

**MINUTES OF MEETING  
SANDRIDGE  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Sandridge Community Development District held a Regular Meeting on December 11, 2025, immediately following the adjournment of the Creekview CDD Meeting scheduled to commence at 2:00 p.m., at the Holiday Inn and Suites, 620 Wells Road, Orange Park, Florida 32073.

**Present:**

Gregg Kern (via telephone)	Chair
Rose Bock	Assistant Secretary
Joe Cornelison	Assistant Secretary
Brad Odom	Assistant Secretary

**Also present:**

Felix Rodriguez	District Manager
Ernesto Torres	Wrathell, Hunt and Associates, LLC
Jennifer Kilinski (via telephone)	District Counsel
Chris Loy	Kilinski   Van Wyk
JJ Edwards (via telephone)	District Engineer
Megan Maldonado	GreenPointe Developers
Nick McKenna	Development Team
Kim Mercado	HOA Manager
Scott Wild (via telephone)	England-Thims & Miller, Inc.
Brad Poor	Yellowstone Landscape, Inc.

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Rodriguez called the meeting to order at 2:03 p.m. Supervisors Bock, Cornelison and Odom were present. Supervisor Kern was not present at roll call. Supervisor Taylor was absent.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Consent Agenda**

**A. Ratification/Consideration of Requisitions (support documentation available upon request)**

I.	Number 147	Ruppert Landscape	[\$6,417.00]
II.	Number 149	Taylor & White, Inc.	[\$972.40]

**B. Ratification Items**

- I. T&M Electric of Clay County, LLC Addendum to Agreement for Exit Light Repairs
- II. Commercial Fitness Products, Inc. Addendum to Agreement [Preventative Maintenance]
- III. Jax Utilities Management, Inc. Estimate #071092/Invoice #235032R for Paint Removal
- IV. Sun Power Lawn Care, LLC Agreement for Holiday Lighting and Installation Services
- V. Charles Aquatics, Inc. Agreement for Pond Management Services

On MOTION by Mr. Cornelison and seconded by Mr. Odom, with all in favor, the Consent Agenda Items, as listed, were ratified and/or approved, as specified.

**FOURTH ORDER OF BUSINESS**

**Review of Proposals for Landscape and Irrigation Maintenance Services**

**A. Respondents**

- I. Brightview Landscape Services, Inc.
- II. Ruppert Landscape, LLC
- III. United Land Services
- IV. Yellowstone Landscape, Inc.

Mr. Rodriguez presented the responses to the Request for Proposals (RFP) and noted that all bids were under the \$195,000 threshold that requires the RFP process. As such, the Board can choose to reject all the bids and negotiate with a landscape services vendor.

**B. Ranking/Evaluation**

The Board chose to forgo scoring and ranking the respondents.

**C. Authorization to Negotiate and Finalize Contract(s)**

- I. Consideration of Resolution 2026-01, Regarding the Award of a Landscape and Irrigation Maintenance Services Contract; Providing a Severability Clause; And Providing an Effective Date

The Board chose to reject the bids and negotiate with a landscape vendor.

**On MOTION by Mr. Cornelison and seconded by Mr. Odom, with all in favor, rejecting all responses to the Landscape and Irrigation Maintenance Services RFP based on the bids being below the \$195,000 threshold necessitating the RFP process, and authorizing Staff to obtain quotes and negotiate directly with qualified vendors for future consideration by the Board, was approved.**

Discussion ensued about authorizing Board Member to participate in the negotiations.

**On MOTION by Mr. Cornelison and seconded by Mr. Odom, with all in favor, amending the prior motion to add the Vice Chair, now reading “rejecting all responses to the Landscape and Irrigation Maintenance Services RFP based on the bids being below the \$195,000 threshold necessitating the RFP process, and authorizing Staff and the Vice Chair to obtain quotes and negotiate directly with qualified vendors for future consideration by the Board, was approved.**

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-02, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2025/2026 and Providing for an Effective Date**

This item was tabled.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-03, Designating a Date, Time and Location for Landowners’ Meeting and Election; Providing for Publication; Establishing Forms for the Landowner Election; and Providing for Severability and an Effective Date**

Mr. Rodriguez presented Resolution 2026-03. Seat 5, currently held by Mr. Odom, will be up for election at the Landowners’ Election.

**On MOTION by Mr. Cornelison and seconded by Mr. Odom, with all in favor, Resolution 2026-03, Designating a Date, Time and Location of November 12, 2026 at a time to be determined, at the Holiday Inn and Suites, 620 Wells Road, Orange Park, Florida 32073 for the Landowners’ Meeting and Election; Providing for Publication; Establishing Forms for the Landowner Election; and Providing for Severability and an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-04, Implementing Section 190.006(3), Florida**

**Statutes, and Requesting that the Clay County Supervisor of Elections Begin Conducting the District’s General Elections; Providing for Compensation; Setting Forth the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date**

Mr. Loy presented Resolution 2026-04. Seats 3 and 4, currently held by Mr. Cornelison and Ms. Bock, will be up for election at the November 2026 General Election.

**On MOTION by Mr. Cornelison and seconded by Mr. Odom, with all in favor, Resolution 2026-04, Implementing Section 190.006(3), Florida Statutes, and Requesting that the Clay County Supervisor of Elections Begin Conducting the District’s General Elections; Providing for Compensation; Setting Forth the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date, was adopted.**

**EIGHTH ORDER OF BUSINESS**

**Discussion/Consideration/Ratification:  
Performance Measures/Standards &  
Annual Reporting Form**

**A. October 1, 2024 - September 30, 2025 [Posted]**

Mr. Rodriguez noted that the 2025 Goals and Objectives Reporting was completed.

**B. October 1, 2025 - September 30, 2026**

Mr. Rodriguez presented the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards.

**Mr. Kern joined the meeting, via telephone.**

**On MOTION by Mr. Cornelison and seconded by Mr. Odom, with all in favor, the 2025 Goals and Objectives Reporting, was ratified, and the Goals and Objectives Reporting Fiscal Year 2026 Performance Measures and Standards, were approved.**

**NINTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial  
Statements as of October 31, 2025**

**On MOTION by Mr. Cornelison and seconded by Mr. Odom, with all in favor, the Unaudited Financial Statements as of October 31, 2025, were accepted.**

**On MOTION by Mr. Cornelison and seconded by Mr. Odom, with all in favor, the September 30, 2025 Public Hearings and Regular Meeting Minutes, as presented, were approved.**

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: Kilinski|Van Wyk, PLLC**

Mr. Loy reminded the Board Members to complete the required four hours of ethics training by December 31, 2025; completion will be reported when filing Form 1 in 2026.

Mr. Loy stated that the legislative session underway and updates will be provided for any matters that might affect special districts.

**B. District Engineer: Taylor & White, Inc.**

There was no report.

**C. Field Operations and Amenities: Castle Group**

“Castle Group” will be changed to “FirstService Residential” going forward.

Ms. Mercado stated that payment for November should not be made to Sitex Aquatics, as they refused services. Charles Aquatics has commenced services.

**D. District Manager: Wrathell, Hunt and Associates, LLC**

- **NEXT MEETING DATE: January 8, 2026 at 2:00 PM**
  - **QUORUM CHECK**

**TWELFTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**THIRTEENTH ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Cornelison and seconded by Mr. Odom, with all in favor, the meeting adjourned at 2:15 p.m.**



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Secretary/Assistant Secretary



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Chair/Vice Chair