

**MINUTES OF MEETING  
TWIN CREEKS NORTH  
COMMUNITY DEVELOPMENT DISTRICT**

A Special Meeting of the Board of Supervisors of the Twin Creeks North Community Development District was held on Thursday, May 18, 2017 at 11:30 a.m., at the offices of Rogers Towers, P.A., located at 100 Whetstone Place, Suite 200, St. Augustine, Florida 32086.

**Present at the meeting were:**

John Kinsey	Chair
Robert Furlong	Vice Chair
Bryan Kinsey	Assistant Secretary
Jared Bouskila ( <i>via telephone</i> )	Assistant Secretary

**Also present were:**

Craig Wrathell	District Manager
Cindy Cerbone	Wrathell, Hunt and Associates, LLC
Neil Brockmeier	District Engineer
Mike Pawelczyk ( <i>via telephone</i> )	District Counsel

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Wrathell called the meeting to order at 12:00 p.m. Supervisors John Kinsey, Robert Furlong and Bryan Kinsey were present, in person. Supervisor Jared Bouskila was attending via telephone. Supervisor Cora DiFiore was not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There being no public comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Acceptance of Resignation of Board Member; Consider Appointment to Vacant Seat**

Mr. Wrathell presented Ms. Cora DiFiore's resignation, dated May 17, 2017.

**On MOTION by Mr. John Kinsey and seconded by Mr. Furlong, with all in favor, the resignation of Ms. Cora DiFiore, dated May 17, 2017, was accepted.**

Mr. John Kinsey nominated Mr. Scott Keiling to fill Seat 4; term expires November, 2018. 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. Scott Keiling to Seat 4; term expires November, 2018, was adopted.**

- **Administration of Oath of Office** (*the following to be provided in a separate package for newly elected Board Members*)

Mr. Wrathell stated that, since Mr. Keiling was not present, the Oath of Office would be administered to Mr. Keiling at the next meeting. The following documentation would be mailed to Mr. Keiling:

- A. **Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. **Membership, Obligations and Responsibilities**
- C. **Financial Disclosure Forms**
  - i. **Form 1: Statement of Financial Interests**
  - ii. **Form 1X: Amendment to Form 1, Statement of Financial Interests**
  - iii. **Form 1F: Final Statement of Financial Interests**
- D. **Form 8B: Memorandum of Voting Conflict**

- **Consideration of Resolution 2017-7 Electing Officers**

Mr. Wrathell presented Resolution 2017-7. Mr. Kinsey nominated Mr. Jeff Pinder, as Assistant Treasurer. No other nominations were made. Mr. Pinder, Wrathell, Hunt and Associates, LLC Corporate Controller, would be added to the slate of officers, as Assistant Treasurer. This would enable Mr. Pinder to interact with the bank, on the District's behalf, whenever Mr. Wrathell was unavailable.

Mr. Kinsey nominated Mr. Scott Keiling, as Assistant Secretary. No other nominations were made. The slate of officers remained the same, with the exception of adding Mr. Keiling and Mr. Pinder. The slate of officers was as follows:

Chair	<u>John Kinsey</u>
Vice Chair	<u>Robert Furlong</u>
Secretary	<u>Craig Wrathell</u>
Treasurer	<u>Craig Wrathell</u>
Assistant Treasurer	<u>Jeff Pinder</u>
Assistant Secretary	<u>Scott Keiling</u>
Assistant Secretary	<u>Jared Bouskila</u>
Assistant Secretary	<u>Bryan Kinsey</u>
Assistant Secretary	<u>Howard McGaffney</u>
Assistant Secretary	<u>Cindy Cerbone</u>

**On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, Resolution 2017-7 Electing Officers, as nominated and stated, with the addition of Mr. Pinder, as Assistant Treasurer, and Mr. Keiling, as Assistant Secretary, was adopted.**

**FOURTH ORDER OF BUSINESS**

**Consideration of Supplemental Engineer’s Report No. 2 for Parcel 2 and 3 Subdivision Infrastructure**

Mr. Wrathell presented the Supplemental Engineer’s Report No. 2 for Parcel 2 and 3 Subdivision Infrastructure. The original Engineer’s Report and the supplement were tied to the original bond. As described, on Page 2, the primary purpose of this Supplemental Report was to amend the improvement plan to meet the needs of the District and identify additional neighborhood infrastructure improvements that would serve Parcels 2 and 3. The Board may recall that, when issuing the first series of bonds, the District financed the master infrastructure and a number of subdivisions. Parcels 2 and 3 did not have neighborhood bonds issued but Lennar wanted to work with the District to issue bonds to finance the infrastructure.

**On MOTION by Mr. John Kinsey and seconded by Mr. Furlong, with all in favor, the Supplemental Engineer’s Report No. 2 for Parcel 2 and 3 Subdivision Infrastructure, was approved.**

**FIFTH ORDER OF BUSINESS**

**Consideration of Second Supplemental Methodology Report for Parcel 2 and 3 Subdivision Infrastructure**

Mr. Wrathell presented the Second Supplemental Methodology Report for Parcel 2 and 3 Subdivision Infrastructure, dated, May 11, 2017. Similar to the Supplemental Engineer’s Report, the Second Supplemental Report was developed specifically to provide a supplemental financing plan and supplemental, special assessment methodology for Residential Parcels 2 and 3. Mr. Jon Kessler, of FMS Bonds, Inc. (FMS bonds), believed the closing would be in August. All of the assessment public hearings were completed, under the Master Methodology bonds; therefore, there would be no need for public hearings.

**On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, the Second Supplemental Methodology Report for Parcel 2 and 3 Subdivision Infrastructure, was approved.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-8, Authorizing the Chairman or Vice-Chairman of the Board of Supervisors, Subject to Specified Conditions, to Execute Certain Governmental Applications, Plats, Authorizations, Instruments, and Other Related Documents Associated With Efforts By Property Owners to Plat and Develop Property Within the District; and Providing an Effective Date**

Mr. Wrathell presented Resolution 2017.8.

**On MOTION by Mr. John Kinsey and seconded by Mr. Furlong, with all in favor, Resolution 2017-8, Authorizing the Chairman or Vice-Chairman of the Board of Supervisors, Subject to Specified Conditions, to Execute Certain Governmental Applications, Plats, Authorizations, Instruments, and Other Related Documents Associated With Efforts By Property Owners to Plat and Develop Property Within the District; and Providing an Effective Date, was adopted.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-9, Approving a Proposed Budget for Fiscal Year 2017/2018 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; and Providing an Effective Date**

Mr. Wrathell presented Resolution 2017-9. On Page 1, of the proposed Fiscal Year 2018 budget, a “Field Operations” component was added. The District may want to consider contracting this work, since there is no master association in the CDD. If the District decided to contract with the sub associations, it may impact the budget, slightly. The following changes were made: Page 1, “Legal advertising: Decrease “\$6,000” to “\$2,000”. Page 1, “Mailed notices: Decrease: “\$1,522” to “\$700”. Since the Operations and Maintenance (O&M) components were added, Chapter 197 notices must be mailed to the property owners apprising them of the new O&M assessments and that assessments would increase. The “Trustee” fee was moved to the “Debt Service” fund. When Lennar’s bonds are issued, the Trustee fees would be allocated to their properties and the District will no longer pay for them. On Pages 2 and 3, the “Field Operations” expenditures and definitions would be added.

**On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, Resolution 2017-9, Approving a Proposed Budget for Fiscal Year 2017/2018, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law for August 17, 2017 at 11:30 a.m., at this location; Addressing Transmittal, Posting and Publication Requirements; and Providing an Effective Date, was adopted.**

**EIGHTH ORDER OF BUSINESS**

**Consideration of Beachwalk Boulevard at Twin Creeks North Phase 1 Plat**

Mr. Pawelczyk stated that this was being processed, by the Developer and the District, since the District would likely be a signatory to the plat. The District was a beneficiary of some of the dedication, under the plat. The dedication language was reviewed and he is working with Ms. Zelica Quigley on this and other plats.

**On MOTION by Mr. John Kinsey and seconded by Mr. Furlong, with all in favor, and acceptance of dedications and other provisions of the Beachwalk Boulevard at Twin Creeks North Phase 1 Plat, was approved.**

**NINTH ORDER OF BUSINESS**

**Consideration of Change Orders**

Mr. Wrathell presented the following change orders:

**A. Florida Roads Contracting LLC, Waterfall Way (Boardwalk Blvd)**

- **Change Order #1, \$1,348,662.00**

Mr. Wrathell stated that this was for Jacksonville Electric Authority (JEA). Mr. John or Bryan Kinsey stated that there was an eight-month delay, resulting in extra costs. It was Mr. Kinsey’s understanding from conversations with Mr. Brockmeier, that the required master lift stations and improvements would eliminate the need for two, possibly three, local lift stations during the life of the remaining project.

**B. Florida Roads Contracting LLC, Waterfall Way (Boardwalk Blvd)**

- **Change Order #2, \$271,071.75**

Mr. Kinsey stated that this was related to placing fill within the entry features being constructed by the CDD.

**C. Philips and Jordan, Inc., Twin Creeks North Mass Grading**

- **Change Order #3 (34,755.38)**

Mr. Wrathell stated Change Order #3 was a reduction.

**On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, Change Order #1, from the Florida Roads Contracting LLC, for Waterfall Way (Boardwalk Blvd) in the amount of \$1,348,662.00, Change Order #2, from Florida Roads Contracting LLC, for Waterfall Way (Boardwalk Blvd) in the amount of \$271,071.75, and Change Order #3, from Philips and Jordan, Inc., for Twin Creeks North Mass Grading, for a credit in the amount of (34,755.38), were approved.**

**TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-10, Designating the Authorized Signatories for the District's Operating Bank Account(s)**

Mr. Wrathell presented Resolution 2017-10. The Chair, Vice Chair, Treasurer and Assistant Treasurer would be designated as authorized signatories on the District's operating account and Mr. Wrathell must countersign all checks and warrants.

**On MOTION by Mr. John Kinsey and seconded by Mr. Furlong, with all in favor, Resolution 2017-10, Designating the Authorized Signatories for the District's Operating Bank Account(s), was adopted.**

**ELEVENTH ORDER OF BUSINESS**

**Approval of Unaudited Financial Statements as of March 31, 2017**

Mr. Wrathell presented the Unaudited Financial Statements as of March 31, 2017.

**On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, the Unaudited Financial Statements as of March 31, 2017, were approved.**

**TWELFTH ORDER OF BUSINESS**

**Consideration of February 16, 2017 Special Meeting Minutes**

Mr. Wrathell presented the February 16, 2017 Special Meeting Minutes and asked for any additions, deletions or corrections.

**On MOTION by Mr. John Kinsey and seconded by Mr. Furlong, with all in favor, the February 16, 2017 Special Meeting Minutes, as presented, were approved.**

**THIRTEENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Mr. Pawelczyk reminded the Supervisors to expect Form 1, in the mail, in the next few weeks, and to return it to the Supervisor of Elections by July 1, 2017.

**B. District Engineer**

There being no report, the next item followed.

**D. District Manager**

**i. 0 Registered Voters in District as of April 15, 2017**

Mr. Wrathell reported that there were zero registered voters residing within the boundaries of the District as of April 15, 2017.

**FOURTEENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There being no Board Members' comments or requests, the next item followed.

**FIFTEENTH ORDER OF BUSINESS**

**Public Comments**

There being no public comments, the next item followed.

**SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

There being nothing further 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 12:31 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]





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Secretary/Assistant Secretary



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Chair/Vice Chair