

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, March 12, 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
Wes Haber <i>by phone</i>	District Counsel
Scott Wild <i>by phone</i>	District Engineer
Alex Boyer	Operations Manager
Stephanie Douglas	OnPlace
Matthew Reid	First Service
Cassie Passantino	OnPlace
Sarah Sweeting	GMS
Steve McAvoy	Brightview

The following is a summary of the actions taken at the March 12, 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.

SECOND ORDER OF BUSINESS

Audience Comments

Mr. Laughlin opened the audience comment period regarding agenda items.

March 12, 2025

Six Mile Creek CDD

THIRD ORDER OF BUSINESS

Landscape Update

A. Brightview Communication Report

Mr. McAvoy reviewed the Brightview Communication Report. Ms. Passantino thanked Brightview for their attention and everything they are doing.

B. Brightview QSA

Mr. McAvoy offered to take any questions. He noted regarding the leaning tree; the root ball was damaged during the storms. It has been staked up a couple of times but needs stronger reinforcement or just removal. It would be about \$150 to stake up or \$75 to remove. Ms. Hartley spoke about the Ferndale Bloomfield mess with dead shrubs and would like to do that if possible. Mr. McAvoy noted it's mostly the roses that were planted over the years. Ms. Sutton asked for photos of that area.

C. Landscape Inspection (Supervisor Sutton)

Supervisor Sutton provided a landscape report to the Board.

FOURTH ORDER OF BUSINESS

Consideration of License Plate Reader

Mr. Laughlin stated the Board has heard from some company representatives as well as a St. Johns County officer regarding the license plate reader and asked if the Board would like to move forward with this.

On MOTION by Ms. Hartley, seconded by Ms. Gellman, with Ms. Sutton and Mr. Dunn in favor and Ms. Brofford Opposed, the License Plate Reader, was approved 4-1.

FIFTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Engineer Items

- 1. Ratification of Requisition No. 94 (2021 Capital Improvement and Refunding Bonds (AA3, Phase 2))**
- 2. Ratification of Requisition Nos. 176 (2021 Bond Series (AA2, Phase 3B-East Parcel Phase 2))**
- 3. Ratification of Requisition Nos. 100 – 101 (2023 Bond Series (AA2 Phase 3C))**
- 4. Ratification of Requisition No. 88A – 89A (2023 Bond Series (AA3 Phase 3 – Phase 12))**

March 12, 2025

Six Mile Creek CDD

- 5. Ratification of Requisition No. 19 – 22 (2024 Bond Series – Phase 13)**
- 6. Ratification of Change Order No. 6 Trailmark Phase 13**
- B. Ratification of Agreements/Proposals**
 - 1. Agreement with Elite Amenities for Summer Pool Monitoring Services**
 - 2. Agreement with Brightview Landscape Services for Area 13 Enhancements**
 - 3. Proposal from Clary & Associates for TrailMark East Parcel 3**
 - 4. Proposal from First Coast Electric for Electrical to Well**
- C. Approval of Minutes of the February 10, 2025 Meeting**
- D. Balance Sheet as of January 31, 2024 and Statement of Revenues and Expenses for the Period Ending January 31, 2024**
- E. Assessment Receipt Schedule – 97% collected**
- F. Check Register - \$309, 644.22**

Mr. Laughlin presented the consent agenda. He stated unless there are any questions or comments on any of the items, he would just need a motion to approve.

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

SIXTH ORDER OF BUSINESS

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

The Board discussed proposals for landscape and irrigation maintenance services.

On MOTION by Ms. Brofford, seconded by Ms. Gellman, with all in favor, the Ruppert Landscape Proposal for Landscape & Irrigation Maintenance Services (Reverie), was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2025-06, Authorizing Investment of Funds in the Local Government Surplus Funds Trust Fund (SBA-State Board Account)

Mr. Laughlin stated they typically keep excess money in a trust account that the Trustee handles when receiving assessments. Interest is usually around 4 to 5%. Currently the Reverie fund is just sitting in a checking account and really not accruing any interest. He would like to move that money into an SBA account which usually returns 4 to 6%.

March 12, 2025

Six Mile Creek CDD

On MOTION by Ms. Brofford, seconded by Ms. Gellman, with all in favor, Resolution 2025-06 Authorizing Investment of Funds in the Local Government Surplus Funds Trust Fund (SBA-State Board Account), was approved.

EIGHTH ORDER OF BUSINESS

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

A. Consideration of Revisions to TrailMark Amenity Policies

Mr. Laughlin noted on page 272 of the agenda package is a marked-up version of the amenity policies. He asked if the Board would like to discuss anything, add anything or approve what has been changed.

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the Revisions to TrailMark Amenity Policies, were approved.

B. Consideration of Revisions to Reverie Amenity Policies

Kevin Andersen suggested adding policies to the Reverie policies over the Bier Garden and the dog park.

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the Board Authorized Supervisor Gellman to Work with Staff to Include Policies Related to the Dog Park and Bier Garden in Reverie Policies, was approved.

C. Consideration of Resolution 2025-07, Setting a Public Hearing Date to Adopt Rates

Mr. Laughlin stated this is to set the public hearing date to adopt the charge for the booklets.

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, Resolution 2025-07, Setting a Public Hearing Date to Adopt Rates - May Meeting, was approved.

NINTH ORDER OF BUSINESS

Discussion Items:

A. Welcome Center Improvements

Ms. Hartley discussed her design plans for the welcome center improvements. Drawings are included in the agenda package and photos of furniture were sent to Sarah. Ms. Sutton reminded the Board that a sign in station needs to be incorporated.

March 12, 2025

Six Mile Creek CDD

B. District Events

Ms. Sutton discussed District events being made public by others than the Board and property being allegedly damaged. The Board requested staff be notified of events open to the public.

TENTH ORDER OF BUSINESS

Discussion of Agreement for Security System Operation/Maintenance Services with Envera Systems (Reverie)

Ms. Gellman provided an update on a revised (verbal) agreement with Envera. She will negotiate price and termination clause. The contract isn't up until August. Tabled

ELEVENTH ORDER OF BUSINESS

Update on Insurance Status for Accident

Mr. Laughlin informed the Board that a check was received today for the damages related to the front entrance accident.

TWELFTH ORDER OF BUSINESS

Consideration of Proposals:

A. Cooper Electrical Services for Outdoor Lighting at Welcome Center

Mr. Laughlin presented a proposal from Cooper Electrical Services for outdoor lighting at the welcome center (adding lights to stairway) totaling \$1,070.

On MOTION by Ms. Sutton, seconded by Mr. Dunn, with all in favor, the Cooper Electrical Services Proposal for Outdoor Lighting at Welcome Center for \$1,070, was approved.

B. Brightview Landscape Services for Sports Field Tree Elevation

Mr. Laughlin stated presented a proposal from Brightview Landscape Services for Sports Field Tree Elevation totaling \$1,714.29.

On MOTION by Ms. Sutton, seconded by Ms. Hartley, with all in favor, the Brightview Landscape Proposal for Sports Field Tree Elevation for \$1,714.29, was approved.

C. Brightview Landscape Spring Annuals

Mr. Laughlin reviewed a Brightview proposal for the spring annuals for \$2,175.52.

March 12, 2025

Six Mile Creek CDD

On MOTION by Ms. Sutton, seconded by Ms. Hartley, with all in favor, the Brightview Landscape Proposal for Spring Annuals for \$2,175.52, was approved.

D. Tison Sound & Security for Additional Audio Equipment

Mr. Laughlin noted they would need to purchase at least 4 more mics and another plug to plug the mics in. Table

E. Jax Utility Maintenance for Welcome Center Pothole

Mr. Laughlin stated ETM has been out and inspected the site and concur with this work. The total is \$10,800. Paying from the Capital Reserve could be an option. District Counsel will prepare an agreement.

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the Proposal from Jax Utility Maintenance for Welcome Center Pothole, was approved.

THIRTEENTH ORDER OF BUSINESS Other Business

There being no comments, the next item followed.

FOURTEENTH ORDER OF BUSINESS Staff Reports

A. Attorney

Mr. Haber had nothing to report but offered to take questions.

B. Engineer – Update Regarding Traff Signal at Entrance

Mr. Wild provided an update related to the front entrance traffic signal. He noted once they get a contract, they may get a tighter timeframe on the fabrication but no guarantees.

C. Manager – Discussion of April Meeting

Mr. Laughlin scheduled the next meeting for April 23, 2025 at Good News Church.

D. TrailMark Reports

1. Operations (*RealManage*) – Report

March 12, 2025

Six Mile Creek CDD

Mr. Boyer provided the Facility Manager’s Report including the one-year final walkthrough, pool ladder repair and Camp House screen repair. Mr. Dunn spoke about exterior composite shiplap to cover mid-way up the free weights wall in the gym. He will bring back pricing.

2. Lifestyles (OnPlace) – Report

Ms. Douglas provided an update on recent and upcoming events at TrailMark.

E. Reverie Reports (First Service)

1. DFH Updates

First Service provided an update regarding the kitchen pass through, fencing to pool area and general maintenance.

2. Operations (First Service) – Report

Mr. Reid reviewed the First Service Operations Report.

3. Lifestyles (OnPlace) – Report

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

FIFTEENTH ORDER OF BUSINESS

Supervisor’s Requests

There being no other business, the next item followed.

SIXTEENTH ORDER OF BUSINESS

Audience Comments

- **Sue Minter (170 Osprey Mills Ln)** – Spoke about Feet on Earth event.
- **Christopher Conway (263 Weathered Edge)** – Glad sidewalks are getting fixed. Spoke about sidewalk repairs near the pickleball courts. Asked about meet & greet for HOA. It is already in the works.
- **Steve Pasiuk (85 Red Twig Way)** – Spoke about low growth out of oak trees on TrailMark Dr. Ms. Sutton noted they are homeowners’ trees. Asked if designer addressed acoustics of amenity center. Ms. Hartley noted yes, considering drapery or sound boards. Asked for clarification of posting for sale signs in the community. Spoke on Reverie pool use.

March 12, 2025

Six Mile Creek CDD

- **Michelle Klee (109 Linsbury Court)** – Asked for an update on her checklist of community signs that were either missing or broken. Mr. Reid noted the developer has reached out to the original installer. Asked if the pool monitor were to be at a check in table under the awning to manage the gym and other amenities, how can they keep an eye on activity at the pool? Ms. Sweeting noted the street signs are not covered under insurance.

SEVENTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – March 21, 2025 at 2:00 p.m. @ Good News Church (*special meeting*) May 14, 2025 at 2:00 p.m. @ Renaissance World Golf Village Resort

The next scheduled meeting is March 21, 2025, at 2:00 p.m. at Good News Church. There is a Special Meeting April 23, 2025 at the Good News Church. The May 14th meeting will be at 2:00 p.m. at Renaissance World Golf Village Resort.

EIGHTEENTH ORDER OF BUSINESS

Adjournment

Mr. Laughlin asked for a motion to adjourn.

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

Signed by:


 EEA51DA3F10477
 Secretary/Assistant Secretary

Signed by:


 9A989FE97A6A46D
 Chairman/Vice Chairman