

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, August 19, 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
Danielle Simpson	Supervisor (by phone)
Aaron Lyman	Supervisor

Also present were:

Jim Oliver	District Manager
Jere Earlywine	District Counsel (by phone)
Scott Lockwood	District Engineer
Venus Durden	Amenity Manager (by phone)
Jerry Lambert	Field Operations Manager
Alison Mossing	Riverside Management Services

The following is a summary of the discussions and actions taken at the August 19, 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**

**Ratification of Fee Agreement with KE Law Group**

Mr. Earlywine stated that he and a handful of other attorneys have left Hopping Green & Sams and started KE Law Group. The Florida Bar requires that Hopping Green send out a letter announcing their departure and giving the District the option of retaining Mr. Earlywine

as District Counsel under KE Law Group or retaining Hopping Green. The Chair signed the letter choosing to retain Mr. Earlywine under KE Law Group. A copy of the letter was enclosed in the agenda package along with the fee agreement for KE Law.

On MOTION by Mr. Parker seconded by Mr. Kovacic with all in favor transferring client matters to KE Law Group was ratified.

**FOURTH ORDER OF BUSINESS**

**Approval of the Minutes of the July 15, 2021 Meeting**

There were no comments on the minutes.

On MOTION by Mr. Parker seconded by Mr. Lyman with all in favor the minutes of the July 15, 2021 Board of Supervisors meeting were approved as presented.

**FIFTH ORDER OF BUSINESS**

**Ratification of Conveyance of Property to Dream Finders Homes, LLC**

Mr. Earlywine stated all of the property at this project has been gifted to us from the developers so when we got the request from Dream Finders that there were some slivers along two lots that needed to be adjusted, I went ahead and got with the Chairman and told him there were no restrictions on us giving those slivers back to the developers so they could complete the development of those lots.

On MOTION by Mr. Parker seconded by Mr. Kovacic with all in favor conveyance of the two property areas to Dream Finders Homes, LLC was ratified.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-05, Designating Officers**

Mr. Oliver informed the Board the slate of officers will remain the same, with the exception of adding Marilee Giles of GMS's office to allow her to execute documents on behalf of the District, and elevating Mr. Oliver from Assistant Secretary to Secretary and Treasurer.

On MOTION by Mr. Parker seconded by Mr. Lyman with all in favor Resolution 2021-05 designating officers as mentioned above was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Revisions to Amenity Policies**

This item was tabled to the next meeting.

**EIGHTH ORDER OF BUSINESS**

**Public Hearing for the Purpose of Adopting the Fiscal Year 2022 Budget**

Mr. Oliver informed the Board the assessments will remain the same for the residents of the District, however there is an overall increase in the budget of about \$358,000, which will be covered by the developer. The largest increases in the budget are tied to landscape maintenance due to more common areas being maintained.

On MOTION by Mr. Parker seconded by Mr. Lyman with all in favor the public hearing was opened.

There were no public comments.

On MOTION by Mr. Parker seconded by Mr. Kovacic with all in favor the public hearing was closed.

**A. Consideration of Resolution 2021-06, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2022**

Mr. Earlywine noted this resolution adopts the general fund and debt service budgets and it includes standard provisions for amending the budget.

On MOTION by Mr. Parker seconded by Mr. Lyman with all in favor Resolution 2021-06, relating to annual appropriations and adopting the budget for Fiscal Year 2022 was approved.

**B. Consideration of Resolution 2021-07, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2022**

Mr. Earlywine noted this resolution levies and imposes the operations and maintenance assessments that would fund the general fund budget and it also speaks to how staff would go about collecting the assessments, as well as the previously imposed debt service assessments.

On MOTION by Mr. Parker seconded by Mr. Kovacic with all in favor Resolution 2021-07, imposing special assessments and certifying an assessment roll for Fiscal Year 2022 was approved.

**C. Consideration of Deficit Funding Agreement with Heartwood 23**

Mr. Earlywine noted as stated earlier, the District is going to levy an operations and maintenance assessment for a portion of the general fund budget and the balance would be funded by the developer. This agreement commits the developer to providing those funds.

On MOTION by Mr. Parker seconded by Mr. Kovacic with all in favor the deficit funding agreement with Heartwood 23 was approved in substantial form.

**NINTH ORDER OF BUSINESS**

**Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2022**

Mr. Oliver noted the District is required by Florida Statute to create a meeting schedule each year and publish notice in the local newspaper, which is the St. Augustine Record. The meeting schedule proposed is consistent with the schedule used in past years.

On MOTION by Mr. Parker seconded by Mr. Kovacic with all in favor the Fiscal Year 2022 meeting schedule was approved as presented.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Mr. Earlywine noted everything is on track with the bond issuance.

**B. District Engineer - 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. Lyman seconded by Mr. Parker with all in favor the requisition summary listing numbers 482-490 approval was approved.

Mr. Lockwood informed the Board an invoice was submitted recently by Atlantic Pipe Services for cleaning the pipe flowing from Pond 18 and Pond 12. Mr. Parker directed Mr. Lockwood to process the invoice via requisition to be ratified at the next meeting. An invoice was also recently submitted by J2W Services for curb damage repairs for \$90,282.90. Mr. Lyman noted the work has been completed. Mr. Parker directed Mr. Lockwood to process the invoice via requisition, which will also be ratified at the next meeting.

**C. District Manager**

There being nothing to report, the next item followed.

**D. Amenity Manager**

There being no report, the next item followed.

**E. Operations Manager**

Mr. Lambert gave an overview of his report, a copy of which was included in the agenda package. He recommended the pool chemical feeder system be replaced.

**ELEVENTH ORDER OF BUSINESS      Financial Reports**

**A. Balance Sheet & Income Statement**

Mr. Oliver noted the only unusual variances on the income statement are tied to landscaping and streetlighting and they have been addressed in the FY22 budget.

**B. Assessment Receipts Schedule**

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

**C. Check Register**

A copy of the check register totaling \$175,895.77 was included in the agenda package.

On MOTION by Mr. Parker seconded by Mr. Lyman with all in favor the check register was approved.
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**D. Consideration of Funding Request No. 54**

Funding request number 54 totals \$88,583.35.

On MOTION by Mr. Parker seconded by Mr. Lyman with all in favor funding request number 54 was approved.

**E. Construction Funding Request No. 25**

Construction funding request number 25 totals \$163,674.75 and mirrors the requisition summary.

On MOTION by Mr. Kovacic seconded by Mr. Lyman with all in favor construction funding request number 25 was approved.

**TWELFTH ORDER OF BUSINESS**

**Supervisors' Requests and Audience Comments**

There were no supervisor requests.

**Audience Comments**

Mr. Mark Pond asked when the completion of the dirt portion of Beacon Lake Parkway that goes out to County Road 210 will be completed. Mr. Parker responded that it's not required to be completed until the completion of Phase 4, which has not yet been started. Road construction is anticipated to begin before the end of this year. Mr. Pond also asked when the traffic signalization will be complete. Mr. Parker responded that he has been told by an adjacent developer that has control over the project that materials are expected to come in around November.

Ms. Mystery stated that she has reached out about water pooling near the pump station at the end of Windemere Way causing insect issues and eroding issues on her property. She has been told installation of sod is on hold pending County approval and installation of sprinklers. Ms. Simpson responded that once the homes are completed in the cul-de-sac, the plan is to have a contractor grade the area and install sod. Mr. Lyman stated that the County has not been helpful in allowing use of potable water for irrigation. He noted the reason the sod is not installed initially is to avoid damage that typically occurs while the homes are being constructed. He will speak to a contractor to try to expedite at least getting a portion of it sodded along her home.

Ms. Mystery also stated that the conservation area alternate is a big concern for the adjacent residents as they were told there would be nothing built, and they are now hearing there may be a hotel or stores built in the area. Mr. Lockwood stated that the conservation easement behind the pond will remain unchanged. He believed the area she was questioning is an adjacent development which he, nor the Beacon Lake developers are involved with.

Mr. Chris Martesky asked when the sod will be installed surrounding the sports court as he was concerned the sports court could be damaged with all of the dirt and rocks. Mr. Lyman stated there are issues with kids throwing the rocks around, which staff is trying to police better. The landscape contractor is scheduled to install landscaping and irrigation in the area next week. Mr. Lambert also noted maintenance staff has added court cleanup to their list of responsibilities a few times a week.

Ms. Robin Jordan expressed concern over the pool closing at dusk. Mr. Oliver responded that Florida code requires that pools that are not certified for night swim and do not have adequate lighting for night swim cannot open until 30 minutes after dawn and must close 30 minutes before dusk. He noted most facilities do not have lighting for night swim and the one community he manages that installed the lighting spent \$30,000 to have a study done and install the lighting.

A resident asked when the Board will transition to a resident board. Mr. Oliver responded in November 2022 two seats will be filled through the general election process in which two residents of the CDD will be elected to the Board. In November 2024, two more seats will be filled through the same process, so effectively after the November 2024 election the residents will control the Board. Mr. Earlywine noted the qualifying period for the November 2022 election will be open during the June 2022 timeframe.


Ms. Margaret stated that she received a message about rezoning, and she is concerned about the increase in the single-family home allotment and increase in percentage of rental properties. Mr. Kovacic stated that he also received the letter regarding the rezoning, and it is for a proposal of modification of the Beach Walk and Creekside developments, not Beacon Lake.

**THIRTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – September 16,  
2021 at 10:00 a.m. at the offices of GMS**

**FOURTEENTH ORDER OF BUSINESS      Adjournment**

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



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Secretary/Assistant Secretary



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Chairman/Vice Chairman