

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 **Special** meeting of the Board of Supervisors of Two Creeks Community Development District was held on **Thursday, September 11, 2014 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	Board Supervisor, Vice Chairman
Karen Chappell	Board Supervisor, Assistant Secretary
Lan Nguyen	Board Supervisor, Assistant Secretary
Karen Burt	Board Supervisor, Assistant Secretary

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Company, Inc.
Wes Haber	District Counsel, Hopping Green & Sams
Brian Parks	Amenity Manager, ASG
Dan Fagen	ASG
Kyle Kubik	Austin Outdoors

Audience

FIRST ORDER OF BUSINESS

Call to Order

Ms. Dobbins called the meeting to order at 6:13 p.m. and read roll call.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

There was a question on why there was a need for the additional rental policy.

There was a question on the fitness equipment preventative maintenance.

THIRD ORDER OF BUSINESS

Consideration of the Minutes of the Board of Supervisors' Regular Meeting held May 21, 2014

On a Motion by Mr. Johns, seconded by Ms. Chappell, with all in favor, the Board approved the Minutes of the Board of Supervisors' Regular Meeting held May 21, 2014 for Two Creeks Community Development District.

FOURTH ORDER OF BUSINESS

Ratification of the Operation and Maintenance Expenditures for May 2014, June 2014 and July 2014

On a Motion by Mr. Johns, seconded by Ms. Chappell, with all in favor, the Board ratified the Operation and Maintenance Expenditures for May 2014 in the amount of \$38,707.32, June 2014 in the amount of \$35,598.76 and July 2014 in the amount of \$34,595.68 for Two Creeks Community Development District.

FIFTH ORDER OF BUSSINESS

Staff Reports

- A. District Counsel
No report
- B. District Engineer
Not present.
Ms. Dobbins reported that the District Engineer had to come out to the District to review a pond-erosion issue. The District Engineer gave specific instruction for Austin Outdoors to handle the repair.
- C. Austin Outdoor
Mr. Kubik reported that all approved irrigation improvements were completed in zones A, B, C and D.
- D. Amenity Manager
Mr. Parks reviewed issues with the landscape lights at the intersection of Tynes Boulevard and Trail Ridge Road. The Board of Supervisors discussed a proposal to replace 28 landscape lights with LED lights for a total cost of \$2,202.20. The Board of Supervisors approved the presented proposal (Exhibit "A").

On a Motion by Mr. Johns, seconded by Ms. Chappell, with all in favor, the Board approved the proposal to replace 28 landscape lights with LED lights with an amount not to exceed \$2,202.20 for Two Creeks Community Development District.

E. District Manager

Ms. Dobbins noted that the next regularly scheduled Board of Supervisors' Meeting will be held November 19, 2014 at 6:00 p.m.

Ms. Dobbins updated the Board of Supervisors that staff is still in the preliminary phase of gathering proposals for active cameras. The first proposal came in around \$40,000 for installation. Staff will continue to do research and will be an item for next year's budget.

She also updated the Board of Supervisors that between the two General Election seats, one was automatically filled by one resident that applied and the second will be reviewed at the November 19, 2014 meeting for the Board to review candidates and appoint someone.

SIXTH ORDER OF BUSINESS

Acceptance of Financial Report for Fiscal Year ending September 30, 2013

On a Motion by Mr. Johns, seconded by Ms. Sheffield, with all in favor, the Board accepted the Financial Report for Fiscal Year ending September 30, 2013 for Two Creeks Community Development District.

SEVENTH ORDER OF BUSINESS

Discussion Regarding No Parking/Towing Policy

After discussion, the Board of Supervisors took no additional action on this matter. Staff will monitor the issue with vehicles parking on common property.

EIGHTH ORDER OF BUSINESS

Consideration of Amenity Center Holiday Rental Policy

The Board of Supervisors reviewed the additional language highlighted on Exhibit "B".

After discussion, the Board of Supervisors approved a policy that rentals are not available during weekends on which a federal holiday falls on either a Monday or a Friday.

On a Motion by Ms. Burt, seconded by Ms. Nguyen, with all in favor, the Board approved a policy that rentals are not available during weekend which a federal holiday falls on either a Monday or a Friday for Two Creeks Community Development District.

NINTH ORDER OF BUSINESS

**Consideration of Lake Maintenance
Contract Renewal**

The Board of Supervisors approved the renewal based on the same contract terms of \$905 per month.

On a Motion by Mr. Johns, seconded by Ms. Burt, with all in favor, the Board approved the renewal with Apex Aquatics based on the same contract terms of \$905 per month for Two Creeks Community Development District.

TENTH ORDER OF BUSIENSS

**Consideration of Fitness Equipment
Preventative Maintenance Contract
Renewal**

After discussion, the Board of Supervisors approved a renewal based on the same contract terms of \$190 per quarter.

On a Motion by Mr. Johns, seconded by Ms. Chappell, with all in favor, the Board approved a renewal with Fitness Pro based on the same contract terms of \$190 per quarter for Two Creeks Community Development District.

ELEVENTH ORDER OF BUSINESS

Consideration of ASG Contract Renewal

The Board of Supervisors approved the renewal with additional maintenance technician hours; Page 5, Item V(B) of the proposal was amended to state October 1st through September 30th with a total annual fee of \$62,166.80.

On a Motion by Mr. Johns, seconded by Ms. Chappell, with all in favor, the Board approved the renewal with additional maintenance technician hours; Page 5, Item V(B) of the proposal was amended to state October 1st through September 30th with a total annual fee of \$62,166.80 for Two Creeks Community Development District.

TWELFTH ORDER OF BUSINESS

**Consideration of Fiscal Year 2014/2015
Insurance Policy Quotes**

Ms. Dobbins presented district insurance quotes for insurance agents Stahl and Egis. After discussion, the Board of Supervisors approved Stahl's-PGIT Fiscal Year 2014/2015 quote for a total of \$13,254.80.

On a Motion by Ms. Chappell, seconded by Mr. Johns, with all in favor, the Board approved Stahl's-PGIT Fiscal Year 2014/2015 quote for a total of \$13,254.80 for Two Creeks Community Development District.

THIRTEENTH ORDER OF BUSINESS

**Public Hearing on Fiscal Year 2014/2015
Final Budget**

On a Motion by Mr. Johns, seconded by Ms. Chappell, with all in favor, the Board opened the Public Hearing on Fiscal Year 2014/2015 Final Budget for Two Creeks Community Development District.

There was a question on Rizzetta's 3% cost-of-living increase.

There was a question on legal advice.

There was a question regarding the increase to the ASG contract.

There was a question regarding the website expense.

On a Motion by Mr. Johns, seconded by Ms. Chappell, with all in favor, the Board closed the Public Hearing on Fiscal Year 2014/2015 Final Budget for Two Creeks Community Development District.

FOURTEENTH ORDER OF BUSINESS

**Consideration of Resolution 2014-08,
Adopting the Fiscal Year 2014/2015 Final
Budget**

The Board of Supervisors approved Resolution 2014-08, Adopting the Final Budget for Fiscal Year 2014/2015, setting the total General Fund Budget at \$442,265 and the Debt Service Fund Budget at \$875,610 for a Total Budget of \$1,317,875 excluding collection costs.

On a Motion by Mr. Johns, seconded by Ms. Chappell, with all in favor, the Board approved Resolution 2014-08, Adopting the Final Budget for Fiscal Year 2014/2015, setting the total General Fund Budget at \$442,265 and the Debt Service Fund Budget at \$875,610 for a Total Budget of \$1,317,875, excluding collection costs, for Two Creeks Community Development District.

FIFTEENTH ORDER OF BUSINESS

**Consideration of Resolution 2014-09,
Imposing Special Assessments and
Certifying the Assessment Roll**

On a Motion by Mr. Johns, seconded by Ms. Burt, with all in favor, the Board approved Resolution 2014-09, Imposing Special Assessments and Certifying the Assessment Roll for Two Creeks Community Development District.

SIXTEENTH ORDER OF BUSINESS

**Consideration of Resolution 2014-10,
Setting the Date, Time and Location of the
Regular Meetings**

On a Motion by Mr. Johns, seconded by Ms. Chappell, with all in favor, the Board approved Resolution 2014-10, Setting the Date, Time and Location of the Regular Meetings for Two Creeks Community Development District.

SEVENTEENTH ORDER OF BUSINESS

**Audience Comments and Supervisor
Requests**

There was a question about updates in newsletters.

There was a request to survey the residents regarding use of the amenity room versus making an additional fitness room. The Board of Supervisors authorized staff to work with Supervisor Burt to draft a survey.

On a Motion by Mr. Johns, seconded by Ms. Chappell, with all in favor, the Board authorized staff to work with Supervisor Burt to draft a survey for Two Creeks Community Development District.

There was a request for a light or motion sensor at the entrance gate.

There were no Supervisor comments.

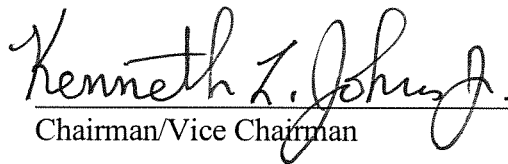
EIGHTEENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Johns, seconded by Ms. Chappell, with all in favor, the Board adjourned the Board of Supervisors' meeting at 7:54 p.m. for Two Creeks Community Development District.



Secretary/Assistant Secretary



Chairman/Vice Chairman

Exhibit “A”

TWO CREEKS

Tasks/Repairs Completed

Exterior Amenities & Landscaping

1. Plants in fountains complete
2. The new pool rules sign has been installed
3. Repaired the top on grill
4. Repaired the fence around the tennis court
5. Cleaned tiles around pool
6. Had the A/C repaired
7. Repaired more pavers around the pool
8. Installed "No Fishing" signs around some ponds
9. Palm trees & Wax Myrtles have been trimmed
10. Installed waterproof covers on times for tennis & basketball courts
11. Had Austin Outdoors repair some sidewalk where one of their subcontractors cracked it
12. Installed two signs that say keep gate shut at all times. One on front gate, the other on the back gate
13. Replaced the men's & women's restroom signs
14. Had Austin Outdoors cut down weeds that were behind pool deck
15. Plants installed in small garden by pool
16. Repaired park bench at playground
17. Repaired two street signs
18. Had two fence panels repaired
19. Irrigation has been repaired
20. Looked into getting towing company to remove unwanted car in no parking zones

Interior Amenities

1. Repaired the leg press in the gym
2. Repaired sink in the women's restroom
3. Installed 4 new soap dispensers in restrooms

Tasks/Repairs To be Completed

1. Need to repair more gutter(s) at amenity center
2. Need to pressure wash amenity center
3. Need to pressure wash pavers again
4. Need to pressure wash tennis & basketball courts
5. Need to replace Volleyball court post
6. Need to have pavers around pool deck sealed
7. Need to install some drains around pool deck

Exhibit “B”

TWO CREEKS ROOM AT THE AMENITY CENTER: RENTAL POLICIES

Residents and Non-Resident Users may reserve the Two Creeks Room through the Amenity Services Group (District Representative) office for various meetings, classes, events, etc. for a maximum of five (5) hours per event. The five (5) hour limitation can only be exceeded upon specific authorization from the Board. Patrons may not reserve the Two Creeks Room more than four (4) times in any twelve (12) month period. The maximum number of persons attending any event shall not exceed twenty-five (25) persons. Reservation of the Two Creeks Room is on a first come, first serve basis and is subject to approval by the District Representative. Upon application for use of the Two Creeks Room, the District Representative will determine if a paid attendant will be necessary. If an attendant is necessary, the party requesting the Two Creeks Room will be required to pay the costs associated with the attendant. The Two Creeks Room will not be available for use on the following days:

December 24th
December 31st
Easter Sunday
Memorial Day
Thanksgiving Day

December 25th
January 1st
July 4th
Labor Day

The amenity center is not available for rentals during Memorial Day Weekend, Labor Day Weekend or any other weekend on which a federal holiday falls on either a Monday or Friday.