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, September 10, 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 *joined late*	Chairperson
Heather Brofford	Vice Chairperson
Wendy Hartley	Supervisor
Jacob Dunn	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
Matt Reid	First Service
Kyle Carasea	Ruppert
Kevin Andersen	Dreamfinders

The following is a summary of the actions taken at the September 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 10:00 a.m. Three Supervisors were present in person constituting a quorum.

SECOND ORDER OF BUSINESS **Audience Comments**

Mr. Laughlin opened the audience comment period regarding agenda items. Hearing no comments, the next item followed.

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

A. Brightview (TrailMark)

1. Communication Report

Brightview provided the landscape report to the Board.

2. Brightview QSA

Mr. Laughlin asked for any questions or comments on the QSA. Hearing no comments.

B. Ruppert Landscape (Reverie)

1. Report

Mr. Carasea provided the Ruppert Monthly Landscape Report to the Board. Ms. Brofford asked if the pulled flowers are being kept to donate to the residents.

C. Florida Waterways

1. Report

Mr. Laughlin stated the Florida Waterways report is on page 21 of the agenda package. He asked for any questions or comments to take back to the company.

2. Work Authorization No. 85 from England-Thims & Miller for Pond Map

Mr. Laughlin spoke about stocking the ponds with carp and barriers. Florida Waterways recommended having a map drafted by the engineer. A map would be about $1,500.

> On MOTION by Ms. Brofford, seconded by Ms. Hartley, with all in favor, Work Authorization No. 85 from England-Thims & Miller for Pond Map for $1,500, was approved 3-0.

FOURTH ORDER OF BUSINESS **Discussion Regarding Phase 2 Pond Banks (Reverie)**

A. Mobile Beauty Bar

Ms. Brofford spoke about the pond bank erosion issues in Reverie Phases 2 & 3. The large central pond in Phase 2, the Northern bank. The Engineer is needed to do a pond bank inspection to document the root cause and what needs to be done. Mr. Dunn noted they also need to identify where the responsibility lies between the CDD and the developer/builder portion of it. Ms. Brofford and Kevin will send all communication and documentation to Wes to seek answers from Greenpoint. Mr. Haber suggested using a flag, caution tape or signage to make people aware that danger exists around the pond banks. He stated fixing it and seeking recovery later to eliminate the risk of liability is advisable. Tabled to the next month.

FIFTH ORDER OF BUSINESS **Acceptance of Fiscal Year 2025 Audit Engagement Letter**

Mr. Laughlin stated this is the letter to authorize the audit firm to begin the 2025 audit.

> On MOTION by Ms. Brofford, seconded by Mr. Dunn, with all in favor, Accepting the Fiscal Year 2025 Audit Engagement Letter, was approved 3-0.

SIXTH ORDER OF BUSINESS **Consideration of Proposals:**

A. Envera for Service Plan (Reverie)

This item was tabled and will be added to next month's agenda.

B. Preventative Maintenance for AC/Duct Cleaning for Amenity Center (TrailMark)

Mr. Laughlin presented the proposal from Chiller Medic for AC maintenance.

> On MOTION by Ms. Brofford, seconded by Mr. Dunn, with all in favor, the Proposal from Chiller Medic for AC Maintenance (TrailMark Amenity Center), was approved 3-0.

Mr. Laughlin reviewed the proposal from Snyder for duct cleaning.

> On MOTION by Ms. Brofford, seconded by Mr. Dunn, with all in favor, the Proposal from Snyder for Duct Cleaning (TrailMark Amenity Center), was approved 3-0.

C. Holiday Lighting (TrailMark)

The Board discussed holiday lighting for the entrance and monument. Ms. Brofford will work with staff.

> On MOTION by Ms. Brofford, seconded by Mr. Dunn, with all in favor, NTE $12,000 for Holiday Lighting and Authorized Supervisor Brofford to Work with Staff, was approved 3-0.

D. Removal of Cattails from Ponds

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

A. Engineer Items
  1. Requisition Summary
  2. Work Authorization No. 86
B. Ratification of Agreement with Brightview Landscape Services, Inc. for Landscape and Well Pump Installation (Recreation Pond Area)
C. Ratification for First Amendment to Agreement with Brightview Landscape Services, Inc. for Landscape Installation at TM 12 Kiosk Partial, TM 11 Pocket Park, TM 13 Parks
D. Ratification of Proposals
  1. First Coast Electric for Phase 13 Service
  2. American Swimming Pool Co. (Reverie)
  3. Chambers Cooling Company for Pool Heater Leak & Replacement (Reverie)
E. Approval of Minutes of the July 9, 2025 Meeting
F. Balance Sheet as of August 31, 2025 and Statement of Revenues and Expenses for the Period Ending August 31, 2025
G. Assessment Receipt Schedule
H. Check Register

> On MOTION by Ms. Hartley, seconded by Ms. Brofford, with all in favor, the Consent Agenda, was approved 3-0.

EIGHTH ORDER OF BUSINESS **Discussion/Consideration Items:**

A. Host Charitable Drives at Reverie

**Ms. Sutton joined the meeting at this time.*

B. Rental of Welcome Center, Resolution 2025-15, Setting a Public Hearing Date to Adopt Rates

Mr. Laughlin stated this is a public hearing to adopt rates for potential rental of the welcome center. Ms. Sweeting stated when advertising for the public hearing, the Board can do a range of what they want the rates to be and then at the hearing decide exactly which rate they would like. The deposit amount was changed to $350. Rental rate $150 to $250.

> On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, Resolution 2025-15 and Setting a Public Hearing for November 12, 2025 to Adopt Rental Rates for Welcome Center. Change Deposit Amount to $350 for the Welcome Center and Camphouse, Rental Rate $150-$250, No Access to Pool, No Wet Bathing Suit Permitted in Welcome Center, was approved 4-0.

C. Construction Access (Reverie)

Mr. Andersen discussed the construction access. The Board directed construction vehicles to continue to use the main entrance (Reverie).

D. Kitchen Passthrough (Reverie)

Mr. Anderson provided a brief update regarding the kitchen passthrough.

NINTH ORDER OF BUSINESS **Other Business**

There being no comments, the next item followed.

TENTH 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

Mr. Wild provided a brief update regarding the traffic signal improvement.

C. Manager – Discussion of Fiscal Year 2026 Goals & Objectives

Mr. Laughlin stated currently the Fiscal Year 2026 goals & objectives are the same as Fiscal Year 2025.

On MOTION by Ms. Hartley, seconded by Ms. Brofford, with all in favor, the Fiscal Year 2026 Goals & Objectives, was approved 4-0.

D. TrailMark Reports

1. Operations *(RealManage)*

a. Report

Ms. Barron provided an update regarding recent improvements and upcoming events. She asked the Board if the Camphouse doors can be unlocked for TrailMarket so if someone uses their keycard, they will be able to get into the Camphouse to use the bathrooms. No grill allowed when renting the camphouse.

Ms. Sutton spoke about a resident who is being verbally abusive. Mr. Haber will send a letter of suspension to attend October meeting. Suspension immediately if he approaches anyone.

E. Reverie Reports (First Service)

1. DFH Updates

DFH provided an update on the Phase 3 mail kiosk – submitted for permit.

2. Operations *(First Service)* – Report

Mr. Reid provided an update regarding general maintenance at Reverie including gate extension, gas fire pit installation, and sound panels.

Ms. Brofford noted she has received emails from Sean in Reverie who wants to donate some equipment (dip bar). Contact Sean notifying him the CDD can't receive the dip bar.

3. Lifestyles *(OnPlace)* – Report

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

ELEVENTH ORDER OF BUSINESS Supervisor's Requests

Jacob Dunn – Reminded the Supervisors about signing for Prime Sports.

TWELFTH ORDER OF BUSINESS Audience Comments

- **Anita Smith (Reverie)** – Spoke about visible pond erosion and asked for the number of the pond behind her home. Mr. Gray stated it is R1. Trees are eroding. Kids using a path from TrailMark, there is no path and it's just a way into the development. Nobody has put a fence on it like they did for the rest of Reverie. She requested a fence along Skyline Lane to keep the kids out. Kids are fishing in the pond.

- **Chris Conway** – Noted the Board approved $1,500 for the pond survey and talked 4-5 months ago that the developer should already have that information. He spoke about speeding and a traffic study. A traffic study can't be conducted until the entire District is built out.

THIRTEENTH ORDER OF BUSINESS **Next Scheduled Meeting – October 8, 2025 at 1:00 p.m. @ Good News Church (WGV)**

The next scheduled meeting is October 8, 2025, at 1:00 p.m. @ Good News Church (WGV).

FOURTEENTH 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 was adjourned.

Signed by:
Daniel Laughlin
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Secretary/Assistant Secretary

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