

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, November 4, 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
Aaron Lyman	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Ibarra	KE Law Group (by phone)
Ashley Ligas	District Counsel (by phone)
Scott Lockwood	District Engineer
Venus Durden	Amenity Manager
Jerry Lambert	Field Operations Manager
Alison Mossing	Riverside Management Services
Misty Taylor	Bryant Miller Olive
Rhonda Mossing	MBS Capital Markets
Chad Sigmon	Dream Finders Homes
Louis Cowling	Dream Finders Homes

The following is a summary of the discussions and actions taken at the November 4, 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

Consideration of Quit Claim Deed

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Ms. Ligas informed the Board the quit claim deed is part of the due diligence conveying remaining property to the District for completed Phases.

On MOTION by Mr. Parker seconded by Mr. Kovacic with all in favor the quit claim deed was approved.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2022-01, Declaring the 2016A Project, 2018 Project, 2019 Project and 2020 Project Complete

Ms. Ligas informed the Board Resolution 2022-01 is being approved in connection with the current bond issue in process and is for the purpose of declaring the Series 2016A, 2018, 2019 and 2020 projects complete, which is a condition under the terms of the trust indenture. She noted there is still \$6.8 million owed the developer that will be paid from the most recent bonds. There is also a short punch list of items to be wrapped up prior to the engineer’s certificate being issued, therefore Ms. Ligas asked that the resolution be approved in substantial form.

On MOTION by Mr. Parker seconded by Mr. Kovacic with all in favor Resolution 2022-01, declaring the Series 2016A, 2018, 2019 and 2020 projects complete was approved in substantial form.

FIFTH ORDER OF BUSINESS

Matters Related to Issuance of Series 2021 Bonds

A. Presentation of Final Pricing Numbers

Ms. Mossing informed the Board the Phase 3B and Phase 4 bonds have been priced successfully, with an average coupon of 3.67%.

B. Consideration of Resolution 2022-02, Supplemental Assessment Resolution for Series 2021 Debt Assessment (Phase 3B)

Ms. Ligas informed the Board the purpose of the supplemental assessment resolution is to size the assessments up to match the bonds, and to levy the assessments based on the bond sizing.

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On MOTION by Mr. Parker seconded by Mr. Kovacic with all in favor Supplemental Assessment Resolution 2022-02 was approved.

C. Consideration of Resolution 2022-03, Supplemental Assessment Resolution for Series 2021 Debt Assessments (Phase 4)

On MOTION by Mr. Parker seconded by Mr. Kovacic with all in favor Supplemental Assessment Resolution 2022-03 was approved.

D. Consideration of Issuer’s Counsel Documents for Series 2021 Bonds

- 1. Collateral Assignment Agreement – Phase 3B**
- 2. Completion Agreement – Phase 3B**
- 3. True-Up Agreement – Phase 3B**
- 4. Supplemental Declaration of Consent**
- 5. Ratification of First Amendment to Acquisition Agreement**
- 6. Collateral Assignment Agreement – Phase 4**
- 7. Completion Agreement – Phase 4**
- 8. True-Up Agreement – Phase 4**
- 9. Supplemental Declaration of Consent – Phase 4**
- 10. Acquisition Agreement – Phase 4**
- 11. Supplemental Notice of Special Assessments**
- 12. Supplemental Disclosure of Public Finance**

Ms. Ligas informed the Board there are two sets of issuer counsel’s documents, one for Phase 3B and one for Phase 4 due to the different developers and projects involved. She gave an overview of the purpose of each document. The collateral assignment agreement says that if the developer were to default on payments for the assessments, they must give up the rights to continue to develop the property. The completion agreement obligates the developer to complete parts of the project. The true-up agreement requires the developer to develop the number of lots that are promised in the offering. The supplemental declaration of consent is consent to the bond issuance and assessments. The first amendment to the acquisition agreement obligates the district to acquire completed portions of the project. The supplemental notice of special assessments is a recordable document providing notice of the assessments. The supplemental disclosure of public finance is a recordable document providing notice of the bond issuance.

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On MOTION by Mr. Parker seconded by Mr. Kovacic with all in favor the issuer’s counsel documents for the Series 2021 bonds were approved.

SIXTH ORDER OF BUSINESS

Construction Related Matters

A. Series 2021, Phase 3B

1. Consideration of Requisition #1 for Payment of Advanced Funds

Mr. Lockwood asked for approval of the requisition in substantial form due to some revisions needed. Ms. Ibarra noted the adjustments to the requisition suggested by Mr. Lockwood and Ms. Taylor were made and the amount payable is actually going to be \$6.8 million.

On MOTION by Mr. Parker seconded by Mr. Kovacic with all in favor Requisition #1 for payment of advanced funds was approved in substantial form.

B. Series 2021, Phase 4

1. Consideration of Temporary Construction & Maintenance Easement

Mr. Ligas informed the Board the developer, Dream Finders, has completed some plans, designs, and permits and have done a public notice for a site work contract. The District is responsible for construction of the site work, which requires the documents listed above. The temporary construction and maintenance easement will grant the District the ability to do the work.

On MOTION by Mr. Parker seconded by Mr. Lyman with all in favor the Temporary Construction & Maintenance Easement was approved.

2. Consideration of Assignment of Site Work Contract

Ms. Ligas noted the District will take assignment of the publicly noticed and publicly bid contract and asked the Board for a motion to authorize staff to prepare the necessary site work contract assignment documents and authorize the Chair to sign the documents.

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On MOTION by Mr. Parker seconded by Mr. Lyman with all in favor authorizing staff to prepare the necessary site work contract assignment documents was approved with the Chairman authorized to sign the documents.

3. Consideration of Acquisition of Work Product

Ms. Ligas noted the motion needed from the Board is for the District to buy the completed plans and permits in an amount not to exceed the work product number set forth in the engineer’s report.

On MOTION by Mr. Parker seconded by Mr. Kovacic with all in favor purchasing the completed plans and permits in an amount not to exceed the work product number set forth in the engineer’s report was approved.

SEVENTH ORDER OF BUSINESS

Approval of the Minutes of the August 19, 2021 Meeting

There were no comments on the minutes.

On MOTION by Mr. Lyman seconded by Mr. Parker with all in favor the minutes of the August 19, 2021 Board of Supervisors meeting were approved as presented.

EIGHTH ORDER OF BUSINESS

Ratification of Engagement Letter from Grau & Associates for the Fiscal Year 2021 Audit

Mr. Oliver informed the Board Grau & Associates was selected through the RFP process and the amount of their proposal is for \$7,500, which is in line with the budget.

On MOTION by Mr. Parker seconded by Mr. Kovacic with all in favor the engagement letter with Grau & Associates for the Fiscal Year 2021 audit was ratified.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2022-04, Instructing the St. Johns County Supervisor of Elections Office to Begin Conducting the District’s General Election (November 2022)

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Mr. Oliver informed the Board in November of 2022 two seats will go through the general election process to be filled by qualified electors, which are registered voters that reside within the District boundaries of Meadow View at Twin Creeks CDD. The qualifying period begins in June.

On MOTION by Mr. Parker seconded by Mr. Kovacic with all in favor Resolution 2022-04 instructing the St. Johns County Supervisor of Elections Office to being conducting the District’s general elections beginning in November of 2022 was approved.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2022-05, Authorizing and Approving Change of Designated Registered Agent and Registered Office

Mr. Oliver noted the previous registered agent/office was Hopping Green & Sams and will now be Mr. Oliver and GMS’s office.

On MOTION by Mr. Parker seconded by Mr. Kovacic with all in favor Resolution 2022-05, authorizing and approving a change of designated registered agent and registered office to Mr. James Oliver and the office of GMS was approved.

ELEVENTH ORDER OF BUSINESS

Consideration of Resolution 2022-06, Waiving a Portion of Rule 1.3 Relating to Regular Meeting Notices

Mr. Oliver informed the Board the District has been publishing an annual meeting notice, publishing monthly notices of each meeting, and would also publish the annual meeting schedule to the District website. District Counsel has provided a memo stating that based on recent legislative changes, the recommendation is to forgo publishing monthly meeting notices in the newspaper, however the annual meeting notices would continue to be published in the newspaper and on the District’s website.

On MOTION by Mr. Parker seconded by Mr. Lyman with all in favor Resolution 2022-06, waiving a portion of Rule 1.3 relating to regular meeting notices was approved.

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**TWELFTH ORDER OF BUSINESS Consideration of Resolution 2022-07,
Amending the Fiscal Year 2021 Budget**

Mr. Oliver noted the purpose of this resolution is to bring the budget into balance by adjusting expenditures from \$1.2 million as was budgeted to \$1.3 million.

On MOTION by Mr. Lyman seconded by Mr. Parker with all in favor Resolution 2022-07, amending the Fiscal Year 2021 budge was approved.

**THIRTEENTH ORDER OF BUSINESS Consideration of Proposals for Pool
Maintenance**

This item was tabled.

**FOURTEENTH ORDER OF BUSINESS Consideration of Revisions to Amenity
Policies**

This item was tabled.

FIFTEENTH ORDER OF BUSINESS Staff Reports

A. District Counsel

Ms. Ligas informed the Board the legislature is requiring special districts to do a stormwater maintenance needs analysis by June 30th, which will need to be prepared by the District Engineer. She asked for a motion to approve a work authorization in an amount not to exceed \$10,000 for this purpose. Mr. Lockwood stated that he needs a better understanding of what all is required. A detailed memorandum from District Counsel will be presented at the next meeting.

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 491-504 approval was approved.

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Mr. Lockwood informed the Board of some repair items that have come up with Hughes Brothers and noted they have also submitted the final pay applications for Phase 3A, one for \$50,000 and one for \$60,000.

On MOTION by Mr. Lyman seconded by Mr. Parker with all in favor authorizing the District Engineer to prepare requisitions made payable to Hughes Brothers was approved with the Chair and Vice Chair authorized to execute.

C. District Manager

There being nothing to report, the next item followed.

D. Amenity Manager

Ms. Durden gave an overview of her report, a copy of which was included in the agenda package.

E. Operations Manager

Mr. Lambert gave an overview of his report, a copy of which was included in the agenda package.

SIXTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet & Income Statement

B. Assessment Receipts Schedule

Mr. Oliver noted the on-roll assessments for FY21 are 100% collected and tax bills for FY22 were sent out by the Tax Collector recently.

C. Check Register

A copy of the check register totaling \$701,349.63 was included in the agenda package.

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

D. Ratification of Funding Request Nos. 55 & 56 and Construction Funding Request Nos. 26 & 27

Funding request number 55 totals \$191,434.80 and number 56 totals \$219,891.73. Construction funding request number 26 totals \$104,262.30 and number 27 totals \$161,121.74

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On MOTION by Mr. Kovacic seconded by Mr. Parker with all in favor funding request numbers 55 and 56 and construction funding request number 26 and 27 were ratified.

SEVENTEENTH ORDER OF BUSINESS Supervisors’ Requests and Audience Comments


There being none the next item followed.


EIGHTEENTH ORDER OF BUSINESS Next Scheduled Meeting – November 18, 2021 at 10:00 a.m. at the offices of GMS

Mr. Parker suggested canceling the November 18, 2021 and December 16, 2021 meetings and instead holding a meeting on December 2, 2021 at 10:00 a.m.

NINETEENTH ORDER OF BUSINESS Adjournment

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

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Secretary/Assistant Secretary

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Chairman/Vice Chairman