

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, March 12, 2026, 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 <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 11:00 a.m. and called roll. Three Supervisors were present in person constituting a quorum.

SECOND ORDER OF BUSINESS

Audience Comments

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

THIRD ORDER OF BUSINESS

Approval of Minutes of the January 8, 2026 Meeting

Mr. Oliver presented the minutes of January 8, 2026, Board of Supervisors meeting and asked for any comments, corrections, or changes. There were no revisions.

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Seaton Creek Reserve CDD

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, the Minutes of the January 8, 2026 Meeting, were approved.

FOURTH ORDER OF BUSINESS Appointment of Audit Committee

Mr. Oliver reviewed the requirement to appoint an Audit Committee in accordance with Florida Statutes for the purpose of selecting an audit firm for upcoming fiscal years. It was noted that the Audit Committee typically consists of Board members to ensure a quorum.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, Appointing the Board of Supervisors to Serve as the Audit Committee, was approved.

FIFTH ORDER OF BUSINESS Ratification of:

A. Pet Waste Stations Agreement with Doody Daddy

Mr. Oliver reviewed the ratification of an agreement with Doody Daddy for pet waste station services. The agreement includes five stations at a total cost of \$344 per month.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, the Pet Waste Stations Agreement with Doody Daddy in the Amount of \$344 per Month, was ratified.

B. Audit Engagement Letter with Grau & Associates for Fiscal Year 2025

Mr. Oliver reviewed ratification of the audit engagement letter with Grau & Associates for the Fiscal Year 2025 audit, in the amount of \$5,800, which is consistent with the budgeted amount.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, the Audit Engagement Letter with Grau & Associates for Fiscal Year 2025 in the Amount of \$5,800, was ratified.

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SIXTH ORDER OF BUSINESS

Board Discussion and Guidance for Preparation of Proposed Fiscal Year 2027 Budget

Mr. Oliver discussed preparation of the Fiscal Year 2027 budget. Mr. Oliver advised that a proposed budget will be presented at the May meeting, with additional time for review and refinement prior to adoption in July in accordance with statutory deadlines.

Mr. Oliver noted that contract pricing and vendor costs will be reviewed and updated as needed. Discussion also included community event planning, with staff reporting that current programming is on track and appropriately scaled for the community, with potential for expansion as the community continues to grow.

SEVENTH ORDER OF BUSINESS

Discussion of Fitness Center Hours

Mr. Oliver presented the discussion of fitness center items. Ms. Rogers noted that the request was based on feedback from residents, including those with early or late work schedules. The Board discussed implementing the change on a trial basis, with understanding that hours could be restricted in the future if issues arise.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, the Fitness Hours were Amended to allow 24-Hour Access, Seven Days a Week, was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber reported that there were no updates at this time. A brief discussion followed regarding a towing agreement between the HOA and the District. Ms. Haber advised that revisions to the agreement are needed and Ms. Rogers will coordinate with the HOA’s attorney.

B. Engineer

There being no engineer present, the next item followed.

C. Manager

Mr. Oliver reminded the Board members of the annual ethics training requirement, noting that completion must be confirmed when filing Form 1 financial disclosure forms by July 1st. Staff will provide reminder notifications ahead of the deadline.

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D. Amenities & Operations – Report

Ms. Mullins reported that operations are proceeding well. A proposal for tree-related work was discussed, with staff noting that pricing received was competitive compared to other estimates.

Additional updates included plans to have full amenity monitoring in place during the upcoming spring break period, with regular monitoring to resume over Memorial Day weekend. Staff also indicated that a community notification will be distributed regarding these updates.

NINTH ORDER OF BUSINESS

Supervisor’s Requests

The Board discussed monitoring and access to District amenities, including the pickleball courts. Staff reported that no complaints have been received regarding non-resident usage; however, it was noted that access may be difficult to control given the open nature of the community. Staff will continue to monitor activity.

Additional discussion included amenity security and camera coverage. The Board requested that staff review existing camera placement, particularly around the pool area, and confirm that monitoring systems are functioning properly.

TENTH ORDER OF BUSINESS

Audience Comments

There being no audience comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Financial Statements as of February 28, 2026

Mr. Oliver reviewed the financial statements as February 28, 2026, representing five months into the fiscal year. Mr. Oliver reported a positive net variance on the expenditure side of approximately \$42,000. It was noted that three line-items- landscape, fitness equipment lease, and pool service- are currently over budget, and staff will conduct a further analysis and report back to the Board.

TWELFTH ORDER OF BUSINESS

Check Register

Mr. Oliver presented the check register included in the agenda package.

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

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THIRTEENTH ORDER OF BUSINESS Next Regular Scheduled Meeting – May 8, 2026 at 11:00 a.m.

Mr. Oliver stated the next scheduled meeting will be on May 8, 2026, at 11:00 a.m. at the Hampton Inn & Suites Jacksonville Airport, 13551 Airport Court, 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