

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 19, 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, Chairman
Karen Burt	Board Supervisor, Vice Chairman
Lan Nguyen	Board Supervisor, Assistant Secretary
Karen Chappell*	Board Supervisor, Assistant Secretary
Carl McMichael	Board Supervisor, Assistant Secretary
Michael Jones	Board Supervisor

Also present were:

Melissa Dobbins	District Manager, Rizzetta & Company, Inc.
Jennifer Kilinski	District Counsel, Hopping Green & Sams
Dan Fagen	ASG
Kyle Kubik	Austin Outdoors

Audience

**Ms. Chappell's term expired in November 2014, however, no qualified electors qualified with the Supervisor of Elections to be elected to her seat. Under Florida law, Ms. Chappell's seat is considered vacant, but she is authorized to participate in Board meetings until the Board appoints a qualified elector to fill such vacancy. Ms. Chappell participated in this meeting until the Board appointed Michael Jones to fill the vacancy, at which time Ms. Chappell ceased participating in the meeting.*

FIRST ORDER OF BUSINESS

Call to Order

Ms. Dobbins called the meeting to order at 6:11 p.m. and read roll call.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

There were no comments on agenda items.

THIRD ORDER OF BUSINESS

Oaths of Office for Newly Elected Board of Supervisors' Members

The Oath of Office was given to Mr. McMichael prior to the onset of this meeting. Mr. McMichael elected to receive compensation.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2015-01, Designating Officers

On a Motion by Ms. Chappell, seconded by Mr. McMichael, with all in favor, the Board approved Resolution 2015-01, Appointing Kenny Johns as Chairman, Karen Burt as Vice Chairman, and Lan Nguyen, Carl McMichael, Melissa Dobbins and Anthony Jeancola as Assistant Secretaries for Two Creeks Community Development District.

FIFTH ORDER OF BUSINESS

Consideration of the Minutes of the Board of Supervisors' Special Meeting held September 11, 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' Special Meeting held September 11, 2014 for Two Creeks Community Development District.

SIXTH ORDER OF BUSINESS

Ratification of the Operations and Maintenance Expenditures for August 2014, September 2014 and October 2014

On a Motion by Mr. Johns, seconded by Ms. Chappell, with all in favor, the Board ratified the Operations and Maintenance Expenditures for August 2014 in the amount of \$28,100.72, September 2014 in the amount of \$40,288.75 and October 2014 in the amount of \$26,568.61 for Two Creeks Community Development District.

SEVENTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel
No report
- B. District Engineer
Not present.

C. Amenity Manager

1.) Update on Use of Facility Report

Mr. Fagen presented Mr. Parks' Amenities Report (marked as Exhibit A) and the draft resident survey was reviewed. After discussion, the Board of Supervisors directed staff to first reduce the rates to use the amenity rental room to a \$50 rental fee and a \$300 deposit. The district will monitor the room's use over the next year before moving forward with the survey.

On a Motion by Mr. Johns, seconded by Ms. Burt, with all in favor, the Board directed staff to reduce the rates to use the amenity rental room to a \$50 rental fee and a \$300 deposit for Two Creeks Community Development District.

Mr. Johns recommended that staff purchase folding tables and chairs for the rental room with an amount not to exceed \$750.

On a Motion by Mr. Johns, seconded by Ms. Burt, with all in favor, the Board directed staff to purchase folding tables and chairs for the rental room with an amount not to exceed \$750 for Two Creeks Community Development District.

D. Austin Outdoor

Mr. Kubik updated the Board of Supervisors that the amenity field was mowed and is being inspected to make sure it's level and safe for activities.

They will also replace plants in the tier fountains at no cost.

E. District Manager

Ms. Dobbins noted that the next regularly scheduled Board of Supervisors' Meeting will be held February 18, 2015 at 6:00 p.m.

Ms. Dobbins updated the Board of Supervisors that the ADA railings have been installed and the new LED lights are being installed today. The website is being reviewed to see what is needed to be in compliance with new legislation. She will provide more information at a future meeting regarding the increased maintenance and storage requirements.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2015-02,
Declaring a Vacancy**

On a Motion by Mr. Johns, seconded by Ms. Chappell, with all in favor, the Board approved Resolution 2015-02, Declaring a Vacancy for Two Creeks Community Development District.

NINTH ORDER OF BUSINESS

Consideration of Appointment to Board of Supervisors

The Board of Supervisors received three resumes from Michael Jones, Olan Peters and Jacquetta Smith. Mr. Peters announced that he was just appointed to the HOA Board and requested his name be removed from consideration.

After discussion, the Board of Supervisors appointed Michael Jones to Seat Number 4.

On a Motion by Mr. Johns, seconded by Ms. Burt, with all in favor, the Board appointed Michael Jones to Seat Number 4 for Two Creeks Community Development District.

The Oath of Office was given to Mr. Jones and he elected not to receive compensation.

TENTH ORDER OF BUSINESS

Consideration of Breezeway Lighting Proposal

Ms. Dobbins mentioned that First Coast Electric had to raise their proposal price to \$1,080 (marked as Exhibit "B") in order to install two motion sensors.

After discussion, the Board of Supervisors approved the proposal from First Coast Electric in the amount of \$1,080.

On a Motion by Mr. Johns, seconded by Mr. Jones, with all in favor, the Board approved the proposal from First Coast Electric in the amount of \$1,080 for Two Creeks Community Development District.

ELEVENTH ORDER OF BUSINESS

Audience Comments and Supervisor Requests

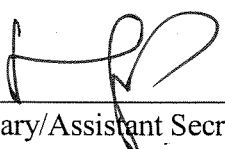
There were no audience comments.

Ms. Nguyen raised a concern regarding non-residents using the basketball court.

TWELFTH 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 7:31 p.m. for Two Creeks Community Development District.


Secretary/Assistant Secretary

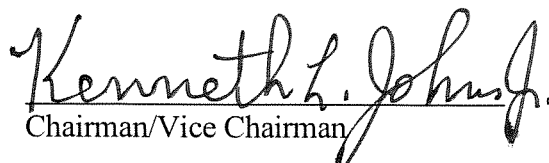

Chairman/Vice Chairman

Exhibit “A”

TWO CREEKS

Tasks/Repairs Completed

Exterior Amenities & Landscaping

1. Had hand rails installed to meet ADA requirements
2. Painted office, social room, gym, and restroom doors
3. Did a deep clean on grill
4. Cleaned & repainted all benches around playground, basketball, and tennis courts.
5. Repainted all trash cans
6. Pressure washed gutters around Amenity center
7. Cleaned all walls under pavilion area
8. Cleaned cobwebs off ceiling under pavilion
9. Repaired fence around pool
10. Replaced timer for the spray feature
11. Repaired outside sink due to poor draining
12. Received two quotes on installing motion sensors by restroom & gym doors
13. Cleaned all tiles around both pools
14. Cleaned all stainless steel
15. Cleaned and repaired water fountains
16. Cleaned a lot of gum off pool deck and water tables
17. Checked and tightened up any loose bolts on spray features
18. Had Austin Outdoors repair a couple pop up's and valves
19. Scheduled installation of new LED lights with First Coast Electric for Mid month
20. Pressure washed playground equipment around Amenity Center
21. Repaired net on fence around tennis court
22. Pressure washed tables and chairs
23. Had gym equipment repaired and everything oiled down
24. Cleaned and wiped down all gym equipment
25. Touched up painting on fence around Amenity Center
26. Repaired pavers that have settled.

Interior Amenities

1. Repaired hole in men's restroom
 2. Repaired hole in gym
 3. Cleaned and painted all ceiling fans
 4. Took down restroom light covers, cleaned them, and re-installed.
 5. Repaired plug in gym
 6. Changed out all soap dispensers with more up-to-date and cost friendly dispensers
 7. Re-installed one stucco countertop
 8. Replaced door sweep for the women's restroom
-

TWO CREEKS

Tasks/Repairs To be Completed

1. Need to install two poles for volleyball court net
2. Need to clean and repair drain around part of the pool deck
3. Pressure wash tennis and basketball courts
4. Need to repair tennis court wrenches to better support nets
5. Need to repair another stucco column
6. Need to repair some gutters
7. Need to look into having gym door repaired correctly
8. Pressure wash pavers around entire pool
9. Pressure wash Amenity Center building
10. Need to install motion sensors for lights by gym & restroom doors
11. Mulching to be completed in the Spring

Exhibit “B”

FIRST COAST ELECTRIC, LLC
P.O. BOX 60995
JACKSONVILLE, FLORIDA 32236-0995
OFFICE: (904) 779-5491 FAX: (904) 777-3608



ER 13012499

TO: AMENITIE COMPANIES

PHONE:

DATE: November 19, 2014

JOB NAME: TWO CREEKS BREEZEWAY LIGHTS

JOB LOCATION: TWO CREEKS

JOB DESCRIPTION

ELECTRICAL LIGHTING WORK:

- 1) DISCONNECT BREEZEWAY LIGHT FROM TIMECLOCK
- 2) FURNISH AND INSTALL (2) MOTION SENSORS AND REWIRE LIGHT TO MOTION SENSOR

WE WILL NEED ATTIC ACCESS DURING THE WORK.

PAYMENT TO BE MADE AS FOLLOWS: WITHIN 15 DAYS AFTER RECEIPT OF INVOICE

TOTAL ESTIMATED JOB COST \$1,080.00

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration of deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All guarantees contingent upon strike, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Ins.

Thomas L Andrews III

THOMAS L ANDREWS III

AUTHORIZED SIGNATURE

Acceptance of proposal _____

Date of acceptance _____

This proposal may be withdrawn by us if not accepted within **-15-** days.