

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, November 12, 2025 at 1:00 p.m. at the Good News Church, 573 West Twincourt Trail, St. Augustine, Florida. 32095

Present and constituting a quorum were:

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| Michelle Sutton | Chairperson |
| Heather Brofford | Vice Chairperson |
| Wendy Hartley | Supervisor |
| Jacob Dunn | Supervisor |
| Mindy Gellman | Supervisor |

Also, present were:

| | |
|----------------------------|------------------------------|
| Daniel Laughlin | District Manager, GMS |
| Sarah Sweeting | District Manager, GMS |
| Kyle Haber <i>by phone</i> | District Counsel, Kutak Rock |
| Scott Wild <i>by phone</i> | England, Thims & Miller |
| Elena Barron | GMS |
| Alison Mossing | GMS |
| Cassie Passantino | OnPlace |
| Matt Reid | First Service |
| Steve McAvoy | Brightview |
| Kevin Andersen | Reverie |
| Oscar Meranda | Ruppert |
| George Dugan | United Landscape Services |
| Derek Allen | United Landscape Services |

The following is a summary of the actions taken at the November 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 1:00 p.m. Five Supervisors were in attendance constituting a quorum.

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SECOND ORDER OF BUSINESS**Audience Comments**

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

Resident (Cindy Walters) commented on the planting on Split Oak and expressed concerns about safety and being able to see while driving. She asked if they could request for the grasses to be cut earlier than January.

Resident (Sarai Tillman) also commented that the plantings on Split Oak have obstructed her view while driving. She commented on the TrailMark traffic signal.

THIRD ORDER OF BUSINESS**Landscape & Lake Maintenance Update****A. Brightview (TrailMark)****1. Communication Report**

Mr. McAvoy reviewed his landscape report included in the agenda package with the Board. The Board noted that the trees on TrailMark Drive on the boulevard along the sidewalk are very hanging low and asked if they could trim those.

Ms. Brofford asked if staff could review the lights in the community and investigate what the cost would be to fix them. Ms. Mossing stated they would perform a lighting inspection and total how many lights are out versus operating and obtain proposals to fix them.

2. Brightview QSA**3. Proposals****a. Split Oak Plant Transplant****b. Crosswood Court Plant Install**

Mr. McAvoy presented a proposal to transplant Muhly grass from locations to Crosswood Ct to fill in the voids and to touch up pine straw around new plants. Ms. Brofford suggested transplanting grasses from Split Oak to Crosswood Ct but noted that they could not do that at this time of the year. She noted that they should table items a and b until February or March for an early spring install.

c. Volleyball Court Turf Elevation

Mr. McAvoy reviewed the proposal for the volleyball court turf elevation which totaled \$1,364.33. The irrigation modifications and adjustments cost was \$130.91.

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d. Winter Annuals

Mr. McAvoy reviewed the winter annuals quote for \$2,175.52.

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the Winter Annuals, was approved 5-0.

e. Irrigation Repairs

Mr. McAvoy reviewed the irrigation repairs proposal totaling \$3,768.65.

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the Irrigation Repairs, was approved 5-0.

B. Ruppert Landscape (Reverie)

1. Report

Mr. Oscar Meranda reviewed the Ruppert Landscape report for the Board. The Board discussed ongoing issues with decoders and controllers going down.

C. Florida Waterways

1. Report

Mr. Laughlin asked if there were any questions or comments on the Florida Waterways report. The Board requested that Florida Waterways bring back information regarding carp stocking, details on which ponds and a plan for additional ponds including Reverie in 2026. The Board requested two separate reports be submitted each month for Reverie and TrailMark.

FOURTH ORDER OF BUSINESS

Memorial Dedication

Mr. Laughlin reviewed the memorial dedication for resident Steven Brown who was one of the first residents in the cul de sac where he lived. Ms. Brofford had suggested adding a plaque to the recently installed bench.

On MOTION by Ms. Sutton, seconded by Mr. Dunn, with all in favor, the Memorial Dedication, was approved 5-0.

FIFTH ORDER OF BUSINESS

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

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

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Mr. McDowell reviewed the Fearless Flag Football proposal for the Board. He noted that they currently have 34 members and 26 are residents, 8 are nonresidents.

On MOTION by Ms. Sutton, seconded by Mr. Dunn, with all in favor, the Fearless Flag Football's Request to Utilize Athletic Field for Practices, was approved 5-0.

B. Reverie Craft Club Vendor Request

Ms. Passantino stated that the Craft Club is requesting to bring a new vendor in, and the Board confirmed that the vendor needs Board approval.

SIXTH ORDER OF BUSINESS

Discussion Regarding Ruppert Landscaping Services Performance

Mr. Andersen noted that this item was brought up at the prior meeting, he stated that at this point he felt they had enough evidence to terminate the Ruppert contract with cause. Mr. Andersen reviewed the Interim agreement with United Landscape Services to provide maintenance of the community until the Board can go through a formal RFP process and approve a new provider. United Representatives held discussion and answered questions from the Board.

On MOTION by Ms. Brofford, seconded by Ms. Gellman, with Ms. Brofford, Ms. Gellman, Mr. Dunn, and Ms. Hartley in favor and Ms. Sutton abstaining, Immediate Termination of Ruppert Landscape with Cause and Entering into a Proposal with United Landscape Services for Interim Services for Reverie Landscape Maintenance, was approved 4-0.

SEVENTH ORDER OF BUSINESS

Review of Landscape RFPs

A. Reverie

B. TrailMark

The Board authorized staff to issue landscape RFPs for both Reverie and TrailMark, and proposals will be brought back to the January meeting.

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EIGHTH ORDER OF BUSINESS**Discussion Regarding Phase 2 and Phase 3
Pond Banks (Reverie)**

Mr. Laughlin reviewed the proposal from Jax Utilities Mgmt Inc. for pond rehab totaling \$62,230. The Board and staff discussed recovering money from the developer or builder regarding this item. No action was taken on this item at this time, discussion of this item will be placed on the next agenda.

NINTH ORDER OF BUSINESS**Public Hearings:****A. Public Hearing to Adopt Guest Passes, Resolution 2026-03**

Mr. Laughlin asked for a motion to open the public hearing.

On MOTION by Ms. Brofford, seconded by Ms. Sutton, with all in favor, Opening the Public Hearing, was approved 5-0.

Mr. Laughlin took public comments and then asked for a motion to close the public hearing.

On MOTION by Ms. Brofford, seconded by Ms. Gellman, with all in favor, Closing the Public Hearing, was approved 5-0.

Mr. Laughlin stated that this was to adopt guest pass rates, \$50 for additional guest passes.

On MOTION by Ms. Hartley, seconded by Ms. Brofford, with all in favor, Adopting Guest Passes, Resolution 2026-03, was approved 5-0.

B. Public Hearing to Adopt Rental Rates Related to Welcome Center, Resolution 2026-04

Mr. Laughlin asked for a motion to open the public hearing.

On MOTION by Ms. Brofford, seconded by Ms. Gellman, with all in favor, Opening the Public Hearing, was approved 5-0.

Mr. Laughlin took public comments and then asked for a motion to close the public hearing.

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On MOTION by Ms. Brofford, seconded by Ms. Gellman, with all in favor, Closing the Public Hearing, was approved 5-0.

Mr. Laughlin reviewed the rental rates related to the Welcome Center at TrailMark. He noted that the deposit amount is \$350 and the rental rate would be a range from \$150 to \$250.

On MOTION by Ms. Brofford, seconded by Ms. Sutton, with all in favor, Adopting Rental Rates Related to Welcome Center, Resolution 2026-04, was approved 5-0.

C. Public Hearing Adopting Parking & Towing Policies, Resolution 2026-05

Mr. Laughlin 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 5-0.

Mr. Laughlin took public comments and then asked for a motion to close the public hearing.

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, Closing the Public Hearing, was approved 5-0.

Mr. Laughlin reviewed Resolution 2026-05 which adopts the parking and towing policies. He reviewed the map attached as an exhibit.

On MOTION by Ms. Brofford, seconded by Ms. Sutton, with all in favor, Adopting Parking & Towing Policies, Resolution 2026-05 Removing Crosswood Ct, was approved 5-0.

TENTH ORDER OF BUSINESS

Consideration of Proposals:

A. Envera for Service Plan (Reverie)

Mr. Laughlin suggested tabling the Envera proposal at this time as they are waiting for more information.

B. Volleyball Court Drainage

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Ms. Mossing reviewed the volleyball court drainage proposal from Brightview totaling \$8,288.97, with an additional cost to raise the turf for \$1,495.24. The total for both proposals was \$9,784. The Yosemite proposal totaled \$11,400. Ms. Mossing reviewed the Taylor Anthony proposal that totaled \$10,675. Mr. McAvoy noted that Brightview would do both quotes for \$9,000.

On MOTION by Ms. Brofford, seconded by Ms. Hartley, with all in favor, the Proposal for Volleyball Court Drainage from Brightview for \$9,000, was approved 5-0.

C. Allstar Electrical Contractors for Amenity Center Parking Lot Lights

Ms. Mossing reviewed the Allstar proposal for Amenity Center parking lot lights. She noted that they could replace one light for \$993 or replace all lights for \$2,130. Board consensus was to replace one bulb for \$993.

On MOTION by Ms. Brofford, seconded by Ms. Hartley, with all in favor, the Allstar Electrical Contractors for Amenity Center Parking Lot Light for 1 bulb for \$993, was approved 5-0.

D. Paver Repair/Sealing/Re-Sanding

Ms. Mossing reviewed the Capital Improvement / Aqua Reef Pavers proposal for the front entry, Camphouse area, and the patio off the kitchen area. Their proposal totaled \$12,400. Ms. Mossing reviewed two River Stonework & Design proposals totaling \$13,900. Ms. Mossing reviewed two proposals from Coastal PaverScapes, LLC totaling \$13,735.20.

Ms. Mossing noted that Dan will verify that the Capital Improvements includes repairs.

On MOTION by Ms. Brofford, seconded by Ms. Sutton, with all in favor, the Paver Repair/Sealing/Re-Sanding Proposal from Capital Improvement for \$12,400, was approved 5-0.

E. Water Odyssey for Pool Bucket Repair/Replacement

Ms. Mossing reviewed the Water Odyssey proposals to repair or replace the pool buckets that are not functioning properly. Ms. Mossing noted that if they replace the buckets, the company will have to make custom buckets and that will be 20 weeks out. The Board tabled this item at this

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time, and no action was taken. The Board requested staff to obtain more quotes for the next meeting.

F. Pool Motor Repair

Ms. Mossing reviewed the C Buss Enterprises Inc. proposal to repair the pool motor, the proposal totaled \$4,233.21. Ms. Mossing reviewed a second quote from M and M Sales-Service totaling \$5,755.

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the Pool Motor Repair totaling \$4,233.21, was approved 5-0.

ELEVENTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Engineer Items

- 1. Ratification of Requisition 3252016A Capital Improvement Bonds**
- 2. Ratification of Requisition No. 183 (2021 Capital Improvement Bonds and Refunding Bonds (AA2, Phase 3B-East Parcel Phase 2))**
- 3. Ratification of Requisition Nos. 123 – 124 (2023 Bond Series (AA2 Phase 3C))**
- 4. Ratification of Requisition No. 101A (2023 Bond Series (AA3 Phase 3-Phase 12))**
- 5. Ratification of Requisition Nos. 35 – 37 (2024 Project Bond Series)**

Mr. Laughlin reviewed the requisition summaries totaling \$61,644.

B. Approval of Minutes of the October 8, 2025 Meetings

C. Ratification of Invoice from OnSight Industries for Park Bench Replacements at the Bier Garden (Reverie)

D. Ratification of Proposal from OnSight Industries for Locker Room Benches (Reverie)

E. Ratification of Proposal from Ruppert Landscape for Bush Hogging Phase 3 Pond (Reverie)

F. Ratification of Agreement with AxisPro Events, Inc. for Special Event Services (Groove in the Grove)

G. Balance Sheet as of September 30, 2025 and Statement of Revenues and Expenses for the Period Ending September 30, 2025

H. Assessment Receipt Schedule

I. Check Register

Mr. Laughlin reviewed the remaining consent agenda items for the Board.

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

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EIGHTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Magee had nothing additional to report.

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

Mr. Wild provided an updated on the traffic signal, he noted that they are still waiting on parts to be fabricated.

C. Manager

1. Reminder of Annual Ethics Training

Mr. Laughlin reminded the Board to complete their annual ethics training before December 31st.

2. Discussion Regarding FPL Easement

Mr. Laughlin noted that he has been receiving phone calls and emails about vehicles on the FPL easement. The police officer that Mr. Laughlin spoke with suggested that the CDD install signage on that road to make enforcement easier.

D. TrailMark Reports

1. Operations & Amenities

a. Report

Ms. Barren reviewed the TrailMark Operation & Amenity report. Board and staff discussed the Boo Bash and issues with not having enough staff or volunteers available to cover the event.

E. Reverie Reports

1. DFH Updates – Music License

Mr. Andersen gave a brief update regarding the kitchen passthrough, sound boards, and music licensing.

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2. Operations (*First Service*) – Report

Mr. Reid provided an update regarding general maintenance at Reverie.

3. Lifestyles (*OnPlace*) – Report

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

FOURTEENTH ORDER OF BUSINESS

Supervisor's Requests

Mr. Laughlin asked for Supervisor's requests. Ms. Brofford requested that staff remove the sign on Crosswood Ct.

The Board discussed the cleanliness of the Welcome Center, and Ms. Mossing noted that she would check in with the staff that is cleaning that area.

FIFTEENTH ORDER OF BUSINESS

Audience Comments

Resident (Cindy Walters) commented that the lights on the Amenity Center stairs are not working.

Resident (Michelle Klee) commented on the FPL service road and about a memorial for resident Nancy.

SIXTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – December 10, 2025 at 1:00 p.m. @ Good News Church (WGV)

The next scheduled meeting is December 10, 2025, at 1:00 p.m. at the Good News Church (WGV).


SEVENTEENTH ORDER OF BUSINESS

Adjournment

Mr. Laughlin asked for a motion to adjourn.

On MOTION by Ms. Brofford, seconded by Mr. Dunn, with all in favor, the meeting was adjourned.

Signed by:



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Secretary/Assistant Secretary

Signed by:



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Chairman/Vice Chairman