



Sweet Bay

RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT 4

Advanced Meeting Package

Regular Meeting

Friday

May 15, 2026

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

Location:

960 Promenade St.,

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 District 4

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

Board of Supervisors
SweetBay Residential Community Development District 4

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the SweetBay Residential Community Development District 4 is scheduled for **Friday, May 15, 2026, at 10:00 a.m., C.D.T. at 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

SweetBay

RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT 4

Meeting Date: Friday, May 15, 2026 Call-in Number: +1 (904) 348-0776
Time: 10:00 AM, C.D.T Phone Conference ID: 667 133 14#
Location: 960 Promenade St., Teams Meeting ID: 247 211 381 086 6
Panama City, FL 32405 Teams Link: [Link](#)

Revised Agenda

I. Roll Call

II. Consent Agenda

- A. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held on March 20, 2026 [Exhibit 1](#)
[Pgs. 5-6](#)
- B. Consideration for Acceptance – The March 2026 Unaudited Financial Statements [Exhibit 2](#)
[Pgs. 8-10](#)

III. Business Matters

- A. Consideration & Adoption of **Resolution 2026-04, Approving FY 2026-2027 Proposed Budget & Setting Public Hearing** [Exhibit 3](#)
[Pgs. 12-16](#)

IV. Adjournment

EXHIBIT 1

1 **MINUTES OF MEETING**

2 **SWEETBAY RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT 4**

3 The Regular Meeting of the Board of Supervisors of the SweetBay Residential Community
4 Development District 4 was held on Friday, March 20, 2026 at 10:54 a.m. CDT, at 960 Promenade St,
5 Panama City, FL 32405.

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

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

8 Present and constituting a quorum were:

- | | | |
|----|----------------|---------------------------------------|
| 9 | Will Randle | Board Supervisor, Chairman |
| 10 | Melissa Lupton | Board Supervisor, Vice Chairperson |
| 11 | Cheryl Duncan | Board Supervisor, Assistant Secretary |

12 Also, present were:

- | | | |
|----|--|--|
| 13 | David McInnes (<i>via phone</i>) | District Manager, Vesta District Services |
| 14 | Kyle Magee (<i>via phone</i>) | Kutak Rock |
| 15 | Carol Watson | Association Manager, Burg Management Company, Inc. |
| 16 | Dr. Hank Fishkind (<i>via phone</i>) | Fishkind Consulting |

17
18 Before proceeding, District Counsel stated that Vice Chair Lupton had originally submitted a resignation
19 on 03/12/2026 but rescinded the resignation on 03/18/2026. Both she and the Board concurred that she
20 was able to attend and constitute a quorum and able to vote.
21

22 *The following is a summary of the discussions and actions taken at the March 20, 2026 SweetBay*
23 *Residential Community Development District 4 Board of Supervisors Regular Meeting. Audio for this*
24 *meeting is available upon public records request by emailing PublicRecords@vestapropertyservices.com.*

25 **SECOND ORDER OF BUSINESS – Consent Agenda**

- 26 A. Exhibit 1: Consideration for Approval – The Minutes of the Board of Supervisor Regular Meeting
- 27 Held on January 30, 2026
- 28 B. Exhibit 2: Consideration for Acceptance – The January 2026 Unaudited Financial Statements

29 On a MOTION by Mr. Randle, SECONDED by Ms. Duncan, WITH ALL IN FAVOR, the Board approved
30 the Consent agenda as presented, for the SweetBay Residential Community Development District 4.

31 *The regular meeting was recessed for the purpose of holding the public hearing on levying*
32 *assessments at approximately 10:55 a.m. CDT.*

33 **THIRD ORDER OF BUSINESS – Public Hearing – Levying Assessments**

- 34 A. Open the Public Hearing

35 On a MOTION by Mr. Randle, SECONDED by Ms. Duncan, WITH ALL IN FAVOR, the Board opened
36 the public hearing on levying assessments, for the SweetBay Residential Community Development District
37 4.

38 Mr. Magee provided a brief overview of the purpose of the public hearing as well as a breakdown
39 of the total estimated costs for improvements. He also questions regarding the Master Assessment

40 Methodology report provided by Dr. Fishkind, and Dr. Fishkind provided expert opinion on said
41 report.

42 B. Open the Public Comments

43 There being no public comments, next item followed.

44 C. Close the Public Hearing

45 On a MOTION by Mr. Randle, SECONDED by Ms. Duncan, WITH ALL IN FAVOR, the Board closed
46 the public hearing on levying assessments at approximately 11:01 a.m. CDT, for the SweetBay Residential
47 Community Development District 4.

48 *The regular meeting was reconvened.*

49 D. Exhibit 3: Consideration & Adoption of **Resolution 2026-03**, Levying Assessments

50 Mr. Magee provided a brief overview of the various sections within the resolution.

51 On a MOTION by Mr. Randle, SECONDED by Ms. Duncan, WITH ALL IN FAVOR, the Board adopted
52 **Resolution 2026-03**, Levying Assessments, for the SweetBay Residential Community Development
53 District 4.

54 **FOURTH ORDER OF BUSINESS – Adjournment**

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

57 On a MOTION by Mr. Randle, SECONDED by Ms. Duncan, WITH ALL IN FAVOR, the Board adjourned
58 the meeting at 11:03 a.m. CDT for the SweetBay Residential Community Development District 4.

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

62 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
63 meeting held on May 15, 2026.**

64
65
66
67

Signature

Signature

Printed Name

Printed Name

68 Title: Secretary Assistant Secretary

Title: Chairman Vice Chairman

EXHIBIT 2

SweetBay Residential
Community Development District
#4

Financial Statements
(Unaudited)

Period Ending
March 31, 2026



SweetBay Residential CDD 4
Balance Sheet
March 31, 2026

	General Fund	Total
Assets:		
Cash - Operating Account	\$ 302	\$ 302
Accounts Receivable	1,567	1,567
Total Assets	1,869	1,869
Liabilities:		
Accounts Payable	1,567	1,567
Customer Deposits	302	302
Total Liabilities	1,869	1,869
Fund Balance:		
Nonspendable:		-
Deposits & Prepaids	-	-
Unassigned	-	-
Total Liabilities & Fund Balance	\$ 1,869	\$ 1,869

**SweetBay Residential CDD 4
General Fund**

**Statement of Revenues, Expenditures as Changes in Fund Balance
For the period from October 1, 2025 to March 31, 2026**

	FY2026 Adopted Budget	Actual Year-to-Date	Variance (+ / -)	% of Budget
Revenue				
Developer Funding	\$ 22,287	\$ 7,420	\$ (14,867)	33.29%
Total Revenue	22,287	7,420	(14,867)	33.29%
Expenditures				
Professional & Administrative				
District Management	250	156	(94)	62.50%
Financial Consultant	8,611	-	(8,611)	0.00%
Property Appraiser Fees and Taxes	600	-	(600)	0.00%
District Counsel Services	850	-	(850)	0.00%
Auditing Services	1,500	-	(1,500)	0.00%
Legal Advertising	100	-	(100)	0.00%
Bank Fees	100	-	(100)	0.00%
Website Maintenance	1,515	1,515	-	100.00%
Dues, Licenses, and Fees	250	175	(75)	70.00%
Miscellaneous	100	61	(39)	61.38%
Total Administrative	13,876	1,908	(11,968)	13.75%
Insurance				
General Liability Insurance	3,218	5,512	2,294	171.29%
Public Officials Liability Insurance	3,163	-	(3,163)	0.00%
Total Insurance	6,381	5,512	(869)	86.38%
Debt Service Administration				
Dissemination Agent	600	-	(600)	0.00%
Trustee Fees	1,430	-	(1,430)	0.00%
Total Debt Service Administration	2,030	-	(2,030)	0.00%
Total Expenditures	22,287	7,420	(14,867)	33.29%
Excess of Revenue Over (Under) Expenditures	-	-	-	
Fund Balance - Beginning		-		
Fund Balance - Ending		\$ -		

EXHIBIT 3

RESOLUTION 2026-04
[FY 2027 BUDGET APPROVAL RESOLUTION]

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SWEETBAY RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT 4 APPROVING PROPOSED BUDGET(S) FOR FY 2027; SETTING A PUBLIC HEARING THEREON AND DIRECTING PUBLICATION; ADDRESSING TRANSMITTAL AND POSTING REQUIREMENTS; ADDRESSING SEVERABILITY AND EFFECTIVE DATE.

WHEREAS, for the fiscal year beginning October 1, 2026, and ending September 30, 2027 (“**FY 2027**”), the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the SweetBay Residential Community Development District 4 (“**District**”) prior to June 15, 2026, the proposed budget(s) attached hereto as **Exhibit A (“Proposed Budget”)**; and

WHEREAS, the Board now desires to set the required public hearing on the Proposed Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SWEETBAY RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT 4:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget attached hereto as **Exhibit A** is hereby approved preliminarily.

2. **SETTING A PUBLIC HEARING; DIRECTING PUBLICATION.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, time, and location, and District staff is directed to provide notice of the same in accordance with Florida law:
DATE: Friday, August 21, 2026
TIME: 10:00 a.m. CT/11:00 a.m. ET
LOCATION: 960 Promenade St.,
Panama City, FL 32405

3. **TRANSMITTAL TO LOCAL GENERAL PURPOSE GOVERNMENT; POSTING OF PROPOSED BUDGET.** The District Manager is hereby directed to (i) submit a copy of the Proposed Budget to the applicable local general-purpose government(s) at least 60 days prior to its adoption, and (ii) post the approved Proposed Budget on the District’s website in accordance with Chapter 189, Florida Statutes.

4. **SEVERABILITY; EFFECTIVE DATE.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof. This Resolution shall take effect immediately upon adoption.

[SIGNATURES ON FOLLOWING PAGE]

PASSED AND ADOPTED THIS 15th DAY OF MAY, 2026.

ATTEST:

**SWEETBAY RESIDENTIAL COMMUNITY DEVELOPMENT
DISTRICT 4**

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Proposed Budget

**SWEETBAY RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT 4
FISCAL YEAR 2026-2027 PROPOSED BUDGET
GENERAL FUND, OPERATIONS & MAINTENANCE**

	FY 2026 ADOPTED	FY 2027 PROPOSED	VARIANCE FY26 to FY27
<u>REVENUES</u>			
DEVELOPER FUNDING	\$ 22,287	\$ 22,054	\$ (233)
TOTAL REVENUES	22,287	22,054	(233)
<u>EXPENSES</u>			
GENERAL & ADMINISTRATIVE			
SUPERVISOR FEES			
PUBLIC OFFICIALS' LIABILITY INSURANCE	3,163	2,728	(435)
GENERAL LIABILITY & PROPERTY INSURANCE	3,218	3,335	117
TRUSTEE SERVICES	1,430	1,430	-
MANAGEMENT FEE	250	250	-
MANAGEMENT ADDITIONAL SERVICE		-	-
FINANCIAL CONSULTANT	8,611	8,611	-
TRAVEL AND PER DIEM		-	-
ENGINEERING		-	-
DISSEMINATION AGENT	600	600	-
PROPERTY APPRAISER	600	600	-
DISTRICT COUNSEL	850	850	-
ASSESSMENT ADMINISTRATION		-	-
REAMORTIZATION SCHEDULES		-	-
AUDIT	1,500	1,500	-
POSTAGE & SHIPPING		-	-
COPIES		-	-
LEGAL ADVERTISING	100	100	-
BANK FEES	100	100	-
MISCELLANEOUS	100	100	-
OFFICE SUPPLIES		-	-
WEB SITE MAINTENANCE	1,515	1,600	85
DUES, LICENSES, AND FEES	250	250	-
TOTAL GENERAL & ADMINISTRATIVE	22,287	22,054	(233)
TOTAL EXPENSES	22,287	22,054	(233)
NET CHANGE IN FUND BALANCE	-	-	-

**SWEETBAY RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICTS 1-7
AND SWEETBAY COMMERCIAL COMMUNITY DEVELOPMENT DISTRICTS 1-2
FISCAL YEAR 2026-2027 PROPOSED BUDGET
OPERATIONS & MAINTENANCE ASSESSMENTS**

UNIT TYPE/USE	UNIT COUNT	ERU/Use	O&M ERUs	%ERU	TOTAL FY26 O&M BUDGET	FY26 O&M ASSMT PER UNIT (NET)	FY26 O&M ASSMT PER UNIT (GROSS)	PH.3 UNIT COUNT	PH.3 ERU/UNIT	TOTAL PH.3 ERUs	TOTAL PH.3 DEBT SERVICE	PH.3 DEBT SERVICE PER UNIT	FY27 TOTAL ASSMT PER UNIT ⁽¹⁾
Residential (Units)													
Phase 1													
Phase 2													
Multifamily 1	360	0.50	180.00	4.80%	\$15,679	\$43.55	\$46.33						\$46.33
Multifamily 2	219	0.50	109.50	2.92%	\$9,538	\$43.55	\$46.33						\$46.33
Phase 1D 34'	3	0.70	2.10	0.06%	\$183	\$60.97	\$64.87						\$64.87
Phase 1D 40'	26	0.80	20.80	0.55%	\$1,812	\$69.68	\$74.13						\$74.13
Phase 1D 50'	73	1.00	73.00	1.95%	\$6,359	\$87.11	\$92.67						\$92.67
Phase 1D 60'	15	1.20	18.00	0.48%	\$1,568	\$104.53	\$111.20						\$111.20
Phase 1D 70'	13	2.00	26.00	0.69%	\$2,265	\$174.21	\$185.33						\$185.33
Phase 1D Towns	11	0.70	7.70	0.21%	\$671	\$60.97	\$64.87						\$64.87
Phase 3A&B 24'	26	0.48	12.48	0.33%	\$1,087	\$41.81	\$44.48	26	0.48	12.48	\$18,558	\$713.76	\$758.24
Phase 3A&B 25'	41	0.50	20.50	0.55%	\$1,786	\$43.55	\$46.33	41	0.50	20.50	\$30,484	\$743.50	\$789.83
Phase 3A&B 35'	35	0.70	24.50	0.65%	\$2,134	\$60.97	\$64.87	41	0.70	28.70	\$42,677	\$1,040.90	\$1,105.77
Phase 3A&B 45'	41	0.90	36.90	0.98%	\$3,214	\$78.40	\$83.40	48	0.90	43.20	\$64,238	\$1,338.30	\$1,421.70
Phase 3A&B 50'	48	1.00	48.00	1.28%	\$4,181	\$87.11	\$92.67	46	1.00	46.00	\$68,402	\$1,487.00	\$1,579.67
Phase 3A&B 60'	30	1.20	36.00	0.96%	\$3,136	\$104.53	\$111.20	19	1.20	22.80	\$33,904	\$1,784.40	\$1,895.60
Phase 1D South Townhomes	19	0.70	13.30	0.35%	\$1,159	\$60.97	\$64.87						\$64.87
Phase 3 South	73	1.00	73.00	1.95%	\$6,359	\$87.11	\$92.67						\$92.67
Marina District	352	2.00	704.00	18.77%	\$61,322	\$174.21	\$185.33						\$185.33
School & Fire Station/Build to Rent	258	1.00	258.00	6.88%	\$22,473	\$87.11	\$92.67						\$92.67
Single Family- East Side Parcels	217	1.00	217.00	5.79%	\$18,902	\$87.11	\$92.67						\$92.67
Multifamily 3- East Side Parcels	375	0.50	187.50	5.00%	\$16,332	\$43.55	\$46.33						\$46.33
Marina Premium Podium Condos	196	1.50	294.00	7.84%	\$25,609	\$130.66	\$139.00						\$139.00
Gold Coast	220	2.00	440.00	11.73%	\$38,326	\$174.21	\$185.33						\$185.33
Gold Coast Premium Podium Condos	200	1.50	300.00	8.00%	\$26,132	\$130.66	\$139.00						\$139.00
Multifamily 4- East Side Parcels	375	0.50	187.50	5.00%	\$16,332	\$43.55	\$46.33						\$46.33
Single Family- East Side Parcels	288	1.00	288.00	7.68%	\$25,086	\$87.11	\$92.67						\$92.67
	3,514							221					
Commercial (Sq.Ft.)													
Marina District 1	70,988	0.0005	35.49	0.95%	\$3,092	\$0.04	\$0.05						\$0.05
Marina District 2	18,492	0.0005	9.25	0.25%	\$805	\$0.04	\$0.05						\$0.05
Town Center 1	78,888	0.0005	39.44	1.05%	\$3,436	\$0.04	\$0.05						\$0.05
Town Center 2	39,710	0.0005	19.86	0.53%	\$1,729	\$0.04	\$0.05						\$0.05
Town Center 3	60,641	0.0005	30.32	0.81%	\$2,641	\$0.04	\$0.05						\$0.05
Town Center 4	26,000	0.0005	13.00	0.35%	\$1,132	\$0.04	\$0.05						\$0.05
Marina and Clubhouses	50,000	0.0005	25.00	0.67%	\$2,178	\$0.04	\$0.05						\$0.05
TOTAL	344,719		3,750.14	100.00%	\$326,658					173.68	\$258,262		

⁽¹⁾Annual assessments that will appear on the November, 2026 Bay County property tax bill. Amount shown includes all applicable county collection costs (2%) and early payment discounts (up to 4% if paid early).