

SweetBay Residential Community Development District 4



***Agenda Package
Regular Meeting***

***Friday
October 16, 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 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 Board Meeting of the Board of Supervisors of the SweetBay Residential Community Development District 4 is scheduled for **Friday, October 16, 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 4

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

Meeting Agenda

(16-October-2026 – 10:00 AM C.D.T)

Call-in Number: +1 (929) 205-6099

Meeting ID: 667 133 14#

Teams Meeting ID: 247 211 381 086 6

Teams Link: [Link](#)

1. **Call to Order/Roll Call**
2. **Audience Comments** – *(limited to 3 minutes per individual for agenda items)*
3. **Business Items**
 - A. Consideration & Adoption of **Resolution 2027-01**, Approving Deed for Boat House
4. **Adjournment**

[Exhibit 1](#)
[Pgs. 5-15](#)

EXHIBIT 1

RESOLUTION 2027-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SWEETBAY RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT 4 APPROVING AND ACCEPTING THE CONVEYANCE OF CERTAIN REAL PROPERTY INTERESTS FROM THE SWEETBAY COMMUNITY ASSOCIATION, INC.; PROVIDING CERTAIN AUTHORIZATIONS; AND AN EFFECTIVE DATE.

WHEREAS, the SweetBay Residential Community Development District 4 (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes* (“Act”), being situated entirely within Bay County, Florida (“County”); and

WHEREAS, SweetBay Community Association, Inc. (“Association”) owns the real property (the “Property”) described in that certain *Deed of Gift* attached hereto as **Exhibit A** (the “Deed”); and

WHEREAS, the District anticipates entering into a submerged land lease (“Lease”) with the State of Florida in connection with a boat house located on portions of the Property

WHEREAS, in order for the District to enter into the Lease, it is necessary for the District to own the Property;

WHEREAS, the District is willing to accept the Deed and the Property as set forth in this Resolution.

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

SECTION 1. All of the representations, findings and determinations contained above are recognized as true and accurate, and are expressly incorporated into this Resolution.

SECTION 2. The District’s Board of Supervisors hereby approves and accepts the Deed and the Property.

SECTION 3. The Board hereby authorizes the Chairman, in consultation with District staff, to effectuate any revisions to the Deed. Consistent with such approvals, the Chairman, District Manager, District Counsel, are hereby authorized, upon the adoption of this Resolution, to do all acts and things required of them to effect the conveyance of the Property from the Association to the District. The Chairman and Secretary are hereby further authorized to execute any and all documents necessary to affect the conveyance. The Vice Chairman shall be authorized to undertake any action herein authorized to be taken by the Chairman, in the absence or unavailability of the Chairman, and any Assistant Secretary shall be authorized to undertake any action herein authorized to be taken by the Secretary, in the absence or unavailability of the Secretary.

SECTION 4. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 16th day of October, 2026.

ATTEST:

**SWEETBAY RESIDENTIAL COMMUNITY
DEVELOPMENT DISTRICT 4**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A

AFTER RECORDING RETURN TO:

SweetBay Residential Community Development District #4
c/o David McInnes, District Manager
Vesta District Services
250 International Parkway
Suite 208
Lake Mary, Florida 32746

Property Identification Number: Portion of 11728-000-000

DEED OF GIFT

THIS DEED OF GIFT (this “Deed”) made as of the ____ day of _____, 2026, by and between SWEETBAY COMMUNITY ASSOCIATION, INC., a Florida nonprofit corporation (the “Association”), whose mailing address is 1903 Wright Place, Suite 220, Carlsbad, California 92008 (grantor herein) and SWEETBAY RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT #4, a local unit of special purpose government created and existing pursuant to Chapter 190, Florida Statutes (the “District”), whose mailing address is c/o David McInnes, District Manager, Vesta District Services, 250 International Parkway, Suite 208, Lake Mary, Florida 32746 (grantee herein).

W I T N E S S E T H:

THAT the Association, for and in consideration of the sum of ONE DOLLAR (\$1.00), and other good and valuable consideration, by these presents does hereby grant and convey to the District, in fee simple with special warranty, all of the Association’s right, title and interest in and to that certain real property (the “Boat House Property”) located and situate in Bay County, Florida, which is more particularly described on Exhibit A attached hereto and as shown on that certain drawing entitled “SKETCH OF DESCRIPTION – SWEETBAY BOAT HOUSE” prepared by GULF Surveying & Mapping, LLC, dated March 3, 2026 (the “Boat House Sketch”), a copy of which is attached to this Deed as Exhibit B.

TOGETHER with all improvements, easements, tenements, hereditaments and appurtenances belonging or in any way appertaining to the Boat House Property.

SUBJECT TO reservations, covenants, conditions, restrictions and easements, if any, duly of record and constituting constructive notice.

TO HAVE AND TO HOLD the same in fee simple forever.

The Association hereby specially warrants the title to the Boat House Property and will defend the same against the lawful claim of all persons claiming by, through, or under the Association, but none other.

IN WITNESS WHEREOF, the Association has duly executed this instrument as of the date first written above.

THE ASSOCIATION:

SIGNED, SEALED AND DELIVERED

SWEETBAY COMMUNITY
ASSOCIATION, INC.,
a Florida nonprofit corporation

IN THE PRESENCE OF:

By:

Name:

Its:

Witness

Witness

STATE OF FLORIDA)
County of _____)

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, by _____, as _____ of SweetBay Community Association, Inc., a Florida non-profit corporation, this ____ day of _____, 2026.

☐ Personally Known or ☐ Produced
Identification

of Identification: _____ Type

WITNESS my hand and official seal.

Signature of Notary Public (Seal)

My Commission Expires: _____
My Notary Registration Number: _____

The District executes this Deed to evidence its acceptance of the Boat House Property.

THE DISTRICT:

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF:	SWEETBAY RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT #4, a local unit of special purpose government created and existing pursuant to Chapter 190, Florida Statutes
_____ Witness	
	By: _____ _____ Name: _____ _____ Its: _____ _____
_____ Witness	

STATE OF FLORIDA)
County of _____)

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, by _____, as _____ of SweetBay Residential Community Development District #4, a local unit of special purpose government created and existing pursuant to Chapter 190, Florida Statutes, this _____ day of _____, 2026.

☐ Personally Known Identification or ☐ Produced

Type
of Identification: _____

WITNESS my hand and official seal.

(Seal)
Signature of Notary Public

My Commission Expires: _____
My Notary Registration Number: _____

EXHIBIT A

Legal Description

COMMENCE AT THE NORTHEAST CORNER OF SECTION 19, TOWNSHIP 3 SOUTH, RANGE 14 WEST, BAY COUNTY FLORIDA; THENCE SOUTH 89°37'39" WEST ALONG THE NORTH LINE OF THE NORTHEAST QUARTER OF SAID SECTION 19 FOR A DISTANCE OF 2639.78 FEET TO THE NORTHWEST CORNER OF SAID NORTHEAST QUARTER OF SECTION 19; THENCE CONTINUE SOUTH 89°37'39" WEST FOR A DISTANCE OF 1868.53 FEET; THENCE SOUTH 00°22'12" EAST FOR A DISTANCE OF 242.25 FEET TO THE EXISTING MEAN HIGH WATER LINE AS DETERMINED BY OTHERS AS SHOWN ON SURVEY # 10001779 DATED OCTOBER 11, 2010 AND THE POINT OF BEGINNING; THENCE ALONG SAID MEAN HIGH WATER LINE THE FOLLOWING NINE CALLS;

SOUTH 39°40'03" EAST FOR A DISTANCE OF 22.53 FEET; THENCE SOUTH 09°55'45" EAST FOR A DISTANCE OF 27.14 FEET; THENCE SOUTH 31°18'28" WEST FOR A DISTANCE OF 3.81 FEET; THENCE SOUTH 30°09'22" WEST FOR A DISTANCE OF 31.88 FEET; THENCE SOUTH 06°49'20" EAST FOR A DISTANCE OF 10.72 FEET; THENCE SOUTH 35°04'00" EAST FOR A DISTANCE OF 10.38 FEET; THENCE SOUTH 54°39'08" EAST FOR A DISTANCE OF 9.99 FEET; THENCE NORTH 68°10'23" EAST FOR A DISTANCE OF 37.91 FEET; THENCE SOUTH 46°21'50" EAST FOR A DISTANCE OF 23.19 FEET; THENCE LEAVING SAID MEAN HIGH WATER LINE NORTH 54°39'21" EAST FOR A DISTANCE OF 37.07 FEET; THENCE NORTH 37°15'51" WEST FOR A DISTANCE OF 122.62 FEET; THENCE SOUTH 54°39'21" WEST FOR A DISTANCE OF 29.93 FEET, TO THE POINT OF BEGINNING.

TOGETHER WITH A 10.00 FEET EASEMENT OF INGRESS/EGRESS WITH A CENTERLINE DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHEAST CORNER OF SECTION 19, TOWNSHIP 3 SOUTH, RANGE 14 WEST, BAY COUNTY FLORIDA; THENCE SOUTH 89°37'39" WEST ALONG THE NORTH LINE OF THE NORTHEAST QUARTER OF SAID SECTION 19 FOR A DISTANCE OF 2639.78 FEET TO THE NORTHWEST CORNER OF SAID NORTHEAST QUARTER OF SECTION 19 THENCE CONTINUE SOUTH 89°37'39" WEST FOR A DISTANCE OF 1868.53 FEET; THENCE SOUTH 00°22'12" EAST FOR A DISTANCE OF 242.25 FEET; THENCE NORTH 54°39'21" EAST FOR A DISTANCE OF 29.93 FEET; THENCE SOUTH 37°15'51" EAST FOR A DISTANCE OF 117.62 FEET, TO THE POINT OF BEGINNING; THENCE NORTH 52°59'05" EAST FOR A DISTANCE OF 48.06 FEET; THENCE SOUTH 37°00'55" EAST FOR A DISTANCE OF 1213.60 FEET TO A POINT OF CURVATURE CONCAVE TO THE NORTHEAST AND HAVING A RADIUS OF 1000.00 FEET; THENCE CONTINUE ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 09°50'45", FOR AN ARC LENGTH OF 171.84 FEET (CHORD: SOUTH 41°56'17" EAST FOR 171.63 FEET) TO END OF CURVE; THENCE SOUTH 46°51'40" EAST FOR A DISTANCE OF 263.83 FEET TO A POINT OF CURVATURE CONCAVE TO THE NORTHEAST AND HAVING A RADIUS OF 1325.00 FEET; THENCE CONTINUE ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 18°56'36", FOR AN ARC LENGTH OF 438.07 FEET (CHORD: SOUTH 56°19'58" EAST FOR 436.08 FEET) TO END OF CURVE; THENCE SOUTH 65°48'15" EAST FOR A DISTANCE OF 20.87 FEET; TO A POINT OF CURVATURE CONCAVE TO THE SOUTHWEST AND HAVING A RADIUS OF 735.00 FEET; THENCE CONTINUE

ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 27°36'12", FOR AN ARC LENGTH OF 354.10 FEET (CHORD: SOUTH 52°00'10" EAST FOR 350.69 FEET) TO END OF CURVE; THENCE SOUTH 38°12'04" EAST FOR A DISTANCE OF 1191.73 FEET TO A POINT OF CURVATURE CONCAVE TO THE NORTHEAST AND HAVING A RADIUS OF 1500.00 FEET; THENCE CONTINUE ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 00°13'50", FOR AN ARC LENGTH OF 6.04 FEET (CHORD: SOUTH 38°18'59" EAST FOR 6.04 FEET) TO THE EXISTING CENTERLINE OF SWEETBAY PHASE 1D NORTH B, A SUBDIVISION AS RECORDED IN PLAT BOOK 30, PAGES 21-24, OF THE PUBLIC RECORDS OF BAY COUNTY, FLORIDA, AND THE POINT OF TERMINUS.

EXHIBIT B

Boat House Sketch

See Attached.

SKETCH OF DESCRIPTION
SWEETBAY BOAT HOUSE
CITY OF PANAMA - BAY COUNTY - FLORIDA

[illegible]

- [illegible]

SHEET 1 OF 2 SHEETS

CERTIFICATE
I HEREBY CERTIFY THE NUMBER HEREIN TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AS OF THE DATE SIGNED:

Jason L. Godwin
Digitally signed by Jason L. Godwin
Date: 2016.01.03 16:24:46 -0500



Jason L. Godwin
Notary Public, State of Texas
Commission Expires 01/03/2018

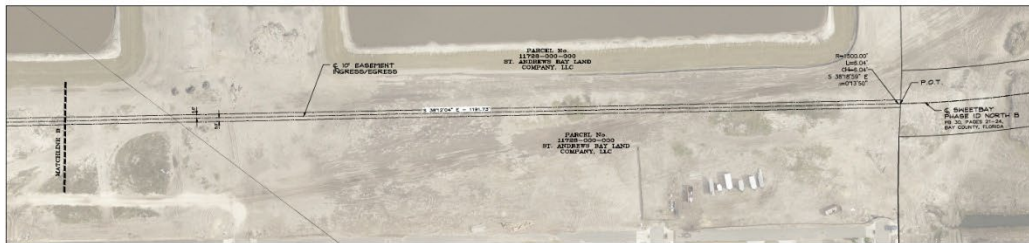
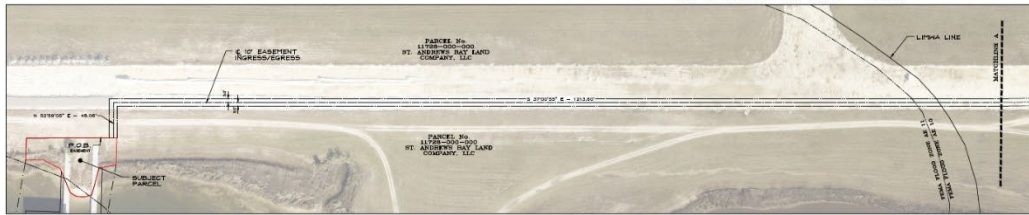
APPROPRIATE STREET ADDRESS: SPREEMASTER AVENUE
 CITY: NEW YORK STATE OF NEW YORK
 ZIP: 10001 DATE: 07/24/2015 09:50:00
 SUBJECT: SOURCE AS WITNESS
 TYPE OF INFORMATION: LEAD DESCRIPTION FURNISHED BY CLIENT
 100-870306-100 SUBJECT NOTE 2

GULF Surveying & Mapping, LLC
703 E Highway 90 Ste B
BONFAY, FLORIDA, 32425
Phone: (850) 749-1145
www.gulfsurveyingandmapping.com
(10/1/02) No. 11, 8562



JOE 14c.
49-25-2047

FILE 14c.
25-2047-3025



SHEET 2 OF 2 SHEETS
EACH INDIVIDUAL SHEET IS NOT FULL AND COMPLETE WITHOUT THE OTHERS

APPARENT STREET ADDRESS SWERTHAY AVENUE

GULF Surveying & Mapping, LLC
703 E. Highway 90 Ste B
BONHAY, FLORIDA, 32425
Phone (850) 765-1145
www.gulfsurveyingmapping.com
LISC# No. LD 8268

GULF
SURVEYING & MAPPING

JOB No.
44-38-1047

FILE No.
25-2147-1047V