

**MINUTES OF MEETING**

*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

**TWO CREEKS  
COMMUNITY DEVELOPMENT DISTRICT**

The **Regular** meeting of the Board of Supervisors of Two Creeks Community Development District was held on **Wednesday, February 18, 2015 at 6:00 p.m.** at the Courtyard by Marriott, located at 610 Wells Road (I-295 and US 17), Orange Park, Florida 32073.

Present and constituting a quorum:

Kenny Johns	<b>Board Supervisor, Chairman</b>
Karen Burt	<b>Board Supervisor, Vice Chairman</b>
Lan Nguyen	<b>Board Supervisor, Assistant Secretary</b>
Carl McMichael	<b>Board Supervisor, Assistant Secretary</b>
Michael Jones	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Melissa Dobbins	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Wes Haber	<b>District Counsel, Hopping Green &amp; Sams</b>
Brian Parks	<b>ASG</b>
Blake Dougherty	<b>Austin Outdoors</b>

**Audience**

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Dobbins called the meeting to order at 6:00 p.m. and read roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

There was a question on tracking ASG's hours on site.

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the Board of Supervisors' Special Meeting held November 19, 2014**

On a Motion by Mr. Johns, seconded by Mr. Jones, with all in favor, the Board approved the minutes of the Board of Supervisors' special meeting held November 19, 2014 for Two Creeks Community Development District.

**FOURTH ORDER OF BUSINESS**

**Ratification of the Operation and Maintenance Expenditures for November 2014 and December 2014**

On a Motion by Mr. Johns, seconded by Mr. McMichael, with all in favor, the Board ratified the operations and maintenance expenditures for November 2014 in the amount of \$18,321.64 and December 2014 in the amount of \$56,515.03 for Two Creeks Community Development District.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2015-03, Appointing an Assistant Secretary**

On a Motion by Mr. Johns, seconded by Mr. McMichael, with all in favor, the Board approved Resolution 2015-03, appointing Michael Jones as an Assistant Secretary for Two Creeks Community Development District.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel  
Mr. Haber updated the Board of Supervisors that new legislation did pass regarding Board of Supervisors ethics training, but it is not required for CDDs.
- B. District Engineer  
Not present.
- C. Amenity Manager  
Mr. Parks reviewed his report (marked as Exhibit "A").  
Discussion ensued regarding specific janitorial concerns. Mr. Parks noted ASG's hours will increase in March and he will review concerns with the on-site maintenance technician.
- D. Austin Outdoor  
Mr. Dougherty updated the Board of Supervisors that the field enhancements were completed and that the mulch is in the process of being installed.

Ms. Dobbins noted that the district saved \$2,000 on mulch due to a remaining credit per Austin's contract proposal from last year.

It was also noted that weekly mowing will start in April.

E. District Manager

Ms. Dobbins noted that the next regularly scheduled Board of Supervisors' Meeting will be held May 20, 2015 at 6:00 p.m.

Ms. Dobbins noted that three separate fitness equipment pieces were just repaired. She updated the Board of Supervisors that Austin Outdoor provided a proposal to replace the Mejoul palm at the main entrance intersection for \$6,855 (\$1,000 less than a proposal received a few years ago).

She also reviewed a request by a non-resident to fly her hawk on Two Creeks property. Discussion ensued. The Board of Supervisors gave a consensus to decline the request due to the risk of liability.

**SEVEN ORDER OF BUSINESS**

**Discussion of Possible Fiscal Year Capital  
Improvement: Fitness Equipment  
Proposals**

Mr. Goldman from Fitness Pro presented new equipment options and range of costs. After discussion, the Board of Supervisors directed Mr. Goldman to review the equipment on site and bid on all pieces and what is a priority with different leasing terms and directed staff to obtain two bids from other vendors.

**EIGHTH ORDER OF BUSINESS**

**Discussion of Possible Fiscal Year Capital  
Improvement: Security System Proposals**

The Board of Supervisors discussed the security camera option proposals under Tab 5. Discussion ensued. The Board of Supervisors directed staff to retrieve bids for high quality camera that can identify faces. They also requested staff to obtain a cost on fencing for basketball courts with access control.

**NINTH ORDER OF BUSINESS**

**Discussion of Possible Fiscal Year Capital  
Improvement: Access Control for  
Amenity Center Bathrooms**

The Board of Supervisors directed staff to request a bid for an estimate on costs.

**TENTH ORDER OF BUSINESS**

**Consideration of Austin Outdoor Contract  
Renewal**

Discussion ensued regarding terms and scope of services.

The Board of Supervisors approved a one-year contract renewal with Austin Outdoor in the amount of \$109,097.38 annually or \$9,091.45 per month.

On a Motion by Mr. Johns, seconded by Ms. Nguyen, with all in favor, the Board approved a one-year contract renewal with Austin Outdoor in the amount of \$109,097.38 annually or \$9,091.45 per month for Two Creeks Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Discussion Regarding Oversight  
Maintenance Contract**

Discussion ensued regarding oversight of all maintenance contracts, which would include monthly detailed inspections and reports and attending the Board of Supervisors meetings.

The Board of Supervisors directed the District Manager to present a proposal for operation services at the next meeting.

**TWELFTH ORDER OF BUSINESS**

**Consideration of Agreement for  
Technology Services**

Ms. Dobbins reviewed the proposal and contract. She noted that to have the website in compliance with new laws there is a one-time fee of \$750 and the CDD would pay a total of \$100 per month for ongoing maintenance, hosting, backup and storage. Discussion ensued.

The Board of Supervisors approved the agreement in substantial form and authorized the Chairman to execute in final form.

On a Motion by Mr. Johns, seconded by Ms. Burt, with all in favor, the Board approved the Agreement for Technology Services in substantial form and authorized the Chairman to execute in final form for Two Creeks Community Development District.

**THIRTEENTH ORDER OF BUSINESS**

**Audience Comments and Supervisor  
Requests**

There was a question on the landscape and pond aquatics contracts.

There was a question on the sidewalk requirements and installation on CDD property. Discussion ensued. The Board of Supervisors directed Supervisor McMichael to work with District Counsel to review the master plan and any possible obligation not met by the developer.

There was a question on Drees Homes disclosure.

There was a question on holiday decorating.

The Board of Supervisors requested staff to organize a CDD/HOA 101 prior to the next CDD meeting.

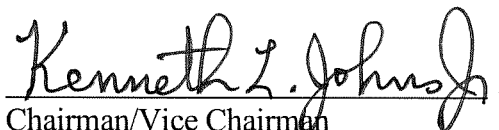
**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Mr. Johns, seconded by Ms. Burt, with all in favor, the Board adjourned the Board of Supervisors' meeting at 8:52 p.m. for Two Creeks Community Development District.



Secretary/Assistant Secretary



Chairman/Vice Chairman

Ex-A

Facility Maintenance Report



Prepared by: Brian Parks  
5/20/2015

Item/Location	Scope of work	Status	Notes/Comments
1 Spray feature	Tighten down all screws	Completed	We check all of the bolts and screws weekly
2 Pool	Painted Rope poles around pool	Completed	
3 Pool deck	Pressure wash pool deck	In Process	seeking proposals
4 Sidewalk by Playground Amenity Center	Pressure wash sidewalk	In Process	Seeking proposals
5 Pool grids	Clean pool grids twice a week	Completed	Need Replaced
6 Awnings	Pressure wash awnings	Completed	seeking proposals
7 Community Grill	Clean grill as needed	Completed	Residents rarely clean after use
8 Columns Around Amenity Center	Pressure washed column tops	Completed	seeking proposals
9 Trash Can lids around Amenity Center	Repainted all trash can lids	Completed	Trash cans fade due to sun exposure
10 Pool Rules Sign	Painted poles for pool rules sign	Completed	Poles were faded
11 Vinyl fence around Amenity Center	Pressure washed	Completed	Seeking proposals
12 Stone borders	Pressure washed	Completed	seeking proposals
13 Bulkhead	Pressure washed top of bulk head	Completed	
14 Pool deck	Scraped gum around deck	Completed	
15 Grill	Repaired hinge on grill	Completed	Hinge was broke during a party

Item/Location	Scope of work	Status	Notes/Comments
16 Ponds	Spray ponds- coordinating with Apex	In Process	Called Apex out to retreat ponds
17 Landscaping plant material around Amenity Center	Coordinating with Austin Outdoors to focus on trimming	In Process	They have completed the trimming of plants around pool
18 Fencing around Basketball court	Installation of fence around basketball court	Seeking proposals	
19 Gym Equipment	Purchasing and/or Leasing of new gym equipment	Seeking proposals	
20 Access Card System	Adding card system to restrooms, tennis courts, as well as repairing current system	Seeking proposals	
21 Light Sensor in Women's Restroom	Had First Coast Electric repair light sensor	Completed	The light sensor for the womens restroom was
22 Stainless Steel	Cleaned all stainless steel in restrooms, grill area, as well as gym equipment	Completed	
23 Net around Tennis Court	Repaired tennis court wind nets	Completed	
24 Sidewalks in neighborhood	measured sidewalks for all areas in need in order to acquire quotes to complete this work	Completed	
25 Pool filter grids	Acid wash-Annual maintenance	Completed	Need Replaced
26 Basketball Court	Swept up broken glass on basketball court	Completed	Beer and other glass bottles
27 Parking lot @ Amenity Center	Painted all light poles in parking lot @ Amenity Center	Completed	
28 Tennis Court	Possibly will need to be refinished If it can't be pressure washed. Currently looking into other options	Seeking proposals	
29 Basketball Court	Needs to be Resurfaced	Seeking proposals	
30 Pool Pump Seal	Needs to be replaced	Seeking proposals	Seal around pool pump is leaking
31 Pool filter grids	Needs to be replaced	Seeking proposals	filter grids need to be replaced soon