

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

The Board of Supervisors of the Twin Creeks North Community Development District held Public Hearings and a Regular Meeting on August 27, 2024 at 1:45 p.m., at the Beachwalk Clubhouse, 100 Beachwalk Club Drive, St. Johns, Florida 32259.

Present were:

John Kinsey	Chair
Bryan Kinsey	Vice Chair
Christopher McKinney	Assistant Secretary
Neal Shact	Assistant Secretary
Jared Bouskila (via telephone)	Assistant Secretary

Also present:

Daniel Rom	District Manager
Kristen Thomas	Wrathell, Hunt and Associates, LLC
Sue Delegal (via telephone)	District Counsel

Residents present:

Sherry Reidenauer	Mark Kuper	Joe Herriman	Nicole Kowalski
Brian Reidenauer	Dee Musko	Geoff Rocawe	Fredericus Colen
Sukadem Kawiselly	Claire Karm	Other residents	

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Rom called the meeting to order at 1:48 p.m.

Supervisors John Kinsey, Bryan Kinsey, Shact and McKinney were present. Supervisor Bouskila attended via telephone.

SECOND ORDER OF BUSINESS

Public Comments

Mr. Rom explained the protocols for public comments.

Resident Claire Karm asked what happens to unused funds set aside for the mulch and services that property owners paid for that were not effectuated. Mr. Rom stated any funds

that were not expended from the total budget will fall to the unassigned fund balance, which is like a savings account.

Resident Fredericus Colen expressed his shock at the proposed O&M annual assessment increase per residential unit. He thinks the increase was outrageous and suggested the Board consider establishing a ceiling as to how much of an increase can be levied.

Resident Geoff Rocawe asked if anyone contacted the County about the spilled paint on the Boulevard in front of the cove and stated that he will notify the County if no one else had.

In response to a resident question about pond ownership, Mr. Rom stated Staff is reviewing documents and emails pertaining to the conveyances of the ponds to make sure the information on the Property Appraiser’s website gets updated.

THIRD ORDER OF BUSINESS

Public Hearing on Adoption of Fiscal Year 2024/2025 Budget

A. Proof/Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2024-05, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Rom presented Resolution 2024-05 and reviewed the proposed Fiscal Year 2025 budget, including the descriptions/definitions, revenues, debt service fund, non-ad valorem assessments and the bond debt prepayment process.

Mr. McKinney stated, upon reviewing the proposed Fiscal Year 2025 budget, the largest opportunity for cost-savings in Fiscal Year 2025 will not affect the vote and asked for a new Request for Proposals (RFP) and full specifications in the landscaping line item. He discussed the fountain repairs, sidewalk and cart path striping, landscape lighting – median project and the monument lighting project. He voiced his opinion that the monument lighting project is the most important in order to maintain the prestige of the community. He thinks the Board should consider a phased approach over Fiscal Year 2025 and revisit this for Fiscal Year 2026, to see if any unassigned funds can be expended on the median lighting.

Discussion ensued regarding potential cost-saving options, installing wells, the JEA's opposition to the CDD's usage of recycled water, inadequate lighting on Beachwalk Boulevard, fountain repairs, "Unassigned" line item, phasing improvements and using funds that were not expended in Fiscal Year 2024 to defray Fiscal Year 2025 mulch and capital project repair costs.

Mr. John Kinsey suggested using the \$1.4 million currently in the bank towards the capital outlay expenses instead of increasing the Fiscal Year 2025 assessments. He asked about continuing the Public Hearing to the next meeting so Staff can research how much is in the capital accounts.

Mr. Rom stated, given the amount of capital projects, he spent a lot of time on the budget as it pertains to anticipated costs leading up to Fiscal Year 2025 and reviewed the Unaudited Financials as of July 31, 2024, including the total actual projected amount of \$552,000 in unassigned funds at the end of Fiscal Year 2024 and the projected "Net increase/(decrease) of fund balance" of (100,996) for Fiscal Year 2025.

Mr. Rom outlined potential solutions, such as using more of the projected ending "Unassigned" fund balance to offset the assessment increase and phasing any capital outlay projects to lessen the total annual assessment increase.

Discussion ensued regarding decreasing the "Unassigned" fund balance by \$300,000 and modifying the "3 months working capital" by \$200,000 and continuing this meeting to September.

Mr. John Kinsey stated the purpose of continuing the meeting is to have a more specific financial analysis of changing the cash draw to possibly offset an assessment increase.

Asked for her feedback regarding continuing the meeting to September 24, Ms. Delegal stated the meeting can be continued but Staff needs to extend the time for the newspaper advertising because there is a seven-day notice requirement.

Mr. Rom stated that the Board consensus is to continue this meeting and Public Hearing to September 24, 2024. At that meeting, the Fiscal Year 2025 budget will be adopted.

On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, the Public Hearing was opened.

Ms. Karm thanked the Board for considering decreasing the amount of the assessment increase. She discussed use of “Unassigned” funds to decrease the budget, status of the capital projects and the proposals presented for the projects. She voiced her opinion that less costly proposals should be obtained.

A resident asked for a recap of the possible ways to reduce the assessment increase. Mr. Rom stated, if \$300,000 of the “Unassigned” funds is used, it leaves approximately \$79,000 of “Unassigned fund balance for Fiscal Year 2025, resulting in a \$400 annual O&M assessment per unit. If \$300,000 of the “Unassigned” funds is used and not budgeting for the median lighting project, which is almost \$182,000, would leave approximately \$125,000 in the “Unassigned” fund balance for Fiscal Year 2025, resulting in a \$261 annual O&M assessment per unit. These figures were provided based upon what was known at the time of the meeting, anticipated expenditures throughout the balance of the fiscal year and taking into account all other proposed budgetary items. The maximum assessment increase was \$553, which was mailed to property owners.

In response to a resident’s question regarding monthly fountain maintenance and capital repairs, Mr. Rom stated fountain maintenance is comprised of cleaning out the fountain and making sure that the jets are working appropriately. The proposals for the actual capital repairs are separate.

A resident asked if nearby businesses contribute to the maintenance of Beachwalk Boulevard. Mr. John Kinsey stated the High School does not but the commercial properties are all assessed according to the Methodology adopted by the Board on the recommendation of the District Engineer. Asked where those assessments are listed, Mr. Rom stated the final pages of the proposed Fiscal Year 2025 budget has a breakdown of the assessments, including the commercial and residential properties.

In response to a resident’s question regarding using “Unassigned” fund balance to fund capital projects and obtaining additional quotes, Mr. Rom discussed the need for a Field Operations Liaison, the proposals obtained and the scope of work.

Mr. Colen voiced his appreciation that the Board is considering using reserves to offset some of the assessment increase, along with postponing some of the improvements and deferring the median lighting project. He noted that the median lighting and monument lighting

projects are quite costly and asked if there is any accountability from the Developer and the original installer for the costly repairs, since they were installed a few years ago.

Resident Joe Herriman stated he noticed six dead palm trees on 210 and a total of at least 14 neglected palm trees. He asked about the \$69,000 budgeted for tree replacement. A Board Member stated the trees on 210 are under a one-year warranty; if they die in the first year of installation, they will be replaced. Asked if there is a budget line item for dead trees, Mr. Rom stated there is no budget line item for that. He will look into the installed trees and the warranties.

Mr. Rom and Mr. John Kinsey responded to questions regarding the \$553 assessment cap, if someone is overseeing the day-to-day management of the CDD, proposals obtained, dead palm trees, lighting issues on Beachwalk Boulevard and going out to bid for the fountain repairs.

In response to Mr. Rom’s question regarding closing the Public Hearing, Ms. Delegal suggested continuing the Public Hearing.

On MOTION by Mr. Hagan and seconded by Mr. Bryan Kinsey, with all in favor, continuing the Public Hearing to September 24, 2024 at 1:45 p.m., at the Beachwalk Clubhouse, 100 Beachwalk Club Drive, St. Johns, Florida 32259, was approved.

Asked if the remainder of the agenda items should be continued, Ms. Delegal stated the Public Hearing for the Fourth Order of Business should also be opened and continued.

FOURTH ORDER OF BUSINESS

Public Hearing to Hear Comments and Objections on the Imposition of Maintenance and Operation Assessments to Fund the Budget for Fiscal Year 2024/2025, Pursuant to Florida Law

- A. Proof/Affidavit of Publication**
- B. Mailed Notice(s) to Property Owners**

These items were included for informational purposes.

- C. **Consideration of Resolution 2024-06, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2024/2025; Providing for the Collection and Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date**

On MOTION by Mr. Bryan Kinsey and seconded by Mr. John Kinsey, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Mr. Bryan Kinsey and seconded by Mr. John Kinsey, with all in favor, continuing the Public Hearing to September 24, 2024 at 1:45 p.m., at the Beachwalk Clubhouse, 100 Beachwalk Club Drive, St. Johns, Florida 32259.

FIFTH ORDER OF BUSINESS

Consideration of Landscape Enhancement Project & Mulching

Mr. Rom presented the Tree Amigos proposal for mulch installation throughout the CDD, in the amount of \$82,955 and for landscape enhancements, in the amount of \$25,587.

This item was deferred.

SIXTH ORDER OF BUSINESS

Consideration of Fountain Repair Proposals

- A. **Fountain 1 Repair to Electrical Line – FECC**
- B. **Fountains 1-4 Comprehensive Repairs - FECC**

These items were deferred.

SEVENTH ORDER OF BUSINESS

Consideration of Proposal for Sidewalk/Cart Path/Crosswalk Painting and Replacement of ADA Mats - FECC

This item was deferred.

EIGHTH ORDER OF BUSINESS

Consideration of Proposals for Repair of Lighting to Monuments 1-4 - NiteLites

This item was deferred.

NINTH ORDER OF BUSINESS

Consideration of Median Landscape Lighting Proposals – NiteLites

This item was deferred.

TENTH ORDER OF BUSINESS

Consideration of Lake Management - Lake Doctors

Mr. Rom presented the Lake Doctors Inc. Water Management Agreement, in the amount of \$1,850 per month. It is within the budgeted line items. The total annual amount, is \$23,200.

On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, the Lake Doctors Inc. Water Management Agreement, in the amount of \$1,850 per month, was approved.

ELEVENTH ORDER OF BUSINESS

Consideration of Goals and Objectives Reporting [HB7013 - Special Districts Performance Measures and Standards Reporting

Mr. Rom presented the Memorandum detailing this new requirement and explained that newly adopted legislation requires special districts to establish goals and objectives annually and develop performance measures and standards to assess the achievement of those goals and objectives, publish an annual report on its website detailing the goals and objectives achieved, the performance measures and standards used, and any goals or objectives that were not achieved. Staff has identified Community Communication and Engagement, Infrastructure and Facilities Maintenance, and Financial Transparency and Accountability as the key categories to focus on for Fiscal Year 2025 and develop statutorily compliant goals for each.

On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, the Goals and Objectives and the Performance Measures/Standards & Annual Reporting Form, were approved.

TWELFTH ORDER OF BUSINESS

Ratification Tree Amigos Outdoor Services Quotation Quote #20343 for Summer Flower Switch Out

Mr. Rom presented the Tree Amigos Outdoor Services Quotation Quote #20343 for Summer Flower Switch Out for ratification.

On MOTION by Mr. John Kinsey and seconded by Mr. Shact, with all in favor, the Tree Amigos Outdoor Services Quotation Quote #20343 for Summer Flower Switch Out, was ratified.

THIRTEENTH ORDER OF BUSINESS

Presentation of Audited Annual Financial Report for the Fiscal Year Ended September 30, 2023, Prepared by Berger, Toombs, Elam, Gaines & Frank (to potentially be provided under separate cover)

- A. Consideration of Resolution 2024-07, Hereby Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2023**

These items were deferred to the next meeting.

FOURTEENTH ORDER OF BUSINESS

Consent Agenda Items

- A. Acceptance of Unaudited Financial Statements as of July 31, 2024**
- B. Approval of May 30, 2024 Regular Meeting Minutes**

On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, the Consent Agenda Items, were accepted and approved.

FIFTEENTH ORDER OF BUSINESS

Staff Reports

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

B. District Engineer: Prosser, Inc.

There were no reports from District Counsel or the District Engineer.

C. Field Operations Liaison: Beachwalk Club

- **Beachwalk Club Monthly Report**

This item was included for informational purposes.

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

- **NEXT MEETING DATE: September 24, 2024 at 1:15 PM, or immediately following the adjournment of the Creekside at Twin Creeks CDD Meeting, scheduled to commence at 12:15 PM**

- **QUORUM CHECK**

The Continued Public Hearings and the next meeting will be held on September 24, 2024.

SIXTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

SEVENTEENTH ORDER OF BUSINESS

Public Comments

Mr. Rom responded to questions regarding following up with vendors, obtaining additional proposals and about the one-year palm tree warranty.

EIGHTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, the meeting adjourned at 3:04 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair