

**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 Tuesday, May 21, 2024 at 2:30 p.m. at the Offices of Inframark located at 12574 Flagler Center Boulevard, Suite 101, Jacksonville, Florida.

Present and constituting a quorum were:

Zenzi Rogers	Chairperson
Chris Mayo	Vice Chairperson
Michael Della Penta	Assistant Secretary
Ross Puzzitiello	Assistant Secretary (by phone)

Also present were:

Janice Eggleton Davis	District Manager
Joseph Brown, Esq.	District Counsel (by phone)
Bill Schaefer	District Engineer (by phone)

*The following is a summary of the discussions and actions taken.*

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Davis called the meeting to order and called the roll. A quorum was established.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There being none, the next order of business followed.

**THIRD ORDER OF BUSINESS**

**Consent Agenda Items**

- A. Consideration of Minutes for April 23, 2024**
- B. Consideration of Operations and Maintenance Expenditures April 2024**
- C. Review of Financial Statements for Month Ending April 30, 2024**

There being no questions or comments,

On MOTION by Ms. Rogers seconded by Mr. Della Penta with all in favor, the Consent Agenda was approved as presented. 4-0
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**FOURTH ORDER OF BUSINESS**

**Authorization of Request for  
Qualifications for District Engineering  
Services**

On MOTION by Ms. Rogers seconded by Mr. Della Penta with all in favor, staff was authorized to request qualifications for District Engineering Services. 4-0
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**FIFTH ORDER OF BUSINESS**

**Presentation of Proposed Budget for Fiscal Year 2025**

Ms. Davis presented the budget and additional edits were authorized by Ms. Rodgers.

**A. Resolution 2024-03, Approving the Budget and Setting the Public Hearing**

Ms. Davis outlined the Resolution.

The Board requested to change the budget public hearing date from August 27, 2024 to July 23, 2024.

On MOTION by Ms. Rogers seconded by Mr. Della Penta with all in favor, Resolution 2024-03, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing for July 23, 2024, at 2:30 p.m. at the Office of Inframark, 12574 Flager Center Boulevard, Suite 101, Jacksonville, FL 32258; thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date was adopted. 4-0

**SIXTH ORDER OF BUSINESS**

**Vendor and Staff Reports**

**A. District Counsel**

No report.

**B. District Manager**

No report.

**C. District Engineer**

No report.

**SEVENTH ORDER OF BUSINESS**

**Board Members' Comments**

- The Board requested to cancel June 25, 2024 Board of Supervisors meeting.


**EIGHTH ORDER OF BUSINESS**

**Adjournment**

There being no further business to come before the Board,

On MOTION by Ms. Rogers seconded by Mr. Della Penta with all in favor, the meeting was adjourned. 4-0

  
Secretary/Assistant Secretary

  
Zerzi Rogers  
Chairperson