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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, August 13, 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 *by phone*	Supervisor
Mindy Gellman	Supervisor

Also, present were:

Sarah Sweeting	District Manager
Wes Haber	District Counsel
Scott Wild	District Engineer
Rich Gray	GMS
Alison Mossing	GMS
Elena Barron	GMS
Cassie Passantino	OnPlace
Matt Reid	First Service
Steve McAvoy	Brightview
Oscar Meranda	Ruppert
Kevin Anderson	Dreamfinders

The following is a summary of the actions taken at the August 13, 2025 Six Mile Creek Community Development District's regular Board of Supervisor's Meeting.

FIRST ORDER OF BUSINESS **Roll Call**

Ms. Sweeting called the meeting to order at 2:00 p.m. Four Supervisors were in attendance constituting a quorum. Mr. Dunn joined by phone.

Docusign Envelope ID: 526FACDB-6F26-4CBF-B735-BD5D56AE6DA9

SECOND ORDER OF BUSINESS **Audience Comments**

Ms. Sweeting opened the audience comment period regarding agenda items.

Resident (Judy Cotton) spoke regarding the history of her program and the walk for victims and survivors. This walk is held in the park, and she asked permission for the walk to occur on the CDD property.

THIRD ORDER OF BUSINESS **Landscape & Lake Maintenance Update**

A. Brightview (TrailMark)

1. Communication Report

Mr. McAvoy reviewed the BrightView Communication report. This included maintenance and mowing, grass clean-up, trimming, and spraying for weeds. He discussed elevation of trees will be a three-week rotation. He discussed excessive weed growth process, and the spraying will be done this week. He noted there is another proposal on an area of 5 trees to be elevated with the same price.

2. Brightview QSA

Mr. McAvoy reviewed the QSA including quarterly maintenance, trees to be elevated, weed control, pruning, and trimming, Ms. Sweeting asked for any questions on the QSA.

3. Discussion of Landscape Maintenance Proposal

Ms. Sweeting stated this was approved and amended at the last meeting and this proposal provides additional details on the landscape maintenance services offered. The current cost of the landscape contract is for $422,050 and Brightview has proposed to lower the cost to $367,000 and include the pond bank mowing as close to the water's edge and residential fence line. There was no motion needed this was approved at the last meeting and the agreement will be brought back for review.

4. Consideration of Proposal

a. Drainage Proposal for Pickleball Court Area

Ms. Sweeting stated this proposal is to remove standing water in the pickleball area for $2,004.90. Mr. McVoy explained the cause for standing water.

Docusign Envelope ID: 526FACDB-6F26-4CBF-B735-BD5D56AE6DA9

> On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the Drainage Proposal for Pickleball Court Area, was approved.

b. Tree Elevation between Clubhouse Entrance and Athletic Field

Ms. Sweeting stated this proposal is for $800. Mr. McVoy noted this rotation will remain the same.

> On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the Proposal for Tree Elevation Between the Clubhouse Entrance and the Athletic Field, was approved.

B. Ruppert Landscape (Reverie)

1. Report

Mr. Reid reviewed the report to include maintenance of annual flowers, a new rotation will begin in September, weeding, trimming, treatments, turf maintenance with insecticide treatments, fertilizer application, sodding, and elevation of trees. He reviewed the schedule on ponds and rotations. Mr. Reid stated there were more weeds on the TrailMark side and asked for attention to that area.

2. Consideration of Proposals

a. Palm Pruning at Amenity Center

Ms. Sweeting stated this proposal is for palm pruning for $2,132.

> On MOTION by Ms. Sutton, seconded by Ms. Gellman, with all in favor, the Proposal for Palm Pruning at the Amenity Center, was approved.

b. Dead Pine Tree Removal (462 Amberwood Drive)

Ms. Sweeting stated this proposal is for removal of a pine tree on Amberwood Drive for $1,365.

> On MOTION by Ms. Sutton, seconded by Ms. Gellman, with all in favor, the Proposal for the Dead Pine Tree Removal, was approved.

Docusign Envelope ID: 526FACDB-6F26-4CBF-B735-BD5D56AE6DA9

c. Pine Tree Debris Cleanup Near Amenity Parking Lot

Ms. Sweeting stated the proposal is for debris clean up near the amenity center for $1,289.

> On MOTION by Ms. Sutton, seconded by Ms. Gellman, with all in favor, the Proposal for the Pine Tree Debris Cleanup Near Amenity Parking Lot, was approved.

C. Florida Waterways

1. Report

Ms. Sweeting stated there is a copy provided in the packet. She noted there was no representative at the meeting. The Board had several questions on the ponds, the barriers, the canals, and the debris and trash in the pond. The trash concerns were noted this should be covered in the contract. The cattails were discussed and have been addressed for stormwater management. Mr. Reid will go on-site and check the areas of concern.

The Board requested a proposal for additional carp to address the algae blooms. Other areas were discussed. Mr. Dunn asked for a proposal to clean out the ponds for an additional cost. The engineer will be consulted for other areas.

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

A. Mobile Beauty Bar

Ms. Sweeting stated this item is for the beauty bar and was approved with the previous staff. The contractor presented her service that is provided to the residents.

> On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the Proposal for the Mobile Beauty Bar, was approved.

B. Reverie Craft Club Request for Vendor

Ms. Sweeting stated this is for Reverie craft club and they are looking for Board approval for an outside vendor to attend the club meeting. It was noted they didn't want outside vendors without the appropriate insurance and proper documentation.

Ms. Sutton stated she wanted to follow protocol. Mr. Haber made comments on the legal documentation and a hold harmless clause.

Docusign Envelope ID: 526FACDB-6F26-4CBF-B735-BD5D56AE6DA9

On MOTION by Ms. Sutton, seconded by Ms. Hartley, with all in favor, the Proposal for the Reverie Craft Club Request for Vendor, was approved.

C. Move with MADD Event Request

Ms. Sweeting stated this is for the event with MADD. Registration process was explained with prior attendance of around 75 participants. Further discussion was held on use of CDD bathrooms, the port a potty, wear and tear on facilities, rules and policies, and a possible hold harmless agreement. A resident offered to take care of the restroom and be responsible for clean-up. The Board noted it is the problem with the sewer system.

After discussion the Board approved, subject to obtaining the port a potty.

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the MADD Event Request, was approved.

FIFTH ORDER OF BUSINESS Consideration of Proposals:

A. Play Academy for Pickleball and Swim Lessons

Ms. Sweeting stated this was tabled until this meeting. A representative joined the meeting by phone to explain his program and provide background information. He stated he had nine signed up for swim lessons. The Board asked about times for coordination with other residents using the pool.

The Board requested he keep the groups small and establish times coordinated with staff for his program. Other Board concerns were contracts, survival classes, age groups, adult classes would be available, crowed times at the pool, clear schedules and activities for pool use, and having a structure. A contract was requested.

The Board requested a business plan, a clear schedule in the contract, group only, no adults, not survival classes, not every day, no private lessons, and not using the lap pool. The proposal will be sent to the Board.

On MOTION by Ms. Sutton, seconded by Ms. Hartley, with all in favor, the Proposal for the Play Academy for Pickleball and Swim Lessons, was approved subject to group only lessons, 2 time/week, scheduling with staff, and ages 3-12.

Docusign Envelope ID: 526FACDB-6F26-4CBF-B735-BD5D56AE6DA9

B. Resurfacing Volleyball Court

Ms. Sweeting stated there are 4 separate proposals. It was noted the last proposal is for install only. The proposal from Taylor Anthony is for $4,500. Concerns were voiced with the sand and rain issues. The Board decided to approve the Taylor Anthony proposal.

> On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the Proposal for Resurfacing the Volleyball Court, was approved.

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

Ms. Sweeting stated this provides 2 separate plans due to split gate plan. She added last month the Board approved the silver plan for $755. The proposal in the packet is for $795 for the silver plan. The explanation was the silver provides labor, and upgrades can be added later. The increase was for the 4 motors not 2 motors. The Board ask for the amount spent on repairs. It was estimated at $10,000.

Concerns were voiced with the gate problems in the past, budgeting for gate repairs, approving the silver plan due to labor being provided in the pricing, and rarely having issues with going out, the issues are with the gate coming in. The Board asked if they could do a split plan.

The recommendation was made to start at the lowest level, evaluate, and then decide on the increase. The Board ask asked for the silver for the gates coming in only. They will follow-up with this question. Mr. Dunn asked for termination provision in the contract if needed. It was explained the $795 is for per gate system for an annual total of $6,360.

After discussion the Board agreed on the silver plan.

> On MOTION by Ms. Gellman, seconded by Ms. Sutton, with all in favor, the Proposal from Sunbelt Access Systems for Silver Preventative Maintenance Plan for Reverie Gate, was approved.

D. Kayak/Canoe Launch Signage

Ms. Sweeting stated this proposal is for the Kayak/Canoe Launch signage. This is for the replacement sign for $790. The suggestion was made for using composite material. Questions were voiced on the breakdown of costs.

Docusign Envelope ID: 526FACDB-6F26-4CBF-B735-BD5D56AE6DA9

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the Proposal for the Kayak/Canoe Launch Signage, was approved.

E. Installation of Benches

Ms. Sweeting stated this proposal is for installation of the benches. An explanation was provided on the material on the benches, having GMS install for savings, shipping costs, and if other proposals were provided. It was noted the same company provided the other benches in the community and will match others. Other discussion was held on the budget concerns, locations, trash can issue, and pricing for additional benches and trash cans.

The Board discussed concerns with the cost for freight, and Mr. Anderson noted that it was noted freight was non-negotiable, the material, installation to be done by GMS or the company to save $500. The proposal with Southern Recreation is for $7,945.

On MOTION by Ms. Brofford, seconded by Ms. Hartley, with all in favor, the Proposal for Installation of Benches, was approved.

F. Fitness Pro for Quarterly Preventative Maintenance

Ms. Sweeting stated this proposal is for Fitness Pro for quarterly preventative maintenance.

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the Proposal for Fitness Pro for Quarterly Preventative Maintenance, was approved.

G. Permanent Lighting for Amenity Center

Ms. Sweeting stated there were 3 proposals provided. It was noted the only difference in the 3 proposals are the warranty cost. Board discussed the locations of the lights; this is being permanent lighting and adding the holiday lighting. The recommendation was for the better warranty option with Bingle for $8,757.20. The Board discussed budget options, line items, and capital.

On MOTION by Ms. Brofford, seconded by Ms. Sutton, with all in favor, the Proposal for Permanent Lighting, was approved.

Docusign Envelope ID: 526FACDB-6F26-4CBF-B735-BD5D56AE6DA9

H. Vending Machine Door Enclosure

Ms. Sweeting stated there were 3 proposals for the vending machine door enclosure. This proposal was to help with vandalism and keep the machine cooler, and the different vendors offered different options. It was recommended to go with All Weather Contractors. Ms. Gellman was concerned about using O&M or capital in the budget.

> On MOTION by Ms. Hartley, seconded by Ms. Brofford, with all in favor, the Proposal for the Vending Machine Door Enclosure, was approved.

I. Preventative Maintenance for AC / Duct Cleaning for Amenity Center

Ms. Sweeting stated this is for AC/Duct cleaning for the amenity center. It was noted the area was very dirty, and this needed to be done at some point. This would require the gym to be closed for 4-5 days.

Other discussion was held on costs, maintenance, initial cleaning, preventative maintenance, GMS staff can only change filters, GMS is not HVAC certified, past issues, warranties, and it was noted the Duck Duck Air Conditioning proposal option with maintenance.

Mr. Dunn ask for another proposal option from Chiller. The Board requested staff to check with Chiller for a possible proposal.

After discussion this item was tabled until the next meeting with proposals.

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

A. Engineer Items – Requisition Summary

Ms. Sweeting stated the requisition summary was included in the packet for $566,892.75. She explained the breakdown of the costs. Ms. Gellman asked for a very specific breakdown with audit items for Reverie. Reverie has gone overbudget.

B. Agreement with Brightview Landscape Services, Inc. for Landscape Installation (TrailMark 12 Kiosk (Partial); TrailMark Pocket Park; TrailMark 13 Parks)

C. Balance Sheet as of July 31, 2025 and Statement of Revenues and Expenses for the Period Ending June 30, 2025

D. Assessment Receipt Schedule – 97% Collected

E. Check Register

Docusign Envelope ID: 526FACDB-6F26-4CBF-B735-BD5D56AE6DA9

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

SEVENTH ORDER OF BUSINESS Discussion/Consideration Items:

A. TrailMark Amenity Policies

Ms. Sweeting stated the current policies are included in the agenda with changes marked in red and additional policies marked in yellow. It was noted it should have numbers instead of bullets. The alcohol policy section should have changes from bullets to numbers.

On MOTION by Ms. Brofford, seconded by Ms. Sutton, with all in favor, the Proposal for the TrailMark Amenities Policies Changes, was approved.

B. Parking & Towing Policies, Resolution 2025-11 Setting a Public Hearing Date

Ms. Sweeting stated this resolution is for parking restrictions and the requirement for a public hearing. It was explained the policy changes on the times of parking. It was noted there was no current policy for the CDD. It was explained the issues include parking and overnight parking in open spaces, having to replace the grass, needing to have a towing policy, identify the areas with parking problems, and have signs. The Board would like to enforce the parking and will set the public hearing for October 8, 2025.

Mr. Haber recommended having signs where they do not want parking and create a specific parking policy. Mr. Haber explained if you have a policy there must be sign.

Discussion ensued on where signs would be place, the areas to have no towing, signs will be developed, overnight in amenity center and no parking in green spaces. Staff would send out an email blast, and staff will create maps for community awareness. Ms. Harley was delegated to work with staff.

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, Resolution 2025-11 for Parking and Towing Policies, Resolution 2025-11 Setting a Public Hearing Date, was approved.

C. Fishing Policies

Ms. Sweeting noted the copy of proposed fishing policies are included in the agenda packet. Board concerns were people walking on private property to fish or walk, easement area,

Docusign Envelope ID: 526FACDB-6F26-4CBF-B735-BD5D56AE6DA9

and trespassing on people's back yard. The Board discussed the policy needs clarification on CDD property, access, the pond bank, walking on pond banks, and specific wording in the policies.

> On MOTION by Ms. Brofford, seconded by Ms. Gellman, with all in favor, the Proposal on Fishing Policies, was approved.

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

Ms. Sweeting stated this is the agreement with Reverie Homeowner's Association for facility management that was discussed at the last meeting. It was noted they need to decide on moving forward with DreamFinders, staff members, CDD budget, HOA budget, transition from developer representation to homeowner representatives on the Board, facility manager staff position salary for budget, positions and salaries budget, updating budget and HOA budgets to be coordinated, and developer funding increase.

Mr. Haber suggested approving the agreement in substantial form authorizing the Board member to work on the descriptions, so everything matches, and funds offset by developer funding. Ms. Gellman will work with Kevin on the coordination of this agreement.

> On MOTION by Ms. Sutton, seconded by Ms. Gellman, with all in favor, the Agreement with Reverie Homeowner's Association, Inc. for Facility Services, was approved.

E. Voting Precinct

Ms. Sweeting stated this was in the packet for TrailMark Amenities Center as a future voting precinct. This can be a benefit to the community and should not include early voting. This would be for the primary and the general election.

> On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the Proposal for Voting Precinct, was approved.

EIGHTH ORDER OF BUSINESS **Fiscal Year 2025/2026 Budget**

A. Overview of Budget

Ms. Sweeting stated this will be the public hearing for the 2025/2026 budget. It was noted the budget remains the same except for Reverie assessments to increase with the increased amount

Docusign Envelope ID: 526FACDB-6F26-4CBF-B735-BD5D56AE6DA9

of $255.31 per platted lot. Assessments are anticipated to increase in Reverie and notices were mailed to those residents. It was noted the increase is due to the amount of developer contribution being reduced. The budget process was reviewed.

B. Board Discussion

Ms. Sweeting asked for Board discussion on the budget. There were no comments.

C. Public Hearing Adopting the Budget for Fiscal Year 2025/2026

It was asked for a motion to open the public hearing.

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, Opening the Public Hearing, was approved.

Ms. Sweeting asked for public comments.

There was a question as to why the developer reduction occurred. Explanation was provided. Matt's salary and HOA budget was discussed and the effect on the budget. The Reverie amenity upgrades are in place and are funded by the developer.

Sue Mentor (Osprey Mills Lane) asked about money set aside for additional pool repairs. The capital reserve line item is set aside for that project.

Ms. Sweeting asked for a motion to close the public hearing.

On MOTION by Ms. Sutton, seconded by Ms. Gellman, with all in favor, Closing the Public Hearing, was approved.

1. Consideration of Resolution 2025-12, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2026

Mr. Haber stated this resolution will formally adopt the budget. He commented on having an amendment adding the changes to add Mr. Reid's salary and the increase of the developer contribution. This would not impact the assessment. It was noted Mr. Reid's salary was at $103.012. It was stated so we would include a line item identifying the facility manager and increase the developer contribution. This motion will approve subject to the adjustments.

Docusign Envelope ID: 526FACDB-6F26-4CBF-B735-BD5D56AE6DA9

On MOTION by Ms. Brofford, seconded by Ms. Hartley, with all in favor, Resolution 2025-12, Relating to the Annual Appropriation and Adopting the Budget for Fiscal Year 2026, was approved.

2. Consideration of Resolution 2025-13, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2026

It was stated this relates to the budget and levies the Reverie assessments formally reflected in the increased budget and the O&M for TrailMark and debt assessments and will appear on the tax bill. This authorizes staff to send the budget to the county.

On MOTION by Ms. Brofford, seconded by Ms. Gellman, with all in favor, Resolution 2025-13, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2026, was approved.

D. Consideration of Developer Funding Agreement with DFC Reverie *(will be sent under separate cover)*

Ms. Sweeting stated a copy is provided. It was stated they are working on the parties signing the agreements subject to what lots they own. The funding agreement and developer contribution was discussed. There were questions on the payments, and the payment process of 90 days was explained. Concerns were expressed on the 90-day notices being too long. The 50% payment will be made.

On MOTION by Ms. Gellman, seconded by Ms. Brofford, with all in favor, the Developer Funding Agreement with DFC Reverie, was approved.

NINTH ORDER OF BUSINESS **Consideration of Resolution 2025-14, Resetting the Public Hearing Dates to Adopt Rates Related to Guest Passes**

Ms. Sweeting stated the Board previously set a public hearing date and there have been new requirements on the notices. This will reset the public hearing to September 10th.

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, Resolution 2025-14, Resetting the Public Hearing Dates to September 10th to Adopt Rates Related to Guest Passes, was approved.

Docusign Envelope ID: 526FACDB-6F26-4CBF-B735-BD5D56AE6DA9

TENTH ORDER OF BUSINESS **Other Business**

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS **Staff Reports**

A. Attorney

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

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

Ms. Sweeting stated she would contact Mr. Wild for updates on traffic signal improvements. Board discussion ensued on alternate ways as a solution for traffic and for a temporary solution. Mr. Dunn asked if were asking the county to provide them.

C. Manager

Ms. Sweeting stated she had nothing further to report.

D. TrailMark Reports

1. Operations *(RealManage)*

a. Report

Ms. Barren provided updates on the recent events and the website. Future events were discussed with bands and food trucks.

E. Reverie Reports (First Service)

1. DFH Updates

Reverie reports were provided to the Board. He talked about the pool closing for patching.

2. Operations *(First Service)* – Report

Ms. Passantino provided updates on the prior events, the showcase, and updates on future events. She discussed pickleball open play and the contract to include in the newsletter.

3. Lifestyles *(OnPlace)* – Report

OnPlace provided an update on recent and upcoming events at Reverie. The Site 3 mail kiosk has been approved for Reverie. Other topics discussed and email blast. Other updates were

Docusign Envelope ID: 526FACDB-6F26-4CBF-B735-BD5D56AE6DA9

discussed on the kitchen and additional items such as fire pits, grills and a flagpole. He is exploring information on message Boards, tables and chairs.

Landscaping update was provided and other activities such as spraying, fertilizations, gate issues and control panel, inspection is needed, paving issue and not giving information to the community.

The Board asked for a list of all the problems and damages that had occurred. Other discussion ensued on a due date on notifications of damages and working on an extension, examples of damage, timelines, paver issue, and other examples of issues.

The Board assigned Ms. Sutton as the spokesperson for the issues.

On MOTION by Ms. Sutton, seconded by Ms. Hartley, with all in favor, the Assignment of Ms. Sutton as the Spokesperson for the Damages, was approved.

On MOTION by Ms. Sutton, seconded by Ms. Hartley, with all in favor, the Proposal for the Phase 3 Kisok, was approved.

TWELFTH ORDER OF BUSINESS Supervisor's Requests

There being no other business, the next item followed.

THIRTEENTH ORDER OF BUSINESS Audience Comments

- Cindy Walters spoke on the mailboxes and lack of communication and community input.
- It was noted this is controlled by the post office. The mailbox kiosk location was discussed. Future information is needed for the move. Another issue was this is supposed to be a gated community, and a construction entrance was needed for workers.
- Alice spoke on paving issues and asked about the pie shape on her road improvements and what starts the process for improvements with the sidewalks, trees & benches.
- Robin spoke on the Reverie policy update from June 11th and the lap pool. She noted there are water aerobics. She spoke on curbs and pavers, her sprinkler was cut and noted this was a disaster. She would like to know who will fix her property issues.
- A question was asked for a clarification on the guest passes public hearing. She would like transparency.

- A question was asked on a regulation on when construction can star. She understood the time was after 7:00 a.m. She has construction traffic beginning at 6:00 a.m.
- Christopher spoke on speeding and asked about adding stop signs and find out about a traffic study.
- Harold spoke on parking enforcement and towing and emergencies that may occur.
- Sue Minter stated there is a resident who can do benches.

The Board made a clarification on guest passes, transparency, future emails, and the CDD website.

FOURTEENTH ORDER OF BUSINESS **Next Scheduled Meeting – September 10, 2025 at 2:00 p.m. @ Renaissance World Golf Village Resort**

The next scheduled meeting is September 10, 2025, at 2:00 p.m. at Renaissance World Golf Village Resort.

FIFTEENTH ORDER OF BUSINESS **Adjournment**

Ms. Sweeting asked for a motion to adjourn.

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

Signed by:
Daniel Laughlin
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Secretary/Assistant Secretary

Signed by:
Michelle Sutton
EEAF51DA3F10477...
Chairman/Vice Chairman