SweetBay Residential Community Development District 1

Agenda Package
Landowner Election

Tuesday
November 3, 2026
10:00 a.m. CDT

Meeting Location:
960 Promenade St.,
Panama City, FL 32405

Note: The Agenda 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 District 1

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

Board of Supervisors
SweetBay Residential Community Development District 1

Dear Board Members:

The Landowner Election of the Board of Supervisors of the SweetBay Residential Community Development District 1 is scheduled for **Tuesday, November 3, 2026,** at **10:00 a.m. CDT** at the **960 Promenade St., 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

Cc: Attorney
Engineer
District Records

SweetBay Residential Community Development District 1

Board of Supervisors
Will Randle, Chairman
Melissa Lupton, Vice Chairman
Jessica Renella, Assistant Supervisor
Cheryl Duncan, Assistant Supervisor
Mark Moody, Assistant Supervisor

Staff
David McInnes, District Manager
Wesley Haber, District Counsel
Jonathan Sklarski, District Engineer

Landowner Election Agenda
(3-November-2026, 10:00 AM C.D.T)

Call-in Number: +1 (904) 348-0776
Meeting ID: 667 133 14#
Teams Meeting ID: 247 211 381 086 6
Teams Link: Link

1. **Call to Order/Roll Call**
2. **Presentation of Public Notice(s)** — Exhibit 1, Pg. 5
3. **Election of Landowner's Meeting Chairman**
4. **Determination of Number of Voting Units Represented**
5. **Nominations for the Position of Supervisor**
   A. Seat #1 Currently Held by Mark Moody
   B. Seat #3 Currently Held by Melissa Lupton
   C. Seat #5 Currently Held by Cheryl Duncan
6. **Casting of Ballots**
   A. Election Instructions, Proxy, and Ballot — Exhibit 2, Pgs. 7-9
7. **Ballot Tabulations**
8. **Landowners' Questions, Comments, or Concerns**
9. **Adjournment**

EXHIBIT 1

Ad Preview

NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF SUPERVISORS OF THE SWEETBAY RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT 1

Notice is hereby given to the public and all landowners within SweetBay Residential Community Development District 1 **("District")** located within Panama City, Florida, advising that a meeting of landowners will be held for the purpose of electing three (3) people to the District's Board of Supervisors **("Board"**, and individually, **"Supervisor")**. Immediately following the landowners' meeting there will be convened a meeting of the Board for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.

DATE: November 3, 2026
TIME: 10:00 a.m. Central Time
PLACE: 960 Promenade St., Panama City, FL 32405

Please note that in order to comply with statutory notice requirements, this landowner meeting will be opened at the date, time and location listed above and continued to December 18, 2026 at the same time and location. Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, Vesta District Services, 250 International Parkway, Suite 208, Lake Mary FL 32746 **("District Manager's Office")**. At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person to be elected to the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. At the landowners' meeting the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners' meeting and the Board meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for these meetings may be obtained from the District Manager's Office. There may be an occasion where one or more supervisors will participate by telephone.

Any person requiring special accommodations to participate in these meetings is asked to contact the District Manager's Office, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

A person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that such person will need a record of the proceedings 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.

David McInnes District Manager
Run Date(s): OCT 7 & 14 , 2026
#12664716; 10/7 10/14/2026

EXHIBIT 2

INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF SWEETBAY RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT 1 FOR THE ELECTION OF SUPERVISORS

DATE OF LANDOWNERS' MEETING: **November 3, 2026 and continued to December 18, 2026**

TIME: **10:00 A.M. Central Time**

LOCATION: **960 Promenade St., Panama City, FL 32405**

Pursuant to Chapter 190, *Florida Statutes*, and after a Community Development District ("**District**") has been established and the landowners have held their initial election, there shall be a subsequent landowners' meeting for the purpose of electing members of the Board of Supervisors (**"Board"**) every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), *Florida Statutes*.

A landowner may vote in person at the landowners' meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners' meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

This year, three (3) seats on the Board will be up for election by landowners. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The candidate receiving the next highest number of votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by <u>one</u> of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

LANDOWNER PROXY

SWEETBAY RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT 1 PANAMA CITY, FLORIDA LANDOWNERS' MEETING – NOVEMBER 3, 2026 AND CONTINUED TO DECEMBER 18, 2026

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints _____ (**"Proxy Holder"**) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the SweetBay Residential Community Development District 1 to be held at 960 Promenade St., Panama City, FL 32405, on November 3, 2026, at 10:00 a.m. Central Time, and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners' meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners' meeting prior to the Proxy Holder's exercising the voting rights conferred herein.

_____
Printed Name of Legal Owner

_____ _____
Signature of Legal Owner Date

Parcel Description	**Acreage**	**Authorized Votes**
_____	_____	_____
_____	_____	_____
_____	_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

Total Number of Authorized Votes: _____

NOTES: Pursuant to Section 190.006(2)(b), *Florida Statutes*, a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

OFFICIAL BALLOT
SWEETBAY RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT 1
PANAMA CITY, FLORIDA
LANDOWNERS' MEETING – NOVEMBER 3, 2026 AND CONTINUED TO DECEMBER 18, 2026.

For Election (3 Supervisors): The two (2) candidates receiving the highest number of votes will each receive a four (4) year term, and the one (1) candidate receiving the next highest number of votes will receive a two (2) year term, with the term of office for the successful candidates commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the SweetBay Residential Community Development District 1 and described as follows:

Description	**Acreage**
_____	_____
_____	_____
_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

Attach Proxy.

I, _____, as Landowner, or as the proxy holder of _____ (Landowner) pursuant to the Landowner's Proxy attached hereto, do cast my votes as follows:

SEAT #	NAME OF CANDIDATE	NUMBER OF VOTES
1		
3		
5		

Date: _____

Signed: _____
Printed Name: _____