

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, November 13, 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
Tucker Mackie <i>by phone</i>	District Counsel
Sarah Sweeting	GMS
Kelly Mullins	GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 11:05 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.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the September 11, 2025, Meeting**

Mr. Oliver presented the minutes of September 11, 2025 Board of Supervisors meeting and asked for any comments, corrections, or changes. There were no revisions.

November 13, 2025

Seaton Creek Reserve CDD

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, the Minutes of the September 11, 2025 Meeting, were approved.

**FOURTH ORDER OF BUSINESS                      Ratification of:**

**A. Agreement with Lake Doctors for Grass Carp**

Mr. Oliver stated this was to put 100 carp into the five ponds that they have at a cost of \$1,600.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, the agreement with Lake Doctors for grass carp, was ratified.

**B. Addendum to Agreement with United Land Services**

Mr. Oliver stated this is for the additional areas. The copy of this agreement is in the agenda package.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, the Addendum to Agreement with United Land Services, was approved.

**FIFTH ORDER OF BUSINESS                      Consideration of Proposals:**

**A. Holiday Lighting**

Ms. Mullins stated the only real difference is with Celebration Lights, you are purchasing the lights. They come and take them down at no additional cost, it is included. The District is responsible for storing the lights until the next year. The lights belong to the District so they can use them or have the company back to install and take down for a fee.

Ms. Mullins noted GMS is partnering with a company called Lit Christmas Trees that is coming out and installing a 17 ft outdoor tree in the common area. Ms. Rogers suggested going with Celebration and ask them to provide a wreath for the front and one on each side of the signage.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, the Proposal from Celebration Lights and will add 5 wreaths as stated, was approved.

November 13, 2025

Seaton Creek Reserve CDD

**B. Pest Control**

Ms. Mullins stated this is to treat for pests around the amenity center. Nader suggested coming out monthly.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, Contracting with Nader for Pest Control, was approved.

**C. Fitness Equipment Maintenance**

Ms. Mullins stated these are all for quarterly maintenance to come out and clean and make sure everything is working properly. She suggested starting this in the new year.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, the Fitness Equipment Maintenance with Jax Fitness, was approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Mackie had nothing specific to report to the Board but offered to answer any questions. Ms. Rogers asked about the registered sex offender and noted Wes said the Board needed to possibly do a Board vote to suspend privileges. Mr. Oliver stated effective tomorrow he can send an interim suspension letter until the January meeting.

**B. Engineer**

There being no comments, the next item followed.

**C. Manager – Review of Fiscal Year 2025 Goals and Objectives**

Mr. Oliver stated these are the goals & objectives that were adopted prior to the start of fiscal year 2025. This relates to the legislation passed by Florida Legislature in the Spring of 2024 requiring special Districts throughout Florida to adopt goals and objectives and then at the end of each year to measure their performance against those goals & objectives. All of the goals & objectives are compliance related. The District did meet all of those goals except for goal 2.2 District infrastructure and facilities inspections. There is no evidence that the engineer has conducted annual inspections during that year.

November 13, 2025

Seaton Creek Reserve CDD

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, the Fiscal Year 2025 Goals & Objectives – goal 2.2 not achieved, was approved.

**D. Amenity & Operations**

Ms. Mullins reviewed the amenity manager’s report. She would like to make a change to the amenity policies to 14 days request for facility rental.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, the Amenity Policy Revisions – 14 days request for facility rental, were approved.

**SEVENTH ORDER OF BUSINESS                      Supervisor’s Requests**

Ms. Rogers stated the lawn maintenance is looking better but she is still concerned about the main boulevard. She would like proposals for the dead and stark areas. She knew trunk or treat was cancelled. Ms. Mullins stated only two people signed up for trunk or treat so she switched it to movie night. She noted everyone left due to getting eat up by mosquitos and requested that area be sprayed before future events. The Christmas event is December 7<sup>th</sup> - cookies with Santa and crafts. She will send the flyer to Ms. Rogers. Ms. Rogers asked about dog waste stations. Kelly stated an agreement was drafted and Wes just sent it over.

**EIGHTH ORDER OF BUSINESS                      Audience Comments**

There being no comments, the next item followed.

**NINTH ORDER OF BUSINESS                      Financial Statements as of September 30, 2025**

Mr. Oliver presented the unaudited financials as of September 30, 2025.

**TENTH ORDER OF BUSINESS                      Check Register**

Mr. Oliver stated next is the check register for Board approval.

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

November 13, 2025

Seaton Creek Reserve CDD

**ELEVENTH ORDER OF BUSINESS**

**Next Regular Scheduled Meeting – January 8, 2026 at 11:00 a.m.**

Mr. Oliver stated the next scheduled meeting will be on January 8, 2026 at 11:00 a.m. They will coordinate the public hearing regarding the suspension.

**TWELFTH 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*  
635A71EC3371457...  
Chairman/Vice Chairman