

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, February 15, 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	Chairman
Aaron Lyman	Vice Chairman
Danielle Simpson	Supervisor
Tyler Thors	Supervisor
Frank Arias	Supervisor

Also present were:

Jim Oliver	District Manager
Katie Buchanan <i>by phone</i>	District Counsel
Scott Lockwood <i>by phone</i>	District Engineer
Emily Wright	Amenity Manager
Rich Gray	Operations Manager

The following is a summary of the discussions and actions taken at the February 15, 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 January 18, 2024 Board of Supervisors Meeting

B. Acceptance of Minutes of the January 18, 2024 Audit Committee Meeting

There were no comments on the minutes.

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On MOTION by Mr. Lyman seconded by Mr. Kovacic with all in favor the minutes of the January 18, 2024 Board of Supervisors and Audit Committee meetings were approved as presented.

FOURTH ORDER OF BUSINESS

**Ratification of Engagement Letter with
Grau & Associates for Audit Services**

Mr. Oliver stated that this engagement letter is to conduct the Fiscal Year 2023 audit. He reminded the Board that the RFP process was recently completed and Grau was the firm selected by the audit committee and Board of Supervisors.

On MOTION by Mr. Kovacic seconded by Mr. Thors with all in favor the engagement letter with Grau & Associates was ratified.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2024-01,
Instructing the St. Johns County
Supervisor of Elections to Conduct the
District’s 2024 Election**

Mr. Oliver reminded the Board there are two seats up for election in 2024. He noted the election process is managed by the Supervisor of Elections and the seats will be placed on the ballot unless no one qualifies for the seats, or only one person qualifies for a seat. If no one qualifies, the Board will appoint someone to fill the seat within 90 days and the current board members would retain their seats until a suitable replacement is found.

On MOTION by Mr. Kovacic seconded by Mr. Thors with all in favor Resolution 2024-01, instructing the St. Johns County Supervisor of Elections to Conduct the District’s 2024 General Election was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2024-02,
Amending the Fiscal Year 2024 General
Fund Budget**

Mr. Oliver stated that the pump repairs budget was set at \$5,000 and that is being increased to \$25,000 as \$4,500 has already been spent and more pump repairs are expected. The addition funds are being pulled from the snack bar attendant and new capital projects line items.

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On MOTION by Mr. Kovacic seconded by Ms. Simpson with all in favor Resolution 2024-02, amending the Fiscal Year 2024 General Fund budget was approved.

SEVENTH ORDER OF BUSINESS Update on Development Status

Mr. Lyman stated that Phase 4 is being wrapped up and the final asphalt lift will be applied to the townhomes and Phase 2 next week.

EIGHTH ORDER OF BUSINESS Staff Reports

A. District Counsel – Update on Required Ethics Training

Ms. Buchanan informed the Board that as of January 1, 2024, CDD board members are now required to complete four hours of ethics training. A memorandum was included in the agenda package that provides free resources for that training. The training must be completed by December 31, 2024 and will be reported on the Form 1 filed in 2025. She also stated that the Form 1 will now be filed electronically.

B. District Engineer - Approval of Requisition Summary

A copy of the requisition summary was included in the agenda package for the Board’s review. Requisition 145 will be added to document a change in an invoice from Smith Manus resulting in a \$1,612 increase due to a credit that will be applied to a future bill.

Mr. Kovacic asked for some backup to show what the purpose of the credit is.

Mr. Lockwood stated requisition 146 will be drafted for a West Orange Nursery invoice received just prior to the meeting in the amount of \$307,648.38 for Phase 4.

On MOTION by Mr. Lyman seconded by Ms. Simpson with all in favor the requisition summary was approved as revised in substantial form.

C. District Manager

Mr. Oliver stated that discussions on the Fiscal Year 2025 budget will begin at the next meeting. The budget is scheduled to be approved at the May meeting and adopted at the August meeting.

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D. Amenity Manager

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

E. Operations Manager**1. Report**

Mr. Gray gave an overview of the maintenance items completed between meetings and upcoming projects. A copy of the operations report was included in the agenda package for the Board's review. Dobson Electric has begun the boring project for the meter that is down at the front entrance. Future Horizons is working on the fountain off Convex and will be tested on the Monday following the meeting. He noted the fountain is not under warranty. There is a similar issue at the front entrance that he will be gathering more information on. RMS is wrapping up the splash park repair. Yellowstone has begun laying Bermuda at the front entrance. The gate repair company has repaired the gate at the exit gate at the Landings and Envera was out to look at the call box following damage due to a car accident. There are also some cosmetic damages that he believes onsite maintenance can handle, however there will be a pole and light that needs to be replaced and the repairs will be funded by the person that caused the damage. St. Johns County inspected the pools, and everything was satisfactory, however they have made staff aware the pool grates will need to be replaced before July. The tennis court timers have been moved as requested by Supervisor Thors. Lastly, he reported staff is still working on the pickleball issues including lighting and sound abatement issues, they're just waiting on feedback from St. Johns County.

Mr. Thors stated that one of the tennis court gates was not shutting properly and asked if springs can be installed. He also stated that he's received questions about lighting the road sign at Cutgrass and Horsetail Court.

Ms. Simpson stated that Quantam has been onsite working on the lighting of the sign.

2. Consideration of Proposal for Spring Annuals

Mr. Gray presented a proposal from Yellowstone totaling \$13,005 to install spring annuals. He suggested a mix of Sunpatiens without white flowers and noted there would not be an extra charge.

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On MOTION by Mr. Lyman seconded by Ms. Simpson with all in favor the proposal from Yellowstone totaling \$13,005 for installation of spring annuals was approved.

Mr. Arias asked if Mr. Gray has noticed a lot of advertisement signs.

Mr. Gray responded yes, and he's instructed maintenance staff to pull them as they see them.

NINTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of December 31, 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 64.1% collected was included in the agenda package for the Board's review.

C. Check Register

A copy of the check register totaling \$235,327.55 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. 56

A copy of construction funding request number 56 totaling \$9,805 was included in the agenda package for the Board's review. Mr. Oliver noted the construction funding request will be revised to include the West Orange Nurseries and Smith Manus invoices included with requisitions 145 and 146.

On MOTION by Mr. Kovacic seconded by Mr. Thors with all in favor construction funding request number 56 was approved in substantial form pending review by the Chairman.

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Mr. Kovacic asked if construction funding request number 4 on page 77 needs to be ratified.

On MOTION by Mr. Kovacic seconded by Mr. Lyman with all in favor construction funding request number 4 totaling \$57,965.45 was ratified.

TENTH ORDER OF BUSIENSS

Other Business

There being none the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisors' Requests and Audience Comments

Mark Pond asked if the blue illuminate signs on Concave and Garda are supposed to be lit up.

Ms. Gray stated that he will take care of it.

A resident stated that asked if there are plans to clean the perimeter of the ponds following construction, specifically the pond on Stargaze.

Mr. Gray stated that staff tries to remove as much as trash as possible weekly.

Mark Pond stated that tournaments between other developments was previously discussed and asked if there is an update.

Mr. Oliver stated that he will get with District Counsel and report back to Mr. Pond.

A resident asked what can be done about the drivers speeding and running stop signs.

Mr. Thors responded that there appears to be more police enforcement.

Mr. Oliver added that it is an issue in every CDD.

TWELFTH ORDER OF BUSINESS

**Next Scheduled Meeting – March 21, 2024
at 10:00 a.m. at the Lake House at Beacon
Lake, 850 Beacon Lake Parkway, St.
Augustine, Florida 32095**

THIRTEENTH ORDER OF BUSINESS

Adjournment

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

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DocuSigned by:
Jim Oliver
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Secretary/Assistant Secretary

[Handwritten Signature]
Chairman/Vice Chairman