

MINUTES OF MEETING
SEATON CREEK RESERVE
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Seaton Creek Reserve Community Development District was held on Thursday, May 8, 2025, at 11:00 a.m. at the Hampton Inn & Suites Jacksonville Airport, 13551 Airport Court, Jacksonville, Florida.

Present and constituting a quorum were:

Zenzi Rogers	Chairperson
Chris Mayo	Vice Chairman
Michael Della Penta	Supervisor
Ross Puzzitiello <i>by phone</i>	Supervisor

Also present were:

Jim Oliver	District Manager
Kyle Magee <i>by phone</i>	District Counsel
Sarah Sweeting	GMS
Matt Biagetti	GMS

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 11:00 a.m. and called roll. Four Supervisors were present constituting a quorum.

SECOND ORDER OF BUSINESS

Audience Comments

There were no members of the public present.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the March 13, 2025,
Meeting**

Mr. Oliver presented the minutes of March 13, 2025 meeting. Mr. Oliver noted that the 8th item of business on page 3 of the agenda contained an error in the meeting location. He confirmed

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that the area was at the Hampton Inn & Suites, Jacksonville Airport, Jacksonville, Florida. Other than that, there were no other revisions.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, the Revised Minutes of the March 31, 2025, Meeting were approved.

FOURTH ORDER OF BUSINESS

Consideration of Amendment to Landscape Maintenance Agreement with VerdeGo

Mr. Oliver stated that the amendment to the agreement would involve considering proposals for basic services and services associated with the clubhouse. Ms. Rogers suggested that they terminate the VerdeGo contract. She added that an amendment would not be necessary. There was a motion to terminate VerdeGo based on performance and pricing.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Terminating the Landscape Maintenance Agreement with VerdeGo, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Proposals:

A. United Land Services

B. United Land Services – Clubhouse

Ms. Rogers made a motion to accept the proposals and enter into a contract with United Land Services. Ms. Rogers stated that this would cover the amenity and the landscape.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, the United Land Services Proposal, was approved.

SIXTH ORDER OF BUSINESS

Acceptance of Draft Audit for Fiscal Year 2024

Mr. Oliver noted that this was in draft form and would be finalized by June 30, 2025. Mr. Oliver added that there were detailed discussions on the reports regarding all material respects and spectral financial positions. Mr. Oliver stated that the purpose of the audit letter was to provide the current year's findings and recommendations, the status of the prior year's findings and recommendations, and compliance with the provisions audited. Mr. Oliver noted that the state of Florida's findings was none. He added that there were seven different criteria for compliance with

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the provisions of the AG of Florida. Mr. Oliver stated that they had met all the requirements. Mr. Oliver added that if the Board had no changes, they would finalize and provide it to the Auditor General and post it to the District's website.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Accepting the Draft Audit for Fiscal Year 2024, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2025-04, Approving the Proposed Budget for Fiscal Year 2026 and Setting a Public Hearing Date for Adoption

Mr. Oliver stated that they were required to approve a budget by June 15th of each year. He added that they had sixty days until the budget was approved and the budget hearing for adoption. Mr. Oliver stated that they would provide the assessment roll to the Duval County tax collector by July 31st. He noted there had been discussions that would impact the budget. He mentioned that there have been changes to the landscape in the budget since United Land Services was brought on. There were detailed discussions about changes in multiple line items. Mr. Oliver noted that the budget hearing would be on July 10, 2025. He added that he would send out notices to invite residents to come and be heard at the public hearing. At the public hearing the Board would have the flexibility to revise the budget. Ms. Rogers stated that she wanted to add a line item for a part-time lifestyle person. There were discussions on the budget for that. Ms. Rogers noted that another community had budgeted \$30,000 which would be for 20 hours a week. Mr. Oliver stated that regarding the fitness equipment lease, they were required to ensure each piece of the equipment was in good working condition.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, Resolution 2025-04 Approving the Proposed Budget for Fiscal Year 2026 and Setting a Public Hearing Date for Adoption on July 10, 2025, was approved.

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EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Magee stated that he had nothing to report from Mr. Haber but could take questions or any information back to him.

B. Engineer – Pond Bank Inspection Report

The District Engineer stated that he had sent an email to the Board regarding the pond bank inspections. He added that in 2024, state legislation had passed rules requiring the stormwater on Seaton Creek to be professionally inspected by an engineer every two years. The Inspection Report was submitted to the St. Johns River Water Management District to determine if any maintenance is necessary.

C. Manager – Reminder of Annual Ethics Training & Annual Form 1 Filing

Mr. Oliver reminded the Board of the ethics training and instructed them to file Form 1 by July 1st.

NINTH ORDER OF BUSINESS

Supervisor's Requests

Ms. Rogers asked for any requests from Supervisors. A Board member asked about a roster listing the number of residents in the community. Ms. Rogers stated that there were 213.

TENTH ORDER OF BUSINESS

Audience Comments

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Financial Statements as of March 31, 2025

Mr. Oliver stated that these numbers wouldn't be final until the end of the fiscal year. He added that there were all positive variances on the expenditure side because the amenity center had not yet opened. He noted that they would make their budget numbers for the year.

TWELFTH ORDER OF BUSINESS

Check Register

Mr. Oliver stated the check register was up for the Board's approval.

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On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, the Check Register, was approved.

THIRTEENTH ORDER OF BUSINESS Next Regular Scheduled Meeting – July 10, 2025, at 11:00 a.m.

Mr. Oliver stated that the next regular scheduled meeting will be July 10, 2025, at 11:00 a.m. at Bartram Springs Amenity Center at 14530 East Cherry Lake Dr., Jacksonville, Florida.

FOURTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, the Meeting was adjourned.

DocuSigned by:

Jim Oliver

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Secretary/Assistant Secretary

DocuSigned by:

Benzi Rogers

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Chairman/Vice Chairman