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, July 9, 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 *by phone*	Supervisor
Mindy Gellman	Supervisor

Also, present were:

Daniel Laughlin	District Manager
Wes Haber *by phone*	District Counsel
Scott Wild *by phone*	District Engineer
Sarah Sweeting	GMS
Rich Gray	GMS
Alison Mossing	GMS
Elena Barron	GMS
Dan Wright	GMS
Cassie Passantino	OnPlace
Steve McAvoy	Brightview
Jim Swartz	Florida Waterways
Oscar Meranda	Ruppert
Matt Reid	First Service

The following is a summary of the actions taken at the July 9, 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. Three Supervisors were in attendance constituting a quorum. Ms. Hartley joined by phone.

SECOND ORDER OF BUSINESS **Audience Comments**

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

Resident (Jerry Walters) had a question regarding Ruppert and what do the landscaping people do to notify the residents when they use something toxic.

Resident (Ms. Lee) spoke about the pickleball courts and the needles that accumulate on the side. She asked if this a landscape responsibility.

Resident (Steve Pasink) spoke about trash pick-up and noted it is not better. He proposed having someone to go up and down the street to pick up garbage. Staff will follow up with this.

THIRD ORDER OF BUSINESS **Landscape Update**

A. Brightview Communication Report

Mr. McAvoy reviewed the BrightView Communication report. He provided the Board with updates regarding summer annual installation, replacements, trails, pruning, mowing on schedule, and he reviewed the proposals.

On MOTION by Ms. Gellman, seconded by Ms. Brofford, with all in favor, the Proposal from Brightview for Season's Court for $6,875, was approved.

B. Brightview QSA

The Board discussed cost effectiveness. Proposals of dead tree removals were discussed for 75 trees for $16,586. Ms. Sutton asked for them to match the $15,175. Others behind homeowners' property totaled $1,418.92. The Board ask for Brightview to match another price.

Discussion on Brightview proposal ensued on the proposal not meeting everything they needed and that they were trying for an all-in-one proposal for the entire community. Mr. McAvoy reviewed his proposal to cover everything that is installed now. Other discussion ensued on items such as ponds, fence line, liability, mailbox area, budget concerns, additional to the addendum to what will be installed, and asking to include the pond area maintenance in the Brightview proposal.

C. Consideration of Proposal from Brightview for Landscape Services

The proposal was discussed to include all ponds.

> On MOTION by Ms. Gellman, seconded by Ms. Brofford, with all in favor, the Proposal from Brightview for Landscape Services to Include All Pond Maintenance from Fence to Pond Totaling $367,000, was approved subject to confirmation of entire pond banks being mowed from fence to water.

D. Ruppert Landscape

Mr. Meranda provided an overview of his background. He reviewed the Ruppert Landscape Report for landscape services, annual beds, trimmings, fertilizer treatment, maintenance is the focus, creating a site map, weekly schedule, irrigation system, mulching, and other updates on landscaping.

The Board provided comments from the residents on the ponds and weeding. Question was asked about an area behind Reverie with high weeds.

> On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the Proposal from Brightview for Tree Removal (Dead and Decaying Trees) for $15,175, was approved.

E. Consideration of Proposals from Ruppert Landscape (Reverie)

1. **Tree Removal Biergarten**
2. **Sod Replacement**
3. **Amenity Center Plantings**
4. **Podocarpus Screening**

Mr. Laughlin stated these proposals were already completed.

Jim Schwartz from Florida Waterways provided updates on Aquatics with Pond 32 permitted to have stocked on July 2nd, access issues and easements, looking at Pond 31, aquatic weeds, schedules, and treatments completed. The pond conditions were discussed and the kayak launch with downed trees and access was discussed.

Ms. Sutton stated this Board is the CDD and she noted this Board is overseeing everything. She requested all issues with O&M budget must come through this CDD Board. Ruppert contracts were discussed.

FOURTH ORDER OF BUSINESS **Discussion/Consideration of Independent Contractor Agreements:**

A. Erica Wheeler – Stem Robotics Program

Ms. Wheeler provided an overview of Stem Robotics programs provided to the community. She explained this is an after-school program, includes summer programs, and provided other information. She explained STEM, prior attendance, costs, $220 for 8 weeks, and they were 1½ hour session. She added they brought the materials and just need the space. The Board stated they felt the price was high. The formal agreement will be sent, and all insurance paperwork should be in place.

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the Proposal for Stem Robotics Program, was approved.

FIFTH ORDER OF BUSINESS **Approval of Consent Agenda**

A. Engineer Items – Requisition Summary

B. Ratification of Third Amendment to Brightview Agreement for Phase 3 Enhancements

Mr. Scott Wild reviewed the seven requestions that were construction related totaling $278,279.92. The Board had no questions on the amendment.

C. Approval of Minutes of the June 11, 2025 Meeting

D. Balance Sheet and Statement of Revenues and Expenses

Mr. Lauglin reviewed the minutes of the June 11, 2025 meeting. There were no comments or changes. The balance sheet was presented as of May 31, 2025 and period ending May 31, 2025.

E. Assessment Receipt Schedule – 99.7% Collected

F. Check Register

Mr. Lauglin noted the check register total was $99,593.85.

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

SIXTH ORDER OF BUSINESS Discussion Items:

A. TrailMark Amenity Policies

There was review of the last discussion and policy wording on the lap pool and if the Board wanted the same wording for the TrailMark and Reverie policies. The Board wanted the language to mirror the Reverie language. The signage was discussed.

Ms. Mossing reviewed the guest policies, and it was discussed and the Board noted there was no waiver currently. Mr. Haber made comments on the policy and if it was being used. He recommended the staff use a waiver. Guest policy and homeowner responsibility was discussed. The Board was good with removing the current language and have it edited to approve at the next meeting.

Overnight parking passes were discussed and there should not be parking in the amenity center. Each homeowner has driveways, and there should be no parking.

Other discussion was held on booking rentals and times, cost for the guests, numbers of people at the center with a limit, pool access included in Camphouse rentals, pool rentals, wording will be added to policy, hours rented and additional hours, full refund and abiding by CDD policies, should vendors be a part of rentals, and hours posted.

The policy will be edited and brought back for final Board review.

B. Guest Policy Tracking Process

Ms. Mossing reviewed the current process and how it will be tracked going forward. The recommendation was to have staff track this year in an excel spreadsheet to see if anyone comes close to the 50. Then it could be tracked next year. Wrist bands and all areas to track were discussed. The Board asked that this process used at Reverie as well. The guest book tickets will be on hold, adopt the bracelet idea, and begin tracking with the spreadsheet.

C. TrailMark Landscape RFP Process

D. Agreement with Reverie Homeowners' Association, Inc. for Facility Management Services

Mr. Laughlin noted this agreement has expired and direction is needed from the Board on how to move forward. Ms. Sutton explained the history of staffing and the process. The Board discussed concerns, emails received from residents, staff oversight, transparency with reporting, budgeting concerns, cancelling and take back the amenity center, the $60,000 clause, Board control, contract specifics, and other concerns with how to move forward. After discussion the Board decided to table this item.

E. Holiday Decorations

Discussion was held on options for holiday decorations, if the CDD owned the lights, storage of the lights, re-purchasing the lights, keeping the current lights, other vendor options, amenity center lighting, permanent lighting, locations and placements of lighting, and color options. Other topics discussed were on storage issues. After discussion, the Board asked for proposals on permanent lightening.

F. Street Signs

Discussion was held on proposal for the street signs that are funded by the developer. These are upgraded for what county would fund. CDD needs to make the decision if they want to fund or have county fund the signs. Suggestions were made on awareness of costs with the different signs. The Board wanted to have the county signs.

SEVENTH ORDER OF BUSINESS Consideration of Proposals:

A. Preventative Maintenance Plan for Reverie Gate – Sunbelt Access Systems

Mr. Laughlin presented the proposal for a preventative maintenance plan for Reverie gate. Discussion was held on the issues with the gates. The recommendation was for the silver option for $3000 a year.

On MOTION by Ms. Sutton, seconded by Ms. Gellman, with all in favor, the Preventative Maintenance Plan for Reverie Gate, was approved.

B. Play Academy for Pickleball and Swim Lessons

Mr. Laughlin stated this was an agreement for Play Academy for pickleball and swim lessons. The proposal was submitted to allow him to do lessons. Ms. Sutton stated she recommended the person come before Board to present his proposal. It was noted he received approval from Stephanie when she was on-site staff. He Board agreed he should stop until he comes before the Board.

C. Resurfacing Volleyball Court from Brightview

Mr. Laughlin stated this is a proposal from Brightview for resurfacing the volleyball courts. Discussion was held on specifics of what it would include. The Board agreed they wanted other proposals to consider at the next meeting.

D. Removal of Dead or Decaying Trees from TrailMark

Mr. Laughlin stated this was addressed at the beginning of the meeting.

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the Removal of Dead or Decaying Trees from TrailMark, was approved.

E. Removal of Trees (Seasons Court)

Mr. Laughlin stated this was addressed at the beginning of the meeting.

On MOTION by Ms., Sutton, seconded by Ms. Brofford, with all in favor, the Removal of Trees for Seasons Court, was approved.

EIGHTH ORDER OF BUSINESS **Update Regarding Waste Management Services at TrailMark**

Mr. Laughlin reviewed the updates for waste management services at TrailMark. There was no action.

NINTH ORDER OF BUSINESS **Acceptance of Fiscal Year 2024 Audit Report**

Mr. Laughlin stated this is for acceptance of the audit report. He noted several pages with comments that the report stated they were in accordance with the law, they did not find any deficiencies, and the District complied with all requirements. He added staff had reviewed the report. It was noted there was not a separate report for Reverie.

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the Fiscal Year 2024 Audit Report, was approved.

TENTH ORDER OF BUSINESS **Discussion of Fiscal Year 2026 Budget (Adopt August 13, 2025)**

Mr. Laughlin stated this will be adopted at the August meeting. He stated for TrailMark there is currently no increase with fund because they moved the money from landscape line item to contingency line-item.

Questions from the Board was on contingency line-item amounts, total expenses from prior year and there was a large increase in expenses. She was concerned with capital reserve and not having enough money for pool resurface.

A proposal was discussed on the pool issue for doing a repair and not a complete resurface and for much less. The concern was they were not fully funded. Other concerns were landscaping costs.

Discussion was held on moving funds from contingency line item to capital reserve to match the reserve study, planning for next budget, developer contribution, DreamFinders contributions, total expenditures, projected actuals, and not increasing assessments for this year.

ELEVENTH ORDER OF BUSINESS **Other Business**

There being no comments, the next item followed.

TWELFTH ORDER OF BUSINESS **Staff Reports**

A. Attorney

Mr. Haber commented on the Reverie Amenity Management report, the agreement with HOA, negotiations with First Service and each party’s role and he will continue to monitor this issue. Discussion was held on contracts with First Service, staffing, salaries, and Volunteer forms.

B. Engineer – Update Regarding TrailMark & Pacetti Road Traffic Signal Improvements

Mr. Wild noted they had reviewed and submitted forms. He commented on updates completed.

C. Manager – Discussion of Fiscal Year 2026 Meeting Schedule

Mr. Laughlin noted the current schedule is for meetings on the second Wednesday at the church. There were concerns with time constraints they will move the meeting to 1:00 p.m.

> On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the Fiscal Year 2026 Meeting Schedule, was approved.

D. TrailMark Reports

1. Operations *(RealManage)*

a. Report

b. Lake Maintenance Report

Mr. Boyer provided updates on temporary pool pass, benches, bike racks, fire sprinkler service final inspections, pressure washing, amenity center door areas, sink in women's restroom, and screen door repairs. Other topics included updates on events, amenity center, website updates and launching date. Ms. Sutton commented on the contracts on vending machine, vandalism, and location issues.

E. Reverie Reports (First Service)

1. DFH Updates

Mr. Laughlin commented on DFH and an email from Kevin on air conditioning and DreamFinders funding for $4397 HVAC and for the part.

> On MOTION by Ms. Sutton, seconded by Ms. Gellman, with all in favor, the Proposal for the HVAC Repair, was approved.

2. Operations *(First Service)* – Report

The First Service report was presented to include repairs, resident communication, and maintenance updates. A coffee machine has been added at the amenity center. Other topics were on a mobile grill or stationary grill issues, residents bringing a temporary grill, vending machines, and the Board request for sound Boards inside the Tavern. The Board discussed concerns with liability with portable grill.

Ms. Sutton provided updates on a received email on the kitchen pass through and proposals, extending pool gates, and mailing kiosk moves. This will cause residents to go to post office to receive mail.

3. Lifestyles *(OnPlace)* – Report

OnPlace provided an update on recent and upcoming events at Reverie.

THIRTEENTH ORDER OF BUSINESS Supervisor's Requests

Supervisor requests included comments on confusion with GMS staff, and it was noted there is no HOA staff at the facility. Other comments on the Welcome Center remodel status and the need for this to be available to the residents for rentals.

Other concerns were voiced on a date for paver repairs, a road problem, and a lot with overgrowth of weeds.

FOURTEENTH ORDER OF BUSINESS Audience Comments

Resident (Cindy Lee) commented on budget questions for more information contact in Mr. Laughlin, maintenance technician invoices, and amenity staff rentals and HOA website.

Resident (Chris Conway) commented that streetlights were taken down and why was one left and not removed.

Resident (Michelle) made comments on concerns with Kevin and the CDD should handle oversight.

Ms. Hartley voiced concerns with the fishing policies and access to the ponds will be added to next agenda

FIFTEENTH ORDER OF BUSINESS Next Scheduled Meeting – August 13, 2025 at 2:00 p.m. @ Renaissance World Golf Village Resort

The next scheduled meeting is August 13, 2025, at 2:00 p.m. at Renaissance World Golf Village Resort.

SIXTEENTH 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.

Signed by:
Daniel Laughlin
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Secretary/Assistant Secretary

Signed by:
EEAF51DA3F10477...
Chairman/Vice Chairman