

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, July 10, 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
Wes Haber	District Counsel
Sarah Sweeting	GMS
Alison Mossing	GMS
Rich Gray	GMS
Terry Glynn	GMS
Kelly Mullins	GMS

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 11:00 a.m. and called roll. Three Supervisors were present in person constituting a quorum and Mr. Puzzitiello joined by phone.

SECOND ORDER OF BUSINESS

Audience Comments

Mr. Oliver opened the meeting to audience comments related to specific agenda items and asked that audience members keep three comments to three minutes. There being no comments, the next item followed.

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THIRD ORDER OF BUSINESS

Approval of Minutes of the May 8, 2025 Meeting

Mr. Oliver presented the minutes of May 8, 2025 Board of Supervisors meeting and asked for any comments, corrections, or changes. There being none, there was a motion of approval.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, the Minutes of the May 8, 2025 Meeting, were approved.

FOURTH ORDER OF BUSINESS

Ratification of Proposals/Agreements

A. Governmental Management Services for Amenity Management and Field Operations Management

Mr. Oliver presented the proposals and agreements for items A-E and offered to answer any questions. The Board had no questions and motioned to approve all five items as a slate.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, the Proposal from Governmental Management Services for Amenity Management and Field Operations Management, was approved.

B. Governmental Management Services for Janitorial Services

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, the Proposal from Governmental Management Services for Janitorial Services, was approved.

C. Governmental Management Services for Pool Monitors

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, the Proposal from Governmental Management Services for Pool Monitors, was approved.

D. CBus Enterprises for Pool Maintenance

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, the Proposal from CBus Enterprises for Pool Maintenance, was approved.

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E. United Land Services for Landscape Maintenance Services

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

FIFTH ORDER OF BUSINESS**Ratification of Amenity Facilities Policies**

Mr. Oliver stated with the opening of the amenity center, policies had to be put in place. These policies can be changed by this Board and future Boards over the years and there will be adjustments as operations continue and grow. A copy of the policies was provided in the agenda package for review and Mr. Oliver offered to answer any questions. Ms. Rogers asked about the fishing policy and if there was reason to allow or not allow a catch and release policy and Mr. Haber gave legal advice on the matter. The Board decided to keep the no fishing policy in for now until there are more residents asking for fishing and then they will revisit a catch and release policy in the future. Ms. Rogers also asked to have the reference about a basketball goal removed as there is no basketball at the amenity.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, the Amenity Facility Policies, were ratified as amended.

SIXTH ORDER OF BUSINESS**Consideration of Resolution 2025-05, Setting a Public Hearing to Adopt Amenity Rules & Rates**

Mr. Oliver presented the resolution to set the public hearing to adopt the amenity rules and rates and Mr. Oliver suggested that the hearing be held at the next regularly scheduled meeting.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, Resolution 2025-05, Setting a Public Hearing to Adopt Amenity Rules & Rates, was approved.

SEVENTH ORDER OF BUSINESS**Public Hearing Adopting the Budget for Fiscal Year 2026**

Mr. Oliver gave an overview of the budget before Board discussion before opening the public hearing for audience comment. He highlighted areas in the general fund budget and noted that notice of the public hearing had been posted in the Daily Record in Jacksonville and sent

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mailed notice to all the property owners. The biggest driving force of this particular budget is the opening of the amenity center which typically causes a steep increase in the operating cost. After summarizing all the sections of the budget, he asked for any Board discussion before opening the public hearing for audience comment. Ms. Rogers noted that as more homes are sold it will help decrease the cost of individual homeowners in their assessment amounts. Mr. Oliver noted that there are two public hearings that they will be doing at the same time, the first hearing to adopt the budget and the second to levy assessments and certify the assessment roll. Mr. Oliver asked for a motion to open the public hearing.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Opening the Public Hearing, was approved.
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Mr. Oliver asked for any resident comments to the Board regarding the budget. There was a question about the developer contribution. The same resident asked who the landowner is, and Mr. Oliver answered Lennar. Another asked about meeting times and night meeting due to people not being able to make the meeting because of having to be at work. There was also a concern about the amount spent on last year's holiday decorations and Mr. Oliver stated that they were not managing the CDD last year, but that GMS will have a better hand and knowledge of cost of decorations this coming holiday. Another resident asked if any of the budget goes toward improvements or only maintenance. Mr. Oliver noted that there are no current plans for capital improvements at this time. A resident asked when the tax bill is due. Mr. Oliver noted that the tax bill goes out November 1st and if it is paid by November 30th there is a 4% discount. The resident also asked if more homes being built meant a higher assessment or a lower assessment. Both Mr. Oliver and Ms. Rogers said they cannot definitively say that assessments will never increase but that they do have more than half of the neighborhood to develop and the more roofs there are the more the funds are dispersed. There are no plans at this time to build an additional amenity. Mr. Oliver asked for any other comments related to the budget. There being no comments, he asked for a motion to close the public hearing.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, Closing the Public Hearing, was approved.

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A. Consideration of Resolution 2025-06, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2026

Mr. Haber presented the resolution and noted that the Board previously approved the proposed budget and stated that this resolution formally adopts the budget for Fiscal Year 2025/2026. He offered to answer any Board questions. There being no questions, there was a motion to approve.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Resolution 2025-06, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2026, was approved.

B. Consideration of Resolution 2025-07, Imposing Special Assessment and Certifying an Assessment Roll for Fiscal Year 2026

Mr. Haber presented the resolution and noted that this will allocate that amounts in the budget to each property to fund the budget and certifies those assessments to the county for collection on the tax bill. For the undeveloped property, the District requires collection of the assessments directly from the undeveloped property owners. Mr. Haber offered to answer any questions. Hearing no questions, there was a motion of approval.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Resolution 2025-07, Imposing Special Assessment and Certifying an Assessment Roll for Fiscal Year 2026, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber had nothing further to report to the Board and offered to answer any questions. There being none, the next item followed.

B. Engineer

There being no comments, the next item followed.

C. Manager

1. Report on the Number of Registered Voters (176)

Mr. Oliver reported the number of registered voters in the District to be 176 as of April 15, 2025. When the District reaches 250 registered voters and is at least six years old the Board will

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transition to general election to elect residents to the Board. The District was established in August of 2021, and the first general election will be held in November of 2028.

2. Discussion of Fiscal Year 2026 Meeting Schedule

Mr. Oliver stated that there was a request earlier in the meeting to incorporate some night meetings into the schedule. The current meetings are held by-monthly at 11:00 a.m. Ms. Rogers asked to adopt the current meeting schedule, and they will look into scheduling night meetings in the future.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, Fiscal Year 2026 Meeting Schedule, was approved.

NINTH ORDER OF BUSINESS

Supervisor's Requests

Ms. Rogers thanked GMS for jumping in so quickly.

TENTH ORDER OF BUSINESS

Audience Comments

Resident asked who is responsible for the kitchen and the common area, so it does not get abused. Ms. Rogers noted that janitorial is contracted for that and that the kitchen is reserved for rentals more than the use of individual residents.

Resident asked about the landscaping maintenance and how it is scheduled. Ms. Rogers explained the typical schedule and that the new landscape vendor is still taking time to learn the community. Resident noted that the lake near the amenity looks “disgusting” and asked if there is a vendor contracted to come and maintain it. Ms. Rogers noted that there is a contract in place already that comes once a month. She will note to reach out to that vendor to come take a look at it. There was a question about putting a fence around the pond. That is not something a developer is willing to do and if it is something that the resident run Board would want to investigate, they can do that when the residents control the CDD Board. There were questions about when the gym is going to open and the hours of operation. There being no other comments the next item followed.

ELEVENTH ORDER OF BUSINESS

Financial Statements as of May 31, 2025

Mr. Oliver presented the unaudited financials to the Board.

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TWELFTH ORDER OF BUSINESS

Check Register

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

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 – September 11, 2025, at 11:00 a.m.

Mr. Oliver stated that the next regular scheduled meeting will be September 11, 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. Mayo, 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