

**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 February 4, 2025 at 1:45 p.m., at the Beachwalk Clubhouse, 100 Beachwalk Club Drive, St. Johns, Florida 32259.

Present:

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

Also present:

Daniel Rom	District Manager
Kristen Thomas	Wrathell, Hunt and Associates, LLC
Jennifer Kilinski	District Counsel
Chris Loy	Kilinski Van Wyk PLLC
Neal Brockmeier (via telephone)	District Engineer
Art Minchew (via telephone)	Field Ops Liaison
Jason Johns	FECC

Residents present:

Claire Kaby	Emilio Mayor	Joe Herriman	Pat Connor
Suzette Prasatek	Andrew Prasatek	Doug McFarland	Carla McFarland

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Rom called the meeting to order at 1:47 p.m. All Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comments

Resident Emilio Mayor stated he recently contacted Mr. Rom about residents maintaining all four ponds although they are owned by the CDD and voiced his opinion that residents should not have to take accountability for property that they do not own. He thinks this issue has been overlooked for the past few years and wants it addressed on the record. He

discussed confirmation from County records, an area map, wildlife in lakes, the Developer, the uneven terrain in the back of the community, Vesta Property Management and the CCNR document. A Board Member stated that the County records are not necessarily accurate and acknowledged that any pond that touches the wetland is the CDD’s responsibility but anything inside is the HOA’s responsibility; this item and other conveyance-related matters will be investigated by the CDD’s new District Counsel and discussed later.

A resident asked for an update on previous requests to move the meeting time to later so more residents might attend and for the Board to consider approving only one of the three traffic calming proposals submitted by Albany Bay, as that would sufficiently deter speeders.

THIRD ORDER OF BUSINESS

Consider Termination of Billing, Cochran for District Counsel Services

Mr. Rom discussed termination of Billing, Cochran’s District Counsel Services.

On MOTION by Mr. Gundlach and seconded by Mr. Shact, with all in favor, the terminating the District Counsel Services Contract with Billing, Cochran, was approved.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2025-03, Appointing Legal Counsel for the District, Authorizing Compensation; and Providing for an Effective Date

Mr. Rom presented Resolution 2025-03, read the title.

A. Fee Agreement: Kilinski | Van Wyk PLLC

Ms. Kilinski discussed her law firm’s qualifications and experience. Regarding billing rates, Ms. Kilinski stated the hourly rates for partners are higher than the CDD’s previous firm but the associate rates are more competitive. The intent is to staff legal professionals appropriately while providing cost savings. A Board Member stated he previously worked with Ms. Kilinski and is confident that the new legal team will provide efficiencies, cost-savings and performance. Mr. Rom concurred; in his opinion, Ms. Kilinski and her team will be a perfect fit for the CDD.

On MOTION by Mr. Kinsey and seconded by Mr. Kuper, with all in favor, Resolution 2025-03, Appointing Kilinski | Van Wyk PLLC as Legal Counsel for the District, Authorizing Compensation; and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Presentation of Audited Annual Financial Report for the Fiscal Year Ended September 30, 2023, Prepared by Berger, Toombs, Elam, Gaines & Frank

Mr. Rom presented the Audited Financial Report for the Fiscal Year Ended September 30, 2023 and noted the pertinent information. There were no findings, recommendations, deficiencies on internal control or instances of non-compliance; it was a clean audit.

- A. Consideration of Resolution 2025-02, Hereby Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2023**

On MOTION by Mr. Gundlach and seconded by Mr. Shact, with all in favor, Resolution 2025-02, Hereby Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2023, was adopted.

SIXTH ORDER OF BUSINESS

Discussion/Consideration: Traffic Calming Options for Albany Bay Blvd.

- A. Traffic Logix® SafePace® Evolution12FM Product Specifications [Radar Sign Specifications]**
- B. Traffic Logix Speed Humps Specifications**
- C. Traffic Logix Corporation Quotation for Speed Humps [Quote Number QUO-42835-V6S2G0 7Lx18Wx3" Speed Hump with Arrows \$18,224]**
- D. Traffic Logix Corporation Quotation for Evolution Signs [Quote Number QUO-42833-G4J2X1 Evolution 12 Solar - Full Matrix - Inc. Solar panel and battery-White Face Plate \$18,894]**

Scope of Work: Design of Speed Table Additions on Albany Bay Boulevard

This Order of Business was presented following the Thirteenth Order of Business.

SEVENTH ORDER OF BUSINESS

Discussion/Consideration: Ruppert Landscape, Inc. Proposal Smart Irrigation System \$48,936

Mr. Rom presented the Ruppert Landscape, Inc. Proposal for a Smart Irrigation System. This is on the agenda because Staff was directed to obtain a proposal to try mitigating some of the seemingly excessive use of irrigation water for landscaping. The Board and Staff previously reviewed the landscape Request for Proposals (RFP), which will be circulated within the next 30 to 45 days. The Board authorized Mr. McKinney to serve as liaison to coordinate with Staff, who subsequently suggested either the vendor take on that expense as part of the greater project or include the cost of this into the landscape and irrigation maintenance agreement proposal. It could potentially be more cost-effective to include it in the RFP.

Discussion ensued about including the Smart Irrigation System cost into the RFP, remote irrigation monitoring, recent edits to the RFP including two mulchings per year, inspections, monthly quality service score cards, quarterly walk-throughs and current water usage.

This expenditure was declined; Staff will include this in the RFP, as a service.

EIGHTH ORDER OF BUSINESS

Discussion/Consideration: Proposals for Truncated Dome Mat, Crosswalk, and Cart Striping

Ms. Thomas presented the following:

A. Sanford Pavement LLC

The cost to remove and replace ADA mats in 15 locations is \$45,675.

B. Jax Dirtworks, Inc.

The cost for mobilization, maintenance of traffic, concrete and replacing all 27 ADA mats is \$46,784.

Discussion ensued regarding the scope of work, determining maintenance responsibility for the crosswalks, County specifications, prioritizing the truncated ADA mats, establishing a not-to-exceed amount and a funding source.

On MOTION by Mr. Kinsey and seconded by Mr. Kuper, with all in favor, the Jax Dirtworks, Inc. Proposal for Beachwalk Cart Path Re-Striping, in a not-to-exceed amount of \$46,784.20, was approved.

A Board Member recommended deferring the cart path striping.

Ms. Thomas stated the costs for thermal-plastic striping is significantly more costly, at \$50,000, \$70,000 and \$80,000, respectively.

Mr. Brockmeier stated improvements cannot be made inside the County right-of-way (ROW) without the County’s consent. She noted the Maintenance Agreement between the CDD and the County regarding the roundabouts along Beachwalk Boulevard. Every roadway improvement or upgrade must adhere to Department of Transportation (DOT) standards.

C. FECC

There are no FECC proposals for ADA mat replacement.

NINTH ORDER OF BUSINESS

Discussion/ Consideration: Proposals for Fountain 1 and 3 Basin & Comprehensive Repair

Ms. Thomas presented the following:

A. PBJC

I. Partial Basin Repair

\$18,675 for Fountain 1 and \$54,675 for Fountain 3.

II. Comprehensive Fountain Repair

\$57,188 for Fountain 1 and \$93,943 for Fountain 3.

B. FECC

I. Partial Basin Repair

\$6,500 for Fountain 1 and \$16,250 Fountain 3.

II. Comprehensive Fountain Repair

\$106,333 for Fountain 1 and \$141,295 for Fountain 3.

Mr. Johns stated FECC provided two invoices; one for a permanent fix, which is for the comprehensive fountain repair, and one for a temporary fix, which is for Partial Basin Repair using an adhesive to seal cracks in the fountain.

Discussion ensued regarding whether the fountain damages are mostly structural or geotechnical, which fountain to repair first, whether to commission an Engineering study of Fountains 1 and 3 or on all four fountains, repair costs, the budget, levying a special assessment and Engineering study completion time.

A Board Member motioned to repair fountains 1 and 3 and commission an Engineer's Study.

Mr. Rom stated, in a recent discussion with Mr. Mayor about the ponds and status of the fountains, Mr. Mayor mentioned his knowledge of fountain repairs. Mr. Mayor was unable to meet with Mr. Minchew to properly evaluate the condition of the pools. Mr. Rom stated that, although he has not vetted Mr. Mayor's company, he told Mr. Mayor that he would at least inform the Board about his company while the Board is evaluating other proposals.

A Board Member voiced his opposition to considering a vendor after an RFP was already published.

Mr. Mayor stated he just wants to make a point about the structures. He discussed typical industry standards and stated, based on his knowledge of construction, the issues are a result of cracked gunite, exacerbated by the ongoing construction, and the fountains are potentially under a warranty. He advised the Board to locate the vendor who constructed the fountains and request a resolution.

The Board and Staff discussed the linear footage of the cracks in Fountains 1 and 3, temporary crack repairs, financing options for the comprehensive repairs, an initial study, establishing a not-to-exceed amount for an Engineer's study for all four fountains and obtaining a full scope of services from Crown.

The prior motion was rescinded.

Ms. Kilinski noted that Prosser is not interested conducting the study and suggested engaging Wet Engineering or Delta Fountains.

On MOTION by Mr. Gundlach and seconded by Mr. McKinney, with all in favor, the FECC proposal for Partial Basin Repair of Fountains 1 and 3, in the amount of \$22,750, was approved.

On MOTION by Mr. Kuper and seconded by Mr. Gundlach, with Mr. Kuper, Mr. Gundlach, Mr. Kinsey and Mr. Shact in favor, and Mr. McKinney dissenting, commissioning a structural study of the four fountains, from Delta Fountains, in a not to exceed amount of \$10,000, was approved. (Motion passed 4-1)

C. CROWN

I. Comprehensive Repair –

\$64,128 for Fountain and \$65,724 for Fountain 3.

TENTH ORDER OF BUSINESS

Discussion/Consideration: Proposal(s) for Channel Letter Signs

A. Don Bell Sign \$997.62

*contacted four (4) other vendors that could not fulfill scope

On MOTION by Mr. McKinney and seconded by Mr. Gundlach, with all in favor, the Don Bell Sign proposal, in the amount of \$997.62, for Channel Letter Signs on each side, was approved.

ELEVENTH ORDER OF BUSINESS

Discussion/Consideration: Proposals for Monument Landscape Lighting, Fountain Timers, Median Receptacles Not Working [East]

A. Lin’s Electric \$5,424.00

B. Munson and Bryan Electric Co., Inc. \$1,500 troubleshooting only

C. Lucarelli Outdoor Lighting \$14,754.50

D. Ruppert Landscape, Inc. [NO BID RECEIVED]

Asked for his recommendation, Mr. Minchew stated Munson and Bryan Electric Co., Inc.

Discussion ensued regarding troubleshooting, schematics, mapping and including a report as part of the proposal.

On MOTION by Mr. Gundlach and seconded by Mr. Kinsey, with all in favor, the Munson and Bryan Electric Co., Inc. Proposal for troubleshooting only, including a findings report, in the amount of \$1,500, was approved.

TWELFTH ORDER OF BUSINESS

Discussion/Consideration: Proposals for Golf Cart Deterrent Bed Extension

A. Ruppert Landscape, Inc.

On MOTION by Mr. Kinsey and seconded by Mr. McKinney, with all in favor, the Ruppert Landscape, Inc. Proposal for a Golf Cart Deterrent Bed Extension, in the amount of \$4,301, was approved.

THIRTEENTH ORDER OF BUSINESS

Discussion: Concern of E-Bikes on CDD Property

Mr. Gundlach noted that, since Christmas, area teens have been riding e-bikes at 20+ miles per hour throughout the CDD, which is a safety concern. There are no current restrictions on e-bikes on cart paths and roadways.

Discussion ensued regarding the CCRs, whether to involve the HOA, liability, adding a rule to the CDD policies, installing “No Speeding” signage, speed tables, engaging off-duty police officers and establishing a not to exceed amount for law enforcement. The District Manager will provide a scope of service for officers. Staff will update the Rules in relation to e-bikes and present it at the next meeting.

On MOTION by Mr. Shact and seconded by Mr. Kinsey, with all in favor, engaging a police officer for enforcement of e-bicycles, in a not to exceed amount of \$2,500, and authorizing the District Manager to provide scope of services, was approved.

- **Discussion/Consideration: Traffic Calming Options for Albany Bay Blvd.**
 This item, previously the Sixth Order of Business, was presented out of order.
- A. **Traffic Logix® SafePace® Evolution12FM Product Specifications [Radar Sign Specifications]**
- B. **Traffic Logix Speed Humps Specifications**
- C. **Traffic Logix Corporation Quotation for Speed Humps [Quote Number QUO-42835-V6S2G0 7Lx18Wx3" Speed Hump with Arrows \$18,224]**
- D. **Traffic Logix Corporation Quotation for Evolution Signs [Quote Number QUO-42833-G4J2X1 Evolution 12 Solar - Full Matrix - Inc. Solar panel and battery-White Face Plate \$18,894]**
- E. **Scope of Work: Design of Speed Table Additions on Albany Bay Boulevard**

On MOTION by Mr. McKinney and seconded by Mr. Kinsey, with all in favor, the Prosser Scope of Work proposal for speed table design, in the amount of

\$14,435, and allotting a not-to-exceed amount of \$2,500 for off-duty police officer speed enforcement, were approved.

FOURTEENTH ORDER OF BUSINESS

Consideration of Resolution 2025-04, Relating to the Amendment of the Budget for the Fiscal Year Beginning October 1, 2023 and Ending September 30, 2024; and Providing for an Effective Date

Mr. Rom presented Resolution 2025-04. This is necessary to avoid a finding in the audit.

On MOTION by Mr. McKinney and seconded by Mr. Shact, with all in favor, Resolution 2025-04, Relating to the Amendment of the Budget for the Fiscal Year Beginning October 1, 2023 and Ending September 30, 2024; and Providing for an Effective Date, was adopted.

FIFTEENTH ORDER OF BUSINESS

Consideration of Resolution 2025-05, Designating a Registered Agent and Registered Office of the District, and Providing for an Effective Date

Mr. Rom presented Resolution 2025-05.

On MOTION by Mr. Kinsey and seconded by Mr. Kuper, with all in favor, Resolution 2025-05, Designating Craig Wrathell as the Registered Agent and the offices of Wrathell, Hunt and Associates, LLC; 2300 Glades Road, Suite 410W, Boca Raton, Florida, 33431 as the Registered Office of the District, and Providing for an Effective Date, was adopted.

SIXTEENTH ORDER OF BUSINESS

Consent Agenda Items

A. Acceptance of Unaudited Financial Statements as of December 31, 2024

Due to an error in a Ruppert Landscape invoice, \$10,000 will be credited to the CDD.

B. Approval of December 4, 2024 Regular Meeting Minutes

The following changes were made:

Line 88: Insert "behind Tahiti Cove"

Lines 98 and 99: Insert reference "CR-210"

On MOTION by Mr. Shact and seconded by Mr. McKinney, with all in favor, the Unaudited Financial Statements as of December 31, 2024, were accepted, and the December 4, 2024 Regular Meeting Minutes, as amended, were approved.

SEVENTEENTH ORDER OF BUSINESS

Review of Current Meeting Recap for Resident Communication

Discussion ensued regarding whether to continue taking notes to provide a meeting recap. The consensus was to remove this item from future agendas.

On MOTION by Mr. Gundlach and seconded by Mr. Shact, with all in favor, discontinuing meeting recaps for resident communication and removal of Review of Current Meeting Recap for Resident Communication from future agendas, was approved.

EIGHTEENTH ORDER OF BUSINESS

Miscellaneous

Mr. Rom stated easement letters were drafted but delivery on hold pending receipt specific photographs of encroachments from Mr. Minchew to include in the letters before sending them to the respective HOAs.

Ms. Thomas discussed the insurance documents to insure volunteers, a repair order to obtain additional signage and a pending agreement for pressure washing.

A resident inquired about ownership of a sidewalk near his home, near Beachwalk, as he would like to install plantings. Mr. Kinsey will email a landscape tract to the District Manager for dissemination to the Board for discussion at the next meeting.

NINETEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kilinski | Van Wyk PLLC

Ms. Kilinski asked for the Board’s direction regarding pond ownership deeds.

A Board Member explained that, when the plats were originally created for each of the parcels, all the ponds were designated to be owned by the CDD, with the option to transfer them to the HOA. He stated the Board would like to coordinate with District Counsel to review and get all the pond dedication conveyance documents, deeds and maps in order.

B. District Engineer: Prosser, Inc.

There was no report.

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: March 25, 2025 at 1:45 PM**

○ **QUORUM CHECK**

TWENTIETH ORDER OF BUSINESS

Board Members' Comments/Requests

A Board Member stated Mr. Rom recommended a USTA professional to review and provide a home values study to fully monetize the CDD to supplement the pickleball and tennis courts. He asked for feedback regarding engaging a third-party realtor to evaluate and monetize the property and to review the pro forma and financial aspects of racquet sports.

Discussion ensued regarding who to engage for the study, the scope of work and the USTA.

TWENTY-FIRST ORDER OF BUSINESS

Public Comments

A resident asked about CDD and HOA boundaries in relation to shrub maintenance in certain areas and if volunteers from a neighboring community can install posts on either side of the sidewalk to prevent trespassers from gaining access.

Discussion ensued regarding the sidewalks and engaging law enforcement instead of installing speed bumps.

TWENTY-SECOND ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Kinsey and seconded by Mr. Gundlach, with all in favor, the meeting adjourned at 4:30 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair