

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

Present and constituting a quorum were:

Bruce Parker	Chairman
Blaz Kovacic	Vice Chairman
Aaron Lyman	Supervisor
Danielle Simpson	Supervisor

Also present were:

Jim Oliver	District Manager
Jere Earlywine	District Counsel
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 August 18, 2022 meeting.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Oliver called the meeting to order at approximately 10:00 a.m.

SECOND ORDER OF BUSINESS

Public Comment

Mr. Oliver stated that his office received numerous phone calls and emails from residents on various topics, including the budget, the increase in assessments proposed for fiscal year 2023, and the upcoming election for seats whose terms will be expiring in November. He noted that a resolution is on the agenda to declare two seats vacant following the general election and to declare the district's intent to fill those seats after the election. He also noted there is a third seat that will be filled through a landowner's election to be held on a date in November to be determined later in the meeting.

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Mr. Oliver also stated that his office received a lot of phone calls regarding the non-resident user fee. He explained the non-resident user fee allows someone that resides outside of the District to use the facilities if they're willing to pay a fee, which currently is \$2,246 and will be \$2,800 as of October 1, 2022. Most CDDs build their amenity centers with tax-exempt bond proceeds and to keep that tax exemption, public access to the facilities must be provided at a fair price. He noted only one family has taken advantage of the non-resident access option this year.

A resident asked what the process is for the election. Mr. Earlywine explained that the Board is made up of five supervisors and similar to a homeowner's association, in the early years of the district those five seats are filled by the developer through landowner elections that are held every two years. The landowner elections are done in the form of a meeting in which anyone who owns a piece of property in the district can cast a ballot for the election. The person that receives the majority of ballots cast fills the seat. Once the district is six years old and has 250 residents, it will transition to qualified electors of the district rather than landowner electors. The two seats that will be filled through the qualified elector process this year are run through the supervisor of elections. The qualification period is in June. Anyone that wants to qualify would need to register with the supervisor of elections office and either pay a fee set by the county or obtain a number of signatures. For this election, no one qualified, but the seats still need to be filled by qualified electors so the seats will be declared vacant as of November 22, 2022, and within 90 days the Board would fill the seats with homeowners. Any resident interested can submit their resume for consideration.

Mr. Tom Fisher, Concave Lane, stated that there is an ongoing issue with reclaimed water and asked if the builder will complete that project. He also stated that there is an issue with placement of streetlights close to houses and asked if they will be moved. Mr. Oliver asked the resident to pose his at the end of the meeting to allow for the engineer to respond. He also stated that there is a completion agreement in place that requires the developer to complete the project prior to departure.

A resident asked if town hall type meetings could be held as there are a lot of people that could not be present due to prior commitments. Mr. Oliver responded yes.

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THIRD ORDER OF BUSINESS

Approval of the Minutes of the July 21, 2022 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 July 21, 2022 meeting were approved.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2022-13, Declaring Vacancies in Seats 2 and 5 as of November 22, 2022 and Intent to Fill Seats with Qualified Electors

The process for which the seats will be filled was explained above under public comments.

On MOTION by Mr. Lyman seconded by Ms. Simpson with all in favor resolution 2022-13, declaring vacancies in seats 2 and 5 as of November 22, 2022 and intent to fill seats with qualified electors was approved.

FIFTH ORDER OF BUSINESS

Public Hearing for the Purpose of Adopting the Fiscal Year 2023 Budget

Mr. Oliver provided an overview of the proposed budget for fiscal year 2023. He explained that for all CDDs once the developer completes the project the CDD will be self-sufficiently funded by assessments. He pointed to the assessment and developer contribution lines of the general fund budget noting the assessments are increasing and the developer contributions are decreasing for that reason. He also provided an overview of the increases in the budget noting that as the operations and maintenance responsibilities increase for this district, there is simply more going on from an administrative and staff level. Landscape maintenance and landscape contingency provide the largest increases in the budget and those increases are largely due to new areas that the District will be accepting maintenance responsibility for, as well as labor and fuel increases that landscape companies are incurring.

On MOTION by Mr. Kovacic seconded by Ms. Simpson with all in favor the public hearing was opened.

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Mr. Jimmy Hess read a statement on behalf of other members of the community expressing concerns over the increase in the assessments and stating the need to include the community more in the budget process.

A resident asked if aside from the increase due to the removal of developer contributions, the 15.8% increase in assessments is typical for a CDD budget or if it is atypical and just due to inflation. Mr. Oliver responded that for typical districts the largest driver of budget increases is due to expansion of the landscape maintenance contract as new common areas come online and to opening of amenity centers as there is an increase in staffing and maintenance responsibilities. He also noted that different districts have different models for increasing assessments as developers leave the project as there is no one right way. Lastly, he noted that if there are funds leftover at the end of the year the funds carry over to the next year. The resident also asked if there is a statutory limit to how much the assessments can increase once the budget has been stabilized. Mr. Earlywine responded that there is not.

A resident stated that she lives on a lot adjacent to a pond off Horsetail Court and the pond banks are not being maintained. Her question was if increase in the landscape maintenance expenses include pond bank maintenance. Ms. Simpson responded that the lake banks are CDD property, and she believes that location is maintained by Martex once monthly. She advised contacting herself or field operations manager Chris Hall with any concerns.

A resident stated that he reviewed the budget from May which showed developer contributions for FY23 at just over \$1 million and today the budget shows \$0. He asked what has prompted that change. Mr. Oliver responded that developers are not required to make contributions and each year a conversation is had with the developer to determine what level of contributions they'd like to make, if any. The budget presented in May was a draft version of the budget.

A resident asked for an explanation of difference between the management fees and the field management fees. Mr. Oliver responded that the district management fee is essentially a compliance role provided by GMS, which includes responsibility of maintaining the public records, managing the meetings, responding to records requests, ensuring property insurance is in place, along with various other administrative functions. The field operations management fee is for the onsite management of the operations and maintenance of the

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district, which includes swimming pool maintenance, contract management, and responding to various maintenance issues as needed. Those services are provided by Riverside Management Services.

A resident asked how the District could get to a point where they have extra funds available in the event of a large unexpected expense. Mr. Oliver responded that typically as the district transitions into a resident-controlled district the focus shifts from building new infrastructure, to maintaining the assets that they have, and the typical process is to obtain proposals from companies to conduct a capital reserve study to provide a value of the assets, the expected life, and what the estimated cost of repairs will be. Based on that estimation, funds are moved into a cash flow pool to set aside for large repairs and replacements. Mr. Earlywine stated that another option is to issue tax exempt bonds.

A couple of residents pointed out items in the budget they don't believe are necessary, such as the canoe launch attendant and snack bar attendant. Mr. Oliver explained that they're included in the budget in the event they're desired within the fiscal year. He reminded the attendees that there will be at least two resident board members that will be able to assist in making budgeting decisions for the next fiscal year.

A couple of residents questioned in the increase in the holiday decorations line item. Ms. Simpson stated that last year the district received complaints about how minimal the holiday decorations were. Additionally, there are new areas to be decorated, including CR 210, townhomes, and the Lakeside Park. She also noted that the HOA contributes to the holiday decorations.

A resident asked if security will still be needed if facility staff is onsite more. Mr. Oliver responded that it may not be needed as more people being using the facility.

Mr. Jeff Evans asked why there was a large increase in landscape contingency. Mr. Oliver responded that as areas have come online the contingency has been increased. He also clarified that the landscape contingency funds are not just used for unexpected items such as storm cleanup, but also enhancements that were not originally planned for.

Mr. Parker stated the connector road is not required to be built by the County's standards until houses are sold in Phase 4, however the developer chose to begin construction early. Mr. Lyman noted an issue has been no one bidding on the project. The contractor

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involved with Phase 3B has agreed to complete the project and their schedule is dictating they can begin at the end of September with hopes to complete the project by the end of the year.

A resident asked if the assessments included on page 12 of the budget include the areas remaining to be developed in Beacon Lake. Mr. Oliver responded that it does include all planned and platted units. The resident then asked if the builders are paying for the assessments on lots that have not yet been sold to homeowners. Mr. Oliver responded the builder, or whoever owns the lot at the time, which could also be the developer.

A resident asked if the reason the developer contribution is being removed is because the remaining lots have been sold to builders. Mr. Earlywine responded that there are many communities that do not have any deficit funding except for maybe year one, and in this case the project is nearing completion.

A resident asked if the CDD will be taking over maintenance of the median on County Road 210. Mr. Lockwood responded that the roadway is maintained by the County and is not part of Beacon Lake.

A resident stated that he's heard some of the increase is due to addition of new parks for the new phases. He asked if addition of new homeowners offset those increases.

A resident asked for clarification on the onsite staff members that provide for the daily tasks. Mr. Oliver explained that there is an amenity manager and an operations manager and that the budget has been increased to allow for more staffing hours.

A resident stated that he was not fully informed of the CDD fees and the increase that would be needed so there is a need for more transparency.

A resident asked if the developer was consider breaking the increase up rather than all at once.

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

Mr. Oliver asked the Board if there were any adjustments desired to the line items within the budget. Mr. Lyman mentioned the holiday decorations line item was brought up during public comments, however Mr. Oliver noted the decrease in assessments would be minor if the line item was reduced.

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A. Consideration of Resolution 2022-14, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2023

On MOTION by Mr. Lyman seconded by Mr. Kovacic with all in favor Resolution 2022-14, relating to annual appropriations and adopting a budget for Fiscal Year 2023 was approved.

B. Consideration of Resolution 2022-15 Imposing Special Assessments and Certifying an Assessment Roll

On MOTION by Mr. Lyman seconded by Mr. Kovacic with all in favor Resolution 2022-15, imposing special assessments and certifying an assessment roll for Fiscal Year 2023 was approved.

Mr. Oliver stated before we go to staff reports, I want to come back to the elections item. There are no vacancies on the Board right now. There will not be any vacancies on the Board until after the general election in November. In May we authorized a resolution announcing we would be having a landowner's election in November, and it was set to be November 17, 2022. We're going to move it to November 30, 2022, and we will have a resolution ratifying that date change. That will be held November 30th at the amenity center so that everyone can participate that. That seat is not vacant yet and it will not be vacant until after that landowner's election, and then that person who is voted in from the community will assume that seat immediately. The other thing is the general election. This district does not operate the general election process, that is operated by the Supervisor of Elections for St. Johns County. We pass a resolution in April or May authorizing the Supervisor of Elections to conduct that election. They were to help people with the qualification process, which occurred June 13th through June 17th of this year. It's not unusual for people not to qualify. Florida Statutes contemplates that some people may not qualify to run and what they do is after the general election all of our districts that don't have qualifiers for seats will adopt a resolution announcing no one qualified and announcing vacancies and they will start the process to fill the seats. That is what we're going to do at this district. So again, three seats are not yet vacant. One will be filled through a landowner's election and the other two through a process of filling vacancies by applying for those seats that have four-year terms that would have been on the general election ballot. We will send out two emails, one for landowner's and one for

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the general election seats so everyone understands what has happened, where we are and what the process is if someone wishes to be considered to be voted into those seats.

SIXTH 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 51-55 for Phase 3 and numbers 20-25 for Phase 4 was approved.

C. District Manager – Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2023

Mr. Oliver presented a schedule including meetings to be held on the third Thursday of each month at 10:00 a.m. and proposed the meetings be held at the Lake House.

On MOTION by Mr. Lyman seconded by Mr. Parker with all in favor the Fiscal Year 2023 meeting scheduled was approved with the change in location to the Lake House.

D. Amenity Manager

Mr. Rousseau 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.

SEVENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet & Income Statement

B. Assessment Receipts Schedule

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Mr. Oliver noted the on-roll assessments for FY23 are 100% collected.

C. Check Register

A copy of the check register totaling \$236,148.44 was included in the agenda package for the Board’s review.

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

D. Ratification of Construction Funding Request No. 37

A copy of construction funding request number 37 totaling \$63,671.10 was included the agenda package for the Board’s review.

On MOTION by Mr. Lyman seconded by Mr. Parker with all in favor construction funding request number 37 was approved.

E. Consideration of Construction Funding Request No. 38

A copy of construction funding request number 38 totaling \$137,469.64 was included in the agenda package for the Board’s review.

On MOTION by Mr. Parker seconded by Ms. Simpson with all in favor construction funding request number 38 was approved.

F. Construction of Funding Request No. 59

A copy of funding request number 59 totaling \$182,479.87 was included in the agenda package for the Board’s review.

On MOTION by Ms. Simpson seconded by Mr. Parker with all in favor funding request number 59 was approved.

EIGHTH ORDER OF BUSINESS

Supervisors’ Requests and Audience Comments

There were no supervisor requests.

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Audience Comments

A resident asked if there are funds planned for a shade structure over the pirate ship. Ms. Simpson responded that it was considered but due to the height the quotes received were too high.

A resident asked if the full agenda packages could be posted on the District's website. Mr. Oliver noted the agenda packages do get posted to the website.

A resident stated that there was no representation, the budget came out of nowhere and it's a large jump in assessments. He also stated that the amenity center does not have the representation of what he would consider an amenity manager is.

A resident asked if the reclaimed water for the irrigation will be completed by the developer. Mr. Parker responded that the reuse water comes from St. Johns County, and they've been negotiating with JEA for years. The resident asked if the community would have to bore additional costs to get it up and running. Mr. Parker responded not in terms of improvements, but the community will be billed for any reuse. The system itself is installed. The resident also stated that some of the light fixtures were installed in the wrong locations. He asked if the issue has been resolved with FP&L. Mr. Lyman stated that the community leases the streetlights from FP&L which are installed in their easements. When FP&L was approached to inform them of the complaints about the streetlights, the response was the District or the homeowner could pay to move the streetlights. Three or four have been moved, however it took eight months to get FP&L out to do the work. He recommended the residents complain directly to FP&L.

A resident asked if there is an ETA on when the lakeside park is supposed to be completed. Ms. Simpson responded that it should be completed by December. The delay is playground equipment.

A resident thanked BBX for the pickleball courts and asked if there is a timeframe as to when they'll be installed. Ms. Simpson responded the estimation for construction to begin is between January and April. The resident asked where they will be installed. Mr. Parker responded next to the tennis courts.

NINTH ORDER OF BUSINESS**Next Scheduled Meeting – September 15,
2022 at 10:00 a.m. at the Lake House at**

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**Beacon Lake, 850 Beacon Lake Parkway,
St. Augustine, Florida 32095**

TENTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:
Jim Oliver
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Secretary/Assistant Secretary

[Handwritten Signature]
Chairman/Vice Chairman