



SweetBay

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

Advanced Meeting Package

Regular Meeting

Friday

August 15, 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, August 15, 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, August 15, 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. Consent Agenda**
 - A. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held on June 20, 2025
- IV. Business Matters**
 - A. Consideration & Adoption of **Resolution 2025-05**, Approving Fiscal Year 2025-2026 Meeting Schedule
- V. Staff Reports**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
- VI. Supervisors' Requests**
- VII. Audience Comments** *(limited to 3 minutes per individual for non-agenda items)*
- VIII. Adjournment**

[Exhibit 1](#)
[Pgs. 5-6](#)

[Exhibit 2](#)
[Pgs. 8-9](#)

EXHIBIT 1

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 June 20, 2025 at 10:00 a.m. CDT, at 3204 Heartleaf Ave., E., Panama City, FL 32405.

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

8 Ms. Harden 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 Cheryl Duncan | Board Supervisor, Assistant Secretary |

13 Also, present were:

| | |
|-----------------------------------|---|
| 14 Dana Harden <i>(via phone)</i> | Assistant District Manager, Vesta District Services |
| 15 Wes Haber <i>(via phone)</i> | District Counsel, Kutak Rock |
| 16 Carol Watson | Association Manager, Burg Management Company, Inc. |

17
18 *The following is a summary of the discussions and actions taken at the June 20, 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 May 16, 2025

| |
|---|
| 29 On a MOTION by Mr. Randle, SECONDED by Ms. Lupton, WITH ALL IN FAVOR, the Board approved 30 the Consent agenda as presented, for the SweetBay Residential CDDs 1-7 & Commercial CDDs 1-2. |
|---|

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

- 32 A. Exhibit 3: FY 2026 Performance Standards & Measures

| |
|--|
| 33 On a MOTION by Mr. Randle, SECONDED by Ms. Lupton, WITH ALL IN FAVOR, the Board approved 34 the FY 2026 Performance Standards & Measures, for the SweetBay Residential CDDs 1-7 & Commercial 35 CDDs 1-2. |
|--|

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

- 37 A. District Counsel

38 Mr. Haber had nothing to report.

B. District Engineer

The District Engineer was not present.

C. District Manager

Ms. Harden had nothing 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

Ms. Harden 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 10:04 a.m. CDT for the SweetBay Residential CDDs 1-7 & Commercial CDDs 1-2.

**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 August 15, 2025.

Signature

Signature

Printed Name

Printed Name

Title: ☐ Secretary ☐ Assistant Secretary

Title: ☐ Chairman ☐ Vice Chairman

EXHIBIT 2

RESOLUTION 2025-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SWEETBAY COMMERCIAL COMMUNITY DEVELOPMENT DISTRICTS 1-2 AND RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICTS 1-7 ADOPTING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2025-2026 AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the SweetBay Commercial Community Development Districts 1-2 and Residential Community Development Districts 1-7 ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District's regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located.

WHEREAS, the Board desires to adopt the Fiscal Year 2025-2026 meeting schedule attached as **Exhibit A**.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SWEETBAY COMMERCIAL COMMUNITY DEVELOPMENT DISTRICTS 1-2 AND RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICTS 1-7:

1. **ADOPTING ANNUAL MEETING SCHEDULE.** The Fiscal Year 2025-2026 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

2. **EFFECTIVE DATE.** This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 15th day of August, 2025.

ATTEST:

**SWEETBAY COMMERCIAL COMMUNITY
DEVELOPMENT DISTRICTS 1-2 AND RESIDENTIAL
COMMUNITY DEVELOPMENT DISTRICTS 1-7**

Secretary/Assistant Secretary

Chairperson/Vice Chairperson, Board of Supervisors

Comp. Exhibit A: Fiscal Year 2025-2026 Annual Meeting Schedule

EXHIBIT "A"

BOARD OF SUPERVISORS MEETING DATES SWEETBAY COMMERCIAL COMMUNITY DEVELOPMENT DISTRICTS 1-2 AND RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICTS 1-7 FISCAL YEAR 2025-2026

The Board of Supervisors of the SweetBay Commercial Community Development Districts 1-2 and Residential Community Development Districts 1-7 will hold their regular meetings for Fiscal Year 2025-2026 at 3204 Heartleaf Ave. E., Panama City, FL 32405, at 10:00 a.m. CDT unless otherwise indicated as follows:

**October 17, 2025
November 21, 2025
December 19, 2025
January 16, 2026
February 20, 2026
March 20, 2026
April 17, 2026
May 15, 2026
June 19, 2026
July 17, 2026
August 21, 2026
September 18, 2026**

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from 250 International Parkway, Suite 208, Lake Mary, Florida 32746 or by calling (321) 263-0132.

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (321) 263-0132 at least 48 hours prior to 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 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 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 such appeal is to be based.

District Manager