

MINUTES OF MEETING
MEADOW VIEW AT TWIN CREEKS
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Meadow View at Twin Creeks Community Development District was held on Thursday, July 15, 2021 at 10:00 a.m. at the offices of Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida 32092.

Present and constituting a quorum were:

Bruce Parker	Chairman
Blaz Kovacic	Vice Chairman (by phone)
Ben Bishop	Supervisor
Danielle Simpson	Supervisor
Aaron Lyman	Supervisor (by phone)

Also present were:

Jim Oliver	District Manager
Jere Earlywine	District Counsel
Scott Lockwood	District Engineer
Venus Durden	Amenity Manager
Jerry Lambert	Field Operations Manager
Alison Mossing	Riverside Management Services
Brian Stephens	Riverside Management Services

The following is a summary of the discussions and actions taken at the July 15, 2021 meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Oliver called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Public Comment

There being no comments, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the June 17, 2021 Meeting

There were no comments on the minutes.

On MOTION by Mr. Bishop seconded by Mr. Parker with all in favor the minutes of the June 17, 2021 Board of Supervisors meeting were approved as presented.

FOURTH ORDER OF BUSINESS Acceptance of the Fiscal Year 2020 Audit Report

Mr. Oliver informed the Board the audit report is what is referred to as a clean audit and a copy has been provided to the Auditor General. There were no deficiencies in internal control identified by the auditor.

On MOTION by Mr. Parker seconded by Mr. Bishop with all in favor the Fiscal Year 2020 audit report was accepted.

FIFTH ORDER OF BUSINESS Discussion on the Fiscal Year 2022 Budget

Mr. Oliver reminded the Board assessments are remaining flat in the presented budget. There being no questions or comments on the budget, the next item followed.

SIXTH ORDER OF BUSINESS Staff Reports

A. District Counsel

Mr. Earlywine informed the Board the bond documents are drafted, and he is finishing some project completion items and will present those to the Board likely in September.

B. District Engineer

1. Requisition Summary

Mr. Lockwood gave a brief overview of the requisition summary, a copy of which was included in the agenda package.

On MOTION by Mr. Parker seconded by Mr. Bishop with all in favor the requisition summary listing numbers 476-481 for approval was approved.

2. Acceptance of the 2021 Annual Engineer’s Report

Mr. Lockwood informed the Board there were minor maintenance items that were noted in the annual engineer’s report such as road striping that may need to be repainted and a couple of signs that are down.

On MOTION by Mr. Parker seconded by Mr. Bishop with all in favor the 2021 annual engineer's report was accepted.

C. District Manager

There being nothing to report, the next item followed.

D. Amenity Manager – Memorandum

Ms. Durden gave an overview of the events planned in the community.

Mr. Parker asked that homeowners coordinate any preferred vendors brought into the community through Riverside Management Services due to liability and insurance concerns.

E. Operations Manager

Mr. Stephens introduced Mr. Lambert as the new field operations manager and gave an overview of the repairs and maintenance that have taken place since the last meeting.

SEVENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet & Income Statement

Mr. Oliver informed the Board there are no unusual variances in the financial statements.

B. Assessment Receipts Schedule

Mr. Oliver noted the on-roll assessments are 100% collected.

C. Check Register

A copy of the check register totaling \$432,178.63 was included in the agenda package.

On MOTION by Mr. Parker seconded by Mr. Bishop with all in favor the check register was approved.

D. Consideration of Funding Request No. 53

Funding request number 53 totals \$110,874.39.

On MOTION by Mr. Bishop seconded by Mr. Parker with all in favor funding request number 53 was approved.

E. Construction Funding Request No. 24

Construction funding request number 24 totals \$24,659.25 and mirrors the requisition summary.

On MOTION by Mr. Parker seconded by Mr. Bishop with all in favor construction funding request number 24 was approved.

EIGHTH ORDER OF BUSINESS

Supervisors' Requests and Audience Comments

There being none, the next item followed.

NINTH ORDER OF BUSINESS

**Next Scheduled Meeting – August 19, 2021
at 10:00 a.m. at the offices of GMS**

TENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Bishop seconded by Mr. Parker with all in favor the meeting was adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman