March 14th through the 23rd daily from 11:00am – 7:00pm. This will be for 1 pool monitor for \$2,132.80. He added the budget does include a pool monitor and services for the summer will be addressed at the next meeting.

Discussion was voiced on the concerns the Board had waited until the last minute for a plan, CPR certification is not required for this position, and they asked for feedback from residents on who's doing a good job.

On MOTION by Ms. Sutton, seconded by Ms. Brofford with all in favor, the Proposal from Elite Amenities for Pool Monitoring Services for Spring Break, was approved 5-0.

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THIRTEENTH ORDER OF BUSINESS**Discussion of Pool Repairs (TrailMark)**

Ms. Sutton noted the pool is needing services for repairs and the biggest issues are the expansion joints. It was noted they are not under warranty. She stated Mr. Buss will suggest using different materials that will fix the issue. She added the \$186,000 is for all the repairs to be completed and we are not currently budgeted for all of this. The expansion joints are what we will look at for repair.

Discussion ensued on the other pool vendors, the difference in the pricing, and work. Mr. Boyer explained the vendors use their own products and therefore this creates a price difference and an attempt at comparison. He explained the adhesion strip on the expansion joints are what is required. He noted this has needed repair each year.

Mr. Buss arrived late at the meeting and explained the process for repairs on the new expansions. He noted the pool would need to be closed for about 2 weeks for this work. He added the expansion joints will need to be replaced and pool resurfacing would need to be done. He explained this is a new product and it will hold up longer. He discussed other concerns, and issues on resurfacing process with pebbles. It was noted the life span could be up to 20 years. He current expansion joint and the coping strip is the problem.

Discussion ensued on other possibilities, two different quotes to include the basic and the pebbles, the pricing needed just for replacing the joints, moving forward to have pool open by spring break, pricing concerns, risk hazards, budgeting issues, compliance with standards, placements of expansion joints, patching to get through the summer, using capital expense and contingency money, waiting to complete 1 time, backsplash replacement options, and the incidents with damages to the pool need to be reported.

After discussion the Board asked for a proposal for pebble surfacing to plan into the FY26 budget.

FOURTEENTH ORDER OF BUSINESS**Other Business**

There being no comments, the next item followed.

FIFTEENTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Mr. Magee stated there were no further reports.

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B. Engineer

Mr. Laughlin stated there was not an engineer present. The Board voiced concerns on a \$5,000 map and wanted a follow-up map from the engineer showing the inflow and outflow of ponds. The Board also wanted the developer to possibly contribute to the cost of providing the map.

C. Manager – Scheduling of a February Meeting

Mr. Laughlin stated the current meeting room is booked in February. After discussion of several issues the final determination was for the next meeting to be February 10, 2025 at 2:00 p.m. at the TrailMark Welcome Center. Mr. Dunn noted he will be out of town. The Board noted at this meeting they could determine the status of what is needed at the Welcome Center.

D. TrailMark Reports

1. Operations (*RealManage*) – Report

There were no updates from TrailMark. It was asked that RealManage provide an update on mailboxes on Topiary. Water issues have created a need for shingles that will be needed, and they are waiting for quotes. The Board asked for an update on the incident with the tree and landscape median and then how to proceed. It was noted a police report was filed on property damage and insurance was discussed.

2. Lifestyles (*OnPlace*) – Report

Ms. Balestra provided an update on recent and upcoming events. She reported the reservations at the Camphouse and the checklist that is covered for rentals, and kayaks usage. Ms. Arnold reviewed the report from Stephanie with events, usage of the fields, reports to police, changes to policies, distribution of fobs, process of handling issues with people on CDD property, non-resident trespassing issues, creating a sign-in at the amenity center, sign-in at new field, and other possible changes to be made. Ms. Arnold stated other CDD's have policies, and enforcements are always an issue.

Mr. Boyer reviewed the fob process for HOA distribution to the property owner, and Board suggestion to change to having the CDD issue the fobs, requirements for fobs, and the process for both Six Mile and Reverie issuances of fobs.

After discussions the Board instructed OnPlace to handle the distribution of all key fobs.

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E. Reverie Reports (First Service)**1. DFH Updates****2. Operations (*First Service*)**

An update was provided regarding the pool system maintenance to include upgrades on monitoring of the water system, new probs for water quality, safety issues, and the replacement of shower heads. He added winter seasonal landscaping duties to include cutting grasses, plantings, palm tree replacements, and seasonal flowers.

The Board asked for an update regarding the kitchen pass through renovation. It was noted there was an issue with the vendor, and he doesn't have an update. The Board expressed concerns with the emergency front entry gate not working and repairs are at the CDD costs. It was noted a remote is needed for emergencies and the Board would like an update at the next meeting.

3. Lifestyles (*OnPlace*)**1. Report**

Ms. Passantino provided an update on the specifics of recent and upcoming events at Reverie. She reviewed the number of reservations. She noted club classes have been occurring, and she has requested approval reserving the lap pool for water aerobics class on Saturdays for no charges. It was noted the instructor has provided her credentials, insurance, and Independent Contractor agreement.

Discussion ensued on usage, frequency of usage, the pool being taken 4 days a week, unfairness to residents, first-come-first serve basis, access to the lap pool, others providing classes in the pool, friends exercising in the main pool 2 days a week, and persons asking for permission to use the pool.

Mr. Magee explained how other Districts handled this issue with having the person come before the Board for approval for usage of the pool. He noted there are no systems using reservations for pool usage. Board members debated the issue, the need for making policies, starting a process for the issue, ceasing classes until Board approval, and using storage space for aerobics equipment.

2. Water Aerobics

After the above discussion this item was tabled until the February meeting for further discussion.

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SIXTEENTH ORDER OF BUSINESS**Supervisor's Requests**

Board oversight was discussed and assigning members to oversee specific areas. This will help in providing updates to the Board on the areas.

Board Oversight Assignments:

Supervisor Brofford – Pond Maintenance

Supervisor Sutton – Landscape Maintenance

Supervisor Dunn – TrailMark Amenity Center

Supervisor Gellman – Reverie Amenity Center

Supervisor Hartley – Lifestyles of TrailMark and Reverie

Board comments were made on invoices, furniture concepts, and developer proposing activities.

SEVENTEENTH ORDER OF BUSINESS**Audience Comments**

- Audience member made comments on Board member emails not being user friendly to help connect with Board members, capital contingency fund questions, increase in lots increase funds, and the budget.
- Guest policy clarification on residents bringing guest, getting the calendar, and using facilities.
- Suggestions were made for having a time for guest sign-in or a waiver. The issue to solve was how to control the number of guests.
- Resident Jamie (Deja Brew) requested a time to park the food truck and sell coffee and pastries to the community. The Board authorized her to work with Stephanie on scheduling and providing the necessary documentation.
- Comments were made on the welcome center and improvements that need to be made.
- Resident commented on the bridge between the canal a landscaping issue, addressing the kayak launch, and updates on the truck that ran into the tree.

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EIGHTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – February 10, 2025 at 2:00 p.m. @ Renaissance World Golf Village Resort

The next regular meeting will be February 10, 2025, at 2:00 p.m. at the TrailMark Welcome Center.

NINETEENTH ORDER OF BUSINESS

Adjournment

Mr. Laughlin asked for a motion to adjourn.

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

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Signed by:

Daniel Laughlin

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Secretary/Assistant Secretary

Signed by:

Michelle Sutton

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Chairman/Vice Chairman