

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 21, 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
Aaron Lyman	Supervisor
Danielle Simpson	Supervisor
Ben Bishop	Supervisor

Also present were:

Jim Oliver	District Manager
Jere Earlywine	District Counsel (by phone)
Scott Lockwood	District Engineer
Marc Rousseau	Amenity Manager
Chris Hall	Field Operations Manager

The following is a summary of the discussions and actions taken at the July 21, 2022 meeting.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Oliver called the meeting to order at approximately 10:05 a.m.

SECOND ORDER OF BUSINESS

Public Comment

There being no comments, the next item followed.

THIRD ORDER OF BUSINESS

Minutes

- A. Approval of the Minutes of the June 16, 2022 Board of Supervisors Meeting**
- B. Acceptance of the Minutes of the June 16, 2022 Audit Committee Meeting**

There were no comments on the minutes.

On MOTION by Mr. Lyman seconded by Ms. Simpson with all in favor the minutes of the June 16, 2022 Board of Supervisors and Audit Committee meetings were approved.

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FOURTH ORDER OF BUSINESS

Ratification of Proposal from Clary & Associates for Phase 4B Surveying and Mapping Services

Mr. Oliver noted the proposals were executed between meetings.

On MOTION by Mr. Bishop seconded by Ms. Simpson with all in favor the proposals from Clary & Associates for Phase 4B surveying and mapping services were ratified.

FIFTH ORDER OF BUSINESS

Ratification of Proposal from Kompan for Lakeside Park Playground Equipment

On MOTION by Ms. Simpson seconded by Mr. Lyman with all in favor the proposal from Kompan for Lakeside Park playground equipment was ratified.

SIXTH ORDER OF BUSINESS

Ratification of Proposal from Nidy Sports Construction Company for Construction of Pickleball Courts

On MOTION by Ms. Simpson seconded by Mr. Lyman with all in favor the proposal from Nidy Sports Construction Company for construction of the pickleball courts was ratified.

SEVENTH ORDER OF BUSINESS

Ratification of Security Services Agreement Central Security Agency

Mr. Oliver noted the agreement runs through September 30, 2022

On MOTION by Ms. Simpson seconded by Mr. Lyman with all in favor the agreement with Central Security agency for security services was ratified.

EIGHTH ORDER OF BUSINESS

Acceptance of Fiscal Year 2021 Audit Report

Mr. Oliver provided a brief overview of the audit, noting the auditor had no findings or deficiencies to report.

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On MOTION by Mr. Lyman seconded by Ms. Simpson with all in favor the Fiscal Year 2021 audit report was accepted.

The following item was taken out of order of the agenda.

TENTH ORDER OF BUSINESS

Acceptance of Engagement Letter from Berger, Toombs, Elam, Gaines & Frank for Audit Services for Fiscal Years 2022-2026

Mr. Oliver noted the fee for the fiscal year 2022 audit is \$6,750 in accordance with the proposal approved at a previous meeting.

On MOTION by Mr. Lyman seconded by Ms. Simpson with all in favor the engagement letter from Berger, Toombs, Elam, Gaines & Frank was accepted.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

B. District Engineer – Approval of 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. Bishop with all in favor the requisition summary listing numbers 47-48 for Phase 3 and numbers 16-19 for Phase 4 was approved.

C. District Manager

Mr. Oliver informed the Board there are two seats up for election through the general election process this year, however no one qualified during the qualification period, so the Board will need to consider a resolution declaring vacancies in those seats and will then seek candidates to fill the seats.

D. Amenity Manager

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Mr. Rousseau informed the Board the new security officer is working out well. He then went over the events held at the amenity center since the last meeting and the events that are upcoming.

E. Operations Manager – Report

Mr. Hall went over the maintenance items completed between meetings that were detailed in the operations report, a copy of which was included in the agenda package.

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 100% collected.

C. Check Register

A copy of the check register totaling \$323,353.48 was included in the agenda package for the Board’s review.

On MOTION by Mr. Lyman seconded by Ms. Simpson with all in favor the check register was approved.

D. Consideration of Construction Funding Request No. 36

A copy of construction funding request number 36 totaling \$13,787.75 was included the agenda package for the Board’s review.

On MOTION by Mr. Lyman seconded by Mr. Bishop with all in favor construction funding request number 36 was approved.

E. Consideration of Funding Request No. 58

A copy of funding request number 58 totaling \$168,812.49 was included in the agenda package for the Board’s review.

On MOTION by Mr. Lyman seconded by Ms. Simpson with all in favor funding request number 58 was approved.

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NINTH ORDER OF BUSINESS

Discussion of the Fiscal Year 2023 Budget

Mr. Oliver went over the general fund budget, noting for the current year assessments funded approximately \$600,000 of the budget, and the developer covered approximately \$900,000. The approved budget for fiscal year 2023 provides for assessments to cover the entirety of the budget, which will require an increase in residents operations and maintenance assessments.

THIRTEENTH ORDER OF BUSINESS

Supervisors' Requests and Audience Comments

There being none, the next item followed.

FOURTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – August 18, 2022 at 10:00 a.m. at the World Golf Village Renaissance, 500 South Legacy Trail, St. Augustine, Florida 32092

FIFTEENTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:
Jim Oliver
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Secretary/Assistant Secretary

[Handwritten Signature]
Chairman/Vice Chairman