

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, October 8, 2025 at 1:14 p.m. at the Good News Church, 573 West Twincourt Trail, St. Augustine, Florida. 32095

Present and constituting a quorum were:

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

Also, present were:

Daniel Laughlin	District Manager, GMS
Sarah Sweeting	District Manager, GMS
Wes Haber	District Counsel, Kutak Rock
Scott Wild <i>by phone</i>	England, Thims & Miller
Elena Barron	GMS
Dan Wright	GMS
Cassie Passantino	OnPlace
Kevin Anderson	Dreamfinders
Matt Reid	First Service
Steve McAvoy	Brightview

The following is a summary of the actions taken at the October 8, 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 1:14 a.m. Three Supervisors were in attendance constituting a quorum. Ms. Gellman joined by phone. Ms. Sutton joined the meeting late.

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SECOND ORDER OF BUSINESS

Audience Comments

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

Resident (Griffin McDowell) was going to speak on spike football, but it was moved to the end of the agenda.

THIRD ORDER OF BUSINESS

Landscape & Lake Maintenance Update

A. Brightview (TrailMark)

1. Communication Report

Mr. McAvoy reviewed the BrightView Communication report to include status of rotations, spray rotations, the fall mowing schedule, cutting back ornamental grass, and completion of tree work. Ms. Hartley commented on someone threw gravel near the bus stop. She added the gravel is dispersed and asked if it would be hard to remove. It was noted they would investigate the issue.

Mr. Dunn asked to have hedges cut back.

2. Brightview QSA

3. Proposals

a. Athletic Field Overseeding

Mr. McAvoy presented the overseeding for the athletic field in front of the amenity center to clean up the field for \$2,100. He requested to do fall aeration. Ms. Brofford asked if this could wait and Mr. McVoy recommended it be done now.

On MOTION by Ms. Brofford, seconded by Ms. Hartley, with all in favor, the Proposal for the Athletic Field Overseeding, was approved 4-0.

b. Dead Tree Removal

Mr. McAvoy presented the dead tree removal throughout the community. This is for \$8,333.33.

On MOTION by Ms. Brofford, seconded by Mr. Dunn, with all in favor, the Proposal for Removal of the Dead Tree, was approved 4-0.

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c. Ratification of Fall Annuals

Mr. McAvoy stated the fall annuals have been completed as a part of the contracts. This is for ratification.

On MOTION by Ms. Brofford, seconded by Ms. Hartley, with all in favor, the Fall Annuals, was ratified 4-0.

d. Ratification of Water Truck

Mr. McAvoy stated the water funds is paid from the bond funds for \$3,250.91. He noted this was need for extra water to keep plants from dying.

On MOTION by Ms. Brofford, seconded by Mr. Dunn, with all in favor, the Water Truck, was ratified 4-0.

e. Irrigation Issues

Mr. McAvoy stated the irrigation issues was for \$6,943.25. An explanation of the issue was given for the low pressure or obstruction and the creation of a sink hole. Ms. Brofford asked why this happens. It was noted and investigation needs to be done for prevention of sink hole.

The motion was made for the investigation to inspect why this is happening for \$1,500.

On MOTION by Ms. Hartley, seconded by Ms. Brofford, with all in favor, the Proposal for Investigation to the Irrigation Issues for \$1500, was approved 4-0.

The motion was made for the proposal to approve the work for \$6,942.25. The maintenance contract was discussed, the repairs, and the issues.

On MOTION by Mr. Dunn, seconded by Ms. Brofford, with all in favor, the Proposal for Irrigation Repairs for \$6,942.25, was approved 4-0.

f. Volleyball Court Drainage

Mr. McAvoy stated this proposal was to put a drain near the sidewalk along the volleyball courts. This should correct the collection of excess water and erosion of sand washing over the

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sidewalk. The costs would be for \$8,994.58. The Board asked for additional proposals. After discussion the Board decided to table this item.

B. Ruppert Landscape (Reverie)

1. Report

Mr. Oscar Meranda reviewed the monthly report to include treating all landscape beds, turf weeds, Phase 3 substation, contract and maintaining CDD property. Board voiced concerns about pushing back on contract and the scope, date of contract and months with Phase 3 not being serviced, and credit back from Rupert.

Other discussion was held on annual rotations, plant installations, irrigation, timers, and plans for a design for public parks and benches.

Board member asked about front entrance, plan for sod replacement, and being under warranty. A proposal was sent to Mr. Ried and that was not received. Discussion of Phase 3 pond bank in contract, issues with how to repair and timeline, and moving forward with a resolution on what was included in the contract. They will need an amendment to add Pond 3. The Board discussed options to clear the pond issues and adjust the contract.

Other topics were discussed on the previous RFP process and with an RFP for new landscaper to include Reverie and proposals. Discussion was held on the options with a required formal process for TrailMark but not for Reverie, combining them would involve an RFP requirement, past issues, scoring process, and how to move forward with landscaping.

Board direction was to have 3 proposals on Six Mile Creek Reverie and Trail Mark RFPs. They asked that Rupert clean things up and they may be included in the RFP process.

Board authorized staff to prepare an RFP for landscaping to be brought to the next meeting.

C. Florida Waterways

1. Report

Mr. Laughlin asked if there were any comments. The Board asked about extra treatments for the ponds.

FOURTH ORDER OF BUSINESS

Discussion Regarding Phase 2 and Phase 3 Pond Banks (Reverie)

Mr. Laughlin stated they had walked the pond banks and a report was created. Mr. Wild noted the report is located on page 77 of the agenda. He reviewed the report containing five

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different problems. This included maintenance areas for missing vegetation repairs, and the 2nd was eroded gulley areas, He referred to the pictures of missing sod and replacement, adjust irrigation for vegetation growth and management, erosion control at bank water line and installation of riff raff, and regrade area. He further explained what had happened to create the issues.

Ms. Brofford commented on Phase 2 culvert on the water line through the homes.

Discussion ensued on clarification of homeowner's property drainages, the recommendation was to install an inlet, the pond banks, creation of culverts, correcting the drainage, and water line issues on pond banks.

Ms. Brofford noted it needed to be addressed sooner rather than later. Mr. Haber commented on the resolution for this issue could be an O&M issue and authorizing district staff to figure out what the fix is and the costs. It was clarified this was authorized by the previous chair in September. Mr. Haber recommended to move forward and continue exploration of the issue. This project involves multiple steps for repair work.

Board direction was to have staff work on proposals and costs for the next meeting. The Board requested to install warning tape on the pond bank area.

On MOTION by Ms. Brofford, seconded by Ms. Gellman, with all in favor, Directing Staff to Bring Back Proposals on the Phase 2 and Phase 3 Pond Banks, was approved 4-0.

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

FIFTH ORDER OF BUSINESS

Discussion/Consideration of Independent Contractor Agreements and/or Clubs:

A. Buy Nothing Group to Utilize Camp House

Mr. Laughlin stated this first consideration was for utilization of the Camp House. Casey requested to use the facilities for event on Kids Shop. She described the specifics of the activity, the times and the dates. This is for the TrailMark community.

On MOTION by Ms. Sutton, seconded by Ms. Bufford, with all in favor, the Proposal for Buy Nothing Group to Utilize Camp House, was approved 5-0.

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B. Fearless Flag Football to Utilize the Athletic Field for Practice

Mr. Griffen McDowell reviewed his proposal for flag football on the athletic field for practice. The Board members had an issue with collecting money for people attending, guest passes, and charging. This would need an agreement, other issue with being commercial usage, maintenance costs, tax exemption loss, clarification this is a for profit organization, paying for use of field, resident no pay, giving Mr. McDowell and opportunity for an offer, and other issues with using the fields. After discussion the Board decided to table this item until the next meeting.

C. Pilates Class

Ms. Monica Belize (resident) presented her proposal for offering a weekly Pilates class. Other topics were location, time, specifics of the class, number in class, usage of tables, usage of welcome center,

On MOTION by Ms. Sutton, seconded by Ms. Hartley, with all in favor, the Proposal for a Pilates Class, was approved 5-0.

SIXTH ORDER OF BUSINESS**Consideration of Proposals:****A. Doody Daddy for Pet Waste Station Service (TrailMark)**

Mr. Laughlin stated they had received notification they will have a price increase starting in January. Discussion ensued on GMS staff taking this job with no additional costs. This contract would need to be terminated.

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, to Terminate the Doody Daddy Pet Waste Station Service (TrailMark), was approved 5-0.

B. Folding Chairs and Tables (Reverie)

Ms. Passantino stated residents have voiced wanting extra folding chairs and tables for activities in the amenity center in Reverie. She added this would help with outdoor events. She noted this proposal is for \$1987.97.

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On MOTION by Ms. Sutton, seconded by Mr. Dunn, with all in favor, the Proposal for Folding Chairs and Table for Reverie, was approved 5-0.

C. All About Water for Pressure Cleaning (Reverie)

Mr. Reid noted this proposal is summarized for pressure cleaning for \$5,185. Board asked for other proposals for a better price. The Board requested for Mr. Reid to have multiple proposals when presenting to the Board.

On MOTION by Ms. Sutton, seconded by Ms. Hartley, with all in favor, the Proposal from All About Water for Pressure Cleaning in Reverie, was approved 5-0.

D. Envera for Service Plan (Reverie)

Discussion was held on a maintenance contract proposal, but the call was postponed. This item was tabled.

E. Ratification of Proposal with Duck Duck Rooter for Duct Cleaning for Amenity Center (TrailMark)

Mr. Laughlin stated this was for ratification for a site increase of \$800. The work has been completed, so this is just a ratification.

On MOTION by Ms. Brofford, seconded by Ms. Sutton, with all in favor, the Proposal with Duck Duck Rooter for Duct Cleaning for Amenity Center for TrailMark, was ratified 5-0.

F. Consideration of Hold Harmless Agreement with UPS

Mr. Laughlin stated this is for the hold harmless agreement with UPS. He explained the process for delivery of packages.

On MOTION by Ms. Brofford, seconded by Ms. Sutton, with all in favor, the Hold Harmless Agreement with UPS, was approved 5-0.

G. Paver Repair/Sealing/Re-Sanding (TrailMark)

The proposal for paver repair/sealing /re-sanding for TrailMark. It was noted there are 3

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proposals that are comparable for areas that are needed at the camp house. The total is for \$11,000. This does not include the buckets. It was noted the pavers have never been cleaned and it needs to be done.

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the Proposal for Paver Repair/Sealing/Re-Sanding for TrailMark, was approved 5-0.

H. Voting Precinct Signage

Mr. Laughlin stated this was discussed previously and is in the email to have voting done onsite and putting up signs. Further discussion was held on temporary or permanent signs. Ms. Sutton & Brofford voted for no precinct signage.

On MOTION by Ms. Hartley, seconded by Ms. Brofford, with Ms. Hartley, Ms. Brofford & Ms. Sutton in favor of No Signage, and Mr. Dunn & Ms. Gellman Opposed the Proposal for No Voting Precinct Signage, was approved 3-2.

I. Water Odyssey for Pool Bucket Replacements

The proposal from Water Odyssey to replace 2 of the buckets was presented and the options were reviewed. Mr. Laughlin noted this item was tabled.

J. Taylor Tree Services for Tree Work at Kayak Launch

Mr. Laughlin stated this is a proposal from Taylor Tree Services for tree work and kayak launch. It was reported there were 4 trees down. There was a not to exceed amount of \$4000. The Board requested pictures be sent to the Board of the area.

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the Proposal from Taylor Tree Services for Tree Work and the Kayak Launch with a Not to Exceed of \$4,000, was approved 5-0.

SEVENTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Engineer Items

- 1. Ratification of Requisition No. 182 (2021 Capital Improvement Bonds and Refunding Bonds (AA2, Phase 3B-East Parcel Phase 2))**
- 2. Ratification of Requisition Nos. 118 – 122 (2023 Bond Series (AA2 Phase 3C))**

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- 3. Ratification of Requisition No. 101A (2023 Bond Series (AA3 Phase 3-Phase 12))**
- 4. Ratification of Requisition Nos. 33 – 34 (2024 Project Bond Series)**
- 5. Ratification of Phase 13 Change Order No. 10**
- 6. Ratification of Work Authorization No. 86 2025/2026 General Consulting Engineering Services**

Mr. Laughlin stated the consent agenda included the ratification of requisitions and a work authorization. Also included in the packet is the minutes of the August 13, 2025 and September 10, 2025 meetings, the balance sheet, revenues and expenses, the assessment receipt and the check register for \$292,804.46.

There was a question on the final statements including actuals. Mr. Laughlin noted the financials for September 30th have not been completed.

- B. Approval of Minutes of the August 13, 2025 and September 10, 2025 Meetings**
- C. Balance Sheet as of September 30, 2025 and Statement of Revenues and Expenses for the Period Ending September 30, 2025**
- D. Assessment Receipt Schedule**
- E. Check Register**

On MOTION by Ms. Hartley, seconded by Ms. Brofford, with all in favor, the Consent Agenda, was approved 5-0.

EIGHTH ORDER OF BUSINESS

Discussion of Resident Occurrence

Mr. Laughlin stated this is a follow-up from last month about a confrontation with a resident. He added a suspension letter was sent and the resident is in attendance. The resident stated he was unsure of what occurred. The incident was explained on inappropriate behavior regarding a bike and a second incident with the QR code regarding gym furniture.

Discussion included a possible mistaken identity importance for all residents to treat staff with respect. Staff reviewed the incident report on June 24th. The resident continued to deny the claim. The Board discussed the validity of the incident, zero tolerance, review of policies, suspension of privileges, use of QR code, key fobs for amenities, and the safety for staff.

After discussion the Board did not take action on this item.

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NINTH ORDER OF BUSINESS

Consideration of Resolutions

A. Resolution 2026-01, Resetting the Public Hearing Date for Guest Passes

Mr. Laughlin stated this is a resolution that will reset the public hearing date for guest passes at the November 12th meeting. It was noted they are required to have public comment.

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the Resolution 2026-01, Resetting the Public Hearing Date for Guest Passes, was approved 5-0.

B. Resolution 2026-02, Resetting the Public Hearing Date for Parking & Towing Policies

Mr. Laughlin stated this resolution resetting the public hearing date for parking & towing policies for November 12th meeting. He stated a public hearing is required.

On MOTION by Ms. Brofford, seconded by Mr. Dunn, with all in favor, the Resolution 2026-02, Resetting the Public Hearing Date for Parking & Towing Policies, was approved 5-0.

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

Mr. Laughlin stated this is an update regarding the TrailMark & Pacetti Road Traffic Signal improvements. He noted the drawings have been approved and returned to the traffic signal subcontractor on July 13, 2025. He added it is estimated to take 9-12 months.

Discussion ensued on concerns with the timeline and a suggestion on emailing county commissioner with the concerns.

C. Manager – Review of Fiscal Year 2025 Goals & Objectives

Mr. Laughlin presented the fiscal year 2025 goals & objectives. He noted they are in the agenda package and will be posted on the website.

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D. TrailMark Reports**1. Operations (*RealManage*)****a. Report**

Ms. Barren provided the reports for TrailMark and updates on events that had already occurred and upcoming events. It was noted that WJCT wants to do a news story and site visit including a feature on TrailMark and the kayak launch.

Mr. Wright provided other updates including the permanent lighting at the amenity center, duct cleaning, repairs to the gym equipment completed, preventive AC maintenance, and water fountains.

The dates for Christmas lights will be November 13th & 14th. The Board asked about changing the color of the lights. Additional comments were made on lighting and decorations.

E. Reverie Reports (First Service)**1. DFH Updates**

Mr. Anderson provided Reverie updates to the Board regarding management agreements, HOA agreement, deficient funding agreement, on-going projects, the sound boards are still being explored, and adding a bench to the outdoor bathroom

2. Operations (*First Service*) – Report

Mr. Reid provided updates including AC, replacement of 2 sprinklers, lack of expectation from ASB pool company, and a possible need for an RFP. There was further discussion on the air unit in the amenity center and potential work to be done.

3. Lifestyles (*OnPlace*) – Report

OnPlace provided an update on recent and upcoming events at Reverie to include Fright Night, Karaoke Night, and the Pumpkin Palooza.

TWELFTH ORDER OF BUSINESS**Supervisor's Requests**

Ms. Hartley commented on the different options for chairs, other furniture and items ordered for the Welcome Center. The wall painting and the floors were discussed. She made a request sand or wax the floors. Further discussion was held on decorating issues.

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THIRTEENTH ORDER OF BUSINESS

Audience Comments

Resident (Susan Newman) spoke on the public hearing dates and wanted clarification on the new date. She reminded the Board of some past issues with vendors.

FOURTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – November 12, 2025 at 1:00 p.m. @ Good News Church (WGV)

The next scheduled meeting is November 12, 2025, at 1:00 p.m. at the Good News Church (WGV).

FIFTEENTH 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:

[Signature]

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Chairman/Vice Chairman