



SweetBay

RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICTS 1-7 & COMMERCIAL COMMUNITY DEVELOPMENT DISTRICTS 1-2

Advanced Meeting Package

Regular Meeting

Friday

May 16, 2025

10:00 A.M., C.D.T

Location:

3204 Heartleaf Ave. E.

Panama City, FL 32405

Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval, or adoption.

SweetBay Residential Community Development Districts 1-7 & Commercial Community Development Districts 1-2

250 International Parkway, Suite 208
Lake Mary FL 32746
321-263-0132

Board of Supervisors
**SweetBay Residential Community Development Districts 1-7 & Commercial Community
Development Districts 1-2**

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the SweetBay Residential Community Development Districts 1-7 & Commercial Community Development Districts 1-2 is scheduled for **Friday, May 16, 2025, at 10:00 a.m., C.D.T. at 3204 Heartleaf Ave. E., Panama City, FL 32405.**

An advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be distributed at the meeting.

Should you have any questions regarding the agenda, please contact me at (321) 263-0132 X-193 or dmcinnes@vestapropertyservices.com . We look forward to seeing you at the meeting.

Sincerely,

David McInnes

David McInnes
District Manager



RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICTS

1-7 & COMMERCIAL COMMUNITY DEVELOPMENT DISTRICTS 1-2

Meeting Date: Friday, May 16, 2025 Call-in Number: +1 (929) 205-6099
Time: 10:00 AM, C.D.T Meeting ID: 705 571 4830#
Location: 3204 Heartleaf Ave. E., Zoom Link: [Link](#)
Panama City, FL 32405

Agenda

- I. Roll Call**
- II. Audience Comments** – *(limited to 3 minutes per individual for agenda items)*
- III. Presentation of Proof of Publication(s)**
- IV. Consent Agenda**
 - A. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held on February 21, 2025
 - B. Ratification of Dewberry Work Authorization #3
- V. Business Items**
 - A. Reminder of Form 1's Due Date: July 1st
- VI. Staff Reports**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
- VII. Supervisors' Requests**
- VIII. Audience Comments** *(limited to 3 minutes per individual for non-agenda items)*
- IX. Adjournment**

[Exhibit 1](#)
[Pg. 5](#)

[Exhibit 2](#)
[Pgs. 7-9](#)

[Exhibit 3](#)
[Pgs. 11-15](#)

EXHIBIT 1

Published in Bay County
SWEETBAY RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICTS 1-7 & COMMERCIAL COMMUNITY DEVELOPMENT DISTRICTS 1-2
NOTICE OF BOARD OF SUPERVISORS REGULAR MEETING

Notice is hereby given that a regular meeting of the Board of Supervisors of the SweetBay Residential Community Development Districts 1-7 & Commercial Community Development Districts 1-2 (the "**District**") will be held on Friday, May 16, 2025, at 10:00 a.m. C.D.T. at 3204 Heartleaf Ave. E., Panama City, FL 32405. The purpose of the meeting is to discuss any topics presented to the board for consideration.

Copies of the agenda may be obtained from the District Manager, Vesta District Services, 250 International Parkway, Suite 208, Lake Mary, Florida 32746, Telephone (321) 263-0132, Ext. 193.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The meeting may be continued in progress without additional notice to a date, time, and place to be specified on the record at the meeting. There may be occasions when Staff and/or Supervisors may participate by speaker telephone.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in the meeting is asked to advise the District Manager's office at least forty-eight (48) hours before the meeting by contacting the District Manager at (321) 263-0132, Ext. 193. If you are hearing or speech impaired, please contact the Florida Relay Service at 711, for assistance in contacting the District Manager's office.

A person who decides to appeal any decision made at the meeting, with respect to any matter considered at the meeting, is advised that a record of the proceedings is needed and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

SweetBay Community Development District

David McInnes, District Manager
(321) 263-0132, Ext. 193

Publication date:

EXHIBIT 2

1 **MINUTES OF MEETING**

2 **SWEETBAY RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICTS 1-7 &**
3 **COMMERCIAL COMMUNITY DEVELOPMENT DISTRICTS 1-2**

4 The Regular Meeting of the Board of Supervisors of the SweetBay Residential Community
5 Development Districts 1-7 and Commercial Community Development Districts 1-2 was held on Friday,
6 February 21, 2025 at 10:05 a.m. CDT, at 3204 Heartleaf Ave., E., Panama City, FL 32405.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Mr. McInnes called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10 Will Randle	Board Supervisor, Chairman
11 Melissa Lupton	Board Supervisor, Vice Chairwoman
12 Jessica Renella	Board Supervisor, Assistant Secretary
13 Cheryl Duncan	Board Supervisor, Assistant Secretary
14 Mark Moody (<i>via phone</i>)	Board Supervisor, Assistant Secretary

15 Also, present were:

16 David McInnes (<i>via phone</i>)	District Manager, Vesta District Services
17 Kyle Magee (<i>via phone</i>)	Kutak Rock
18 Carol Watson	Association Manager, Burg Management Company, Inc.

19
20 *The following is a summary of the discussions and actions taken at the February 21, 2025 SweetBay*
21 *Residential Community Development Districts 1-7 & Commercial Community Development Districts 1-2*
22 *Board of Supervisors Regular Meeting. Audio for this meeting is available upon public records request by*
23 *emailing PublicRecords@vestapropertyservices.com.*

24 **SECOND ORDER OF BUSINESS – Audience Comments – (limited to 3 minutes per individual for**
25 **agenda items)**

26 There being none, the next item followed.

27 **THIRD ORDER OF BUSINESS – Exhibit 1: Presentation of Proof of Publication(s)**

28 **FOURTH ORDER OF BUSINESS – Consent Agenda**

29 A. Exhibit 2: Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting
30 Held on December 13, 2024

31 B. Consideration for Acceptance – The December 2024 Unaudited Financial Statements for All
32 Districts

- 33 1. Exhibit 3: Commercial CDD 1
- 34 2. Exhibit 4: Commercial CDD 2
- 35 3. Exhibit 5: Residential CDD 1
- 36 4. Exhibit 6: Residential CDD 2
- 37 5. Exhibit 7: Residential CDD 3
- 38 6. Exhibit 8: Residential CDD 4
- 39 7. Exhibit 9: Residential CDD 5

40 8. Exhibit 10: Residential CDD 6

41 9. Exhibit 11: Residential CDD 7

42 C. Exhibit 12: Consideration for Acceptance – The January 2025 Unaudited Financial Statements

43 D. Exhibit 13: Ratification of Amended & Restated Interlocal Agreement – SweetBay Residential
44 CDD 6

45 On a MOTION by Mr. Randle, SECONDED by Ms. Lupton, WITH ALL IN FAVOR, the Board approved
46 the Consent agenda as presented, for the SweetBay Residential Community Development Districts 1-7 and
47 Commercial Community Development Districts 1-2.

48 **FIFTH ORDER OF BUSINESS – Business Matters**

49 A. Exhibit 14: Consideration of Nelson Mullins Bond Counsel Engagement Letter

50 On a MOTION by Mr. Randle, SECONDED by Ms. Lupton, WITH ALL IN FAVOR, the Board approved
51 the Nelson Mullins Bond Counsel Engagement Letter, Residential Community Development Districts 1-7
52 and Commercial Community Development Districts 1-2.

53 B. Exhibit 15: Consideration of Fishkind Consulting, Financial Consultant Proposal

54 On a MOTION by Mr. Randle, SECONDED by Ms. Lupton, WITH ALL IN FAVOR, the Board approved
55 the Fishkind Consulting, Financial Consultant Proposal, Residential Community Development Districts 1-
56 7 and Commercial Community Development Districts 1-2.

57 C. Exhibit 16: Consideration & Adoption of **Resolution 2025-03**, Designating Authorized Signatories

58 On a MOTION by Mr. Randle, SECONDED by Ms. Lupton, WITH ALL IN FAVOR, the Board adopted
59 **Resolution 2025-03**, Designating Authorized Signatories, Residential Community Development Districts
60 1-7 and Commercial Community Development Districts 1-2.

61 D. Exhibit 17: Consideration & Adoption of **Resolution 2025-04**, Removing & Appointing Assistant
62 Treasurer

63 On a MOTION by Mr. Randle, SECONDED by Ms. Lupton, WITH ALL IN FAVOR, the Board adopted
64 **Resolution 2025-04**, Removing & Appointing Assistant Treasurer, Residential Community Development
65 Districts 1-7 and Commercial Community Development Districts 1-2.

66 **SIXTH ORDER OF BUSINESS – Staff Reports**

67 A. District Counsel

68 There being no further comments from District Counsel, the next item followed.

69 B. District Engineer

70 Without the District Engineer present, the next item followed.

71 C. District Manager

72 Mr. McInnes had nothing further to report.

73 **SEVENTH ORDER OF BUSINESS – Supervisors' Requests**

74 There being none, the next item followed.

75 **EIGHTH ORDER OF BUSINESS – Audience Comments – New Business/Non-Agenda** *(limited to 3*
76 *minutes per individual)*

77 There being none, the next item followed.

78 **NINTH ORDER OF BUSINESS – Adjournment**

79 Mr. McInnes asked for final questions, comments, or corrections before requesting a motion to
80 adjourn the meeting. There being none, Mr. Randle made a motion to adjourn the meeting.

81 On a MOTION by Mr. Randle, SECONDED by Ms. Lupton, WITH ALL IN FAVOR, the Board adjourned
82 the meeting at 10:13 a.m. Residential Community Development Districts 1-7 and Commercial Community
83 Development Districts 1-2.

84 **Each person who decides to appeal any decision made by the Board with respect to any matter considered*
85 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*
86 *including the testimony and evidence upon which such appeal is to be based.*

87 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
88 **meeting held on May 16, 2025.**

89

90

91

92

Signature

Signature

Printed Name

Printed Name

93 Title: ☐ Secretary ☐ Assistant Secretary

Title: ☐ Chairman ☐ Vice Chairman

EXHIBIT 3



Dewberry Engineers Inc. 850.522.0644
203 Aberdeen Parkway 850.522.1011 fax
Panama City, FL 32405 www.dewberry.com

February 10, 2025

SweetBay Residential Community
Development Districts 1-7 and
SweetBay Non-Residential Community
Development Districts 1-2
Bay County, Florida

**Subject: Work Authorization Number 3
SweetBay Phase 1D**

Dear Chairperson, Board of Supervisors:

Dewberry (the "Engineer") is pleased to submit this work authorization to provide District Engineering Services for SweetBay Phase 1D. We will provide these services pursuant to our Master Agreement dated May 11, 2023, as follows:

I. Scope of Work

The District will engage the Engineer as the District Engineer to perform professional engineering and surveying services to support the creation of a new District. A detailed scope of work is described in the attached checklist (Attachment 2).

II. Fees

The District will compensate the Engineer pursuant to the hourly rate schedule contained within the Master Agreement not to exceed \$10,000.00. A copy of the approved hourly rate schedule is attached for reference. The District will reimburse all direct costs which include items such as printing, drawings, travel, deliveries, etc., pursuant to the Agreement.

This proposal, together with the Agreement, represents the entire understanding between the Districts and Engineer regarding the referenced work authorization. If you wish to accept this work authorization, please sign both copies where indicated, and return one complete copy to our office. Upon receipt, we will promptly schedule our services.

Thank you for your consideration.

APPROVED AND ACCEPTED

Sincerely,

By: Will Randle
Authorized Representative of SweetBay
Residential Community Development Districts
1-7 and SweetBay Non-Residential
Community Development Districts 1-2

Jonathan Sklarski
By: Jonathan Sklarski, PE - Vice President
Dewberry Engineers Inc.

KUTAKROCK

Kutak Rock LLP
107 West College Avenue, Tallahassee, FL 32301-7707
office 850.692.7300

MEMORANDUM

To: Divya Jayakumar

From: Wes Haber
Kyle Magee

Date: January 14, 2025

Re: Establishment Petition Requirements for a Community Development District

Based on our office's review of the Sweet Bay CDDs Establishment Petition ("Petition") and the Board of City Commissioners of Panama City, Florida Ordinance No. 3155, there are concerns regarding the establishment of Sweetbay Residential Community Development District 7. Pursuant to Florida Statute 190.005(1)(a), a petition to establish a community development district must contain "[t]he written consent to the establishment of the district by all landowners whose real property is to be included in the district".

While the Petition does include a form for the Consent and Joinder of Landowners to the Establishment of the Districts executed on May 4th, 2023, by Will Randle on behalf of the St. Andrew Bay Land Company, LLC, it is our understanding that individual lots were sold to homeowners within Phase 1D prior to May 2023. Given this, it appears that the landowner consent of the individual lot owners within Residential District 7 were not included as required by statute. As such, it appears that the establishment of Residential District 7 did not meet the statutory requirements for establishment, calling into question the validity of Residential District 7.

In order to avoid any potential challenges to Residential District 7's establishment and the validity of any assessments levied on the land within it, it is our office's recommendation that Residential District 7 redo the establishment process to ensure that all statutory requirements are met. The following is a list of the proposed exhibits and information needed to complete a petition to establish a community development district ("CDD"). Many of the materials for some of these exhibits may already be in your possession in usable forms or can be reused from the previous petition. Others may have to be created.

KUTAKROCK

Exhibits to the Petition

Exhibit	Description	Responsible Party
General Location Map	This is simply a map showing the surrounding roads and landmarks with the CDD boundary site marked.	Engineer/Planner
Metes and Bounds Description (including total number of acres)	A metes and bounds description of the lands to be included within the proposed District. Additionally, if there are any out-parcels within the boundaries of the proposed District (i.e. individual lots sold to homeowners for whom Landowner Consent forms could not be obtained) we will need another exhibit showing the metes and bounds legal description of such exclusions and their current owners' names and addresses. A metes and bounds legal description (as opposed to some other form by reference to plats, etc.) is required by statute.	Engineer/Planner
Consent and Joinder of Landowner	Documentation of consent to the establishment of the proposed District by the owners of one hundred percent (100%) of the lands to be included. The form of consent to the establishment of the proposed District is attached hereto as Exhibit A .	Developer
Future Land Use Map	A map showing the existing land uses within and adjacent to the proposed District according to the County's adopted and effective Existing Land Use Map. In addition, a map showing land uses within and adjacent to the proposed District according to the City's adopted and effective Future Land Use Map is also required.	Engineer/Planner
Water and Sewer Utilities Map	A map of the existing major trunk water mains, sewer interceptors (if any) and outfall canals and drainage basins for the lands within the proposed District. A map showing proposed facilities may be required as well.	Engineer/Planner
List of Facilities and Estimated Costs/Timeline	A chart showing the types of infrastructure that the CDD may finance and what entity will own and operate the infrastructure after completion. Also, we will need a chart showing the estimated costs of constructing the infrastructure serving land within the proposed District, and an estimated timetable for such construction. These estimates do not bind us and do not have to represent anything more than a good faith estimate at this point in time.	Engineer/Planner

KUTAKROCK

Exhibit	Description	Responsible Party
SERC	The statement of estimated regulatory costs required by statute. A third-party consultant (usually the ultimate firm chosen to provide financial consulting services to the proposed District) usually prepares this exhibit.	Financial Consultant
Authorization of Agent	An authorization of agent form authorizing the petitioner to file the Petition. The form of authorization of agent is attached hereto as Exhibit B .	Developer

Information Needed

Information Needed	Responsible Party
The name of the petitioning entity.	Developer
The name of the proposed District.	Developer
The names and addresses of the five (5) proposed District board members. Each must be a Florida resident, United States citizen, and at least eighteen (18) years of age.	Developer
A decision as to any special powers which need to be requested for the proposed District. All Districts in the state get certain basic powers by statute (roads, drainage, water and sewer utilities, mitigation, bridges and others). Certain special powers need to be requested of the County, such as recreation (including passive parks), security, waste management, mosquito control, and education by way of example.	Developer
The statutory filing fee for establishment of a District is \$15,000 (may vary by jurisdiction).	Developer

Please let us know if you have any questions regarding the items listed above. We appreciate the opportunity to be of service and look forward to continue working with you.

STANDARD HOURLY BILLING RATE SCHEDULE

DEWBERRY		HOURLY RATES	
Professional			
Principal		\$360.00	
Architect I,II,III		\$110.00, \$125.00, \$145.00	
Architect IV,V,VI		\$165.00, \$185.00, \$205.00	
Architect VII,VIII,IX		\$230.00, \$250.00, \$280.00	
Interior Designer I,II,III,IV		\$100.00, \$120.00, \$140.00, \$165.00	
Interior Designer V, VI, VII		\$180.00, \$205.00, \$240.00	
Engineer I,II,III		\$115.00, \$135.00, \$155.00	
Engineer IV,V,VI		\$175.00, \$200.00, \$230.00	
Engineer VII,VIII,IX		\$260.00, \$290.00, \$320.00	
Geographer/GIS I,II,III		\$95.00, \$105.00, \$125.00	
Geographer/GIS IV,V,VI		\$145.00, \$165.00, \$195.00	
Geographer/GIS VII,VIII,IX		\$225.00, \$255.00, \$290.00	
Professional I,II,III		\$105.00, \$125.00, \$155.00	
Professional IV,V,VI		\$175.00, \$195.00, \$215.00	
Professional VII,VIII,IX		\$245.00, \$260.00, \$295.00	
Technical			
Designer I,II,III		\$110.00, \$135.00, \$160.00	
Designer IV,V,VI		\$180.00, \$205.00, \$230.00	
CADD Technician I,II,III,IV,V		\$85.00, \$105.00, \$125.00, \$140.00, \$180.00	
Surveyor I,II,III		\$68.00, \$83.00, \$100.00	
Surveyor IV,V,VI		\$120.00, \$135.00, \$150.00	
Surveyor VII,VIII,IX		\$165.00, \$195.00, \$235.00	
Technical I,II,III		\$85.00, \$110.00, \$130.00	
Technical IV,V,VI		\$145.00, \$160.00, \$180.00	
Emergency Management			
Emergency Management I, II, III		\$90.00, \$120.00, \$150.00	
Emergency Management IV, V, VI		\$180.00, \$225.00, \$280.00	
Construction			
Construction Professional I,II,III		\$125.00, \$160.00, \$185.00	
Construction Professional IV,V,VI,VII		\$220.00, \$245.00, \$290.00, \$325.00	
Inspector I,II,III		\$90.00, \$110.00, \$145.00	
Inspector IV,V,VI,VII		\$170.00, \$190.00, \$215.00, \$250.00	
Survey Field Crews			
Fully Equipped 1, 2, 3 Person Crews		\$145.00, \$185.00, \$245.00	
With Laser Scanner 1, 2 Person		\$195.00, \$235.00	
Administration			
Admin Professional I,II,III,IV		\$70.00, \$100.00, \$120.00, \$150.00	
Non-Labor Direct Costs		Cost + 15%	