

**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 May 18, 2021 at 11:45 a.m., in the St. Augustine Outlets Community Room, 500 Outlet Mall Blvd., Suite 25, St. Augustine, Florida 32084.

**Present at the meeting were:**

John Kinsey	Chair
Zenzi Rogers	Vice Chair
Bryan Kinsey	Assistant Secretary
Steven Jordan	Assistant Secretary
Jared Bouskila	Assistant Secretary

**Also present were:**

Craig Wrathell	District Manager
Daniel Rom	Wrathell, Hunt and Associates, LLC
Sue Delegal	District Counsel
Neal Brockmeier (via phone)	District Engineer

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Wrathell called the meeting to order at 11:45 a.m. Supervisors Bryan Kinsey, John Kinsey, Rogers and Jordan were present in person. Supervisor Bouskila was not present at roll call.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

▪ **Discussion: Update to Landscaping Map and Maintenance Responsibilities**

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

Mr. Wrathell referred to a map that Ms. Rogers previously emailed to Management that highlighted certain areas being maintained by the HOA and her question of whether those

areas should be maintained by the CDD. Upon review by the Board and Staff, it was determined that the highlighted areas should be maintained by the CDD. The District Engineer subsequently provided an updated map of the areas to be maintained by the CDD, on a go forward basis. Once the maps are approved, the current landscapers would be asked to commence maintaining the designated areas and the map would be included in the Request for Proposals (RFP) for landscape services.

**THIRD ORDER OF BUSINESS**

**Consideration of Resolution 2021-04, Approving a Proposed Budget for Fiscal Year 2021/2022 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date**

Mr. Wrathell presented Resolution 2021-04. He explained the annual budget preparation, deliberation, public hearing and adoption process and reviewed the Proposed Fiscal Year 2022 budget, highlighting any line item increases, decreases and adjustments, compared to the Fiscal Year 2021 budget, and explained the reasons for any adjustments.

**Mr. Bouskila arrived at the meeting at 11:52 a.m.**

**On MOTION by Mr. John Kinsey and seconded by Ms. Rogers, with all in favor, Resolution 2021-04, Approving a Proposed Budget for Fiscal Year 2021/2022 and Setting a Public Hearing Thereon Pursuant to Florida Law on September 7, 2021 at 11:45 a.m., in the St. Augustine Outlets Community Room, 500 Outlet Mall Blvd., Suite 25, St. Augustine, Florida 32084; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.**

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-05, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2021/2022 and Providing for an Effective Date**

Mr. Wrathell presented Resolution 2021-05.

Asked if the meeting time could be changed from 11:45 a.m., to 12:15 p.m., Mr. Wrathell replied affirmatively and stated if the Board was amenable, the time of the Public Hearing could be changed as well. Mr. John Kinsey amended his previous motion for Resolution 2021-04, changing the hour of the public hearing to 12:15 p.m.

**On MOTION by Mr. John Kinsey and seconded by Ms. Rogers, with all in favor, Resolution 2021-04, as amended, Approving a Proposed Budget for Fiscal Year 2021/2022 and Setting a Public Hearing Thereon Pursuant to Florida Law on September 7, 2021 at 12:15 p.m., in the St. Augustine Outlets Community Room, 500 Outlet Mall Blvd., Suite 25, St. Augustine, Florida 32084; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, as amended, was adopted.**

The following change was made to the Fiscal Year 2022 Meeting Schedule:

TIME: Change “11:45 a.m.” to “12:15 p.m.”

**On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, Resolution 2021-05, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2021/2022, as amended, and Providing for an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Discussion: Update to Landscaping Map and Maintenance Responsibilities**

This item was presented following the Second Order of Business.

**SIXTH ORDER OF BUSINESS**

**Consider Authorization to Re-publish Request for Proposals (RFP) for Landscape Maintenance Services**

Mr. Wrathell presented the RFP for Landscape Maintenance Services, which would include the most recent map of the CDD.

**On MOTION by Mr. John Kinsey and seconded by Ms. Rogers, with all in favor, authorizing Staff to re-publish the Request for Proposals (RFP) for Landscape Maintenance Services, was approved.**

**SEVENTH ORDER OF BUSINESS**

**Consider Appointment of Steven Jordan as CDD Field Operations Liaison, Overseeing On-site Operations**

Mr. Wrathell noted that Mr. Jordan, who currently sits on the CDD Board, would volunteer to serve as liaison and coordinate with contractors, which would be beneficial to the District.

**On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, appointment of Mr. Steven Jordan as CDD Field Operations Liaison to oversee on-site operations, was approved.**

**EIGHTH ORDER OF BUSINESS**

**Consent Agenda Items**

Mr. Wrathell presented the following Consent Agenda Items:

- A. Acceptance of Unaudited Financial Statements as of March 31, 2020**
- B. Approval of Minutes**
  - I. November 10, 2020 Landowners’ Meeting**
  - II. November 10, 2020 Regular Meeting**

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

**NINTH ORDER OF BUSINESS**

**Staff Reports**

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

Ms. Delegal stated her firm would prepare a review of all legislative activity from the most recent legislative session that impacts Special Districts and email it to the Board, to inform them of what must be done to comply with statutory requirements.

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

There was no report.

**C. Field Operations Liaison**

There was being no report.

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

**I. 623 Registered Voters in District as of April 15, 2021**

There were 623 registered voters residing within the District as of April 15, 2021.

**II. NEXT MEETING DATE: July 20, 2021 at 11:45 A.M.**

○ **QUORUM CHECK**

Mr. Wrathell stated the next meeting would most likely be on September 7, 2021 at 12:45 p.m.

**TENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

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

**ELEVENTH ORDER OF BUSINESS**

**Public Comments**

There being no public comments, the next item followed.

**TWELFTH 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 12:07 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



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Secretary/Assistant Secretary



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Chair/Vice Chair