

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, February 10, 2025 at 2:00 p.m. at the TrailMark Amenity Center, 805 Trailmark Drive, St. Augustine, Florida 32092.

Present and constituting a quorum were:

Michelle Sutton	Chairperson
Heather Brofford	Vice Chairperson
Wendy Hartley	Supervisor
Jacob Dunn <i>by phone</i>	Supervisor
Mindy Gellman	Supervisor

Also, present were:

Daniel Laughlin	District Manager
Wes Haber <i>by phone</i>	District Counsel
Alex Boyer	Operations Manager
Stephanie Douglas	OnPlace
Matthew Reid	First Service, Reverie HOA
Cassie Passantino	OnPlace
Samantha Keim	OnPlace
Sarah Sweeting	GMS
Steve McAvoy	Brightview
Adam Eminisor	SJCSO
Kevin Andersen	DreamFinders

*The following is a summary of the actions taken at the February 10, 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 2:04 p.m. Four Supervisors were in attendance constituting a quorum. Mr. Dunn joined by phone.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

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Mr. Laughlin asked for comments regarding water aerobics.

- Kyla Law – Asked if they are allowed to give a presentation on the water aerobics class.
- Diane Wade (Reverie) – Hopes aerobics class will continue, was in the lap pool for an hour per day without any other activity in the pool.
- Robin Freedman (917 Rustic Mill) – Requested one lap to always be open in the lap pool.
- Joan (Reverie) –Kyla’s class improved her mobility and strength.
- Robin (1010 Rustic Mill Dr.) – Asked to reinstate the class for 1 hour per day.
- Susan Newman (TrailMark) – Commented on class taking up the whole pool for one class.
- Marianne – Stated the class is awesome and asked to continue the class.
- Paul (62 Skyline Lane) – Compromise with women who want to use it as well as everyone else. Noted residents pay thousands per year in CDD fees & taxes so shouldn’t refuse anybody to improve their lives.
- Susan – Asked for designated times for the lap pool.
- Resident – Spoke about liability issues.
- Michele (Rustic Mill Trail) – Commented on pop ups, needs to be a scheduled time.
- Leslie Patterson –Asked for transparency and solid rules. Tension in community over use of the pool.
- Pat Watts – Water fitness instructor spoke on healing qualities of working out in water. Asked to have classes at Reverie & TrailMark on scheduled days, not in the lap pool.
- Cindy (Rustic Mill Dr.) – Stated Kyla’s classes were moved to the lap pool because of the size of the class.
- Judy Ann Miller – Asked for the Board’s assistance in setting the guidelines.
- George Rhontus (Golden Rod Dr.) – Complimented Stephanie, Katie, and Alex for keeping the calendar full of events & almost an open-door policy for questions.
- Resident – Asked for clarification on the guest policy. Excessive amount of TrailMark residents coming in as Reverie residents. Pickleball and amenity capacity exceeded due to guests. Ms. Gellman noted for pickleball it’s only 3 guests at a time.
- Kristopher McConley (263 Weathered Edge) Sent photos of collapsing sidewalks to Mr. Oliver. Resident stated that the developer should take care of it instead of coming out of the finances of the CDD.

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**THIRD ORDER OF BUSINESS****Brightview Report**

Mr. McAvoy provided a landscape report to the Board. Ms. Sutton asked for a proposal on what Brightview would suggest removing in order to get the athletic field unshaded.

**FOURTH ORDER OF BUSINESS****Presentation Regarding License Plate Reader**

Mr. Eminisor from SJCSO gave an overview of the license plate reader and the community survey results were presented. No action was taken by the Board at this time.

**FIFTH ORDER OF BUSINESS****Approval of Consent Agenda****A. Engineer Items**

1. Ratification of Requisition No. 202 (2021 Capital Improvement and Refunding Bonds (AA3, Phase 1))
2. Ratification of Requisition No. 93 (2021 Capital Improvement and Refunding Bonds (AA3, Phase 2))
3. Ratification of Requisition Nos. 175 (2021 Bond Series (AA2, Phase 3B-East Parcel Phase 2))
4. Ratification of Requisition Nos. 98 – 99 (2023 Bond Series (AA2 Phase 3C))
5. Ratification of Requisition No. 87A (2023 Bond Series (AA3 Phase 3 – Phase 12))
6. Ratification of Requisition No. 14 – 18 (2024 Bond Series – Phase 13)
7. Ratification of Change Order No. 23 Trailmark Phase 12

**B. Ratification of Agreements/Proposals**

1. Agreement with OnSight Industries, LLC to Furnish & Install Mailboxes (Phase 13)
2. Agreement with OnSight Industries, LLC to Furnish & Install Signage (Phase 13)
3. Underground Distribution Facilities Installation Agreement with Florida Power & Light (FPL)
4. Agreement with Florida Waterways, Inc. for Aquatic Maintenance (Reverie)
5. Agreement with Florida Waterways, Inc. for Aquatic Maintenance (Trailmark)
6. Agreement for Security System Operation/Maintenance Services with Envera Systems (Reverie)

Ms. Gellman suggested renegotiating the contract with Envera.

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, Removing the Envera Agreement from the Consent Agenda

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and Authorizing Supervisor Gellman to work with staff and renegotiate, was approved.

**C. Approval of Minutes of the January 8, 2025 Meeting**

**D. Balance Sheet as of December 31, 2024 and Statement of Revenues and Expenses for the Period Ending December 31, 2024**

**E. Assessment Receipt Schedule**

**F. Check Register**

Mr. Laughlin noted unless there are any comments or questions on any of the items, he would be looking for a motion to approve the Consent Agenda.

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the Consent Agenda Excluding the Envera Agreement, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Proposals for Lake & Irrigation Maintenance Services RFP (Reverie)**

*\*Supervisor Dunn joined the meeting at this time.*

Ms. Sutton reviewed all of the proposals but the Board will not be making a decision today. Ruppert will provide clarification on pricing and service area. This will be tabled until the next meeting.

**SEVENTH ORDER OF BUSINESS**

**Review of Reverie Amenity Policies**

The Board tabled this item and requested a workshop to discuss Reverie Amenity policies and TrailMark policies.

**EIGHTH ORDER OF BUSINESS**

**Discussion Items:**

**A. Independent Contractor Agreements**

Ms. Douglas noted Patt Watts has been at Trailmark for 3 years and needs her vendor contract for aquatic classes at Reverie and Trailmark signed. She noted Dana a resident would like to do an after-school paint class in the CampHouse. The Board approved Patt Watts aquatic classes at Reverie and TrailMark. A schedule will be coordinated with onsite staff. Policy review for TrailMark and Reverie will be added to the workshop.

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**B. Policy Enforcement**

Ms. Sutton discussed people signing in when using facilities. The Board tabled discussion to the workshop.

**C. Pond Bank Landscape Maintenance (TrailMark)**

The Board discussed pond bank landscape maintenance at TrailMark. This service can be considered later to add into FY26 budget.

**D. Welcome Center Improvements**

The Board authorized Supervisor Hartley to work with Megan Maldonado of Greenpoint on Welcome Center improvements. Supervisor Dunn will provide pricing for the sign in area. The design person will be asked to come to the March meeting.

**NINTH ORDER OF BUSINESS**

**Review of Scope of Services for Amenity  
Management, Field Operations, and  
Maintenance Services RFP (TrailMark)**

The Board discussed the scope of services and RFP process. Responses would be needed by March 5<sup>th</sup> to get into the agenda package for the March meeting.

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the Scope of Services and Authorization of Staff to Obtain Proposals for Amenity Management, Field Operations, and Maintenance Services RFP (TrailMark) and Authorizing Chair to work with Counsel, was approved.

Mr. Haber suggested delegating authority to one Board member to work with him on a final list of vendors.

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, Authorizing the Chair to work with Counsel on the onsite management RFP, was approved.

**TENTH ORDER OF BUSINESS**

**Consideration of Proposal from Elite  
Amenities for Pool Monitor  
(Summer)(TrailMark)**

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Mr. Laughlin reviewed the two options for summer pool monitor which were included in the agenda package for Board review.

*\*Supervisor Dunn left the meeting at this time.*

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the Proposal from Elite Amenities for summer pool monitor (Option 1), was approved.

## **ELEVENTH ORDER OF BUSINESS**

### **Updates Regarding:**

#### **A. Sidewalk & Irrigation Repair in Phase 9**

#### **B. Miscellaneous Items throughout the Neighborhood**

Mr. Boyer provided an update regarding sidewalk and irrigation repairs in Phase 9. Ms. Brofford spoke about benches that were never installed. The cement slab is there but no bench. Random poles in the community. Supervisor Sutton will discuss with Greenpoint sidewalk repairs and miscellaneous items throughout the community.

## **TWELFTH ORDER OF BUSINESS**

### **Other Business**

There being no comments, the next item followed.

## **THIRTEENTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Mr. Haber briefed the Board regarding any potential legal threats against the CDD if they arise.

#### **B. Engineer**

Mr. Laughlin had nothing to report from the Engineer. Ms. Brofford asked about the in and outflow maps for the ponds. Sarah has all of them except for Phase 3.

#### **C. Manager**

Mr. Laughlin had nothing to report.

#### **D. TrailMark Reports**

##### **1. Operations (*RealManage*)**

##### **a. Report**

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**b. TrailMark Amenity Expansion – Drainage Repairs**

Mr. Boyer provided an update regarding preventative maintenance items and Phase 9 final walk through for irrigation. Supervisor Hartley spoke about some rebar that is sticking up by the basketball court. Mr. Boyer put out caution tape and it should be removed tomorrow by Brightview.

**2. Lifestyles (OnPlace) – Report**

Ms. Douglas updated the Board on recent and upcoming events.

**E. Reverie Reports (First Service)**

**1. DFH Updates**

DFH provided an update regarding the kitchen passthrough and gate extension.

**2. Operations (First Service)**

First Service provided an update regarding general maintenance. Mr. Reid speaks highly of Ruppert. The Board approved to split the cost of AV equipment between TrailMark and Reverie.

**3. Lifestyles (OnPlace)**

**a. Report**

Ms. Passantino provided an update on recent and upcoming events at Reverie.

**b. Water Aerobics**

Ms. Passantino stated Kyla Law would like to continue teaching water aerobics at Reverie and presented all her credentials and certifications. She stated Ms. Law requested the class schedule be Monday through Thursday from 9:30 a.m. to 10:45 a.m. and a pop-up class first Saturday morning of the month. There are 50 participants in the group, however they generally have approximately 23-25 participants per class. Ms. Law stated that she would start charging a monthly fee for her class to recoup costs. Mr. Dunn noted Kyla is a resident who is also trying to be a vendor. She would be considered a patron and not allowed to profit from use of amenity facilities. A contract would be needed.

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On MOTION by Ms. Sutton, seconded by Ms. Gellman, with all in favor, to allow water aerobics classes to be instructed by Kyla Law and Patt Watts pending scheduling with Lifestyles staff and a signed agreement, was approved.

**FOURTEENTH ORDER OF BUSINESS**

**Supervisor's Requests**

There being no other business, the next item followed.

**FIFTEENTH ORDER OF BUSINESS**

**Audience Comments**

- Resident Ms. Newman (TrailMark) – Spoke about cracked sidewalk. Resident stated it was advantageous to do the plate reader. HOA has an open seat, asked for job description. Sign-in sheet for pool. Recommended asking Stephanie about inside décor.
- Resident – Would like to see something fresher in the amenity and getting the stuff fixed up front after traffic incident. All for sign in at amenity especially with all the renters.
- Resident – Asked to block off pool exits.
- Cindy Lane – (95 Split Oak) – Stated the steps at TrailMark amenity can't be seen at night, need lighting. Mr. Boyer talked about upgrading the busted lights.
- Resident (TrailMark) – Asked when tabled items will be discussed again, for example the license plate reader. Mr. Laughlin noted it will be on next month's agenda. Resident asked how many houses will be in TrailMark when full, both Reverie & TrailMark. Mr. Laughlin noted there will be 2,267.

**SIXTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – March 12, 2025  
at 2:00 p.m. @ Renaissance World Golf  
Village Resort**

The next regular meeting will be March 12, 2025, at 2:00 p.m. at Renaissance World Golf Village Resort.

**SEVENTEENTH 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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Six Mile Creek CDD

Signed by:

*Daniel Langelin*

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Secretary/Assistant Secretary

Signed by:

*Michelle Sutton*

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Chairman/Vice Chairman