

# **CREEKSIDE AT TWIN CREEKS**

**COMMUNITY DEVELOPMENT  
DISTRICT**

**April 23, 2024**

**BOARD OF SUPERVISORS**

**REGULAR  
MEETING AGENDA**

**CREEKSIDE AT TWIN CREEKS**  
**COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA**  
**LETTER**

# Creekside at Twin Creeks Community Development District

## OFFICE OF THE DISTRICT MANAGER

2300 Glades Road, Suite 410W • Boca Raton, Florida 33431

Phone: (561) 571-0010 • Toll-free: (877) 276-0889 • Fax: (561) 571-0013

April 16, 2024

**ATTENDEES:**

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Board of Supervisors,  
Creekside at Twin Creeks Community Development District

Dear Board Members:

The Board of Supervisors of the Creekside at Twin Creeks Community Development District will hold a Regular Meeting on April 23, 2024 at 12:15 p.m., at the Beachwalk Clubhouse, 100 Beachwalk Club Drive, St. Johns, Florida 32259. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Discussion/Consideration Item(s)
  - A. Discussion: Donation of Signage to Install on CDD Owned Tracts
  - B. Consideration: Erosion Control Proposals
    - I. Letter to Lennar Homes Regarding Drainage Discharge Leading to Stormwater Pond Erosion
  - C. Miscellaneous Matters
4. Consideration: Resolution 2024-01, Implementing Section 190.006(3), Florida Statutes, and Requesting that the St. Johns County Supervisor of Elections to Conduct the District's General Elections; Providing for Compensation; Setting forth the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date
5. Ratification of Tree Amigos Outdoor Services Quote #201949 for Enhancements (Tree Enhancements)
6. Update: Required Ethics Training/Disclosure Filing
  - Sample Form 1 2023/Filing Instructions
7. Consent Agenda Items
  - A. Acceptance of Unaudited Financial Statements as of March 31, 2024

B. Approval of November 1, 2023 Regular Meeting Minutes

8. Staff Reports

- A. District Counsel: *Cobb Cole*
- B. District Engineer: *Prosser, Inc.*
- C. Field Operations Liaison
- D. District Manager: *Wrathell, Hunt and Associates, LLC*

- NEXT MEETING DATE: May 28, 2024 at 12:15 PM

○ QUORUM CHECK

SEAT 1	JOHN KINSEY	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	BRYAN KINSEY	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	ANDREW P STURM SR.	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4	JARED BOUSKILA	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	JAMES W HAGAN	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

9. Board Members' Comments/Requests

10. Public Comments

11. Adjournment

Should you have any questions, please do not hesitate to contact me directly at (561) 909-7930.

Sincerely,



Daniel Rom  
 District Manager

**FOR BOARD AND STAFF TO ATTEND BY TELEPHONE**  
**CALL-IN NUMBER: 1-888-354-0094**  
**PARTICIPANT PASSCODE: 528 064 2804**



**CREEKSIDE AT TWIN CREEKS**  
**COMMUNITY DEVELOPMENT DISTRICT**

**3A**

## Daniel Rom

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**To:** Nika Hosseini  
**Subject:** RE: Creekside at Twin Creeks - 11.1.2023 meeting follow up

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**From:** Nika Hosseini <Nika.Hosseini@cobbcole.com>  
**Sent:** Thursday, January 11, 2024 12:58 PM  
**To:** Daniel Rom <romd@whhassociates.com>; Mark Watts <Mark.Watts@cobbcole.com>  
**Cc:** Kristen Thomas <thomask@whhassociates.com>  
**Subject:** RE: Creekside at Twin Creeks - 11.1.2023 meeting follow up

Hi Daniel,

I spoke with Mark. We do not believe there is a prohibition against signage here but we would need to board to consider the precedent and policy they are putting in place by allowing such signage.

If they agree to allow signage, we would have to create a policy framework against which to measure any and all future signage requests. Essentially, what can be allowed and what cannot be allowed – and all of this would have to be content neutral.



Nika Hosseini  
Florida Bar No. 875201  
Cobb Cole  
231 North Woodland Boulevard  
DeLand, FL 32720  
(D) 386-736-7700 | (F) 386-785-1549  
[Website](#) | [Bio](#)

Notice: The information contained in this email transmission is intended by the sender for the use of the named individual or entity to which it is directed and may contain information that is privileged or otherwise confidential. It is not intended for transmission to, or receipt by, anyone other than the named addressee (or a person authorized to deliver it to the named addressee). It should not be copied or forwarded to any unauthorized persons. If you have received this electronic mail transmission in error, please delete it from your system without copying or forwarding it, and notify the sender of the error by reply email or by calling Cobb Cole at 386-255-8171, so that we can update our address records accordingly.

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**From:** Daniel Rom <[romd@whhassociates.com](mailto:romd@whhassociates.com)>  
**Sent:** Friday, November 03, 2023 12:07 PM  
**To:** Mark Watts <[Mark.Watts@cobbcole.com](mailto:Mark.Watts@cobbcole.com)>  
**Cc:** Daniel Rom <[romd@whhassociates.com](mailto:romd@whhassociates.com)>  
**Subject:** Creekside at Twin Creeks - 11.1.2023 meeting follow up

Hi Mark,

As per Supervisor request, he was asking if the CDD can take donations of signage to install on its owned tract(s)? For example: "Caution: kids at play". Nothing which would be speed/traffic signage. If the CDD can, please advise of the process.

Thanks,

**CREEKSIDE AT TWIN CREEKS**  
**COMMUNITY DEVELOPMENT DISTRICT**

**3B**

## CREEKSIDE AT TWIN CREEKS CDD

### 1. 432 SWEET OAK WAY

Good morning,

I wanted to follow-up on a possible plan of action and timeline (if any) on the embankment erosion at my residence in the Creekside Community, 432 Sweet Oak Way, Saint Augustine, Florida. Since we last corresponded, the erosion was so bad that I believed there to be safety issues, so I brought in some fill dirt to level the ground. Within a short few weeks, the erosion continued, and is expanding further into my yard (pictured below). I have growing concerns about the safety and building hazard this poses, and I humbly submit that a retention wall maybe the only resolution.



#### Field Notes October 2023:

- a. A fence has been installed within drainage access easement between the lots and along the stormwater pond. The identified failures (holes within the pond slope) are undetermined. Check for broken/punctured pipe located within the drainage easement. If a pipe break is identified, please repair/replace the damaged pipe. Maintain lot grading to direct runoff to stormwater pond. Recommend the fencing is removed from drainage easement(s) that provides the District access to stormwater ponds for maintenance.

**\*BOARD DIRECTION 11/1/2023: Vendor to take video to determine case of issue. Outcome will determine responsibility of cost.**



Florida East Cost Construction  
 Office 386-546-2665  
 Cell 904-445-0421

Date #####  
 Project 432 Sweet Oak Way  
 Estimate 5366  
 Owner Twin CreekSide

Item	Description	QTY	UNIT	UNIT Cost	Total Cost
1	Excavate	1	LS	\$1,650.00	\$1,650.00
2	Pour 1 FDOT Concrete Coller	1	LS	\$3,600.00	\$3,600.00
3	Back Fill	1	LS	\$2,800.00	\$2,800.00
4	Sod and Pin	1	LS	\$1,250.00	\$1,250.00
					\$0.00
					\$0.00
					\$0.00
	This price is only for the work listed				\$0.00
	above. If any other damage is found.				\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
	S			pg total	\$9,300.00
Notes:	ALL PAYMENTS ARE DUE day of work . AFTER 30 DAYS 20% PER MONTH WILL				
	BE ADDED TO THE INVOICE.				
	NOT INCLUDED in pirce LIST BELOW				
	MOT, LAYOUT, NIGHT PLANT FEE, NIGHT WORK,				



**CREEKSIDE AT TWIN CREEKS CDD**

**2. 269 & 245 SILVER REEF LN**

Daniel,

I walked the bank and it appears all other drains terminate in the pond, eliminating this type of problem.



**Field Notes October 2023:**

- a. Lot grading and yard drain collection system completed by home builder. Any drainage discharge needs to be continued down the pond slope to discharge to the stormwater pond below normal water elevation to avoid erosion. Pond bank shall be restored and stabilized.

**\*BOARD DIRECTION 11/1/2023: District Manager to submit letter to Lennar Homes, LLC on CDD letterhead. Homeowner/Builder need to extend drain into the pond to discharge properly.**



Florida East Cost Construction  
 Office 386-546-2665  
 Cell 904-445-0421

Date 3/2/2024  
 Project 269 Silver reef LN  
 Estimate 5366  
 Owner Twin CreekSide

Item	Description	QTY	UNIT	UNIT Cost	Total Cost
1	Excavate	1	LS	\$300.00	\$300.00
2	Extend 6 inch Pipe	1	LS	\$800.00	\$800.00
3	Back Fill	1	LS	\$150.00	\$150.00
4	Sod and Pin	1	LS	\$450.00	\$450.00
					\$0.00
					\$0.00
					\$0.00
	This price is only for the work listed above. If any other damage is found.				\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
	S			pg total	\$1,700.00
Notes:	ALL PAYMENTS ARE DUE day of work . AFTER 30 DAYS 20% PER MONTH WILL BE ADDED TO THE INVOICE.				
	NOT INCLUDED in pirce LIST BELOW				
	MOT, LAYOUT, NIGHT PLANT FEE, NIGHT WORK,Backfill Pound Bank				



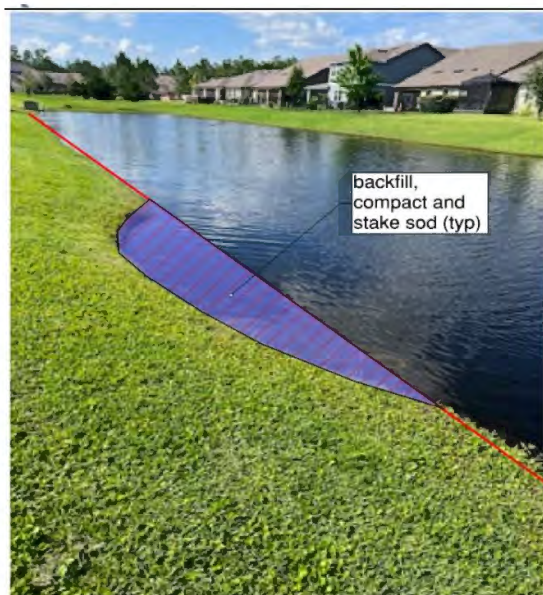
**CREEKSIDE AT TWIN CREEKS CDD**

**3. 590 BROOMSEDGE CIR**

Hello,

I was informed that you are the person to contact regarding any pond-bank issues in the Creekside at Twin Creeks Community.

We are at 590 Broomsedge and have some concerns regarding our bank as it seems to be collapsing close to the water. I have attached a few pictures for you to review and see if any repairs need to be done. Please let me (us) know if you need additional information!!



**Field Notes:**

- a. Stormwater pond bank has eroded, pond slope must be backfilled, compacted, and re-grassed via staked sod.

**\*BOARD DIRECTION 11/1/2023: Obtain proposal for CDD repair**





Florida East Cost Construction  
 Office 386-546-2665  
 Cell 904-445-0421

Date 3/11/2024  
 Project 590 Broomsedge cir Pond Bank  
 Estimate 5368  
 Owner Twin CreekSide

Item	Description	QTY	UNIT	UNIT Cost	Total Cost
1	Excavate	1	LS	\$300.00	\$300.00
2	Mob	1	LS	\$800.00	\$800.00
3	Back Fill	1	LS	\$13,860.00	\$13,860.00
4	Sod and Pin	1	LS	\$3,900.00	\$3,900.00
					\$0.00
					\$0.00
					\$0.00
	This price is only for the work listed				\$0.00
	above. If any other damage is found.				\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
	S			pg total	\$18,860.00
Notes:	ALL PAYMENTS ARE DUE day of work . AFTER 30 DAYS 20% PER MONTH WILL				
	BE ADDED TO THE INVOICE.				
	NOT INCLUDED in pirce LIST BELOW				
	MOT, LAYOUT, NIGHT PLANT FEE, NIGHT WORK,				

## CREEKSIDE AT TWIN CREEKS CDD

### 4. 284 SILVER REEF

We have an upland area behind our property that borders the preserve area. Specifically, the drain and ensuring the drain is clear and functioning properly and effectively. Currently the drain is completely clogged with mud.

On June 19, 2023: Thank you for your work in arranging getting a crew to our home to work on the upland area. The crew arrived this morning and did the best they could with the limited tools they had with them. According to the supervisor on site, they need heavier equipment, perhaps a backhoe to dig out the hardpack in the drain.

#### Field Notes:

- a. **This structure is a stormwater pond outfall not a collection drain. It is not uncommon to have water in this type of structures, as they stage up and flow into wetland. The Upland buffer adjacent to the structure appears to have been cleared, the disturbed areas should be replanted with upland species.**

**\*BOARD DIRECTION 11/1/2023: OBTAIN PROPOSAL TO PROBE AND CLEAN OUT AT CDD EXPENSE**



CREEKSIDE AT TWIN CREEKS CDD

**5. 79 FELLBROOK DR**

Resident reached out stating pooling water behind their lot. Ignore the red markings. The focus should be on the pooling water shown.



**Field Notes:**

- a. Lot grading appears to have left a low area in backyard that collects standing water. Have home builder correct lot grading to remove low area, add fill and regrass area to assure positive slope is provided.

**\*BOARD DIRECTION 11/1/2023: District Engineer to meet on-site with Supervisor Sturm and a Representative of the HOA.**

**\*\*FIELD VISIT FEBRUARY 2024: It was determined that the HOA is the owner of the respective tracts and responsible for any potential work.**



**CREEKSIDE AT TWIN CREEKS**  
**COMMUNITY DEVELOPMENT DISTRICT**

**3BI**

# Creekside at Twin Creeks Community Development District

## OFFICE OF THE DISTRICT MANAGER

2300 Glades Road, Suite 410W • Boca Raton, Florida 33431

Phone: (561) 571-0010 • Toll-free: (877) 276-0889 • Fax: (561) 571-0013

November 15, 2023

### Via E-Mail

Lennar Homes, LLC

[Dillon.yonn@lennar.com](mailto:Dillon.yonn@lennar.com)

Re: Drainage discharge leading to stormwater pond erosion

Dear Mr. Yonn,

The Creekside at Twin Creeks CDD (“CDD”) recently had their District Engineer conduct an inspection of stormwater pond bank erosion approximately behind the property of 269 Silver Reef Lane, Saint Augustine, FL 32095.

On November 1, 2023, the District Engineer provided its findings to the Board of Supervisors and provided the pictures and comments provided within the attached Exhibit A. You will find that the lot grading, and drainage system installed by Lennar Homes, LLC (“Builder”) on CDD property, are reasons leading to the erosion. The Engineer recommends that the drainage discharge needs to be continued down the pond slope to discharge to the stormwater pond below normal water elevation to avoid erosion. In addition, the pond bank needs restored and stabilized.

The District appreciates you considering these findings and taking the actions recommended by the Engineer to correct the matter within 60 days from the date of this letter, before conditions worsen. Should you wish to contact me to discuss this matter, I can be reached at 561-571-0010.

Sincerely,



Daniel Rom  
District Manager



# Creekside at Twin Creeks Community Development District

OFFICE OF THE DISTRICT MANAGER

2300 Glades Road, Suite 410W • Boca Raton, Florida 33431

Phone: (561) 571-0010 • Toll-free: (877) 276-0889 • Fax: (561) 571-0013

## Exhibit A





**CREEKSIDE AT TWIN CREEKS**  
**COMMUNITY DEVELOPMENT DISTRICT**

**4**

**RESOLUTION 2024-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CREEKSIDE AT TWIN CREEKS COMMUNITY DEVELOPMENT DISTRICT IMPLEMENTING SECTION 190.006(3), FLORIDA STATUTES, AND REQUESTING THAT THE ST. JOHNS COUNTY SUPERVISOR OF ELECTIONS TO CONDUCT THE DISTRICT'S GENERAL ELECTIONS; PROVIDING FOR COMPENSATION; SETTING FORTH THE TERMS OF OFFICE; AUTHORIZING NOTICE OF THE QUALIFYING PERIOD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE**

**WHEREAS**, the Creekside at Twin Creeks Community Development District ("District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within St. Johns County, Florida; and

**WHEREAS**, the Board of Supervisors ("Board") of Creekside at Twin Creeks Community Development District seeks to implement section 190.006(3)(A)(2)(c), Florida Statutes, and to instruct the St. Johns County Supervisor of Elections ("Supervisor") to conduct the District's General Election ("General Election").

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CREEKSIDE AT TWIN CREEKS COMMUNITY DEVELOPMENT DISTRICT:**

1. **GENERAL ELECTION SEATS.** Seat 1, currently held by John Kinsey, and Seat 2, currently held by Bryan Kinsey, are scheduled for the General Election in November 2024. The District Manager is hereby authorized to notify the Supervisor of Elections as to what seats are subject to General Election for the current election year, and for each subsequent election year.

2. **QUALIFICATION PROCESS.** For each General Election, all candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a qualified elector of the District. A qualified elector is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the St. Johns County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

3. **COMPENSATION.** Members of the Board receive \$200 per meeting for their attendance and no Board member shall receive more than \$4,800 per year.

4. **TERM OF OFFICE.** The term of office for the individuals to be elected to the Board in the General Election is four years. The newly elected Board members shall assume office on the second Tuesday following the election.

5. **REQUEST TO SUPERVISOR OF ELECTIONS.** The District hereby requests the

Supervisor to conduct the District’s General Election in November 2024, and for each subsequent General Election unless otherwise directed by the District’s Manager. The District understands that it will be responsible to pay for its proportionate share of the General Election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor.

6. **PUBLICATION.** The District Manager is directed to publish a notice of the qualifying period for each General Election, in a form substantially similar to **Exhibit A** attached hereto.

7. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

8. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

**PASSED AND ADOPTED THIS 23RD DAY OF APRIL, 2024.**

**CREEKSIDE AT TWIN CREEKS COMMUNITY  
DEVELOPMENT DISTRICT**

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**CHAIR/VICE CHAIR, BOARD OF SUPERVISORS**

**ATTEST:**

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**SECRETARY/ASSISTANT SECRETARY**

## Exhibit A

NOTICE OF QUALIFYING PERIOD FOR CANDIDATES FOR THE BOARD OF SUPERVISORS OF THE  
CREEKSIDE AT TWIN CREEKS COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Creekside at Twin Creeks Community Development District will commence at noon on June 10, 2024, and close at noon on June 14, 2024. Candidates must qualify for the office of Supervisor with the St. Johns County Supervisor of Elections located at 4455 Avenue A, Suite 101, St. Augustine, Florida 32095, (904) 823-2238. All candidates shall qualify for individual seats in accordance with Section 99.061, Florida Statutes, and must also be a qualified elector of the District. A qualified elector is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the St. Johns County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, Florida Statutes.

The Creekside at Twin Creeks Community Development District has two (2) seats up for election, specifically seats 1 and 2. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 5, 2024, in the manner prescribed by law for general elections.

For additional information, please contact the St. Johns County Supervisor of Elections.

**District Manager**  
**Creekside at Twin Creeks Community Development District**

**CREEKSIDE AT TWIN CREEKS**  
**COMMUNITY DEVELOPMENT DISTRICT**

**5**



## Quotation

Quote #: 201949

Date: 12/04/2023

**Billed To:** Creekside @ Twin Creeks CDD  
2300 Glades Rd  
Suite 410W  
Boca Raton FL 33431

**Project:** 30312  
Creekside @ Twin Creeks CDD Enhancements  
2300 Glades Road  
Suite 410W  
Boca Raton FL 33431

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**This quote is valid until:** 01/03/2024

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Description	Common Name	Quantity	Price	Ext Price
280 Fellbrook Drive 2 Pine trees dropped into preserve next to house.		1.00	675.00	675.00
<b>Notes</b>				
			<b>Total:</b>	<b>\$675.00</b>

Approved: \_\_\_\_\_

Date: 12.4.2023

5000-18 Highway 17 No. 235 Fleming Island, FL 32003 Office: (904) 778-1030 Fax: (904) 778-1045

Email: [cryan@treeamigosoutdoor.com](mailto:cryan@treeamigosoutdoor.com)  
website: [www.TreeAmigosOutdoor.com](http://www.TreeAmigosOutdoor.com)

**CREEKSIDE AT TWIN CREEKS**  
**COMMUNITY DEVELOPMENT DISTRICT**

**6**



## MEMORANDUM

**To: Board of Supervisors**

**From: District Manager**

**Re: Updates and Reminders: Ethics Training for Special District Supervisors and Form 1**

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The purpose of this memorandum is to remind our clients of new ethics training requirements applicable to Special District Supervisors. This requirement is the result of changes to Section 112.3142, Florida Statutes, which were passed during the 2023 Legislative Session. **The new requirements will apply in 2024.**

### **What is required and when is the deadline?**

Supervisors will be required to complete four (4) hours of training each calendar year. For those Supervisors seated on or before March 31, 2024, the four hours of training must be completed by December 31, 2024. For new Supervisors seated after March 31, 2024, training must be completed by December 31, 2025. The training must address, at a minimum, Article II of the State Constitution, the Code of Ethics for Public Officers and Employees, and Florida's public records and open meetings laws. It may be completed by taking a continuing legal education class or other continuing professional education class, seminar, or presentation, if the required information is covered. Compliance will be reported on Form 1 each year.

### **Where can I find training materials?**

The Florida Commission on Ethics has provided links to on-demand courses on their Ethics Training web page: <https://ethics.state.fl.us/Training/Training.aspx>. There are also many courses – both free and for a charge – available online and in-person. There may also be the ability to include training within your existing Board meeting schedule.

#### **Free Ethics Law Training**

The COE provides several videos for Ethics training, none of which are exactly two (2) hours in length. Please ensure you complete 120 minutes of Ethics training when choosing a combination of the below.

#### **State Ethics Laws for Constitutional Officers & Elected Municipal Officers (100 minutes)**

Click here: [Kinetic Ethics](#)

#### **Business and Employment Conflicts and Post-Public-Service (56 minutes) Restriction**

Click here: [Business and Employment Conflicts](#)

**Gifts (50 minutes)**

Click here: [Ethics Laws Governing Acceptance of Gifts](#)

**Voting Conflicts - Local Officers (58 minutes)<sup>1</sup>**

Click here: [Voting Vertigo](#)

**Free Sunshine/Public Records Law Training**

The Office of the Attorney General provides a two (2) hour online training course (audio only) that meets the requirements of the Sunshine Law and Public Records Law portion of Supervisors' annual training.

Click here to access: [Public Meeting and Public Records Law](#)

**Other Training Options****4- Hour Course**

Some courses will provide a certificate upon completion (not required), like the one found from the Florida State University, Florida Institute of Government, linked here: [4-Hour Ethics Course](#). This course meets all the ethics training requirements for the year, including Sunshine Law and Public Records training. This course is currently \$79.00

**CLE Course**

The COE's website includes a link to the Florida Bar's Continuing Legal Education online tutorial which also meets all the Ethics training requirements. However, this is a CLE course designed more specifically for attorneys. The 5 hours 18 minutes' long course exceeds the 4-hour requirement and its cost is significantly higher than the 4-Hour Ethics course provided by the Florida State University. The course is currently \$325.00. To access this course, click here: [Sunshine Law, Public Records and Ethics for Public Officers and Public Employees](#).

**Form 1 Submittal Changes.**

Beginning January 1, 2024, Form 1 will no longer be filed with your local Supervisor of Elections office. Instead, all Form 1s will be filed electronically with the Commission on Ethics. Please see detailed directions on filing here: <https://ethics.state.fl.us/>. Please note that Special District Supervisors are not required to file Form 6.

# 2023 Form 1 - Statement of Financial Interests

## General Information

Name: DISCLOSURE FILER

Address: SAMPLE ADDRESS

County: SAMPLE COUNTY

PID SAMPLE

## AGENCY INFORMATION

Organization	Suborganization	Title
SAMPLE	SAMPLE	SAMPLE

## Disclosure Period

THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR CALENDAR YEAR ENDING DECEMBER 31, 2023 .

## Primary Sources of Income

PRIMARY SOURCE OF INCOME (Over \$2,500) (Major sources of income to the reporting person)  
(If you have nothing to report, write "none" or "n/a")

Name of Source of Income	Source's Address	Description of the Source's Principal Business Activity

**Secondary Sources of Income**

SECONDARY SOURCES OF INCOME (Major customers, clients, and other sources of income to businesses owned by the reporting person) (If you have nothing to report, write "none" or "n/a")

Name of Business Entity	Name of Major Sources of Business' Income	Address of Source	Principal Business Activity of Source

**Real Property**

REAL PROPERTY (Land, buildings owned by the reporting person) (If you have nothing to report, write "none" or "n/a")

Location/Description

**Intangible Personal Property**

INTANGIBLE PERSONAL PROPERTY (Stocks, bonds, certificates of deposit, etc. over \$10,000) (If you have nothing to report, write "none" or "n/a")

Type of Intangible	Business Entity to Which the Property Relates

2023 Form 1 - Statement of Financial Interests

**Liabilities**

LIABILITIES (Major debts valued over \$10,000):  
(If you have nothing to report, write "none" or "n/a")

Name of Creditor	Address of Creditor

**Interests in Specified Businesses**

INTERESTS IN SPECIFIED BUSINESSES (Ownership or positions in certain types of businesses)  
(If you have nothing to report, write "none" or "n/a")

Business Entity # 1

**Training**

Based on the office or position you hold, the certification of training required under Section 112.3142, F.S., is not applicable to you for this form year.

E-FILED SAMPLE

**Signature of Filer**

Digitally signed:

**Filed with COE:**

**E-FILING SAMPLE**

# 2023 Form 1 Instructions Statement of Financial Interests

## Notice

The annual Statement of Financial Interest is due July 1, 2024. If the annual form is not submitted via the electronic filing system created and maintained by the Commission September 3, 2024, an automatic fine of \$25 for each day late will be imposed, up to a maximum penalty of \$1,500. Failure to file also can result in removal from public office or employment. [s. 112.3145, F.S.]

In addition, failure to make any required disclosure constitutes grounds for and may be punished by one or more of the following: disqualification from being on the ballot, impeachment, removal or suspension from office or employment, demotion, reduction in salary, reprimand, or a civil penalty not exceeding \$10,000. [s. 112.317, F.S.]

## When To File:

**Initially**, each local officer/employee, state officer, and specified state employee must file **within 30 days** of the date of his or her appointment or of the beginning of employment. Appointees who must be confirmed by the Senate must file prior to confirmation, even if that is less than 30 days from the date of their appointment.

**Candidates** must file at the same time they file their qualifying papers.

**Thereafter**, file by July 1 following each calendar year in which they hold their positions.

**Finally**, file a final disclosure form (Form 1F) within 60 days of leaving office or employment. Filing a CE Form 1F (Final Statement of Financial Interests) does not relieve the filer of filing a CE Form 1 if the filer was in his or her position on December 31, 2023.

## Who Must File Form 1

1. Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.
2. Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding those required to file full disclosure on Form 6 as well as members of solely advisory bodies, but including judicial nominating commission members; Directors of Enterprise Florida, Scripps Florida Funding Corporation, and Career Source Florida; and members of the Council on the Social Status of Black Men and Boys; the Executive Director, Governors, and senior managers of Citizens Property Insurance Corporation; Governors and senior managers of Florida Workers' Compensation Joint Underwriting Association; board members of the Northeast Fla. Regional Transportation Commission; board members of Triumph Gulf Coast, Inc; board members of Florida Is For Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.
3. The Commissioner of Education, members of the State Board of Education, the Board of Governors, the local Boards of Trustees and Presidents of state universities, and the Florida Prepaid College Board.
4. Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file Form 6.
5. Appointed members of the following boards, councils, commissions, authorities, or other bodies of county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; community college or junior college district boards of trustees; boards having the power to enforce local code provisions; boards of adjustment; community redevelopment agencies; planning or zoning boards having the power to recommend, create, or modify land planning or zoning within a political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, and except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; pension or retirement boards empowered to invest pension or retirement funds or determine entitlement to or amount of pensions or other retirement benefits, and the Pinellas County Construction Licensing Board.
6. Any appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.
7. Persons holding any of these positions in local government: county or city manager; chief administrative employee or finance director of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$35,000 for the local governmental unit.

8. Officers and employees of entities serving as chief administrative officer of a political subdivision.
9. Members of governing boards of charter schools operated by a city or other public entity.
10. Employees in the office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.
11. The following positions in each state department, commission, board, or council: Secretary, Assistant or Deputy Secretary, Executive Director, Assistant or Deputy Executive Director, and anyone having the power normally conferred upon such persons, regardless of title.
12. The following positions in each state department or division: Director, Assistant or Deputy Director, Bureau Chief, and any person having the power normally conferred upon such persons, regardless of title.
13. Assistant State Attorneys, Assistant Public Defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel, Public Counsel, full-time state employees serving as counsel or assistant counsel to a state agency, administrative law judges, and hearing officers.
14. The Superintendent or Director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.
15. State agency Business Managers, Finance and Accounting Directors, Personnel Officers, Grant Coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$35,000.
16. The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.
17. Each member of the governing body of a "large-hub commercial service airport," as defined in Section 112.3144(1)(c), Florida Statutes, except for members required to comply with the financial disclosure requirements of s. 8, Article II of the State Constitution.

**ATTACHMENTS:** A filer may include and submit attachments or other supporting documentation when filing disclosure.

**PUBLIC RECORD:** The disclosure form is a public record and is required by law to be posted to the Commission's website. Your Social Security number, bank account, debit, charge, and credit card numbers, mortgage or brokerage account numbers, personal identification numbers, or taxpayer identification numbers are not required and should not be included. If such information is included in the filing, it may be made available for public inspection and copying unless redaction is required by the filer, without any liability to the Commission. If you are an active or former officer or employee listed in Section 119.071, F.S., whose home address or other information is exempt from disclosure, the Commission will maintain that confidentiality *if you submit a written and notarized request.*

**QUESTIONS** about this form or the ethics laws may be addressed to the Commission on Ethics, Post Office Drawer 15709, Tallahassee, Florida 32317-5709; physical address: 325 John Knox Road, Building E, Suite 200, Tallahassee, FL 32303; telephone (850) 488-7864.

## Instructions for Completing Form 1

### Primary Sources of Income

[Required by s. 112.3145(3)(b)1, F.S.]

This section is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose any public salary or public position(s). The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded \$2,500 of gross income received by you in your own name or by any other person for your use or benefit.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony if considered gross income under federal law, but not child support.

Examples:

- If you were employed by a company that manufactures computers and received more than \$2,500, list the name of the company, its address, and its principal business activity (computer manufacturing).
- If you were a partner in a law firm and your distributive share of partnership gross income exceeded \$2,500, list the name of the firm, its address, and its principal business activity (practice of law).
- If you were the sole proprietor of a retail gift business and your gross income from the business exceeded \$2,500, list the name of the business, its address, and its principal business activity (retail gift sales).
- If you received income from investments in stocks and bonds, list each individual company from which you derived more than \$2,500. Do not aggregate all of your investment income.



- If more than \$2,500 of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.
- If more than \$2,500 of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

## Secondary Sources of Income

[Required by s. 112.3145(3)(b)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported in "Primary Sources of Income," if it meets the reporting threshold. You will not have anything to report unless, during the disclosure period:

1. You owned (either directly or indirectly in the form of an equitable or beneficial interest) more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); **and**,
2. You received more than \$5,000 of your gross income during the disclosure period from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.

Examples:

- You are the sole proprietor of a dry cleaning business, from which you received more than \$5,000. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).
- You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the above thresholds. List each tenant of the mall that provided more than 10% of the partnership's gross income and the tenant's address and principal business activity.

## Real Property

[Required by s. 112.3145(3)(b)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. You are not required to list your residences. You should list any vacation homes if you derive income from them.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more accurate fair market value.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

## Intangible Personal Property

[Required by s. 112.3145(3)(b)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than \$10,000 and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you (including, but not limited to, loans made as a candidate to your own campaign), Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts in which you have an ownership interest. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CDs and savings accounts with the same bank. Property owned as tenants by the entirety or as joint tenants with right of survivorship, including bank accounts owned in such a manner, should be valued at 100%. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number found on the lease document).

## Liabilities

[Required by s. 112.3145(3)(b)4, F.S.]

List the name and address of each creditor to whom you owed more than \$10,000 at any time during the disclosure period. The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. You are not required to list the amount of any debt. You do not have to disclose credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and are jointly liable or jointly and severally liable, then it is not a contingent liability.

### **Interests in Specified Businesses**

[Required by s. 112.3145(7), F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies, utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

Disclose in this part the fact that you owned during the disclosure period an interest in, or held any of certain positions with the types of businesses listed above. You must make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

### **Training Certification**

[Required by s. 112.3142, F.S.]

If you are a Constitutional or elected municipal officer appointed school superintendent, a commissioner of a community redevelopment agency created under Part III, Chapter 163, or an elected local officers of independent special districts, including any person appointed to fill a vacancy on an elected special district board, whose service began on or before March 31 of the year for which you are filing, you are required to complete four hours of ethics training which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the public records and open meetings laws of the state. You are required to certify on this form that you have taken such training.

**CREEKSIDE AT TWIN CREEKS**  
**COMMUNITY DEVELOPMENT DISTRICT**

**CONSENT**  
**AGENDA**

**CREEKSIDE AT TWIN CREEKS**  
**COMMUNITY DEVELOPMENT DISTRICT**

**UNAUDITED**  
**FINANCIAL**  
**STATEMENTS**

**CREEKSIDE AT TWIN CREEKS  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
MARCH 31, 2024**

**CREEKSIDE AT TWIN CREEKS  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
MARCH 31, 2024**

	General Fund	Debt Service Fund	Capital Projects Fund	Total Governmental Funds
<b>ASSETS</b>				
Cash	\$ 285,642	\$ -	\$ -	\$ 285,642
Investments				
Reserve 2016 A-1	-	218,331	-	218,331
Reserve 2016 A-3	-	290,516	-	290,516
Revenue 2016 A-1	-	476,105	-	476,105
Revenue 2016 A-3	-	296,163	-	296,163
Interest 2016 A-1	-	424	-	424
Interest 2016 A-3	-	313	-	313
Prepayment 2016 A-1	-	4,188	-	4,188
Prepayment 2016 A-2	-	20,788	-	20,788
Principal 2016A-1	-	353	-	353
Principal 2016A-3	-	215	-	215
Construction 2015 BAN	-	-	4,602	4,602
Construction 2016 A-1	-	-	9,390	9,390
Construction 2016 A-2	-	-	3,331	3,331
Construction 2016 A-3	-	-	14,678	14,678
Due from Twin Creeks Ventures	7,829	-	-	7,829
Due from LGI Homes	5,973	-	-	5,973
Due from general fund	-	3,865	-	3,865
Interest receivable	-	5,594	141	5,735
Total assets	<u>\$ 299,444</u>	<u>\$ 1,316,855</u>	<u>\$ 32,142</u>	<u>\$ 1,648,441</u>
<b>LIABILITIES AND FUND BALANCES</b>				
Liabilities:				
Due to Twin Creeks Ventures	-	19,319	-	19,319
Due to Lennar Homes	467	2,156	-	2,623
Due to debt service fund 2016 A-1	2,268	-	-	2,268
Due to debt service fund 2016 A-3	1,596	-	-	1,596
Developer advance	2,500	-	-	2,500
Total liabilities	<u>6,831</u>	<u>21,475</u>	<u>-</u>	<u>28,306</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Deferred receipts	13,802	5,594	141	19,537
Total deferred inflows of resources	<u>13,802</u>	<u>5,594</u>	<u>141</u>	<u>19,537</u>
Fund balances:				
Restricted for:				
Debt service	-	1,289,786	-	1,289,786
Capital projects	-	-	32,001	32,001
Unassigned	278,811	-	-	278,811
Total fund balances	<u>278,811</u>	<u>1,289,786</u>	<u>32,001</u>	<u>1,600,598</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 299,444</u>	<u>\$ 1,316,855</u>	<u>\$ 32,142</u>	<u>\$ 1,648,441</u>

**CREEKSIDE AT TWIN CREEKS  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUND  
FOR THE PERIOD ENDED MARCH 31, 2024**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUES</b>				
Assessment levy: on-roll - net	\$ 879	\$ 153,717	\$ 155,121	99%
Total revenues	<u>879</u>	<u>153,717</u>	<u>155,121</u>	99%
<b>EXPENDITURES</b>				
<b>Professional &amp; administrative</b>				
Supervisors	-	1,292	6,459	20%
Management/accounting/recording	4,120	24,720	49,440	50%
Legal	356	937	10,000	9%
Engineering	1,887	1,887	5,000	38%
Audit	-	-	3,900	0%
Arbitrage rebate calculation	-	1,000	1,000	100%
Dissemination agent	83	500	1,000	50%
Trustee	-	7,000	10,500	67%
Telephone	17	100	200	50%
Postage	8	105	500	21%
Printing & binding	42	250	500	50%
Legal advertising	-	273	1,200	23%
Annual special district fee	-	175	175	100%
Insurance	-	10,162	10,750	95%
Contingencies/bank charges	11	11	750	1%
Website	-	705	705	100%
ADA website compliance	-	-	210	0%
Total professional & administrative	<u>6,524</u>	<u>49,117</u>	<u>102,289</u>	48%
<b>Field operations</b>				
Landscape maintenance	1,306	7,206	16,000	45%
Lake bank maintenance	-	-	20,000	0%
Wetland maintenance	-	-	12,500	0%
General maintenance	-	326	-	N/A
Total field operations	<u>1,306</u>	<u>7,532</u>	<u>48,500</u>	16%
<b>Other fees &amp; charges</b>				
Tax collector	-	3,049	3,232	94%
Total other fees & charges	<u>-</u>	<u>3,049</u>	<u>3,232</u>	94%
Total expenditures	<u>7,830</u>	<u>59,698</u>	<u>154,021</u>	39%
Excess/(deficiency) of revenues over/(under) expenditures	(6,951)	94,019	1,100	
Fund balances - beginning	285,762	184,792	159,274	
Fund balances - ending	<u>\$278,811</u>	<u>\$ 278,811</u>	<u>\$160,374</u>	

**CREEKSIDE AT TWIN CREEKS  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
DEBT SERVICE FUND SERIES 2015 BANS & 2016 BONDS  
FOR THE PERIOD ENDED MARCH 31, 2024**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUES</b>				
Assessment levy: on-roll	\$ 3,865	\$ 676,063	\$ 680,551	99%
Interest - 2016 A-1	1,885	8,670	-	N/A
Interest - 2016 A-2	86	447	-	N/A
Interest - 2016 A-3	1,718	8,110	-	N/A
Total revenues	<u>7,554</u>	<u>693,290</u>	<u>680,551</u>	102%
<b>EXPENDITURES</b>				
Principal - 2016A-1	-	115,000	115,000	100%
Principal - 2016A-3	-	70,000	70,000	100%
Interest - 2016A-1	-	137,548	272,437	50%
Interest - 2016A-3	-	101,525	201,213	50%
Total expenditures	<u>-</u>	<u>424,073</u>	<u>658,650</u>	64%
<b>Other fees and charges</b>				
Tax collector	-	13,410	14,178	95%
Total other fees and charges	<u>-</u>	<u>13,410</u>	<u>14,178</u>	95%
Total expenditures	<u>-</u>	<u>437,483</u>	<u>672,828</u>	65%
Excess/(deficiency) of revenues over/(under) expenditures	7,554	255,807	7,723	
Fund balance - beginning	<u>1,282,232</u>	<u>1,033,979</u>	<u>1,013,337</u>	
Fund balance - ending	<u><u>\$ 1,289,786</u></u>	<u><u>\$ 1,289,786</u></u>	<u><u>\$ 1,021,060</u></u>	



**CREEKSIDE AT TWIN CREEKS  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
CAPITAL PROJECTS FUND SERIES 2015 BANS & 2016 BONDS  
FOR THE PERIOD ENDED MARCH 31, 2024**

	<u>Current Month</u>	<u>Year To Date</u>
<b>REVENUES</b>		
Interest 2015 BAN	\$ 19	\$ 99
Interest - 2016 A-1	39	202
Interest - 2016 A-2	14	72
Interest - 2016 A-3	60	315
Total revenues	<u>132</u>	<u>688</u>
<b>EXPENDITURES</b>	-	-
Total expenditures	<u>-</u>	<u>-</u>
Excess/(deficiency) of revenues over/(under) expenditures	132	688
Fund balances - beginning	31,869	31,313
Fund balances - ending	<u>\$ 32,001</u>	<u>\$ 32,001</u>

**CREEKSIDE AT TWIN CREEKS**  
**COMMUNITY DEVELOPMENT DISTRICT**

**MINUTES**

**DRAFT**

**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 November 1, 2023 at 12:15 p.m., at the Beachwalk Clubhouse, 100 Beachwalk Club Drive, St. Johns, Florida 32259.

**Present were:**

John Kinsey (via telephone)	Chair
Bryan Kinsey	Vice Chair
Jared Bouskila (via telephone)	Assistant Secretary
James Hagan	Assistant Secretary
Andrew Sturm	Assistant Secretary

**Also present:**

Daniel Rom	District Manager
Mark Watts (via telephone)	District Counsel
Neil Brockmeier	District Engineer

**Residents present:**

Joe Wisnewsky	David Goldberger	Chris Bretton
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**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Rom called the meeting to order at 12:18 p.m. Supervisors Bryan Kinsey, Sturm and Hagan were present. Supervisors John Kinsey and Bouskila attended via telephone.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Discussion Items**

**A. District Engineer Field Visit of Resident Erosion Control**

40 Mr. Rom stated the District Engineer was authorized to perform field visits to areas for  
41 which residents expressed concern at the last meeting.

42 Mr. Brockmeier discussed the following:

43 ➤ 432 Sweet Oak Way: The resident stated a drainage issue on a natural slope between  
44 the homes caused a crevasse and downhill flow of water when raining. A fence was installed  
45 within the drainage easement between the lots and it seems that some undermining holes are  
46 occurring in the pond slope, per the pictures the residents provided. The failures are  
47 undetermined; it is suspected that there is an issue with the drainage pipe located in the  
48 easement. Further investigation of the pipe is requested to determine if the pipe needs to be  
49 replaced or repaired to resolve issues of erosion on the bank. The drainage pipe was initially  
50 installed by the Developer but it is now CDD infrastructure that needs to be reviewed,  
51 inspected and maintained by the CDD. Visual inspection from inside the pipe can help  
52 determine if there is a failure at the joint, a puncture needing repair, etc. No other issues would  
53 create such holes in the dirt; excavation might be needed to determine if a pipe is broken. The  
54 CDD needs to investigate the damage and determine the cause of the failure; it will be up to the  
55 CDD to assign responsibility. The inspection would cost approximately \$2,000.

56 Staff was directed to work with the Vice Chair to have the inspection performed before  
57 the next meeting.

58 ➤ 269 and 245 Silver Reef Lane: The residents expressed concern about erosion issues at  
59 the rear of the lots. The builder installed sub-surface drainage between the lots that discharges  
60 to the lake; the lake appears to be eroding on the banks. It is unknown if the erosion is due to a  
61 lack of irrigation, rainfall events, the discharge from the pipe collection system, etc. The  
62 recommendation is for the drainage discharge pipe to be continued by the homeowner to  
63 underneath the water table on the lake to eliminate erosion issues on the slope.

64 Discussion ensued regarding installation of the discharge pipe by the builder and  
65 resulting erosion issues and the recommendation for the homeowner to ask the builder to  
66 resolve the issue.

67 Mr. Rom will provide a copy of documentation for the homeowners to share with  
68 Lennar.

69 Mr. Brockmeier stated the issue is on private property and, while the builder technically  
70 should not have connected to CDD pipes, it was the best solution due to grading issues.

71 Mr. Rom stated he will send a letter to Lennar in support of the homeowners' efforts.

72 ➤ 590 Broomsedge Circle: Pond bank erosion noted on the windward side of the pond has  
73 occurred. Such erosion is typical on the windward side of the pond. A proposal was requested  
74 and, depending on the cost, the repair can possibly be expedited.

75 ➤ 284 Silver Reef: The area was inspected following a resident complaint. The structure is  
76 not a drain; rather, it is an outfall structure, which typically contains standing water. During wet  
77 season, water will always be flowing. The structure will be investigated further to ensure it is  
78 not collecting debris and is functioning properly.

79 ➤ 79 Fellbrook Drive: This and several neighboring properties have standing water.

80 Discussion ensued regarding drainage issues due to the landscape berm area.

81 Mr. Brockmeier stated the lots should be graded to drain toward the road. The areas  
82 will be inspected and plats examined for reference.

### 83 **B. Berm Flooding Remediation Behind Silver Sage**

84 Mr. Rom stated he contacted the resident who attended the previous meeting but  
85 received no response, so there is no update.

### 86 **C. Miscellaneous Matters**

87 A resident asked about golf cart access and signage on CDD roadways.

88 A Board Member stated the community was not originally set up as a golf cart  
89 community to provide for roadway access. At this point, the County Engineer must be involved  
90 in the process for public and private roads and traffic control and traffic evaluations must be  
91 taken into consideration. Upon approval of the County Engineer, signage must be addressed.

92 Mr. Brockmeier stated that process should wait until roadway repairs are completed.

93 Regarding the lake facility, Mr. Bryan Kinsey stated the Developer has been working  
94 with the County about the building of four lighted soccer fields in the open flat area. The  
95 Developer is negotiating with the County regarding certain items the County wants to add that  
96 are not in the original approved plans and that would cost a significant amount. A resolution on  
97 that issue is nearly complete; however, the recreational lake facility will depend upon changes

98 to be determined. The road agreement should be complete within 30 to 45 days. The park  
99 should be resolved in the first quarter.

100 Discussion ensued regarding the locations of the access roads.

101 Mr. John Kinsey stated the CR-210 approval will be included on the Commission Agenda  
102 the first week of December. The same proposal was made to the County in May and they did  
103 not begin taking action until September. Once approved, work on the park can begin.

104 Discussion ensued regarding roadway ownership, landscape maintenance and the CDD-  
105 HOA Maintenance Agreement.

106 Mr. John Kinsey stated the recreational lake has its own Association; assessments have  
107 not been levied yet.

108 Discussion ensued regarding quotes to be obtained for the areas discussed.

109 A resident asked how to report a house with CDD wooded areas on two sides that has  
110 some dead trees. Mr. Rom stated they can email him the address and pictures of the areas in  
111 question. He stated the area is managed by the St. Johns River Water Management District  
112 (SJRWMD); the photos will be reviewed and, if necessary the area will be inspected and the  
113 next steps will be determined.

114

115 **FOURTH ORDER OF BUSINESS**

**Consent Agenda Items**

116

117 **A. Acceptance of Unaudited Financial Statements as of September 30, 2023**

118 Mr. Rom stated, with regard to questions raised about the “Due from Twin Creeks  
119 Ventures” and the “Due from LGI Homes” line items, the Finance Department confirmed that  
120 no monies are due. Credit memos will be prepared accordingly to remove the entries.

121 **B. Approval of August 22, 2023 Public Hearing and Regular Meeting Minutes**

122

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

123

124

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127

128 **FIFTH ORDER OF BUSINESS**

**Staff Reports**

129

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

131 Mr. Rom stated the question was raised as to whether the CDD can accept donations of  
132 items such as “Children at Play” signage. Mr. Watts will research the question.

133 **B. District Engineer: Prosser, Inc.**

134 There was no report.

135 **C. Field Operations Liaison**

136 Mr. Rom stated there is no Field Operations Liaison.

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

- 138 • **NEXT MEETING DATE: November 28, 2023 at 12:15 PM.**

- 139 ○ **QUORUM CHECK**

140 The next meeting will be held on November 28, 2023, unless canceled.

141

142 **SIXTH ORDER OF BUSINESS**

**Board Members’ Comments/Requests**

143

144 There were no Board Members’ comments or requests.

145

146 **SEVENTH ORDER OF BUSINESS**

**Public Comments**

147

148 A resident discussed erosion concerns. Mr. Rom stated the latest direction from the  
149 Board was to send the feedback on CDD letterhead to Lennar.

150 A Board Member stated he will contact Lennar to help reach a speedy resolution.

151 A resident discussed irrigation concerns. A Board Member asked him to email the  
152 information to Mr. Rom.

153

154 **EIGHTH ORDER OF BUSINESS**

**Adjournment**

155

156

157 **On MOTION by Mr. Bryan Kinsey and seconded by Mr. Hagan, with all in favor,**  
158 **the meeting adjourned at 1:08 p.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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164  
165  
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Secretary/Assistant Secretary

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Chair/Vice Chair



**CREEKSIDE AT TWIN CREEKS**  
**COMMUNITY DEVELOPMENT DISTRICT**

**STAFF**  
**REPORTS**

## CREEKSIDE AT TWIN CREEKS COMMUNITY DEVELOPMENT DISTRICT

### BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE

#### LOCATION

*Beachwalk Clubhouse, 100 Beachwalk Club Dr, St Johns, Florida 32259*

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 24, 2023 <b>CANCELED</b>	Regular Meeting	12:15 PM
November 1, 2023	Regular Meeting	12:15 PM
November 28, 2023 <b>CANCELED</b> <b>NO QUORUM</b>	Regular Meeting	12:15 PM
January 23, 2024 <b>CANCELED</b> <b>NO QUORUM</b>	Regular Meeting	12:15 PM
March 26, 2024 <b>CANCELED</b> <b>NO QUORUM</b>	Regular Meeting	12:15 PM
April 23, 2024	Regular Meeting	12:15 PM
May 28, 2024	Regular Meeting	12:15 PM
July 23, 2024	Regular Meeting	12:15 PM
August 27, 2024	Regular Meeting	12:15 PM
September 24, 2024	Regular Meeting	12:15 PM