

**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 December 4, 2024 at 1:45 p.m., at the Beachwalk Clubhouse, 100 Beachwalk Club Drive, St. Johns, Florida 32259.

Present were:

Neal Shact	Chair
Christopher McKinney	Vice Chair
Geoff Gundlach	Assistant Secretary
Mark Kuper	Assistant Secretary

Also present:

Daniel Rom	District Manager
Kristen Thomas	Wrathell, Hunt and Associates, LLC
Sue Delegal	District Counsel
Neal Brockmeier (via telephone)	District Engineer
Art Minchew	Field Ops Liaison
Landscape vendor	Ruppert Landscaping
Jeff Klein	Wayfinding Signs

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Rom called the meeting to order at 1:49 p.m. He noted that, for quorum purposes, the Oath of Office was administered to Mr. Geoff Gundlach and Mr. Mark Kuper prior to the meeting commencing.

Supervisors McKinney, Shact, Gundlach and Kuper were present. Supervisor Kinsey was absent.

SECOND ORDER OF BUSINESS

Public Comments

To accelerate public comments, Mr. Rom suggested Board Members make a note of any public comment that they would like to respond to and speak to that item at the end of the meeting, during Board Members comments and requests.

No members of the public spoke.

THIRD ORDER OF BUSINESS

Update: Manager's Report

Mr. Rom stated, going forward, this item will be removed from the agendas and will be replaced by the Field Operations Liaison Monthly Report that will be presented during Staff Reports.

The November Field Operations Report is included for informational purposes.

Mr. Minchew, Ms. Thomas and Mr. Rom provided updates regarding the Americans with Disabilities Act (ADA) Mat Project, FECC, holiday lights, electrical receptacle box issues, landscape lighting, pressure washing project, Ponds 14a and 14b, encroachments, sod project, palm tree trimming, golf carts cutting across the grass and damaging turf, irrigation, potential upgrades to the irrigation system, the fountains and a maintenance agreement from NiteLites.

Discussion ensued regarding potential solutions to golf carts damaging landscaping, BJ's water breakages and repair responsibility, the Developer, irrigation zones and water conservation/control options.

The Board authorized the District Manager to disseminate a letter on CDD letterhead to the HOAs and area property managers regarding encroachment notices and the potential need for removal.

Mr. Minchew will obtain a proposal from Ruppert Landscape for installation of plantings to prevent carts from cutting through the grass.

Mr. Rom distributed a proposal and asked Mr. Brockmeier to update the Board on cost options for the potential installation of traffic calming devices on Albany Bay Boulevard.

Mr. Brockmeier reported the following:

- Staff consulted with a traffic Engineer regarding the effort required to coordinate the locations of speed tables and the permitting requirements necessary for installation of speed tables on Albany Bay Boulevard.
- Staff had several discussions with the St. Johns County Traffic Office, which permitted the use of speed tables within the County on other projects in the vicinity.

- The document provided includes the clearing analysis, development of construction plans to submit to St. Johns County for review and approval, and the preparation of the Engineer’s cost estimate for the proposed work improvements.
- The scope is outlined within the document and includes proposed considerations for the design and permitting of the project.

Asked for an order of magnitude and an estimate of the construction costs outside of this initial lump fee, Mr. Brockmeier stated, depending on the location of the speed tables and if they are not at the crosswalk, a rough order of magnitude will be \$8,500 to \$10,000 per speed table. If the speed tables are where existing drainage patterns must be maintained, it will cost an additional \$20,000 per speed table, with the modification and the installation of traffic pattern grates over the curb and gutter for crosswalk traffic from pedestrians. Asked if the scope could be modified to include construction administrative services, inspection, certification and completion, Mr. Brockmeier replied affirmatively.

Discussion ensued regarding the proposal, the Sheriff’s hourly patrol rate and availability, the County, traffic study and design costs, roadway capacity and total project costs.

The consensus was to defer the proposal and evaluate other traffic control options.

▪ **Discussion/Consideration: Palm Tree Replacements (Updated Tree Type and Cost)**

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

Mr. Rom presented the following:

- A. **Ruppert Landscape, Inc. Proposal for Beachwalk Palm Replacement Behind Tahiti Cove (\$29,012)**
- B. **Ruppert Landscape, Inc. Proposal for Beachwalk Parkway Tree Plantings (\$4,024)**

On MOTION by Mr. McKinney and seconded by Mr. Shact, with all in favor, the Ruppert Landscape, Inc., Proposals for Beachwalk Palm Replacement and for Beachwalk Parkway Tree Plantings, in the total amount of \$33,036, with a lifetime warranty as long as Ruppert maintains the landscaping, otherwise it will be with a one-year warranty, were approved.

- C. **Williams Greenspace Authorization for Extra Work for Beachwalk and Beachwalk Parkway Install CR-210 (\$34,600 combined)**

This item was not addressed.

FOURTH ORDER OF BUSINESS

Administration of Oath of Office to Newly Elected Supervisors (Geoff Gundlach - Seat 1, Mark Kuper - Seat 5) (the following will also be provided in a separate package)

Mr. Rom reiterated that he previously administered the Oath of Office to Mr. Gundlach and Mr. Kuper. He provided and reviewed the following:

- 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**

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2025-01, Electing and Removing Officers of the District and Providing for an Effective Date

Mr. Rom presented Resolution 2025-01.

Mr. Gundlach nominated the following:

- | | |
|----------------|---------------------|
| Geoff Gundlach | Chair |
| Chris McKinney | Vice Chair |
| Neal Shact | Assistant Secretary |
| Bryan Kinsey | Assistant Secretary |
| Mark Kuper | Assistant Secretary |

Mr. McKinney nominated the following, with all others the same as Mr. Gundlach's nominations:

- | | |
|------------|-------|
| Neal Shact | Chair |
|------------|-------|

Mr. Shact nominated the following:

- | | |
|------------|-------|
| Neal Shact | Chair |
|------------|-------|

Chris McKinney	Vice Chair
Bryan Kinsey	Assistant Secretary
Geoff Gundlach	Assistant Secretary
Mark Kuper	Assistant Secretary

The Resolution removes the following Officers from the slate as of December 4, 2024:

John Kinsey	Chair
Jared Bouskila	Assistant Secretary

The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell	Secretary
Daniel Rom	Assistant Secretary
Kristen Thomas	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

On MOTION by Mr. Gundlach and seconded by Mr. Kuper, with Mr. Gundlach and Mr. Kuper in favor and Mr. McKinney and Mr. Shact dissenting, Resolution 2025-01, Electing, as nominated by Mr. Gundlach, and Removing Officers of the District and Providing for an Effective Date, was not adopted. (Motion failed 2-2)

On MOTION by Mr. McKinney and seconded by Mr. Shact, with and Mr. McKinney and Mr. Shact in favor and Mr. Gundlach and Mr. Kuper dissenting, Resolution 2025-01, Electing, as nominated by Mr. McKinney, and Removing Officers of the District and Providing for an Effective Date, was not adopted. (Motion failed 2-2)

On MOTION by Mr. Shact and seconded by Mr. McKinney, with all in favor, Resolution 2025-01, Electing, as nominated by Mr. Shact, and Removing Officers of the District and Providing for an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Discussion: Wayfinding Signs Project Committee

Ms. Thomas presented the following:

- A. Beachwalk Community Direction Signs Program**

B. Workman’s Comp Policy (all volunteers covered) \$850 per year

On MOTION by Mr. McKinney and seconded by Mr. Shact, with all in favor, the Workman’s Comp Policy with all volunteers covered, in the amount of \$850 per year, was approved.

C. Volunteer Service Agreement

D. Volunteer Safety Rules for Signs Committee

Ms. Thomas stated Committee Members will be required to fill out a Volunteer Service Agreement and follow volunteer safety rules and any steps that the insurance carrier Egis outlined for them. Additionally, Committee members must alert Management of any new members that join so they can fill out insurance forms.

Mr. Shact provided background information regarding the Wayfinding Committee and the insurance aspect. He stated that, at one point, a resident was killed on Beachwalk Boulevard, so the insurance and safety factors are very important.

Mr. Klein presented a pressure washing proposal to maintain the signs and responded to questions regarding costs and sign maintenance.

Discussion ensued regarding the maintenance scope of services, costs and CDD liability.

On MOTION by Mr. Shact and seconded by Mr. Kuper, with all in favor, sign maintenance in an amount of up to \$75 per pole, was approved.

On MOTION by Mr. Gundlach and seconded by Mr. Kuper, with all in favor, authorizing Management to coordinate with Mr. Klein to identify solutions for pressure washing, either by volunteer or agreement, was approved.

SEVENTH ORDER OF BUSINESS

Discussion/Consideration: Beachwalk Club, Inc. First Amendment of Field Operations Agreement

Mr. Rom recalled that the Board previously approved a \$15,000 Agreement for a Field Operations Liaison for the Beachwalk Club. As initially agreed upon, the level of service and cost

would be evaluated after one year. Upon review, the Beachwalk Club has asked for Field Ops to increase from \$15,000 to \$35,000 annually.

Discussion ensued regarding Mr. Minchew taking on additional responsibilities, whether to engage an assistant for Mr. Minchew and the Field Ops budget.

On MOTION by Mr. Kuper and seconded by Mr. Gundlach, with all in favor, the First Amendment to the Field Operations Agreement between the CDD and the Beachwalk Club, Inc., was approved.

EIGHTH ORDER OF BUSINESS

Discussion/Consideration: Palm Tree Replacements (Updated Tree Type and Cost)

This item was presented following the Third Order of Business.

NINTH 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 2025-02, Hereby Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2023**

This item was deferred.

TENTH ORDER OF BUSINESS

Ratification Items

Mr. Rom presented the following:

- A. JoyLights LLC Services Agreement (Holiday Lighting)**
- B. NiteLites Estimates**
 - I. #97800 [Transformer - Monument #3 \$1,716]**

On MOTION by Mr. Shact and seconded by Mr. Gundlach, with all in favor, the JoyLights LLC Services Agreement for Holiday Lighting and NiteLites Estimate

#97800 for Transformer - Monument #3, in the amount of \$1,716, as described, were ratified.

II. #97801 [Timer Replacement - Monument #2 \$444]

This item was not approved/ratified. Staff will request a reimbursement.

ELEVENTH ORDER OF BUSINESS

Consent Agenda Items

- A. Acceptance of Unaudited Financial Statements as of October 31, 2024**
- B. Approval of October 29, 2024 Regular Meeting Minutes**

On MOTION by Mr. McKinney and seconded by Mr. Gundlach, with all in favor, the Consent Agenda Items, as presented, were accepted and approved, respectively.

TWELFTH ORDER OF BUSINESS

Staff Reports

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

There was no report.

B. District Engineer: Prosser, Inc.

This item was presented following the Third Order of Business.

C. Field Operations Liaison: Beachwalk Club

- **Monthly Report**

The monthly report was included for informational purposes.

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

- **NEXT MEETING DATE: January 28, 2025 at 1:45 PM**
 - **QUORUM CHECK**

The January meeting will be canceled. The next meeting will be on February 4, 2025.

THIRTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

A Board Member stated there were previous discussions regarding bringing additional amenities to the community. He asked about coordination with The Club to facilitate adding

pickleball and additional tennis courts. He discussed a 30-year bond, a land conveyance from The Club to the CDD and a market study for such amenities.

Discussion ensued regarding facilitating a market study, increased property values from additional amenities, CDD-controlled pickleball courts, levying special assessments, user fees, revenue collection and informing residents of the proposed pickleball project.

On MOTION by Mr. McKinney and seconded by Mr. Kuper, with all in favor, engaging a professional to conduct a market study regarding pickleball and additional tennis courts, in a not to exceed amount of \$20,000, was approved.

Mr. Rom stated, as the formal meeting minutes are not approved and posted until later, the Board previously considered allowing a Supervisor to take informal meeting notes, for subsequent review, approval and dissemination to residents via the Beachwalk Club or social media.

On MOTION by Mr. Kuper and seconded by Mr. McKinney, with all in favor, authorizing a Board Member to take informal/unofficial meeting notes for circulation to residents via a resident communication, subject to subsequent review and approval, was approved.

Discussion ensued regarding which Supervisor will take the summary notes and formulating the first unofficial minutes.

On MOTION by Mr. Gundlach and seconded by Mr. Shact, with all in favor, the unofficial meeting notes of the December 4, 2024 Board Meeting, and authorizing dissemination, was approved.

FOURTEENTH ORDER OF BUSINESS

Public Comments

There were no public comments.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. McKinney and seconded by Mr. Gundlach, with all in favor, the meeting adjourned at 4:19 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair