

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, September 11, 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  
Chris Mayo  
Michael Della Penta  
Ross Puzzitiello *by phone*

Chairperson  
Vice Chairman  
Supervisor  
Supervisor

Also present were:

Jim Oliver  
Wes Haber *by phone*  
Sarah Sweeting  
Kelly Mullins

District Manager, GMS  
District Counsel, Kutak Rock  
GMS  
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. Mr. Puzzitiello joined by phone.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Mr. Oliver opened the meeting up to audience comments. There being no comments, the next item followed.

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**THIRD ORDER OF BUSINESS****Approval of Minutes of the July 10, 2025, Meeting**

Mr. Oliver presented the minutes of July 10, 2025 Board of Supervisors meeting and asked for any comments, corrections, or changes. There being no changes, there was a motion of approval.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, the Minutes of the July 10, 2025 Meeting, were approved.

**FOURTH ORDER OF BUSINESS****Public Hearing Adopting Rates Related to Amenity Facilities, Resolution 2025-08**

Mr. Oliver presented Resolution 2025-08, holding a public hearing to adopt rates related to the District's amenity facilities. He noted that the resolution establishes an annual non-resident user fee of \$5,000, a \$50 access card replacement fee, and rental fees including a \$1,000 deposit, \$75 hourly rental rate, \$25 hourly staffing fee, and up to a \$500 administrative reimbursement for policy violations. These proposed rates were properly advertised prior to the hearing. 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.

Mr. Oliver noted there were no members of the public present. 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.

Mr. Oliver asked if there were any additional comments. The Board noted feedback suggesting that the \$1,000 deposit for facility rentals was too high, and the Board agreed to reduce the amount to \$500.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Public Hearing Adopting Rates Related to Amenity Facilities, Resolution 2025-08, was approved as revised.

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**FIFTH ORDER OF BUSINESS****Staff Reports****A. Attorney**

Mr. Haber had nothing further to report to the Board and offered to answer any questions.

**B. Engineer**

There being no comments, the next item followed.

**C. Manager – Discussion of Fiscal Year 2026 Goals and Objectives**

Mr. Oliver presented the FY26 goals and objectives, noting that recent Florida legislation requires all Special Districts to establish measurable goals each year. He explained that the proposed goals align with statutory requirements and are consistent with those adopted by other districts. He mentioned this covers items such as holding the required number of meetings, completing annual financial audits, conducting the budget process, and inspecting District facilities.

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

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

Mr. Oliver asked if there were any Supervisor's request. The Board discussed upcoming community events, including the Trunk or Treat on October 25<sup>th</sup> from 6:00 to 8:00 p.m., and noted ongoing efforts to secure a Santa for the holiday season. It was mentioned that two companies have provided proposals related to upcoming events, with a third expected.

The Board discussed proposed updates to the amenity policies. The updates would allow residents to reserve the social room along with the covered patio, rather than only the outdoor pavilion as previously stated. Additional revisions include requiring three separate checks for reservations. One for the rental fee, one for the deposit, and one for the staffing fee, with minor wording changes to clarify reservation procedures.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, the Amenity Policy Revisions, were approved.

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**SEVENTH ORDER OF BUSINESS**

**Audience Comments**

There being no comments, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Financial Statements as of August 31, 2025**

Mr. Oliver presented the unaudited financials as of August 31, 2025, to the Board.

**NINTH ORDER OF BUSINESS**

**Check Register**

Mr. Oliver stated the check register was included with the unaudited financials.

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

**TENTH ORDER OF BUSINESS**

**Next Regular Scheduled Meeting – November 13, 2025, at 11:00 a.m.**

Mr. Oliver stated that the next regularly scheduled meeting will be November 13, 2025.

**ELEVENTH 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*

Secretary/Assistant Secretary

DocuSigned by:

*Benzi Rogers*

Chairman/Vice Chairman