

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, March 16, 2023 at 10:00 a.m. at the Lake House at Beacon Lake, 850 Beacon Lake Parkway, St. Augustine, Florida 32095.

Present and constituting a quorum were:

Aaron Lyman	Vice Chairman (by phone)
Danielle Simpson	Supervisor
Tyler Thors	Supervisor
Frank Arias	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan	District Counsel (by phone)
Scott Lockwood	District Engineer
Jennifer Erickson	Amenity Manager
Paul Stratton	Riverside Management Services
Rich Gray	Riverside Management Services

The following is a summary of the discussions and actions taken at the March 16, 2023 meeting.

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 none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the February 16, 2023 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 February 16, 2023 meeting were approved.
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FOURTH ORDER OF BUSINESS**Consideration of RFP Documents for Landscape and Irrigation Maintenance Services**

Mr. Oliver stated when the District was first formed, landscaping was installed by West Orange Nurseries and West Orange Nursery subcontracted maintenance of the landscaping to Yellowstone. Eventually as the growing period expired, Yellowstone was contracted to maintain District areas. Currently, West Orange Nursery is finalizing their installations in the District and they have areas they've been subcontracting to The Greenery / Martex, so right now, you have three different landscape companies involved. We've come to the point now that most areas are outside the growing period. In addition to that, Florida Statutes require that we go through the request for proposals process from time to time to make sure we're being fair and transparent and other entities have the opportunity to bid on this project. It also makes good business sense, because we can get the best value for the District. This will be the first time we've gone through the RFP process since we originally hired Yellowstone. We want to go through this process so that we will have these numbers back as we start the budget process. In your agenda packet is the project manual, which includes the scope of the project, what the expectations are, the process for how to bid and all the forms to fill out. Any qualified firm that desires to bid will have to meet all the qualifications in this packet. It will be posted in the newspaper, and we will contact all of the landscaping firms that we do business with in Northeast Florida. Ultimately, proposals will be brought to the Board at the May meeting, we will take a look at the proposals to make sure they are responsible to what was required by the project manual, and we will come up with some suggested rankings, but at the end of the day, the Board will rank these proposals and you will determine what the best value is.

Mr. Oliver provided a brief overview of the criteria: personnel and equipment, experience, understanding scope of RFP, financial capacity, and price. It was noted final dates will be updated in the project manual and RFP notice.

On MOTION by Mr. Lyman seconded by Mr. Arias with all in favor the form of RFP notice, the evaluation criteria and project manual for landscape and irrigation maintenance services were approved in substantial form.
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FIFTH ORDER OF BUSINESS

Consideration of Proposals for Janitorial Services

Mr. Oliver informed the Board that there has been an increase in cost for janitorial services this year.

Ms. Erickson presented two proposals. The current provider’s proposal, Jani-King, totals \$3,050 per month and it does not include certain items that she believes should be included such as cleaning windows and dusting certain areas. City Wide’s proposal totals \$1,855 per month and includes those items, as well as the back patio. She also noted service has declined in the last few months with Jani-King. She also added she will be discussing a few things with the selected contractor that may increase the monthly cost that will be presented at next month’s meeting.

On MOTION by Mr. Arias seconded by Ms. Simpson with all in favor the proposal for janitorial services from City Wide was approved.

On MOTION by Mr. Thors seconded by Mr. Arias with all in favor terminating the agreement with Jani-King per the 30-day termination clause in the agreement was approved.

Ms. Erickson asked for approval of a one-time deep clean in the amount of \$1,250. Mr. Oliver stated that it could be resolved at a staff level.

SIXTH ORDER OF BUSINESS

Discussion of Charlie’s Grill Weekend Operating Budget (Memorial Day through Labor Day)

Ms. Erickson informed the Board that Antonio’s Pizza has offered to operate Charlie’s Grill from Memorial Day through Labor Day. They will be responsible for all expenses and the clean-up and care of the facility during that time.

SEVENTH ORDER OF BUSINESS

Discussion of Dog Park Options

Mr. Oliver reminded the Board that at the last meeting lack of grass growth under the shade structure was discussed. Turf has been installed in the area. Mr. Gray added that the installer of the shade structure has provided a quote of \$6,000 for relocation. A second

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company has quoted \$2,500. Possible locations have been marked in the dog park for the supervisors to review if desired. It was noted the suggested location would require relocation of a bench, which RMS could do.

This item was tabled to the next meeting.

EIGHTH ORDER OF BUSINESS Discussion of Facility Rentals for Commercial Purposes

Mr. Oliver stated that the guidance from the previous board has been to not rent the amenity facility for commercial purposes.

A resident addressed the Board and asked for permission to film portions of a proposed TV pilot at the District's facility for a period of four to five days with a small crew of about six to eight people during off-peak times.

Mr. Oliver added that a discussion would need to be had with counsel to determine what would need to be done to protect the District.

NINTH ORDER OF BUSINESS Update on FPL Matters

Mr. Oliver stated that this item has to do with the imminent domain matter regarding the right of way at the north entrance of the community. There being nothing to update the Board on at this time, the next item followed.

TENTH ORDER OF BUSINESS Update on Development Status

Ms. Simpson stated that the pickleball courts are still estimated to be completed in mid of April. The plats for Phase 4A and 4B are nearing approval.

Mr. Lyman added that there have been some issues with grading and other items related to the connector road that have caused a small delay. FPL conduits are being installed for Phase 4.

ELEVENTH ORDER OF BUSINESS Staff Reports

A. District Counsel

There being nothing further to report, the next item followed.

B. District Engineer – Approval of Requisition Summary

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Mr. Lockwood gave a brief overview of the requisition summary, a copy of which was included in the agenda package.

On MOTION by Ms. Simpson seconded by Mr. Arias with all in favor the requisition summary listing numbers 98-104 for Phase 3B and numbers 51-55 for Phase 4 was approved.

Mr. Lockwood noted the annual engineer's report required by the trust indenture will be prepared and submitted before the deadline in June.

C. District Manager

Mr. Oliver updated the Board on the budget process for Fiscal Year 2024, noting the budget is scheduled to be adopted at the August meeting.

D. Amenity Manager

Ms. Erickson went over the events held at the amenity center since the last meeting and upcoming events. She also reported on vandalism at the Lakeside Park.

D. Operations Manager

Mr. Gray 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.

Mr. Arias asked for an update on the damaged flagstone by the lighthouse. Mr. Gray stated that he would look into it and report back.

TWELFTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet & Income Statement

Copies of the financial statements as of February 28, 2023 were included in the agenda package for the Board's review.

B. Assessment Receipts Schedule

A copy of the assessment receipts schedule showing the District's assessments are almost 98% collected was included in the agenda package.

C. Check Register

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A copy of the check register totaling \$710,948.73 was included in the agenda package for the Board’s review.

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

D. Consideration of Construction Funding Request No. 46 (Phase 3B)

A copy of construction funding request number 46 totaling \$142,950.50 was included in the agenda package for the Board’s review. Mr. Oliver noted the funding requests track the requisition summary approved earlier in the meeting.

E. Ratification of Construction Funding Request No. 5 (Phase 4)

A copy of construction funding request number 5 totaling \$244,038.08 was included in the agenda package.

F. Consideration of Construction Funding Request No. 6 (Phase 4)

A copy of construction funding request number 6 totaling \$680,923.78 was included in the agenda package.

On MOTION by Mr. Arias seconded by Mr. Thors with all in favor construction funding request numbers 46, 5 and 6 were approved.

THIRTEENTH ORDER OF BUSINESS Supervisors’ Requests and Audience Comments

Supervisor Requests

Mr. Arias asked for an update on security matters.

Mr. Oliver responded that a contract was being sought with a company based out of Jacksonville, however the terms could not be agreed upon.

Audience Comments

A resident asked if the landscape RFP is an annual process.

Mr. Oliver responded that the process is typically done every three to five years.

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A resident asked if there is a timeline for the resolution of the FPL matters discussed earlier in the meeting.

Mr. Oliver responded that there is no timeline for the District, however he believes FPL would like to begin their project in 2024.

A resident asked how many other districts utilize security services.

Mr. Oliver responded that he does not have any districts that he manages that use private security, however some districts do use either private security firms, Sheriff's officers, or both.

A resident asked if there are plans to install dog waste stations.

Mr. Oliver responded that is in progress, but subject to change.

FOURTEENTH ORDER OF BUSINESS

**Next Scheduled Meeting – April 20, 2023
at 10:00 a.m. at the Lake House at Beacon
Lake, 850 Beacon Lake Parkway, St.
Augustine, Florida 32095**

FIFTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Arias seconded by Mr. Thors with all in favor the meeting was adjourned.

DocuSigned by:
Jim Oliver
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Secretary/Assistant Secretary



Chairman/Vice Chairman