



SweetBay

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

Advanced Meeting Package

Regular Meeting

Friday

June 20, 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, June 20, 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, June 20, 2025	Teams Link:	Microsoft Teams Meeting
Time:	10:00 AM, C.D.T	Meeting ID:	243 954 129 225
Location:	3204 Heartleaf Ave. E., Panama City, FL 32405	Passcode:	HMWBbV

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 May 16, 2025
- V. Business Matters**
 - A. FY 2026 Performance Standards & Measures
- 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. 7-8](#)

[Exhibit 3](#)
[Pgs. 10-11](#)

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, June 20, 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 May 16, 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 Mark Moody	Board Supervisor, Assistant Secretary

13 Also, present were:

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

18 *The following is a summary of the discussions and actions taken at the May 16, 2025 SweetBay Residential*
19 *Community Development Districts 1-7 & Commercial Community Development Districts 1-2 Board of*
20 *Supervisors Regular Meeting. Audio for this meeting is available upon public records request by emailing*
21 PublicRecords@vestapropertyservices.com.

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

24 There being none, the next item followed.

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

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

27 A. Exhibit 2: Consideration for Approval – The Minutes of the Board of Supervisor Regular Meeting
28 Held on February 21, 2025

29 B. Exhibit 3: Ratification of Dewberry Work Authorization #3

30 On a MOTION by Mr. Randle, SECONDED by Ms. Lupton, WITH ALL IN FAVOR, the Board approved 31 the Consent agenda as presented, for the SweetBay Residential 1-7 & Commercial 1-2 Community 32 Development Districts.

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

34 A. Reminder of Form 1's Due Date: July 1st

35 Mr. McInnes provided a brief reminder to the Board of the Form 1 requirement.

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

37 A. District Counsel

38 Mr. Haber had nothing further to report.

B. District Engineer

The District Engineer was not present.

C. District Manager

Mr. McInnes had nothing further to report.

SEVENTH ORDER OF BUSINESS – Supervisors’ Requests

There being none, the next item followed.

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

There being none, the next item followed.

NINTH ORDER OF BUSINESS – Adjournment

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

On a MOTION by Mr. Randle, SECONDED by Ms. Lupton, WITH ALL IN FAVOR, the Board adjourned the meeting at 10:08 a.m. CDT for the SweetBay Residential 1-7 & Commercial 1-2 Community Development Districts.

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

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on June 20, 2025.

Signature

Printed Name

Signature

Printed Name

Title: ☐ Secretary ☐ Assistant Secretary

Title: ☐ Chairman ☐ Vice Chairman

EXHIBIT 3

**SweetBay Residential Community Development Districts 1-7 and Commercial
Community Development Districts 1-2
Performance Measures/Standards and Annual Reporting Form
10/1/2025-9/30/2026**

1. Public Meeting Compliance

Goal: Hold regular Board of Supervisors Meetings at least 2 times during FY 2026

Measurement: Number of regular Board meetings held as verified with meeting minutes

Achieved: Yes _____; No _____

2. Access to Records Compliance

Goal: Ensure that meeting minutes and other public records are available and accessible to the public

Measurement: District staff will review District's website at least once every 6 months to verify documents or links are provided on the District's website

Achieved: Yes _____; No _____

3. District Engineer or Field Operations Manager Site Inspection

Goal: Ensure that District Engineer conduct an annual inspection of the infrastructure owned by the District (if Applicable)

Measurement: The District Engineer will report to the Board when this inspection has occurred

Achieved: Yes _____; No _____

4. Annual Budget Preparation

Goal: Approve the preliminary budget for FY 2027 by date set by Florida Statute and Adopt the final budget for FY 2027 by date set by Florida Statute

Measurement: Preliminary budget approved and final budget adopted by dates set by Florida Statute

Achieved: Yes _____; No _____

5. Financial Audit

Goal: Accept the FY 2025 annual audit by July 1, 2026

Measurement: Whether the Board approves a motion to accept the annual audit before July 1, 2025

Achieved: Yes _____; No _____