

**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 April 22, 2025 at 12:15 p.m., at the Beachwalk Clubhouse, 100 Beachwalk Club Drive, St. Johns, Florida 32259.

Present:

Joseph Wisniewski
Bryan Kinsey
Todd Friedman

Vice Chair
Assistant Secretary
Assistant Secretary

Also present:

Kristen Thomas
Mark Watts
Neal Brockmeier
Several members of the public

District Manager
District Counsel
District Engineer

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Thomas called the meeting to order at 12:26 p.m. Supervisors Wisniewski, Kinsey and Friedman were present. Supervisor Sturm was absent. One seat was vacant.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Consider Appointment of Qualified Elector,
Linda Devito to Fill Unexpired Term of Seat
1; *Term Expires November 2028***

Mr. Friedman nominated Ms. Linda Devito to fill Seat 1. No other nominations were made.

<p>On MOTION by Mr. Friedman and seconded by Mr. Kinsey, with all in favor, the appointment of Linda Devito to Seat 1, was approved.</p>

- **Administration of Oath of Office to Todd Friedman (the following to be provided in a separate package)**

Ms. Thomas stated that, as Ms. Devito is not present, she will be sworn in at the next meeting.

A. Required Ethics Training and Disclosure Filing

- **Sample Form 1 2023/Instructions**

B. Membership, Obligations and Responsibilities

C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees

D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers

FOURTH ORDER OF BUSINESS

**Consideration of Resolution 2025-02,
Electing and Removing Officers of the
District and Providing for an Effective Date**

This item was deferred.

FIFTH ORDER OF BUSINESS

**Discussion / Consideration / Updates /
Ratification / Miscellaneous Items**

**A. Discussion/Consideration: HOA Architectural Change Request Approval - 52 Deer Trail
(Lake Bank Damage)**

Ms. Thomas stated Staff spoke with the District Engineer regarding the homeowner with significant lake bank damage behind their home. The homeowner subsequently submitted an Architectural Review Committee (ARC) request to fill the area in with grass and dirt.

Mr. Brockmeier stated he inspected the area around the property and it appears to be an ongoing issue caused by discharge from a downspout or a foundation drainage around the pool or around the building.

Ms. Thomas stated the Board could approve the homeowner's request to make the changes, repair the side area and, once the work has been completed, the CDD can have the District Engineer certify its completion.

Ms. Thomas and Mr. Brockmeier responded to questions regarding whether the South Florida Water Management District (SFWMD) was notified of the project, updating the ARC approval process and whether there are any details about the work that will be performed.

On MOTION by Mr. Wisniewski and seconded by Mr. Friedman, with all in favor, the HOA Architectural Change Request for 52 Deer Trail to repair lake bank damage, authorizing Staff to go back to the HOA to approve the form for the resident and to inform the resident that they are to notify CDD Staff that the work was completed so the District Engineer can could certify completion, was approved.

B. Discussion/Consideration: 50 Tree Frog Way (Damage to Roadway)

Ms. Thomas reviewed photographs of the roadway damage caused by oil and hydraulic fluid from commercial vehicles parking on the street. She stated the HOA has fined the homeowner several times but the matter is still unresolved. The reason the HOA is having difficulty is because the perpetrator does not own the home. Staff discussed this item with the HOA, the HOA's Attorney and Joanna and it was agreed that the best option is for the CDD to make the repairs and assess the homeowner for the cost through the Truth In Millage (TRIM) notice.

Mr. Watts stated the CDD is responsible for maintenance and has more ways than the HOA to resolve the matter, particularly as it relates to CDD facilities. In this instance, he thinks the Board should approve having the road repaired, which will require replacing a section of asphalt, and then levying the cost against the property owner. It would be a supplemental special assessment just for that parcel owner. Cost estimates will be obtained and presented at the next meeting. Ms. Thomas stated the CDD has a sufficient fund balance to pay the expense and she will track the expense through an unbudgeted line item.

Discussion ensued regarding the damage to the pavement, potential environmental issues, the HOA, establishing a towing policy, rulemaking and enforcement.

On MOTION by Mr. Friedman and seconded by Mr. Kinsey, with all in favor, authorizing Staff to obtain road repair estimates for 50 Tree Frog Way and present them to the Board, was approved.

▪ **Discussion/Consideration: Towing**

This item, previously Item 5F was presented out of order.

I. Resolution 2025-03, Setting a Public Hearing to Adopt Rules Relating to Parking Enforcement; and Providing for Severability and an Effective Date

Ms. Thomas presented Resolution 2025-03.

On MOTION by Mr. Friedman and seconded by Mr. Wisniewski, with all in favor, Resolution 2025-03, Setting a Public Hearing on August 26, 2025 at 12:15 p.m., at the Beachwalk Clubhouse, 100 Beachwalk Club Drive, St. Johns, Florida 32259, to Adopt Rules Relating to Parking Enforcement; and Providing for Severability and an Effective Date, was adopted.

C. Update: Three-Way Stop Sign at Heron Oaks and Silver Sage

Ms. Thomas stated this item is being led by the Chair who is not present today. She contacted Mr. Watts to inquire about the CDD going after Beacon Lakes, per Mr. Sturm's direction at the last meeting. Mr. Watts stated, from the standpoint of pursuing anybody, he thinks there might be a process of cooperation with regard to modification.

Asked about the County's permitting process, Mr. Brockmeier stated the road is currently codified as a minor collector road, instead of a local road. There are no lots that face the roadway and it is intended for high-traffic use. The road right-of-way (ROW) is owned by the CDD and the current improvements in the DRI were for a connection to allow for the development of a spine road, which was sold to a different community and different Developer. Regardless of the three-way stop, which could be reviewed and analyzed, the installation of additional stop sign will be dependent on the number of units and/or vehicles that will be utilizing that intersection.

Discussion ensued regarding a traffic study, pedestrian traffic, speed tables, keeping schoolchildren safe and if an additional stop sign is necessary in that intersection.

Ms. Thomas will confer with a Beacon Lakes representative and investigate safety matters with school pick-ups at the intersection and report her findings at the next meeting.

D. Discussion: Creekside at Twin Creeks Homeowners' Association Inc., Agreement for Infrastructure Management and Maintenance Services

Ms. Thomas presented the O&M Maintenance Agreement and stated Mr. Sturm asked for the inclusion of this item because he did not understand the CDD's responsibility. The Agreement mainly pertains to the roadway and, essentially, the HOA is responsible for maintaining the infrastructure. Ms. Thomas voiced her opinion that the CDD has to do a better job having the HOA partner with them.

Discussion ensued regarding the Maintenance Agreement, the CDD's obligation to facilitate major expenses, creating a sinking fund, non-spine roadways, infrastructure inspections and the need for regular communication with the HOA.

E. Discussion: AIA Contracts

I. United Land Services Contract

Ms. Thomas recalled discussions at the last meeting regarding the United Land services work in the front of the entryways.

Mr. Brockmeier stated Staff obtained contracts from United Landscape and from Florida East Coast Construction to evaluate the status of the work. Staff reviewed the status on a few different occasions. He discussed his findings, including drainage issues from signage tracts, improperly graded lots, and a subsequent plan to install inlets and swale to direct flow to an existing drainage inlet located on Twin Creeks Drive. United Landscape took on the contract and made the improvements. However, the completed improvements were not per the contract. The system is operating in its intent, which is to drain water away from some of the lots but there may be future issues that need to be resolved. Mr. Brockmeier thinks the improvements are partially complete and the drainage swales cut in, in a way that any potential standing water has a way to drain. The recommendation is that the contract is not complete but the CDD will forgive the other contract value if the contractor completes the value of the improvements by cutting into the drainage spot.

Discussion ensued regarding Staff's recommendation, the grading, swale, berm drainage and the retaining wall.

a. East Entry [Invoice 121363, \$22,250]

On MOTION by Mr. Friedman and seconded by Mr. Kinsey, with all in favor, United Land Services Contract East Entry Invoice #121363, in the amount of \$22,250, subject to Staff meeting to ensure completion happened per contract, was approved.

b. West Entry [Work Order Summary Contract No. 149804, \$250]

On MOTION by Mr. Kinsey and seconded by Mr. Friedman, with all in favor, United Land Services Contract West Entry Work Order Summary Contract No. 149804, in the amount of \$250, was approved.

- **Additional Scope of Work \$250**

F. Discussion/Consideration: Towing

This item was addressed following Item 5B.

G. Miscellaneous Matters

Ms. Thomas stated the Board must ratify two motions from the previous meeting, as there was not a quorum.

On MOTION by Mr. Wisniewski and seconded by Mr. Friedman, with all in favor, the motion to accept the resignation of Mr. James Hagan and the motion to approve the appointment of Mr. Friedman to the Board, were ratified.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2025-04,
Approving the Florida Statewide Mutual
Aid Agreement; Providing for Severability;
and Providing for an Effective Date**

Ms. Thomas presented Resolution 2025-04 and read the title.

On MOTION by Mr. Wisniewski and seconded by Mr. Friedman, with all in favor, Resolution 2025-04, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Consent Agenda Items

- A. Acceptance of Unaudited Financial Statements as of March 31, 2025**
- B. Approval of February 4, 2025 Regular Meeting Minutes**

On MOTION by Mr. Friedman and seconded by Mr. Wisniewski, with all in favor, the Unaudited Financial Statements as of March 31, 2025 and the February 4, 2025 Regular Meeting Minutes , as presented, were accepted and approved, respectively.

EIGHTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel: Cobb Cole**
- B. District Engineer: Prosser, Inc.**

There were no District Counsel or District Engineer reports.

- C. District Manager: Wrathell, Hunt and Associates, LLC**

- **NEXT MEETING DATE: May 20, 2025 at 12:00 PM [Presentation of FY2026**
 - **QUORUM CHECK**

All Supervisors present confirmed their attendance at the May 20, 2025 meeting.

NINTH ORDER OF BUSINESS

Board Members' Comments/Requests

A Board Member stated a neighbor, who is a firefighter, noted that reflectors were not installed next to the hydrants after the recent roadway work. Mr. Brockmeier stated the asphalt needs a curing period before installation of reflectors. Ms. Thomas will send a follow-up email to Mr. Brockmeier to have reflectors installed following the final lift of asphalt, once the asphalt has cured.

TENTH ORDER OF BUSINESS

Public Comments

Mr. Brockmeier and Ms. Thomas responded to questions regarding requirements to install a tree between the sidewalk and the CDD's ROW and a request for original irrigation maps from Sunstate Irrigation.

A resident discussed pre-existing issues that they believe need to be addressed, such as Creekside irrigation repair costs, replacement of decoders and line-surge protectors in the system, a downed controller in the front of the CDD, the Silver Reef pond that was landscaped with no irrigation connection, recent roadway work, French drain installations, turf renovations and leftover concrete in the grass area that needs to be removed.

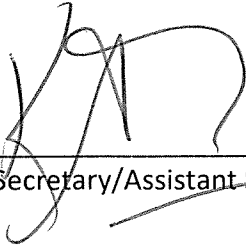
Ms. Thomas will follow up on the items noted.

ELEVENTH ORDER OF BUSINESS


Adjournment

On MOTION by Mr. Wisniewski and seconded by Mr. Kinsey, with all in favor, the meeting adjourned at 1:31 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair