

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 18, 2024 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:

Blaz Kovacic <i>by phone</i>	Chairman
Aaron Lyman	Vice Chairman
Danielle Simpson	Supervisor
Tyler Thors	Supervisor
Frank Arias	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan	District Counsel
Jennifer Clark Erickson	Amenity Manager
Rich Gray	Operations Manager

The following is a summary of the discussions and actions taken at the January 18, 2024 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 no comments, the next item followed.

THIRD ORDER OF BUSINESS

Minutes

- A. **Approval of the Minutes of the November 16, 2023 Board of Supervisors Meeting**
 - B. **Acceptance of Minutes of the November 16, 2023 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 November 16, 2023 Board of

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Supervisors and Audit Committee meetings were approved as presented.

FOURTH ORDER OF BUSINESS Acceptance of Audit Committee's Recommendation

Mr. Oliver noted the audit committee met prior to the regular Board meeting and reviewed one proposal received in response to the request for proposals from Grau & Associates. Grau & Associates was given a score of 100 points.

On MOTION by Mr. Lyman seconded by Mr. Thors with all in favor accepting the audit committee's recommendation and directing staff to solicit an engagement letter from Grau & Associates was approved.

FIFTH ORDER OF BUSINESS Consideration of Proposals

A. Playground Mulch

Mr. Gray presented a proposal to install mulch at the amenity center playground totaling \$5,260. A few other companies were contacted, however, their quotes were substantially higher.

On MOTION by Mr. Lyman seconded by Ms. Simpson with all in favor the proposal from Yellowstone to install mulch at the amenity center playground was approved.

B. Dump Bucket Bearing Replacement

Mr. Gray presented two proposals to replace the dump bucket bearing. The first proposal from Splashtacular totaled \$6,850 and the second proposal from Riverside Management Services totaled \$3,200. RMS provided an additional proposal that also includes pressure washing the structure, repainting the concrete footers, and replacing some additional parts for a total of \$5,300.

On MOTION by Mr. Lyman seconded by Ms. Simpson with all in favor the proposal from Riverside Management Services totaling \$5,300 was approved.

C. Bore Quote to Restore Irrigation at Front Entrance

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Mr. Gray presented two quotes to bore 250-feet from the exit side to the entrance side of the front entry and noted he is working on obtaining a third quote. The quotes presented total \$11,690 from DL Williams and \$8,725 from Dobson Electric.

On MOTION by Mr. Lyman seconded by Mr. Arias with all in favor the proposal from Dobson Electric was approved.

SIXTH ORDER OF BUSINESS

Update on Development Status

Mr. Lyman stated that paperwork and as-builts are being filed for the final acceptance package to the county and water management district.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

B. District Engineer - Approval of Requisition Summary

A copy of the requisition summary was included in the agenda package for the Board's review.

On MOTION by Mr. Lyman seconded by Ms. Simpson with all in favor requisition 143 for Phase 3 and requisitions 89 through 95 for Phase 4 were approved.

C. District Manager

Mr. Oliver informed the Board that two Board of Supervisors seats are up for election in the 2024 general election and the qualifying period is the second week in June.

D. Amenity Manager

Ms. Erickson went over the events held at the amenity center since the last meeting as well as upcoming events.

E. Operations Manager

Mr. Gray went over the maintenance items completed between meetings and upcoming projects. A copy of the operations report was included in the agenda package for

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the Board’s review. The shut off timers are being moved inside the tennis courts as requested by Supervisor Thors. Mr. Gray also reported that he obtained quotes for repainting the crosswalks as requested by Supervisor Arias, however he suggested holding off until the top lift of the asphalt is poured. The quote came in at \$700.

Mr. Thors asked if the timer for the pickleball courts has been repaired.

Mr. Gray responded yes.

Mr. Thors stated that it is his understanding that glare shields are available for the pickleball court lights and asked if they can be considered.

Mr. Gray responded that glare shields are available for the back, however he’s looking for the front-facing shields for the other side of the courts.

EIGHTH ORDER OF BUSINESS Financial Reports

A. Financial Statements as of November 30, 2023

Copies of the financial statements were included in the agenda package for the Board’s review.

B. Assessment Receipts Schedule

A copy of the assessment receipt schedule showing the assessments are 58.6% collected was included in the agenda package for the Board’s review.

C. Check Register

A copy of the check register totaling \$1,222,732.02 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. Ratification of Construction Funding Request No. 4

A copy of construction funding request number 4 totaling \$57,965.45 was included in the agenda package for the Board’s review.

On MOTION by Mr. Lyman seconded by Ms. Simpson with all in favor construction funding request number four waws ratified.

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E. Consideration of Construction Funding Request Nos. 5, 15 and 55

Copies of construction funding request numbers 5, 15, and 55 totaling \$246,461.23, \$369,368.36 and \$2,500 were included in the agenda package for the Board’s review.

On MOTION by Mr. Lyman seconded by Ms. Simpson with all in favor construction funding request numbers 5, 15 and 55 were approved.

NINTH ORDER OF BUSIENSS

Other Business

There being none the next item followed.

TENTH ORDER OF BUSINESS

Supervisors’ Requests and Audience Comments

Ms. Simpson asked Mr. Gray to keep an eye on any asphalt patch repairs needed in Phase 3A and 3B. She also asked how long the fitness equipment is supposed to last as the replacement parts are getting harder to find. Mr. Oliver responded that he would review the lease.

ELEVENTH ORDER OF BUSINESS

Next Scheduled Meeting – February 15, 2024 at 10:00 a.m. at the Lake House at Beacon Lake, 850 Beacon Lake Parkway, St. Augustine, Florida 32095

TWELFTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:
Jim Oliver
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Secretary/Assistant Secretary

Gray
Chairman/Vice Chairman