

**MINUTES OF MEETING
CREEKSIDE AT TWIN CREEKS
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Creekside at Twin Creeks Community Development District held a Regular Meeting on May 18, 2021, at 12:00 p.m., in the St. Augustine Outlets Community Room, 500 Outlet Mall Blvd., Suite 25, St. Augustine, Florida 32084.

Present at the meeting, were:

John Kinsey	Chair
Bryan Kinsey	Vice Chair
Cora DiFiore (via telephone)	Assistant Secretary
Jared Bouskila	Assistant Secretary

Also present, were:

Craig Wrathell	District Manager
Daniel Rom	Wrathell, Hunt and Associates, LLC (WHA)
Michael Woods (via telephone)	District Counsel
Neal Brockmeier (via telephone)	District Engineer
Sherry McNees	Evergreen POA Manager
Steve Jordan	

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Wrathell called the meeting to order at 12:15 p.m. He noted that no members of the public were present and that a notice was posted at the meeting location, in advance of today's meeting, indicating the meeting would commence at noon instead of 11:00 a.m.

Supervisors John Kinsey, Bryan Kinsey and Jared Bouskila were present, in person. Supervisor Cora DiFiore was attending via telephone. One seat was vacant.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

Consideration of Resolution 2021-01, Declaring a Vacancy in Seat 3 on the Board of Supervisors; and Providing for an Effective Date

Mr. Wrathell presented Resolution 2021-01. He noted Mr. Pat Coomer, who was previously appointed to Seat 3, declined his appointment to the Board.

On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, Resolution 2021-01, Declaring a Vacancy in Seat 3 on the Board of Supervisors; and Providing for an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS

Consider Appointment to Fill Vacant Seat 3 (term expires November 2022)

Mr. John Kinsey nominated Mr. Steven Jordan to fill the unexpired term of Seat 3. No other nominations were made.

On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, the appointment of Mr. Steven Jordan to Seat 3, term expires November 2022, was approved.

A. Administration of Oath of Office to Newly Appointed Supervisor (the following will be provided in a separate package)

Mr. Wrathell, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Jordan. Mr. Jordan was already familiar with following items:

- I. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- II. Membership, Obligations and Responsibilities**
- III. Financial Disclosure Forms**
 - a. Form 1: Statement of Financial Interests**
 - b. Form 1X: Amendment to Form 1, Statement of Financial Interests**
 - c. Form 1F: Final Statement of Financial Interests**

IV. Form 8B – Memorandum of Voting Conflict

B. Consideration of Resolution 2021-02 Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of the Creekside at Twin Creeks Community Development District, and Providing for an Effective Date

Mr. Wrathell presented Resolution 2021-02. Mr. Bryan Kinsey nominated the following slate of officers:

Chair	John Kinsey
Vice Chair	Bryan Kinsey
Secretary	Craig Wrathell
Assistant Secretary	Steven Jordan
Assistant Secretary	Jared Bouskila
Assistant Secretary	Cora DiFiore
Assistant Secretary	Daniel Rom
Treasurer	Craig Wrathell
Assistant Treasurer	Jeff Pinder

No other nominations were made.

On MOTION by Mr. John Kinsey and seconded by Mr. Bouskila, with all in favor, Resolution 2021-02 Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of the Creekside at Twin Creeks Community Development District, as nominated, and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Discussion: Maintenance and Ownership Maps of CDD Assets

Mr. Wrathell presented the following maps prepared by Mr. Brockmeier, which Mr. Woods would use as exhibits in the close out documents:

- The Maintenance Responsibility Map: Highlighted CDD versus HOA responsibilities, per the plat. An agreement between the District and the HOA existed over the years whereby the HOA budgets and collects revenue for the operation and maintenance (O&M) of CDD-owned improvements.

➤ The Ownership Map: Highlights areas dedicated to the HOA, CDD and St. Johns County.
Mr. Wrathell noted that the CDD and Developer received a letter from the HOA regarding questions posed by residents and stated WHA and the Developer would coordinate the responses to those letters.

Mr. Brockmeier was asked to include a note in the legend of both maps indicating that the HOA has maintenance responsibility for the landscape within the CDD roadway right-of-ways (ROWS).

SIXTH ORDER OF BUSINESS

Consider Designation of Steven Jordan as CDD Field Operations Liaison

Mr. Wrathell discussed designating Mr. Jordan as the CDD Field Operation Liaison and noted that the Twin Creeks North CDD (TCNCDD) designated him as its Field Operations Liaison. Mr. Wrathell stated that Mr. Jordan was not being separately compensated to serve as liaison over field operations issues on the CDD's behalf.

On MOTION by Mr. Bryan Kinsey and seconded by Mr. Bouskila, with all in favor, designation of Mr. Steven Jordan as the CDD Field Operations Liaison, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2021-03, Approving a Proposed Budget for Fiscal Year 2021/2022 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date

Mr. Wrathell presented Resolution 2021-03. He explained the annual budget preparation, deliberation, public hearing and adoption process and reviewed the proposed Fiscal Year 2022 budget, highlighting any line item increases, decreases and adjustments, compared to the Fiscal Year 2021 budget, and the reasons for any adjustments.

As the CDD’s operating costs were being reviewed with the HOA and the HOA was transitioning to the homeowners, the Board choose to keep the new “Field operations” line items in and approve the proposed Fiscal Year 2022 budget recognizing that adjustments could be made up to the hearing date and that it might be necessary to send Truth-in-Millage (TRIM) Notices.

The following Change was made to Resolution 2021-03:

HOUR: Change “11:00 A.M.” TO “11:45 A.M.”

On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, Resolution 2021-03, as amended, Approving a Proposed Budget for Fiscal Year 2021/2022 and Setting a Public Hearing Thereon Pursuant to Florida Law on September 7, 2021 at 11:45 a.m., at St. Augustine Outlets Community Room, 500 Outlet Mall Blvd., Suite 25, St. Augustine, Florida 32084; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2021-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2021/2022 and Providing for an Effective Date

Mr. Wrathell presented Resolution 2021-04. The following change was made to the Fiscal Year 2022 Meeting Schedule:

TIME: Change “11:00 A.M.” to “11:45 A.M.”

On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, Resolution 2021-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2021/2022, as amended, and Providing for an Effective Date, was adopted.

NINTH ORDER OF BUSINESS

Consideration of First Amendment to Collateral Assignment and Assumption of Development and Contract Rights Relating

to Assessment Area One of the Creekside at Twin Creeks Community Development District

Mr. Woods stated that the documents for the Ninth, Tenth, Eleventh, Twelfth, Thirteenth and Fourteenth Orders of Business were done to address the boundaries that were adjusted for Assessment Areas One and Two and the subsequent documents going along with that made reference to those exhibits in the documents. This was being done to true-up and ensure that the legal descriptions match.

The Ninth, Tenth, Eleventh, Twelfth, Thirteenth and Fourteenth Orders of Business were approved in one motion.

TENTH ORDER OF BUSINESS

Consideration of First Amendment to Collateral Assignment and Assumption of Development and Contract Rights Relating to Assessment Area Two of the Creekside at Twin Creeks Community Development District

This item was addressed during the Ninth Order of Business.

ELEVENTH ORDER OF BUSINESS

Consideration of First Amendment to Acquisition Agreement

This item was addressed during the Ninth Order of Business.

TWELFTH ORDER OF BUSINESS

Consideration of First Amendment to Declaration of Consent to Jurisdiction of Creekside at Twin Creeks Community Development District and to Impose Special Assessments

This item was addressed during the Ninth Order of Business.

THIRTEENTH ORDER OF BUSINESS

Consideration of First Amendment to Agreement Between Creekside at Twin Creeks Community Development District

**and Twin Creek Ventures LLC Regarding
the True-Up and Payment of Series 2016A
Special Assessments**

This item was addressed during the Ninth Order of Business.

FOURTEENTH ORDER OF BUSINESS

**Consideration of First Amendment to
Completion Agreement**

This item was addressed during the Ninth Order of Business.

On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, the First Amendment to Collateral Assignment and Assumption of Development and Contract Rights Relating to Assessment Area One of the Creekside at Twin Creeks Community Development District, First Amendment to Collateral Assignment and Assumption of Development and Contract Rights Relating to Assessment Area Two of the Creekside at Twin Creeks Community Development District, First Amendment to Acquisition Agreement, First Amendment to Declaration of Consent to Jurisdiction of Creekside at Twin Creeks Community Development District and to Impose Special Assessments, First Amendment to Agreement Between Creekside at Twin Creeks Community Development District and Twin Creek Ventures LLC Regarding the True-Up and Payment of Series 2016A Special Assessments and First Amendment to Completion Agreement, were approved.

FIFTEENTH ORDER OF BUSINESS

**Consideration of Temporary Construction
Easement (Creekside at Twin Creeks CDD
to Twin Creeks Ventures LLC**

Mr. Woods presented the Temporary Construction Easement for approval. He confirmed this was for the final lift of asphalt and that the Developer is funding the balance, as bond proceeds were depleted.

On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, the Temporary Construction Easement between Creekside at Twin Creeks CDD and Twin Creeks Ventures LLC, was approved.

SIXTEENTH ORDER OF BUSINESS

Consideration of Bill of Sale and Assignment of Personal Property (Twin Creeks Ventures LLC to Creekside at Twin Creeks CDD)

Mr. Woods presented the Bill of Sale and Assignment of Personal Property to the CDD, as describe and outlined in the Exhibit. The document effectively catches or cleans up those items that may have otherwise been addressed through a plat or true-up. Mr. Wrathell stated he would contact Mr. Watts regarding the question raised on whether the property should be deeded to the CDD and work with Mr. Bryan Kinsey to finalize and execute before the next meeting.

On MOTION by Mr. Bryan Kinsey and seconded by Mr. John Kinsey, with all in favor, the Bill of Sale and Assignment of Personal Property from Twin Creeks Ventures LLC to Creekside at Twin Creeks CDD, for items described in Exhibit A, in substantial form, was approved.

SEVENTEENTH ORDER OF BUSINESS

CONSENT AGENDA ITEMS

- A. Acceptance of Unaudited Financial Statements as of March 31, 2021**
- B. Approval of September 1, 2020 Virtual Public Hearing and Meeting Minutes**

Mr. Wrathell presented the Consent Agenda Items. As a result of his conversation with Mr. Bryan Kinsey, prior to the meeting, Accounting was reviewing the “Due from Developer” line items in the Unaudited Financial Statements, which he believed may be overstated, and was also researching them for Twin Creeks North CDD, as well.

On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, the Consent Agenda Items, as presented, were accepted and approved.

EIGHTEENTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel: *Cobb Cole***

There was no report.

B. District Engineer: *Prosser, Inc.*

There was no report.

C. Field Operations Liaison

There was no report.

D. District Manager: *Wrathell, Hunt and Associates, LLC*

I. 713 Registered Voters in District as of April 15, 2021

There were 713 registered voters residing within the District as of April 15, 2021.

II. NEXT MEETING DATE: July 20, 2021 at 11:00 A.M.

- **QUORUM CHECK**

The next meeting would be held July 20, 2021 at 11:00 A.M., unless cancelled.

NINETEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

Mr. Bouskila asked for the status of the Annual Audit Statements for the Fiscal Year ended September 30, 2020. Mr. Wrathell stated that the Audit was in progress and would be included in the next agenda; he would also forward the Audit to Mr. Bouskila upon receipt.

TWENTIETH ORDER OF BUSINESS

Public Comments

There were no public comments.

TWENTY-FIRST ORDER OF BUSINESS

Adjournment

There being no further business to discuss, the meeting adjourned.

On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, the meeting adjourned at 12:42 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair