

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, November 20, 2013 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:

Howard Sheffield	Board Supervisor, Chairman
Kenny Johns	Board Supervisor, Vice Chairman
Karen Chappell	Board Supervisor, Assistant Secretary
Lan Nguyen	Board Supervisor, Assistant Secretary

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Company, Inc.
Wes Haber	District Counsel, Hopping Green & Sams
Brian Parks	Field Manager, ASG

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

**Consideration of Resolution 2014-01,
Designating Public Comment Periods**

<p>On a Motion by Mr. Sheffield, seconded by Mr. Johns, with all in favor, the Board approved Resolution 2014-01, Designating Public Comment Periods for Two Creeks Community Development District.</p>

THIRD ORDER OF BUSINESS

Audience Comments on Agenda Items

An audience member requested an update on the community marquee sign.

FOURTH ORDER OF BUSINESS

Consideration of the Minutes of the Board of Supervisors' Special Meeting held August 13, 2013

On a Motion by Mr. Sheffield, seconded by Ms. Chappell, with all in favor, the Board approved the Minutes of the Board of Supervisors' Special Meeting held August 13, 2013 for Two Creeks Community Development District.

FIFTH ORDER OF BUSINESS

Consideration of the Minutes of the Audit Committee Meeting held August 13, 2013

On a Motion by Mr. Sheffield, seconded by Mr. Johns, with all in favor, the Board approved the Minutes of the Audit Committee Meeting held August 13, 2013 for Two Creeks Community Development District.

SIXTH ORDER OF BUSINESS

Ratification of the Operations and Maintenance Expenditures for July 2013, August 2013 and September 2013

On a Motion by Mr. Johns, seconded by Mr. Sheffield, with all in favor, the Board ratified the Operations and Maintenance Expenditures for July 2013 in the amount of \$37,437.25, August 2013 in the amount of \$20,678.48 and September 2013 in the amount of \$36,231.76 for Two Creeks Community Development District.

SEVENTH ORDER OF BUSSINESS

Staff Reports

A. District Counsel

- 1.) Review of the Updated Provisions of the District's Rules of Procedure and Setting the Public Hearing

The Board of Supervisors set the public hearing for February 19, 2014 at 6:00 p.m.

On a Motion by Mr. Sheffield, seconded by Ms. Nguyen, with all in favor, the Board set the Public Hearing for the District's Rules of Procedure for February 19, 2014 for Two Creeks Community Development District.

The Audience requested the Board of Supervisors to reconsider developing a District website. Discussion ensued.

The Board of Supervisors approved Rizzetta & Company to develop a CDD website and authorized the Vice Chairman to execute an official agreement with an amount not to exceed \$3,000. The contract for website development is attached as Exhibit "A" to these minutes.

B. District Engineer
Not present.

C. Amenity Manager
Mr. Parks presented his report, marked as Exhibit "B" to these minutes.

There was a question regarding whether the lighting inspection had been completed. Mr. Parks noted that they are waiting on parts to complete the repairs.

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

Ms. Dobbins updated the Board of Supervisors that she contacted Comcast to open a bundled-service account. Currently, the District is waiting for Comcast to receive their permit to construct and lay their cable at the amenity center. Once that is completed, the District will save cost by eliminating the two different carries for cable and phone services.

Ms. Dobbins also noted that the District is still looking for a contractor to install the ADA handrails and transfer system.

EIGHTH ORDER OF BUSINESS

**Consideration of Grill
Repair/Replacement Proposals**

The Board of Supervisors approved the proposal to repair the grill in the amount of \$1,337.22.

On a Motion by Mr. Johns, seconded by Ms. Chappell, with all in favor, the Board approved the proposal to repair the grill in the amount of \$1,337.22 for Two Creeks Community Development District.

NINTH ORDER OF BUSINESS

Consideration of Marquee Sign Proposals

The Board of Supervisors approved the double-sided marquee sign for \$2,045, excluding shipping costs.

On a Motion by Mr. Johns, seconded by Ms. Nguyen, with all in favor, the Board approved the double-sided marquee sign for \$2,045, excluding shipping costs, for Two Creeks Community Development District.

TENTH ORDER OF BUSINESS

Discussion of a District Fishing Policy

This item was tabled until a future Board of Supervisors meeting.

On a Motion by Mr. Sheffield, seconded by Mr. Johns, with all in favor, the Board tabled the discussion of a District Fishing Policy until a future Board of Supervisors Meeting for Two Creeks Community Development District.

ELEVENTH ORDER OF BUSINESS

**Acceptance of Grau & Associates
Engagement Letter**

The Board of Supervisors accepted Grau & Associates' Engagement Letter for auditing services.

On a Motion by Mr. Sheffield, seconded by Mr. Johns, with all in favor, the Board accepted Grau & Associates' Engagement Letter for auditing services for Two Creeks Community Development District.

TWELFTH ORDER OF BUSIENSS

**Audience Comments and Supervisor
Requests**

An audience member had a question regarding painting the kiddie water feature.

An audience member had a question regarding the tier fountains.

An audience member had a question regarding the improvement plans off of Pipit Point.

An audience member had a question regarding soliciting.

An audience member had a question regarding the tennis court repairs.

There were no Supervisor comments.

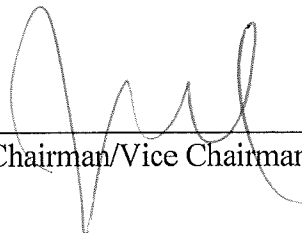
THIRTEENTH ORDER OF BUSINESS

Adjournment

On a Motion by Mr. Johns, seconded by Mr. Sheffield, with all in favor, the Board adjourned the Board of Supervisors' meeting at 7:00 p.m. for Two Creeks Community Development District.



Secretary/Assistant Secretary



Chairman/Vice Chairman

Exhibit “A”

CONTRACT FOR WEBSITE DEVELOPMENT SERVICES

DATE: November 21, 2013

BETWEEN: **RIZZETTA & COMPANY INCORPORATED**
3434 Colwell Avenue
Suite 200
Tampa, Florida 33614

(Hereinafter referred to as "Consultant");

AND: **TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT**
3434 Colwell Avenue
Suite 200
Tampa, Florida 33614

(Hereinafter referred to as "District").

PURPOSE AND SCOPE OF SERVICES:

The purpose of this engagement is for the Consultant to provide Website Development Services for the District. The website will be based on the information listed below under Project Specifications. Desired logos and photos will need to be provided to Consultant in digital format. If these are not provided in digital format, digital photos obtained on site by Consultant and stock photography will be used as part of the website design fee. The duties and responsibilities included as part of this contract include, but are not limited to the following:

PROJECT SPECIFICATIONS:

Home Page – News, Events and a brief introduction explaining different municipal and non-profit entities (Homeowners Association) involved within the community and its operations.

Government – Information listing State, County and City (if applicable) involvement with contact information/links.

Community Development District – Levels of service explanation, responsibilities, budget, monthly agenda/minutes and contact information. Retroactive from the beginning of the current fiscal year.

Homeowner Association – Information listing explanation, responsibilities, and contact information (as provided by the current HOA Manager).

Community Events – View events listed on a community calendar.

Contact CDD - Submit an inquiry via web e-mail form to designated personnel.

WEBSITE HOSTING SPECIFICATIONS:

In addition to providing the website, Consultant will update and post monthly information provided for the community calendar, Community Development District meeting minutes/agenda, budget and meetings/workshops dates.

TIME AND FEE SCHEDULE:

All services will be completed on a timely basis in accordance with the District activities. The estimated completion time for development of the website is approximately four (4) weeks after all desired materials and content are provided to Consultant. Any delays in providing materials to Consultant will extend the final completion date.

The website development cost outlined above is a one-time lump sum setup fee of \$2,500.00.

On-going website hosting and maintenance fee of \$50.00 per month.

All direct out-of-pocket expenses incurred as part of performing the duties and responsibilities outlined in this contract are a responsibility of and will be borne by the District. These expenses include, but are not limited to: reproduction, long distance telephone, facsimile transmission, postage & express mail.

DISTRICT RESPONSIBILITIES:

Expenses incurred in providing this support shall be the sole responsibility of the District.

NON-CONTINGENCY:

The payment of fees and expenses, as outlined in this Contract, are not contingent upon any circumstance not specifically outlined in this Contract.

TERMINATION OF THIS CONTRACT:

This Contract may be terminated by the Consultant or District, for any reason, upon 60 days written notice.

GENERAL TERMS AND CONDITIONS:

- 1) All invoices are due and payable upon presentation. For invoices not paid within 30 days of presentation, interest on the balance due will be charged at the maximum legally permissible rate.
- 2) In the event collection proceedings become necessary, District agrees to pay all costs including attorney's fees.
- 3) Dissolution or court-declared invalidity of the District shall not relieve the District of monies due for services theretofore rendered.
- 4) This Contract shall be interpreted in accordance with and shall be governed by the laws of the State of Florida.
- 5) In the event that any provision of this contract shall be determined to be unenforceable or invalid by a Court of Law, such unenforceability or invalidity shall not affect the remaining provisions of the Contract which shall remain in full force and effect.
- 6) The rights and obligations of the District as defined by this Contract shall inure to the benefit of and shall be binding upon the successors and assigns of the District. There shall be no assignment of this Contract by the Consultant.
- 7) Any amendment or change to this Contract shall be in writing and executed by all parties.

**CONTRACT FOR WEBSITE DEVELOPMENT SERVICES
TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT**

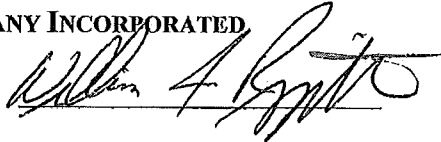
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This Contract shall represent the entire agreement between the Consultant and the District. Both Consultant and District understand and agree with the terms and conditions as set forth herein.

ACCEPTED BY:

RIZZETTA & COMPANY INCORPORATED

BY:



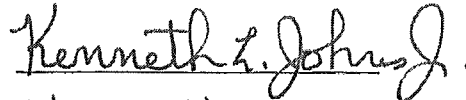
PRINTED NAME: William J. Rizzetta

TITLE: President

DATE: 12/2/2013

TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT

BY:



PRINTED NAME: Kenneth L. Johns Jr.

TITLE: Vice Chairman

DATE: 11-21-2013

Exhibit “B”

TWO CREEKS

Tasks/Repairs Completed

Exterior Amenities & Landscaping

1. Received proposal for marquee signs 1 & 2 sided
2. Replaced timer on kiddie feature
3. Replaced tile around small pool
4. Replaced slide & nets around spray & play
5. Received grill proposal
6. Installed threshold on both restroom doors
7. Pressure washed playground equipment around amenity center
8. Pressure washed some sidewalk around amenity center
9. Raked and weeded volleyball court
10. Had bushes trimmed along Tynes Blvd
11. Put up no trespassing signs in preserve behind houses along Sand Hill Crane
12. Put up post blocking man made road behind Sand Hill Crane
13. Started painting trim around Amenity Center

Interior Amenities

1. Patched holes in walls in social room, gym, and restrooms

Tasks/Repairs To be Completed

1. Finish painting trim around Amenity Center