

**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, October 24, 2023 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 (Via Telephone)

Also present were:

Janice Eggleton Davis	District Manager
Tucker Mackie	District Counsel (Via Telephone)
William E. Schaefer II	Interim District Engineer

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

**FIRST ORDER OF BUSINESS** **Call to Order/Roll Call**

Ms. Davis called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS** **Public Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS** **Consent Agenda Items**

- A. Consideration of Meeting Minutes for September 12, 2023**
- B. Consideration of Operations and Maintenance Expenditures August 2023**
- C. Consideration of Operations and Maintenance Expenditures September 2023**
- D. Review of Financial Statements for Month Ending August 31, 2023**
- E. Review of Financial Statements for Month Ending September 30, 2023**

There being no questions or comments,

On MOTION by Ms. Rogers seconded by Mr. Mayo with all in favor the Consent Agenda was approved. 4-0
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**FOURTH ORDER OF BUSINESS** **Vendor and Staff Reports**

**A. District Counsel**

There being no report, the next item followed.

**B. District Manager**

There being no report, the next item followed.

**C. District Engineer**

There being no report, the next item followed.

**FIFTH ORDER OF BUSINESS**

**Board Members' Comments**

The following was discussed:

- Ms. Rogers provided an update on land development.
  - They are on track to have completion and startup of the master lift station in January of 2024.
  - Phase 1, water, curb, and paving is complete.
  - They are waiting on an electrical inspection.
  - They are still waiting on sewer covers. They expect to have them by the end of this month and have everything energized.
  - The entry monument is out to bid.
  - They hope to have Phase 2 plat recorded in November of 2023 and expect to have acceptance in February of 2024.
- It was noted Phase 2 is 75% complete and they just put down fresh pavement because there were issues with the contractor not putting in a sealer. Phase 3 is 60% complete. They are finishing up the utilities.
- Mr. Puzzitiello asked about the total number of lots scheduled to be platted. Ms. Rogers responded Phase 1 is already platted with 59 home sites, Phase 2 is another 103 home sites, and she does not have an update on Phase 3 plat.
- Mr. Puzzitiello asked about additional engineering into the norther tract and whether there is any additional design timeline on Spine Road continuation across Seaton Creek, up into the Montgomery tract. Mr. Schaefer responded they already submitted phase 4 and phases 5 to 9. It is currently in review. There is not a projected timeline, but he expects to have them approved within the next two to three months.
- There was Board consensus to cancel the November and December meetings.

October 24, 2023

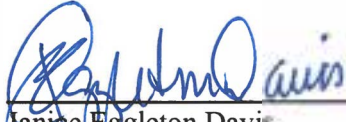
Seaton Creek Reserve CDD

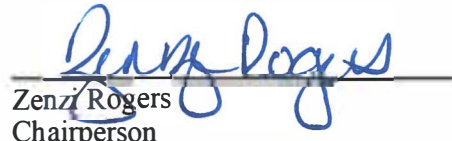
**SIXTH ORDER OF BUSINESS**

**Adjournment**

There being no further business.,

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

  
Janice Eggleton Davis  
Secretary

  
Zenzi Rogers  
Chairperson