

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, January 20, 2022 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
Ben Bishop	Supervisor
Aaron Lyman	Supervisor

Also present were:

Jim Oliver	District Manager
Jere Earlywine	District Counsel (by phone)
Scott Lockwood	District Engineer
Denise Powers	Amenity Manager
Jerry Lambert	Field Operations Manager

The following is a summary of the discussions and actions taken at the January 20, 2022 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 November 4, 2021 Meeting

There were no comments on the minutes.

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On MOTION by Mr. Kovacic seconded by Mr. Parker with all in favor the minutes of the November 4, 2021 meeting were approved.

FOURTH ORDER OF BUSINESS

Ratification of Agreement with Clary & Associates for Heron Oaks Drive Replat

Mr. Kovavic stated this agreement is for the platting of the connector roadway to Phase 4 and the platting is substantially complete.

On MOTION by Mr. Kovacic seconded by Mr. Parker with all in favor the agreement with Clary & Associates for the Heron Oaks Drive replat was ratified.

FIFTH ORDER OF BUSINESS

Ratification of Pool Maintenance Agreement with Big Z Pool Service, LLC

Mr. Oliver noted Big Z Pool Service began providing service to the District on January 1st.

On MOTION by Mr. Parker seconded by Mr. Bishop with all in favor the agreement with Big Z Pool Service, LLC was ratified.

SIXTH ORDER OF BUSINESS

Consideration of Cost Share Agreement

Mr. Earlywine reminded the Board that at the last meeting an assignment of the site work contract for Phase 4 was approved. That contract will be split into three pieces and each one is going to likely have its own bond or other form of security. A part of the work has to do with earthwork and 14% of that work would be private benefitting the lots, with the balance of the work being a District item. He noted the forms of agreements to which this cost share agreement relates to are not yet finalized and therefore he asked that the cost share agreement be approved in substantial form.

On MOTION by Mr. Kovacic seconded by Mr. Lyman with all in favor the cost share agreement with Dream Finders Homes was approved in substantial form.

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SEVENTH ORDER OF BUSINESS

Consideration of Direct Purchase Forms for Phase 4

Mr. Earlywine noted the direct purchase forms in the agenda package are for the materials for the Phase 4 site work project. He asked that the forms be approved in substantial form.

On MOTION by Mr. Parker seconded by Mr. Kovacic with all in favor the direct purchase forms for Phase 4 were approved in substantial form.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2022-08, Granting the Chair the Authority to Execute Plats

Mr. Earlywine noted that as part of the organizational documents, the Board approved a resolution that authorizes permits, plats, etc. being signed outside of meetings to facilitate the construction projects. This resolution updates that prior authority and clarifies what is covered.

On MOTION by Mr. Parker seconded by Mr. Kovacic with all in favor resolution 2022-08, granting the Chair the authority to execute plats was approved.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2022-09, Adopting Amended Prompt Payment Policies

Mr. Earlywine informed the Board that Florida Laws related to prompt payment policies detail what the rates are for late payments, direct what processes the District needs to go through if there is a missed payment, and require the District adopt written policies explaining the statutory provisions. The policies included in the agenda package have been updated because of recent changes in the law. Mr. Parker stated that it was a shame Beach Walk does not have a similar policy as the road would have been completed two years ago.

On MOTION by Mr. Parker seconded by Mr. Kovacic with all in favor Resolution 2022-09, adopting amended and restated prompt payment policies was approved.

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TENTH ORDER OF BUSINESS

Consideration of Revisions to Amenity Policies

This item was tabled.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel – Memo Regarding Stormwater Needs Analysis

Mr. Earlywine informed the Board the legislature adopted a new law that requires special districts and other governmental entities do an analysis of their utility infrastructure and submit the first report to the County by June 30, 2022. He suggested getting a proposal from the District Engineer for preparation of the report. Mr. Lockwood stated that he had a proposal for hourly services not to exceed \$10,000.

On MOTION by Mr. Parker seconded by Mr. Kovacic with all in favor a work authorization from England Thims & Miller for preparation of a stormwater needs analysis report was approved subject to review.

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. He noted there was a typo and the total for the Series 2021 requisitions should be \$10,563.13 rather than \$10,562.13.

On MOTION by Mr. Lyman seconded by Mr. Parker with all in favor the requisition summary listing numbers 491-504 and -15 for ratification and numbers 16-20 for consideration was approved.

C. District Manager

There being nothing to report, the next item followed.

D. Amenity Manager

Ms. Powers gave an overview of the scheduled events.

Mr. Parker informed the Board there have been requests for pickleball courts, so an email was sent to the residents asking for their feedback on adding pickleball lines to one of the tennis courts. Two residents responded in favor of the addition of lines, but the majority of

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responses were against it. He asked the engineer to investigate the feasibility of constructing two dedicated pickleball courts.

Mr. Oliver also noted there have been requests for tennis court reservations. Ms. Powers stated that staff has been looking into bringing in a tennis program and the concern is community programs would interfere with individual use of the courts. The Board discussed the issues that would come with a reservation system such as staff having to monitor the reservation system and enforcement if someone is already using the court during a reserved time. Ms. Powers suggested that she could simply post signage at the courts and notify residents via e-blasts if a program will be using the courts for a period of time.

E. Operations Manager – Report

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

The Board discussed issues with kids damaging property in the lake house while waiting for the school bus and directed staff to keep the room locked until staff is onsite.

TWELFTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet & Income Statement

B. Assessment Receipts Schedule

Mr. Oliver noted the on-roll assessments for FY22 are 80% collected.

C. Check Registers

- 1. October**
- 2. November**

Copies of the check registers totaling \$114,477.42 for October and \$428,420.40 were included in the agenda package.

On MOTION by Mr. Parker seconded by Mr. Kovacic with all in favor the check registers were approved.

D. Ratification of Construction Funding Request No. 28

A copy of funding request number 28 totaling \$97,365.85 was included in the agenda package.

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On MOTION by Mr. Parker seconded by Mr. Kovacic with all in favor construction funding request number 28 was ratified.

E. Consideration of Construction Funding Request No. 29

A copy of construction funding request number 29 totaling \$10,562.13 was included the agenda package. The funding request will be adjusted to match the corrected requisition summary.

On MOTION by Mr. Parker seconded by Mr. Kovacic with all in favor construction funding request number 29 was approved as revised.

THIRTEENTH ORDER OF BUSINESS Supervisors’ Requests and Audience Comments

There being none the next item followed.

FOURTEENTH ORDER OF BUSINESS Next Scheduled Meeting – February 17, 2022 at 10:00 a.m. at the offices of GMS

FIFTEENTH 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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James Oliver
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Secretary/Assistant Secretary

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[Signature]
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Chairman/Vice Chairman