

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

The Board of Supervisors of the Twin Creeks North Community Development District held a Regular Meeting on November 10, 2020, *immediately following the Landowners' Meeting scheduled to commence at 11:45 a.m.*, in the Construction Trailer, 135 Beachwalk Boulevard, St. Johns, Florida 32259.

Present at the meeting were:

John Kinsey	Chair
Jared Bouskila (via Zoom)	Assistant Secretary
Bryan Kinsey	Assistant Secretary
Zenzi Rogers	Assistant Secretary

Also present were:

Howard McGaffney	District Manager
Michael Szymonowicz (via Zoom)	Wrathell Hunt and Associates LLC
Sue Delegal	District Counsel
Neal Brockmeier (via Zoom)	District Engineer
Sherry McNees	Evergreen POA Manager
Steven Jordan	Supervisor-Elect

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. McGaffney called the meeting to order at 12:26 p.m. Supervisors Bryan Kinsey, John Kinsey and Rogers were present in person. Supervisor Bouskila was attending via Zoom.

SECOND ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

THIRD ORDER OF BUSINESS

**Consideration of Patrick Coomer's
Declination of Appointment to SEAT 2**

Mr. McGaffney stated that Mr. Patrick Coomer declined his appointment to Seat 2, which was up for election so Seat 2 was addressed at the Landowners’ Election.

FOURTH ORDER OF BUSINESS

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

Mr. McGaffney asked Mr. Bouskila if a Florida Notary was present at his physical location to notarize his Oath of Office. Mr. Bouskila replied affirmatively. Mr. McGaffney, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Bouskila, Mr. John Kinsey and Mr. Jordan. Mr. McGaffney provided and briefly explained the following items:

- 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**

Ms. Delegal stated texts are included in the public records laws so texts that pertain to District business must be maintained for public records requests. Discussion ensued regarding Form 1 Statement of Financial Interests, conflicts of interest and the Commission on Ethics.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2021-01, Canvassing and Certifying the Results of the Landowners’ Election of Supervisors for the Twin Creeks North Community Development District Held Pursuant to Section 190.006(2), Florida Statutes

Mr. McGaffney recapped the results of the Landowners’ Election, as follows:

Seat 1	Mr. John Kinsey	900 votes	Four-year Term
Seat 2	Mr. Steven Jordan	895 votes	Two-year Term
Seat 5	Mr. Jared Bouskila	900 votes	Four-year Term

Ms. Delegal stated for the record that a Notary was present at Mr. Bouskila’s location and Mr. Bouskila must fill out the forms, have them notarized and transmit them to Management’s office.

Mr. McGaffney presented Resolution 2021-01.

On MOTION by Mr. John Kinsey and seconded by Ms. Rogers, with all in favor, Resolution 2021-01, Canvassing and Certifying the Results of the Landowners’ Election of Supervisors for the Twin Creeks North Community Development District Held Pursuant to Section 190.006(2), Florida Statutes, was adopted.

SIXTH ORDER OF BUSINESS

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

Mr. McGaffney presented Resolution 2021-02. Mr. Bryan Kinsey nominated Mr. John Kinsey for Chair. Mr. John Kinsey nominated Ms. Rogers for Vice Chair. The slate of officers was nominated as follows:

- | | |
|---------------------|------------------|
| Chair | John Kinsey |
| Vice Chair | Zenzi Rogers |
| Secretary | Craig Wrathell |
| Assistant Secretary | Bryan Kinsey |
| Assistant Secretary | Jared Bouskila |
| Assistant Secretary | Steven Jordan |
| Assistant Secretary | Howard McGaffney |
| Treasurer | Craig Wrathell |
| Assistant Treasurer | Jeff Pinder |

No other nominations were made.

On MOTION by Mr. John Kinsey and seconded by Ms. Rogers, 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 Twin Creeks North Community Development District, as nominated, and Providing for an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2021-03, Ratifying and Approving Actions Taken by the Board of Supervisors at Meetings Held Via Media Communications Technology Pursuant to Executive Order No. 20-69, as Amended and Extended, as a Result of the COVID-19 Pandemic

Ms. Delegal explained Resolution 2021-03 and stated it was a “housekeeping” matter. Mr. McGaffney presented Resolution 2021-03 and read the title.

On MOTION by Mr. John Kinsey and seconded by Ms. Rogers, with all in favor, Resolution 2021-03, Ratifying and Approving Actions Taken by the Board of Supervisors at Meetings Held Via Media Communications Technology Pursuant to Executive Order No. 20-69, as Amended and Extended, as a Result of the COVID-19 Pandemic, was adopted.

EIGHTH ORDER OF BUSINESS

Authorization of RFP for Landscape Maintenance Services

Mr. McGaffney stated Staff continues to work on finalizing the Request for Proposals (RFP) for Landscape Maintenance Services. Mr. John Kinsey motioned to have Mr. Bryan Kinsey work with the HOA and other entities to create and distribute a joint RFP for Landscape Maintenance Services. Ms. McNeas expressed her willingness to coordinate with Mr. Bryan Kinsey on the joint RFP.

On MOTION by Mr. John Kinsey and seconded by Ms. Rogers, with all in favor, authorizing District Staff and Mr. Bryan Kinsey to coordinate with the HOA and other entities to develop and advertise a joint RFP for Landscape Maintenance Services, was approved.

NINTH ORDER OF BUSINESS

Consideration of Supplemental Engineer’s Report No. 4

This item was presented during the Item 12B.

TENTH ORDER OF BUSINESS

Consideration of Sixth Supplemental Special Assessment Methodology Report

This item was presented following Item 12B.

ELEVENTH ORDER OF BUSINESS

Consent Agenda Items

- A. Acceptance of Unaudited Financial Statements as of September 30, 2020**
- B. Approval of September 1, 2020 Virtual Public Hearing and Meeting Minutes**

Mr. McGaffney presented the Consent Agenda Items.

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.

TWELFTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel: *Billing, Cochran, Lyles, Mauro & Ramsey, P.A.***

Ms. Delegal noted that Mr. Patrick Coomer declined to join the Board and never took the Oath of Office; therefore, because he never became a Board Member, Seat 2 remained vacant until the Landowners’ Election today.

As the agenda was revised, Mr. McGaffney requested approval to add to the agenda consideration of the Supplemental Engineer’s Report No. 4 and the Sixth Supplemental Special Assessment Methodology Report, respectively the Ninth and Tenth Orders of Business on the revised agenda, and present them during Staff Reports.

On MOTION by Mr. John Kinsey and seconded by Ms. Rogers, with all in favor, adding the Supplemental Engineer’s Report No. 4 and the Sixth Supplemental Special Assessment Methodology Report to the agenda and presenting them during Staff Reports, was approved.

B. District Engineer: *Prosser, Inc.***▪ Consideration of Supplemental Engineer's Report No. 4**

This item, previously the Ninth Order of Business, was presented out of order.

Mr. Brockmeier presented the Supplemental Engineer's Report No. 4 and highlighted the following:

- The Report discusses the Master Developer's intention to sell lands located within the District's boundaries, the anticipated land use change and the modification of the Parcel 5 and Parcel 6 Development Program.
- The Developer intends to sell lands located within Parcel 5, which is approximately 11.99 acres.
- The new Developer anticipates developing new lands, with 298 multi-residential apartment units, and the planned use change for that parcel will require additional on-site improvements before the land use conversion.
- All costs for the new improvements would be funded by the new property owner.
- The Master infrastructure improvements in place are to accommodate the land use conversion and the reduction of the commercial square footage, which would remain unchanged.
- The amount of benefit to the parcels within the District, from the Master infrastructure improvements, would not specifically change because of the conversion of the Parcel 5 land use or the subsequent Development Program change.

▪ Consideration of Sixth Supplemental Special Assessment Methodology Report

This item, previously the Tenth Order of Business, was presented out of order

Mr. Szymonowicz gave an overview of the Sixth Supplemental Special Assessment Methodology Report and discussed the Parcel 5 and Parcel 6 Sale and Development Plan Change. Management recommended that the Methodology remain unchanged and acknowledged that the assessments that were previously to be borne by owners in Parcels 5 and 6 are borne by the same landowners under the new Development Plan. In totality, there was no change to the sum of assessments that would be borne by Parcels 5 and 6, as well as to the rest of the District.

On MOTION by Mr. Bryan Kinsey and seconded by Mr. John Kinsey, with all in favor, Supplemental Engineers Report No. 4, dated November 10, 2020, and the Sixth Supplemental Special Assessment Methodology Report, dated November 10, 2020, were accepted and approved.

C. Operations Manager: *Evergreen Lifestyles Management*

Ms. McNees reported that she was currently finalizing the RFP for Landscaping Services.

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

Discussion ensued regarding changing the meeting location from the Beachwalk construction trailer to an office in Watson Realty.

- **NEXT MEETING DATE: January 19, 2021 at 11:45 a.m.**
 - **QUORUM CHECK**

The next meeting would be held on January 19, 2021 at 11:45 a.m., at the trailer location.

THIRTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

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

FOURTEENTH ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

FIFTEENTH ORDER OF BUSINESS

Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. John Kinsey and seconded by Ms. Rogers, with all in favor, the meeting adjourned at 1:00 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair