



Rizzetta & Company

# **TWO CREEKS**

## **Community Development District**

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**Board of Supervisors' Meeting**  
**August 23, 2023**

**District Office:**  
**2806 N. Fifth Street**  
**St. Augustine, FL 32084**

[www.twocreeksccd.org](http://www.twocreeksccd.org)

## **TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT**

Courtyard by Marriott 610 Wells Road, (I-295 & US 17), Orange Park, Florida 32073

[www.twocreeksccd.org](http://www.twocreeksccd.org)

<b>Board of Supervisors</b>	Darryl Del Rio Brian Wigal Karen Knowles Lan Nguyen Barbara Rhodes	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Carol L. Brown	Rizzetta & Company, Inc.
<b>District Counsel</b>	Wes Haber	Kutak Rock, LLP
<b>District Engineer</b>	D. Glynn Taylor	Taylor & White

**All cellular phones must be placed on mute while in the meeting room.**

The Audience Comments portion, **on Agenda Items Only**, will be held at the beginning of the meeting. The Audience Comments portion of the agenda, **on General Items**, will be held at the end of the meeting. During these portions of the agenda, audience members may make comments on matters that concern the District (CDD) and will be limited to a total of three (3) minutes to make their comments.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (239) 936-0913. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

# TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT

District Office · St. Augustine, Florida · (904) 436-6270  
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614  
[www.twocreeksccd.org](http://www.twocreeksccd.org)

**Board of Supervisors  
Two Creeks Community  
Development District**

**August 16, 2023**

## AGENDA

Dear Board Members:

The regular **meeting** of the Board of Supervisors of the Two Creeks Community Development District will be held on **August 23, 2023, at 6:00 p.m.** at the Courtyard by Marriott located at 610 Wells Road, Orange Park, Florida 32073.

### **BOARD OF SUPERVISORS MEETING:**

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Board of Supervisors' Regular Meeting, held May 24, 2023.....Tab 1
  - B. Ratification of Operation & Maintenance Expenditures for May 2023, June 2023 & July 2023.....Tab 2
  - C. Consideration of Resolution 2023-05, Redesignating Certain Officers.....Tab 3
- 4. STAFF REPORTS (Part A)**
  - A. Landscape Manager.....Tab 4
    - 1.) BrightView Landscape Quality Site Assessment, dated August 15, 2023
- 5. BUSINESS ITEMS**
  - A. Ratification of BrightView Hurricane Response Proposal.....Tab 5
  - B. Ratification of the BrightView Irrigation Controller Proposal.....Tab 6
  - C. Consideration of BrightView Clean-Up Near Amenity Center Proposal.....Tab 7
  - D. Consideration of Security Services Proposal(s)\*
  - E. Consideration of Poolsure Renewal Proposal.....Tab 8
  - F. Public Hearing on FY 23-24 Final Budget.....Tab 9
    - 1.) Consideration of Resolution 2023-06, Approving Fiscal Year 2023-2024 Final Budget
  - G. Public Hearing on Special Assessments.....Tab 10
    - 1.) Consideration of Resolution 2023-07, Imposing Special Assessments
  - H. Consideration of Resolution 2023-08, Designating Date, Time & Location of Regular Meetings for Fiscal Year 2023-2024.....Tab 11

- I. Acceptance of Fourth Addendum to Professional District Services Agreement.....Tab 12
- J. Ratification of Acceptance of Financial Audit, dated September 30, 2022.....Tab 13
- K. Consideration of Acceptance of First Coast CMS Renewal to Agreement
- L. Consideration of Entrance Sign Proposal.....Tab 14
- 6. STAFF REPORTS (Part B)**
  - A. District Counsel
  - B. District Engineer
  - C. Amenity and Field Operation Manager.....Tab 15
    - 1.) Solitude Lake Management Report – *(Under Separate Cover)*
    - 2.) First Coast CMS Field Report, dated August 23, 2023
  - D. District Manager.....Tab 16
    - 1.) Campus Suite Quarterly Compliance Report, dated August 2023
- 7. AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
- 8. ADJOURNMENT**

*\*Florida law requires Board discussions related to the District's security system, as well as any discussions that would reveal the operations of the security system, types of equipment, and/or locations, to be held in a closed session, per Section 119.07138 and Section 281.301 of the Florida Statutes. Only the Board and staff can be present for discussion of this agenda item.*

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact Kristi Roxas, Administrative Assistant, at (904) 436-6270 Ext. 4636 or email: [KRoxas@rizzetta.com](mailto:KRoxas@rizzetta.com), or Carol L. Brown, the District Manager, at 904-436-6270 Ext. 4631 or email: [CLBrown@rizzetta.com](mailto:CLBrown@rizzetta.com).

Yours kindly,

*Carol L. Brown*

District Manager

# **Tab 1**

**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 **May 24, 2023, at 6:00 p.m.** at the Courtyard by Marriott located at 610 Wells Road, Orange Park, FL 32073.

**Present and constituting a quorum:**

Darryl Del Rio	<b>Board Supervisor, Chairman</b>
Brian Wigal	<b>Board Supervisor, Vice Chairman</b>
Lan Nguyen	<b>Board Supervisor, Assistant Secretary</b>
Barbara Rhodes	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Carol Brown	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Wes Haber	<b>District Counsel, Kutak Rock, LLP</b>
Rodney Hicks	<b>Branch Manager, BrightView Landscape</b>
Tony Shiver	<b>Owner/President, First Coast CMS</b>

Audience members of the public present

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Brown called the meeting to order at 6:07 p.m. and read roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments on  
Agenda Items**

There were no audience comments.

48 **THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the  
Board of Supervisors' Regular  
Meeting, held February 22, 2023**

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On motion by Mr. Wigal, seconded by Mr. Del Rio, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors regular meeting, held February 22, 2023, for Two Creeks Community Development District.

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53 **FOURTH ORDER OF BUSINESS**

**Ratification of Operation &  
Maintenance Expenditures for  
December 2022, January 2023,  
March 2023 & April 2023**

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Ms. Brown reminded the Board that Rizzetta & Company has recently implemented the new Intacct Accounting Software. She informed the Board that the District has 1 license included for access into the software and additional licenses can be purchased for \$172 each, for this current fiscal year. The Board discussed and no supervisor expressed interest in obtaining access. Ms. Brown stated this could be revisited at any time.

On motion by Mr. Wigal, seconded by Ms. Nguyen, with all in favor, the Board of Supervisors ratified the operation & maintenance expenditures for December 2022, in the amount of \$44,286.43, January 2023, in the amount of \$58,025.50, February 2023, in the amount of \$46,491.50, March 2023, in the amount of \$21,747.69, and April 2023, in the amount of \$78,023.44, for Two Creeks Community Development District.

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65 **FIFTH ORDER OF BUSINESS**

**Staff Reports**

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**A. District Counsel**

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Mr. Haber informed the Board that legislation passed requiring CDD Board Supervisors to complete 4 hours of ethics training annually beginning January 1, 2024.

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He also advised that the bill regarding sovereign immunity insurance amounts did not pass.

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74

**B. District Engineer**

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Mr. Taylor was not present.

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Mr. Wigal expressed concerns over retention pond water levels.

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80

Board directed Staff to document and monitor.

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85           **C. Landscape Manager**

- 86  
87           **1.) BrightView Quality Site Assessment, dated May 12, 2023**  
88           **2.) BrightView Landscape Irrigation Report, dated April 27, 2023**  
89

90 Mr. Hicks was present to answer questions regarding his report found under Tab 3. He  
91 stated the landscaping is in a good place. He also informed the Board of several  
92 irrigation repairs made, and one repair appeared to be caused by lighting damage.

93  
94 Mr. Wigal asked for BrightView to have the entrance well-manicured and expressed  
95 concerns with the construction debris running into the storm drains.

96  
97 The Board directed the Staff to obtain documentation of the party responsible for  
98 construction debris impacting the District.

99  
100 Ms. Rhodes informed the Board that the residents of 4523 Song Sparrow are making  
101 improvements to District property. The Staff is to investigate this information.

102  
103 The Board directed the Staff to address broken streetlamps.

104  
105 The Board excused Mr. Hicks at 6:21 p.m. from the meeting.

106  
107           **D. Amenity and Field Operation Manager**

- 108  
109           **1.) FC CMS Amenity Management Report, dated May 24, 2023**  
110

111 Mr. Shiver reviewed his report found under Tab 4. He also advised they were in the  
112 process of identifying broken streetlamps, Mr. Czako was on vacation this week, the  
113 back-up pool motor was purchased and Fitness Pro had provided a repair estimate.

114  
115 Ms. Brown stated the Fitness Pro proposal had been approved for the repairs.

- 116  
117           **2.) Solitude Lake Management Report**  
118

119 Mr. Shiver reviewed the report.

- 120  
121           **3.) Update on Pond Fish Re-Stocking & Otters**  
122

123 Mr. Shiver updated the Board that additional information was received from both  
124 universities and FWC. He suggested the Board could explore adding additional habitats  
125 for fish to hide from the otters. Discussion ensued.

126  
127 Mr. Wigal requested the Staff to have Solitude Lake Management remove pond debris.  
128 Ms. Rhodes asked them to remove debris at the pond in front of the amenity center.

129  
130 Mr. Del Rio asked for Staff to clean pool tiles frequently.



131  
132 Mr. Wigal inquired about the changing of the water fountain filters.  
133  
134 Mr. Shiver informed the Board that the Department of Health recently inspected the pool  
135 and identified a few items that the District needed to correct. He said the Staff has  
136 already made those corrections.  
137  
138 The Board discussed amenity policy violations and Mr. Shiver advised of the Staff's  
139 practice of enforcement. Discussion ensued.  
140  
141 Audience members commented on amenity policies, lift chair and historical reports on  
142 other discussion.  
143  
144 Mr. Shiver stated FCCMS can provide a custom lift chair cover.  
145  
146 Ms. Brown asked the Board if they would like to move forward with the fish re-stocking  
147 and if they would like to rescind the Trutech Wildlife Service Agreement.  
148

<p>On motion by Del Rio, seconded by Ms. Rhodes, with all in favor, the Board of Supervisors directed the Staff to move forward with the Solitude Lake Management fish restocking proposal and rescinded the Trutech Wildlife Service Agreement, for Two Creeks Community Development District.</p>
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150 **E. District Manager**  
151  
152 **1.) Presentation of Registered Voter Count**  
153  
154 Ms. Brown informed the Board that as of April 15, 2023, there were 1,396 registered  
155 voters residing in the District.  
156  
157 She then reviewed her report and informed the Board that the HOA has reached out to  
158 Staff regarding the placement/installation of the HOA board on District property.  
159  
160 She also noted the next meeting is scheduled for August 23, 2023, at 6:00 p.m. at the  
161 Orange Park Courtyard Marriott.  
162  
163 **2.) Update on Easement Access Easement**  
164  
165 Ms. Brown reminded the Board that at the last meeting the Board directed the Staff to  
166 work with the owner of 1137 Buggy Whip Trail and explore possibly granting the owner  
167 access to Clay County Utility Water line through the boundaries of the District.  
168  
169 She stated the District Engineer reviewed this requested and responded that there is a  
170 SJRWMD conservation easement over the wetlands between the owner's lot and Trail  
171 Ridge Road.  
172

173 No further action will be taken by the Board on this request.

174

175 **SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-02,  
Adopting Records Retention Policy**

176

177

178 Mr. Haber provided an overview of the Resolution and the two different options that the  
179 Board could adopt. Discussion ensued.

180

On motion by Del Rio, seconded by Ms. Rhodes, with all in favor, the Board of Supervisors adopted Resolution 2023-02, Records Retention Policy and chose Option 2, for Two Creeks Community Development District.

181

182 **SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-03,  
Certifying Name Change for  
Assistant Secretary**

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186 Ms. Brown informed the Board that Supervisor Burt has requested for her name to be  
187 changed to Supervisor Knowles and presented the Resolution to the Board.

188

On motion by Ms. Nguyen, seconded by Mr. Wigal, with all in favor, the Board of Supervisors adopted Resolution 2023-03, certifying name change for Assistant Secretary, for Two Creeks Community Development District.

189

190 **EIGHTH ORDER OF BUSINESS**

**Consideration of Acceptance of  
Arbitrage Rebate Reports, dated  
August 11, 2021 & August 11, 2022**

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192

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194 Ms. Brown informed the Board that the District is required to calculate the interest  
195 earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986.  
196 The rebate analyst is required to verify that the District has not received earnings higher  
197 than the yield of the bonds.

198

199 Both the August 11, 2021 & August 11, 2022, reports state that no rebate amount is  
200 required, therefore no return or payment to IRS is required. Asking the Board for a  
201 Motion to accept these reports.

202

On motion by Mr. Wigal, seconded by Ms. Rhodes, with all in favor, the Board of Supervisors accepted Arbitrage Rebate Reports, dated August 11, 2021 & August 11, 2022, for Two Creeks Community Development District.

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207 **NINTH ORDER OF BUSINESS**

**Consideration of Acceptance of**



On motion by Mr. Del Rio, seconded by Ms. Rhodes, with all in favor, the Board of Supervisors approved ASAP Towing proposal with designating the Amenity Managers and District Manager as authorized representatives, for Two Creeks Community Development District.

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**FOURTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-04,  
Approving Proposed Fiscal Year  
2023-2024 Budget & Setting Public  
Hearing**

Mr. Haber provided a brief overview of the budget adoption process. He stated that this was a two-step process with the first being approving a proposed budget and setting a Public Hearing and that the approved proposed budget would be sent to the county.

Ms. Brown reviewed presented proposed budget and said the Board could set the Public Hearing date for August 23, 2023 at 6:00 p.m. here at the Orange Park Courtyard Marriott.

On motion by Mr. Wigal, seconded by Ms. Rhodes, with all in favor, the Board of Supervisors adopted, as amended, Resolution 2023-04, changing line #68 to \$27,500 of the proposed budget for fiscal year 2023-2024 & setting public hearing for August 23, 2023 at 6:00 p.m., for Two Creeks Community Development District.

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**FIFTEENTH ORDER OF BUSINESS**

**AUDIENCE COMMENTS &  
SUPERVISOR REQUESTS**

**AUDIENCE**

Audience members provided comments on empty lot and adding enhancements, low pond water levels, kiddie pool water temperatures, bus stop and road safety, reserve funds, and bond payoff information provided by District Management company.

**SUPERVISOR**

Mr. Wigal requested, and the Board directed for the next meeting to have a closed session and review of security proposals.

Mr. Del Rio requested the Staff to freshen up street poles and replace globes. The Staff is to replace landscape lamps.

**SIXTEENTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Mr. Wigal, seconded by Ms. Rhodes, with all unanimously in favor, the Board adjourned the meeting at 8:01 pm, for Two Creeks Community Development District.

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**Secretary/Assistant Secretary**

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**Chairman / Vice Chairman**

DRAFT

## **Tab 2**

# Two Creeks Community Development District

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District Office · St. Augustine, Florida · (904) 436-6270  
Mailing Address · 3434 Colwell Avenue, Suite 200 · Tampa, Florida 33614  
[www.twocreeksccd.org](http://www.twocreeksccd.org)

## Operations and Maintenance Expenditures May 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from May 1, 2023 through May 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented:     **\$46,957.88**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

**Company name:** Two Creeks Community Development District  
**Report name:** Check register  
**Created on:** 6/8/2023  
**Location:** 110--Two Creeks

Bank	Date	Vendor	Document no.	Amount Cleared
<b>110TRUISTOP - Truist Bank</b>	<b>Account no: 1000258653723</b>			
	5/11/2023	V0119--Always Improving, LLC	100145	115.00 In Transit
	5/1/2023	V0119--Always Improving, LLC	100138	190.00 5/31/2023
	5/26/2023	V0369--BrightView Landscape Services, Inc.	100152	10,914.01 In Transit
	5/5/2023	V0369--BrightView Landscape Services, Inc.	100143	601.00 5/31/2023
	5/22/2023	V0495--Cintas Fire Protection	100149	785.98 5/31/2023
	5/26/2023	V0518--Clay County Utility Authority	EFT	3,193.83 5/31/2023
	5/23/2023	V0519--Clay Electric Cooperative, Inc.	EFT	2,585.00 5/31/2023
	5/22/2023	V0520--Clay Today	100150	62.10 5/31/2023
	5/26/2023	V0550--COMCAST	EFT	298.13 5/31/2023
	5/3/2023	V02948--Constant Contact, Inc	EFT	19.00 5/31/2023
	5/9/2023	V0597--Courtyard Marriott	100144	175.00 5/31/2023
	5/26/2023	V0876--First Coast Contract Maintenance Service, LLC100153		9,286.13 In Transit
	5/22/2023	V0876--First Coast Contract Maintenance Service, LLC100151		373.80 In Transit
	5/26/2023	V0905--Florida Department of Health in Clay County	100155	300.00 In Transit
	5/26/2023	V0905--Florida Department of Health in Clay County	100154	175.00 In Transit
	5/26/2023	V0994--Giddens Security Corporation	100156	2,095.68 In Transit
	5/1/2023	V0994--Giddens Security Corporation	100139	947.40 5/31/2023
	5/1/2023	V03621--Hammond Air Conditioning, Inc.	100140	497.00 5/31/2023
	5/11/2023	V02898--HomeTeam Pest Defense, Inc.	100146	125.00 5/31/2023
	5/1/2023	V1174--Integrity Public Finance Consulting, LLC	100141	1,000.00 5/31/2023
	5/11/2023	V1428--Kutak Rock, LLP	100147	216.50 5/31/2023
	5/11/2023	V1894--Playmore West, Inc.	100148	3,999.19 5/31/2023
	5/26/2023	V1902--Poolsure	100157	1,172.50 In Transit
	5/23/2023	V1996--Republic Services	EFT	1,318.38 5/31/2023
	5/1/2023	V1954--Rizzetta & Company, Inc.	100137	5,025.25 5/31/2023
	5/26/2023	V2185--Solitude Lake Management, LLC	100158	1,487.00 In Transit
<b>Total for 110TRUISTOP</b>				<b>46,957.88</b>



# Two Creeks Community Development District

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District Office · St. Augustine, Florida · (904) 436-6270

Mailing Address · 3434 Colwell Avenue, Suite 200 · Tampa, Florida 33614

[www.twocreeksccd.org](http://www.twocreeksccd.org)

## Operations and Maintenance Expenditures

June 2023

For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2023 through June 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented:     **\$52,305.49**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

**Company name:** Two Creeks Community Development District  
**Report name:** Check register  
**Created on:** 7/12/2023  
**Location:** 110--Two Creeks

Bank	Date	Vendor	Document no.	Amount Cleared
<b>110TRUISTOP - Truist Bank</b>	<b>Account no: 1000258653723</b>			
	6/7/2023	V02900--Barbara M. Rhodes	100160	200.00 6/30/2023
	6/7/2023	V0364--Brian Wigal	100161	200.00 6/30/2023
	6/26/2023	V0369--BrightView Landscape Services, Inc.	100169	10,914.01 In Transit
	6/7/2023	V0369--BrightView Landscape Services, Inc.	100162	3,279.90 6/30/2023
	6/30/2023	V0518--Clay County Utility Authority	EFT	5,155.61 6/30/2023
	6/23/2023	V0519--Clay Electric Cooperative, Inc.	EFT	2,879.00 6/30/2023
	6/26/2023	V0550--COMCAST	EFT	296.43 6/30/2023
	6/5/2023	V02948--Constant Contact, Inc	EFT	19.00 6/30/2023
	6/7/2023	V0664--Darryl E. Del Rio	100163	200.00 6/30/2023
	6/26/2023	V0876--First Coast Contract Maintenance Service, LLC	100170	9,286.13 In Transit
	6/26/2023	V0994--Giddens Security Corporation	100171	5,809.98 In Transit
	6/7/2023	V0994--Giddens Security Corporation	100164	2,095.68 6/30/2023
	6/26/2023	V03621--Hammond Air Conditioning, Inc.	100172	145.00 6/30/2023
	6/7/2023	V1428--Kutak Rock, LLP	100165	334.00 6/30/2023
	6/7/2023	V1446--Lan Nguyen	100166	200.00 6/30/2023
	6/7/2023	V1894--Playmore West, Inc.	100167	3,106.00 6/30/2023
	6/26/2023	V1902--Poolsure	100173	1,172.50 6/30/2023
	6/1/2023	V1954--Rizzetta & Company, Inc.	100159	5,025.25 6/30/2023
	6/26/2023	V2185--Solitude Lake Management, LLC	100174	1,487.00 In Transit
	6/7/2023	V2605--Web Watchdogs	100168	500.00 6/30/2023
<b>Total for 110TRUISTOP</b>				<b>52,305.49</b>

# Two Creeks Community Development District

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District Office · St. Augustine, Florida · (904) 436-6270

Mailing Address · 3434 Colwell Avenue, Suite 200 · Tampa, Florida 33614

[www.twocreeksccd.org](http://www.twocreeksccd.org)

## Operations and Maintenance Expenditures

July 2023

For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from July 1, 2023 through July 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented:     **\$33,069.82**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

**Company name:** Two Creeks Community Development District  
**Report name:** Check register  
**Created on:** 8/2/2023  
**Location:** 110--Two Creeks

Bank	Date	Vendor	Document no.	Amount Cleared
<b>110TRUISTOP - Truist Bank</b>	<b>Account no: 1000258653723</b>			
	7/12/2023	V0119--Always Improving, LLC	100176	1,372.12 In Transit
	7/31/2023	V0518--Clay County Utility Authority	EFT	3,921.86 In Transit
	7/25/2023	V0519--Clay Electric Cooperative, Inc.	EFT	2,655.00 In Transit
	7/26/2023	V0550--COMCAST	EFT	361.46 In Transit
	7/3/2023	V02948--Constant Contact, Inc	EFT	21.85 In Transit
	7/25/2023	V0876--First Coast Contract Maintenance Service, LLC100183		203.53 In Transit
	7/12/2023	V0994--Giddens Security Corporation	100177	4,889.92 In Transit
	7/12/2023	V1037--Grau & Associates, P.A.	100178	4,200.00 In Transit
	7/24/2023	V1168--Innersync Studio, Ltd	100182	384.38 In Transit
	7/12/2023	V1428--Kutak Rock, LLP	100179	1,451.45 In Transit
	7/3/2023	V1954--Rizzetta & Company, Inc.	100175	5,025.25 In Transit
	7/12/2023	V2185--Solitude Lake Management, LLC	100180	7,983.00 In Transit
	7/25/2023	V2605--Web Watchdogs	100184	350.00 In Transit
	7/12/2023	V2605--Web Watchdogs	100181	250.00 In Transit
<b>Total for 110TRUISTOP</b>				<b>33,069.82</b>

## **Tab 3**

**RESOLUTION 2023-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING THE SECRETARY OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the Two Creeks Community Development District (the "District") is a local unit of special-purpose government organized and existing in accordance with Chapter 190, Florida Statutes, and situated entirely within Clay County, Florida; and

WHEREAS, the Board of Supervisors (hereinafter the "Board") previously designated Bob Schleifer as Secretary pursuant to Resolution 2023-01; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT:**

Section 1.      Scott Brizendine is appointed Secretary

Section 2.      This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 23<sup>RD</sup> DAY OF AUGUST, 2023.**

**ATTEST:**

**TWO CREEKS COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
**ASSISTANT SECRETARY**

\_\_\_\_\_  
**CHAIRMAN/VICE CHAIRMAN**

# Tab 4



# Quality Site Assessment

Prepared for: Two Creeks CDD

## General Information

**DATE:** Tuesday, Aug 15, 2023  
**NEXT QSA DATE:** Monday, Nov 13, 2023  
**CLIENT ATTENDEES:**  
**BRIGHTVIEW ATTENDEES:** Royce Peaden

## Customer Focus Areas

Lake mowing, clubhouse and entrance detail

### Quality you can count on.

<h1>7</h1> <p>Seven Standards of Excellence</p>	 <p>1</p> <p>Site Cleanliness</p>	 <p>2</p> <p>Weed Free</p>	 <p>3</p> <p>Green Turf</p>
	 <p>4</p> <p>Crisp Edges</p>	 <p>5</p> <p>Spectacular Flowers</p>	 <p>6</p> <p>Uniformly Mulched Beds</p>



# QUALITY SITE ASSESSMENT

## Two Creeks CDD

### Maintenance Items

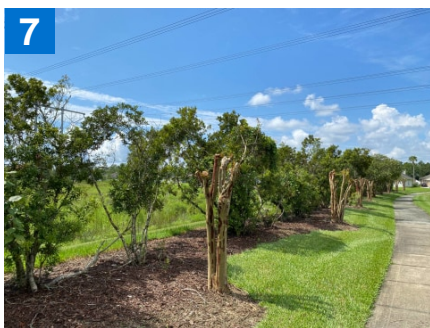
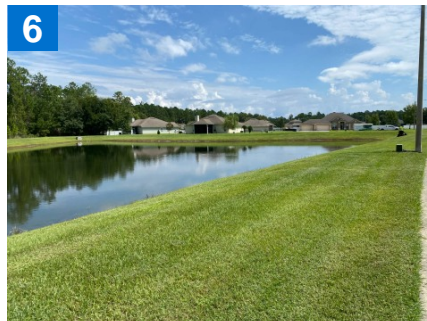


- 1** Maintenance crew is treating weeds along roadside on 8/15/23
- 2** Summer annuals recently installed. Plants are showing good health and color.
- 3** Trimming and spraying along entry boulevard on proper rotation.
- 4** Turf color and vigor throughout look good. Recent turf application for weeds and fertilization completed.

# QUALITY SITE ASSESSMENT

## Two Creeks CDD

### Maintenance Items



**5** Trimming throughout property is tight and on rotation.

**6** Lakes mowing and weedeating throughout site are on rotation.

**7** Contractor associated with powerlines company recently did a hard cutback of Crape Myrtles on the easement. Trees are re-flushing leaves and should be ok long-term.

**8** Proposal submitted to clean-up/remove overgrowth from community pond at entrance to amenity center.

### Maintenance Items



- 9** Contract palm pruning is scheduled to be completed throughout site in the coming weeks.

# **Tab 5**

# Let Us Help You Weather the Storm.



2023 Hurricane season is upon us again. No matter what Mother Nature may bring, your BrightView team is looking out for you. To ensure we're able to provide you with a swift, seamless response following severe weather, we recommend the following:

- ▶ **Pre-Authorize Post-Storm Clean-up**  
Pre-authorization of hurricane clean-up services allows us to immediately begin work post-storm, getting you back to business-as-usual as soon as possible. Learn more below about the action plan we mobilize on your behalf and indicate your authorization with a signature on the next page.
- ▶ **Keep Us Apprised of Your Insurance Requirements**  
Let us know of any special needs or requirements your insurance carrier may have for documenting damages or corrective actions resulting from a storm. Our team will help make your job easier by taking photo documentation of representative damage and journaling manpower, equipment and the work provided in our repairs.
- ▶ **Let us Know How to Reach You**  
Previous years' storms have shown us how vulnerable communications can be during and after severe weather. Please update your contact information below so we can keep you apprised during emergency response situations.
- ▶ **Prepare Your Trees**  
Most maintenance contracts cover tree pruning to provide traffic clearance, but this doesn't prepare trees for hurricanes or excessive wind. Dramatically reduce the risk of damage and injury by structurally pruning weak or dead branches and opening canopies to reduce resistance. Schedule an assessment with our certified arborists to ensure your trees are ready.

## Have Peace Of Mind With Pre-Authorized Storm Clean-Up.

Your BrightView team's action plan proactively addresses your needs in an emergency situation. With pre-authorized clean-up, we're on the ground canvassing your property to assess damage as soon as the storm passes and quickly dispatching the appropriate landscape and tree care services teams to address any issues, prioritizing safety first:

- ▶ Vehicle access is cleared, allowing emergency personnel access.
- ▶ Debris from structural dwellings that may pose immediate risk is cleared.
- ▶ Plant material that may have a chance of surviving is replanted.
- ▶ Hazardous damaged limbs remaining in trees are trimmed and removed.
- ▶ Tree limbs, rootballs, or large wood debris remaining on the ground is chipped and removed.
- ▶ Final restoration of any remaining damages or losses resulting from the storm is performed.

To expedite clean-up efforts, we leverage our national resources to bring in additional teams from outside the area. Normal maintenance operations can typically resume the following week for all but the most severely debris-impacted properties. If you would like to pre-approve BrightView to perform clean-up operations as detailed above, sign where indicated. Our emergency rates are also listed for your review. Dump expenses based on the material, size and weight.

### Contact Us Today:

Royce Peaden

813-340-1446

[www.brightview.com](http://www.brightview.com)

## Approval for Clean-up Services:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Property Name

\_\_\_\_\_  
Print Name / Title

\_\_\_\_\_  
Date

## Emergency Contact Number:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

Driver/ Foreman.....	\$125/Hour
General Labor.....	\$80/Hour
Chipper & Truck:.....	\$290/ Hour
Loader & Truck: .....	\$275/Hour
Climber & Groundman 2-man crew .....	\$250/Hour
***Dump Fees, Stumps, & Other Services.....	To Be Quoted

# Tab 6

## Proposal for Extra Work at Two Creeks CDD

Property Name	Two Creeks CDD	Contact	Lesley Gallagher
Property Address	1365 Tynes Blvd Middleburg, FL 32068	To	Two Creeks CDD
		Billing Address	c/o Rizzetta & Company 3434 Colwell Ave Ste 200 Tampa, FL 33614

Project Name        Replace Bad 16 Station Hunter Icore Controller  
 Project Description    Replace bad irrigation Controller

### Scope of Work

QTY	UoM/Size	Material/Description
1.00	EACH	Hunter I-Core Controller with Two Six Station Modules ( 18 Zones total )
5.00	HOUR	Irrigation Labor

For internal use only

**SO#**                    8180203  
**JOB#**                346100419  
**Service Line**        150

**Total Price**                    \$2,328.23

**THIS IS NOT AN INVOICE**

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President  
 11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

## TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
9. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
10. **Access to Jobsite:** Customer shall provide all utilities to perform the work. Customer shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the Customer makes the site available for performance of the work.
11. **Payment Terms:** Upon signing this Agreement, Customer shall pay Contractor 50% of the Proposed Price and the remaining balance shall be paid by Customer to Contractor upon completion of the project unless otherwise, agreed to in writing.
12. **Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) workdays advance written notice. Customer will be required to pay for all materials purchased and work complete to the date of termination and reasonable charges incurred in demobilizing.
13. **Assignment:** The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

15. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Customer will be liable for a minimum travel charge of \$150.00 and billed to Customer.

The following sections shall apply where Contractor provides Customer with tree care services:

16. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Customer. Defined backfill and landscape material may be specified. Customer shall be responsible for contacting the appropriate underground utility locator company to locate and mark underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Customer's expense.
17. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

**Acceptance of this Contract**

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

**NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY**

**Customer**

<b>Property Manager</b>	
Signature	Title
<b>Lesley Gallagher</b>	<b>July 25, 2023</b>
Printed Name	Date

**BrightView Landscape Services, Inc. "Contractor"**

<b>Irrigation Manager</b>	
Signature	Title
<b>Alan John Wojciechowski</b>	<b>July 25, 2023</b>
Printed Name	Date

<b>Job #:</b>	<b>346100419</b>		
<b>SO #:</b>	<b>8180203</b>	<b>Proposed Price:</b>	<b>\$2,328.23</b>



# **Tab 7**

## Proposal for Extra Work at Two Creeks CDD

Property Name	Two Creeks CDD	Contact	Carol Brown
Property Address	1365 Tynes Blvd Middleburg, FL 32068	To	Two Creeks CDD
		Billing Address	c/o Rizzetta & Company 3434 Colwell Ave Ste 200 Tampa, FL 33614

Project Name            NTE Price: Clean-up of Pond on exit side of drive to Amenity Center

Project Description    Proposal to remove overgrowth and volunteer plant material at top of wall

### Scope of Work

QTY	UoM/Size	Material/Description
1.00	LUMP SUM	Removal of all plant material at top of wall to include: Wax Myrtle trees, Ornamental Grasses, weeds and overgrowth, raise height on Oak Trees and provide buffer from fence for continued maintenance in this area
1.00	EACH	Does NOT include removal of ferns on face of wall/growing on side of retaining wall
1.00	EACH	Care will be taken to limit amount of debris that ends up in water but some will be inevitable.
1.00	EACH	Fence panels will need to be removed and then re-installed for access and to remove ornamental grasses that have grown on both sides of fence
1.00	EACH	Trees may not be able to be removed by the root if they are grown into the retaining wall to avoid damage; Depending on location these will be stumps will be treated with an herbicide product to reduce potential for suckering
1.00	EACH	Price is Not to Exceed proposal total so final value may end up less.

**THIS IS NOT AN INVOICE**

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President  
11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

## Proposal for Extra Work at Two Creeks CDD

### Images

Front pond



For internal use only

**SO#** 8191330  
**JOB#** 346100419  
**Service Line** 130

**Total Price** \$2,052.00

**THIS IS NOT AN INVOICE**

This proposal is valid for thirty (30) days unless otherwise approved by Contractor's Senior Vice President  
11530 Davis Creek Court, Jacksonville, FL 32256 ph. (904) 292-0716 fax (904) 292-1014

## TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
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13. **Assignment:** The Customer and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Customer nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
14. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Customer. If the Customer must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Customer directly to the designer involved.

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17. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

### Acceptance of this Contract

By executing this document, Customer agrees to the formation of a binding contract and to the terms and conditions set forth herein. Customer represents that Contractor is authorized to perform the work stated on the face of this Contract. If payment has not been received by Contractor per payment terms hereunder, Contractor shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Customer. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 15 days after billing.

**NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY**

### Customer

	<b>property manager</b>
Signature	Title
<b>Carol Brown</b>	<b>August 03, 2023</b>
Printed Name	Date
<b>BrightView Landscape Services, Inc. "Contractor"</b>	
	<b>Account Manager - Exterior</b>
Signature	Title
<b>Royce Peaden</b>	<b>August 03, 2023</b>
Printed Name	Date
<b>Job #:</b>	<b>346100419</b>
<b>SO #:</b>	<b>8191330</b>
<b>Proposed Price:</b>	<b>\$2,052.00</b>

# Tab 8



Quote Number 00006156

# PROPOSAL

Created Date	8/11/2023	Prepared By	Brian Zielinski
Expiration Date	9/10/2023	Email	bzielinski@poolsure.com
		Phone	(800) 858-7665 📞

## Contact Information

Contact Name Carol Brown  
 Email clbrown@rizzetta.com

## Address Information

Bill To	3434 Colwell Avenue Tampa, FL 33614 United States	Ship To	1365 Tynes Boulevard Middleburg, FL 32068 United States
---------	---------------------------------------------------------	---------	---------------------------------------------------------------

## Proposal Notes

- This quote is for Water Management which includes-
- All-inclusive fixed monthly rate
  - All pool chemicals necessary for normal water chemistry (chlorine, acid, stabilizer, bi-carb, liquid shock & totes, calcium, filter powder, etc.)
  - All chemical storage tanks
  - All chemical feed equipment & Aquasol Controllers
  - All ORP & ACID Pumps (to include tubing and feed tubes)
  - All Probes, tubing and replacement parts for chemical feed equipment
  - Training and implementation at NO charge
  - NO capital expense or cancellation penalties
  - Free tech support calls
  - Maintenance of controllers/related equipment to be conducted by Certified Poolsure Technicians at no additional charge

\* All SDS information is located on our website at [www.poolsure.com](http://www.poolsure.com) along with a link to our water management demonstration video.

Product	Sales Price	Quantity	Total Price
WM-CHEM-BASE FL	\$1,207.68	1.00	\$1,207.68

# Thank You!

## **Tab 9**

## RESOLUTION 2023-06

### THE ANNUAL APPROPRIATION RESOLUTION OF THE TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in June, 2023, submitted to the Board of Supervisors (“**Board**”) of the Two Creeks Community Development District (“**District**”) proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

**WHEREAS**, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

**WHEREAS**, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1<sup>st</sup> of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

**WHEREAS**, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT:**

#### **SECTION 1. BUDGET**

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.



- b. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the Two Creeks Community Development District for the Fiscal Year Ending September 30, 2024.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption and shall remain on the website for at least 2 years.

**SECTION 2. APPROPRIATIONS**

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2023/2024, the sum of \$\_\_\_\_\_ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$_____
DEBT SERVICE FUND – SERIES 2016A	\$_____
TOTAL ALL FUNDS	\$_____

**SECTION 3. BUDGET AMENDMENTS**

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2023/2024, or within 60 days following the end of the Fiscal Year 2023/2024, may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000

or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.

- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. above are posted on the District’s website within 5 days after adoption and remain on the website for at least 2 years.

**SECTION 4. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 23<sup>RD</sup> DAY OF AUGUST 2023.**

ATTEST:

**TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**Exhibit A:** Fiscal Year 2023/2024 Budget

**Exhibit A**

Fiscal Year 2023/2024 Budget



Rizzetta & Company

# Two Creeks Community Development District

[www.twocreeks.org](http://www.twocreeks.org)

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**Approved Proposed  
Budget for Fiscal  
Year 2023-2024**

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**Approved Proposed Budget**  
**Two Creeks Community Development District**  
**General Fund**  
**Fiscal Year 2023/2024**

	Chart of Accounts Classification	Actual YTD through 06/30/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease) vs 2022/2023	Comments
1								
2	<b>REVENUES</b>							
3								
4	Special Assessments							
5	Tax Roll*	\$ 598,223	\$ 598,223	\$ 596,648	\$ 1,575	\$ 658,899	\$ 62,251	
6								
7	<b>TOTAL REVENUES</b>	<b>\$ 598,223</b>	<b>\$ 598,223</b>	<b>\$ 596,648</b>	<b>\$ 1,575</b>	<b>\$ 658,899</b>	<b>\$ 62,251</b>	
8								
9	<b>EXPENDITURES - ADMINISTRATIVE</b>							
10								
11	Legislative							
12	Supervisor Fees	\$ 2,600	\$ 3,600	\$ 4,000	\$ 400	\$ 4,000	\$ -	Based on 4 Meetings
13	Financial & Administrative							
14	Administrative Services	\$ 3,917	\$ 5,222	\$ 5,222	\$ -	\$ 5,483	\$ 261	
15	District Management	\$ 21,450	\$ 28,601	\$ 28,601	\$ -	\$ 30,031	\$ 1,430	
16	District Engineer	\$ 462	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ -	
17	Disclosure Report	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	
18	Trustees Fees	\$ 337	\$ 4,041	\$ 4,041	\$ -	\$ 4,041	\$ -	
19	Assessment Roll	\$ 5,356	\$ 5,356	\$ 5,356	\$ -	\$ 5,624	\$ 268	
20	Financial & Revenue Collections	\$ 4,017	\$ 5,356	\$ 5,356	\$ -	\$ 5,624	\$ 268	
21	Accounting Services	\$ 14,943	\$ 19,924	\$ 19,924	\$ -	\$ 20,921	\$ 997	
22	Auditing Services	\$ -	\$ 4,200	\$ 4,200	\$ -	\$ 4,400	\$ 200	
23	Arbitrage Rebate Calculation	\$ 1,000	\$ 1,000	\$ 500	\$ (500)	\$ 500	\$ -	FY 22/23 reflects invoices from the past two years.
24	Public Officials Liability Insurance	\$ 2,733	\$ 2,733	\$ 3,050	\$ 317	\$ 3,050	\$ -	FY 23/24 reflects EGIS Insurance Advisors estimate.
25	Legal Advertising	\$ 690	\$ 860	\$ 1,250	\$ 390	\$ 1,250	\$ -	
26	Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	\$ -	
27	Miscellaneous Fees	\$ 625	\$ 825	\$ 1,500	\$ 675	\$ 2,250	\$ 750	FY 21/22 overbudget - \$1,735. FY 23/24 reflects meeting space, mailed notices & amortization schedule.
28	ADA Website Hosting, Maintenance, Remediation & Compliance	\$ 2,053	\$ 2,738	\$ 3,500	\$ 762	\$ 2,800	\$ (700)	
29	Legal Counsel							
30	District Counsel	\$ 6,061	\$ 8,500	\$ 13,000	\$ 4,500	\$ 13,000	\$ -	
31								
32	<b>Administrative Subtotal</b>	<b>\$ 67,419</b>	<b>\$ 95,631</b>	<b>\$ 102,175</b>	<b>\$ 6,544</b>	<b>\$ 105,649</b>	<b>\$ 3,474</b>	
33								
34	<b>EXPENDITURES - FIELD OPERATIONS</b>							
35								
36	Electric Utility Services							
37	Utility Services	\$ 20,701	\$ 27,601	\$ 18,000	\$ (9,601)	\$ 24,000	\$ 6,000	FY 21/22 overbudget - \$20,937. FY23/24 reflects 15% increase.
38	Street Lights	\$ 10,499	\$ 13,999	\$ 15,000	\$ 1,001	\$ 16,432	\$ 1,432	FY23/24 reflects 15% increase.
39	Garbage/Solid Waste Control Services							
40	Garbage - Recreation Facility	\$ 2,402	\$ 3,200	\$ 3,200	\$ -	\$ 3,200	\$ -	
41	Water-Sewer Combination Services							
42	Utility Services	\$ 28,105	\$ 37,473	\$ 40,000	\$ 2,527	\$ 46,400	\$ 6,400	FY 21/22 overbudget - \$47,376. FY 23/24 reflects 10% increase.
43	Stormwater Control							
44	Aquatic Maintenance	\$ 13,383	\$ 17,844	\$ 18,180	\$ 336	\$ 17,844	\$ (336)	FY 23/24 reflects Solitude Lake Management estimate.
45	Fountain Service Repairs & Maintenance	\$ 65	\$ 500	\$ 1,000	\$ 500	\$ 1,000	\$ -	
46	Miscellaneous Expense	\$ 7,983	\$ 7,983	\$ 1,200	\$ (6,783)	\$ 1,200	\$ -	FY 22/23 reflects Solitude Lake Management Pond Restocking.
47	Other Physical Environment							
48	General Liability/Property Insurance	\$ 13,068	\$ 13,068	\$ 13,500	\$ 432	\$ 18,387	\$ 4,887	FY 23/24 reflects EGIS Insurance Advisors estimate.
49	Entry & Walls Maintenance & Repairs	\$ 469	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	
50	Irrigation Maintenance & Repairs	\$ 3,965	\$ 9,000	\$ 9,000	\$ -	\$ 9,000	\$ -	
51	Landscape Replacement, Plants, Shrubs, Trees	\$ 1,391	\$ 2,500	\$ 10,000	\$ 7,500	\$ 10,000	\$ -	
52	Landscape & Irrigation Maintenance Contract	\$ 95,661	\$ 128,403	\$ 126,743	\$ (1,660)	\$ 134,900	\$ 8,157	FY 23/24 reflects BrightView estimate. Agreement includes quarterly annuals, palm pruning and annual mulch installation.
53	Miscellaneous Landscape Expense	\$ 11,783	\$ 15,000	\$ 5,000	\$ (10,000)	\$ 10,000	\$ 5,000	FY 21/22 overbudget - \$8,950. FY 22/23 includes playground mulch installation.
54	Road & Street Facilities							
55	Street Light Decorative Light Maintenance	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ -	







**Two Creeks Community Development District  
Debt Service  
Fiscal Year 2023/2024**

Chart of Accounts Classification	Series 2016A	Budget For 2023/2024
<b>REVENUES</b>		
Special Assessments		
Net Special Assessments <sup>(1)</sup>	\$725,995.93	\$725,995.93
<b>TOTAL REVENUES</b>	<b>\$725,995.93</b>	<b>\$725,995.93</b>
<b>EXPENDITURES</b>		
<b>Administrative</b>		
Debt Service Obligation	\$725,995.93	\$725,995.93
<b>Administrative Subtotal</b>	<b>\$725,995.93</b>	<b>\$725,995.93</b>
<b>TOTAL EXPENDITURES</b>	<b>\$725,995.93</b>	<b>\$725,995.93</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>

Clay County Collection Costs (2%) and Early Payment Discounts (4%): 6.00%

**Gross assessments** **\$771,679.35**

**Notes:**

Tax Roll Collection Costs and Early Payment Discount is 6.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

<sup>(1)</sup> Maximum Annual Debt Service less Prepaid Assessments received.

**TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2023/2024 O&M & DEBT SERVICE ASSESSMENT SCHEDULE**

2023/2024 O&M Budget		\$754,263.00
Clay County Collection Cost @	2%	\$16,048.15
Early Payment Discount @	4%	\$32,096.30
2023/2024 Total		<u>\$802,407.45</u>

2022/2023 O&M Budget	\$689,234.00
2023/2024 O&M Budget	\$754,263.00
Total Difference	<u>\$65,029.00</u>

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2022/2023	2023/2024	\$	%
Debt Service - Single Family	\$1,319.11	\$1,319.11	\$0.00	0.00%
Operations/Maintenance - Single Family	\$1,175.04	\$1,285.91	\$110.87	9.44%
<b>Total</b>	<b>\$2,494.15</b>	<b>\$2,605.02</b>	<b>\$110.87</b>	<b>4.45%</b>

**TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2023/2024 O&M & DEBT SERVICE ASSESSMENT SCHEDULE**

TOTAL O&M BUDGET		\$754,263.00
COLLECTION COSTS	2.0%	\$16,048.15
EARLY PAYMENT DISCOUNT	4.0%	<u>\$32,096.30</u>
TOTAL O&M ASSESSMENT		<u><u>\$802,407.45</u></u>

<u>LOT SIZE</u>	<u>UNITS ASSESSED</u>		<u>EAU FACTOR</u>	<u>ALLOCATION OF O&amp;M ASSESSMENT</u>			<u>PER LOT ANNUAL ASSESSMENT</u>		
	<u>O&amp;M</u>	<u>SERIES 2016A DEBT SERVICE</u> <sup>(1)(2)</sup>		<u>TOTAL EAU's</u>	<u>% TOTAL EAU's</u>	<u>TOTAL O&amp;M BUDGET</u>	<u>O&amp;M</u>	<u>DEBT SERVICE</u> <sup>(3)</sup>	<u>TOTAL</u> <sup>(4)</sup>
Single Family	624	585	1.00	624.00	100.00%	\$802,407.45	\$1,285.91	\$1,319.11	\$2,605.02
	<u>624</u>	<u>585</u>		<u>624.00</u>	<u>100.00%</u>	<u>\$802,407.45</u>			

LESS: Clay County Collection Costs (2%) and Early Payment Discounts (4%): (\$48,144.45)

**Net Revenue to be Collected** \$754,263.00

<sup>(1)</sup> Reflects 11 (eleven) previous Series 2006 prepayments and 28 (twenty-eight) Series 2016A prepayments.

<sup>(2)</sup> Reflects the number of total lots with Series 2016A debt outstanding.

<sup>(3)</sup> Annual debt service assessment per lot adopted in connection with the Series 2016A bond issue. Annual assessment includes principal, interest, Clay County collection costs and early payment discounts.

<sup>(4)</sup> Annual assessment that will appear on November 2023 Clay County property tax bill. Amount shown includes all applicable collection costs. Property owner is eligible for a discount of up to 4% if paid early.

## GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Interest Earnings:** The District may earn interest on its monies in the various operating accounts.

**Tax Roll:** The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

**Off Roll:** For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

**Developer Contributions:** The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

**Event Rental:** The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

**Miscellaneous Revenues:** The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

**Facilities Rentals:** The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.



## EXPENDITURES – ADMINISTRATIVE:

**Supervisor Fees:** The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.

**Administrative Services:** The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

**District Management:** The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These service include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

**District Engineer:** The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

**Disclosure Report:** The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

**Trustee's Fees:** The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

**Assessment Roll:** The District will contract with a firm to prepare, maintain and certify the assessment roll(s) and annually levy a non-ad valorem assessment for operating and debt service expenses.

**Financial & Revenue Collections:** Services of the Collection Agent include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. The Collection Agent also maintains and updates the District's lien book(s) annually and provides for the release of liens on property after the full collection of bond debt levied on particular properties.

**Accounting Services:** Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

**Auditing Services:** The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.



**Arbitrage Rebate Calculation:** The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

**Travel:** Each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.006(8).

**Public Officials Liability Insurance:** The District will incur expenditures for public officials' liability insurance for the Board and Staff.

**Legal Advertising:** The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

**Bank Fees:** The District will incur bank service charges during the year.

**Dues, Licenses & Fees:** The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

**Miscellaneous Fees:** The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

**Website Hosting, Maintenance and Email:** The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

**District Counsel:** The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

## EXPENDITURES - FIELD OPERATIONS:

**Deputy Services:** The District may wish to contract with the local police agency to provide security for the District.

**Security Services and Patrols:** The District may wish to contract with a private company to provide security for the District.

**Electric Utility Services:** The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

**Street Lights:** The District may have expenditures relating to street lights throughout the community. These may be restricted to main arterial roads or in some cases to all street lights within the District's boundaries.



**Utility - Recreation Facility:** The District may budget separately for its recreation and or amenity electric separately.

**Gas Utility Services:** The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

**Garbage - Recreation Facility:** The District will incur expenditures related to the removal of garbage and solid waste.

**Solid Waste Assessment Fee:** The District may have an assessment levied by another local government for solid waste, etc.

**Water-Sewer Utility Services:** The District will incur water/sewer utility expenditures related to district operations.

**Utility - Reclaimed:** The District may incur expenses related to the use of reclaimed water for irrigation.

**Aquatic Maintenance:** Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

**Fountain Service Repairs & Maintenance:** The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

**Lake/Pond Bank Maintenance:** The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

**Wetland Monitoring & Maintenance:** The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

**Mitigation Area Monitoring & Maintenance:** The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.

**Aquatic Plant Replacement:** The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

**General Liability Insurance:** The District will incur fees to insure items owned by the District for its general liability needs

**Property Insurance:** The District will incur fees to insure items owned by the District for its property needs

**Entry and Walls Maintenance:** The District will incur expenditures to maintain the entry monuments and the fencing.



**Landscape Maintenance:** The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

**Irrigation Maintenance:** The District will incur expenditures related to the maintenance of the irrigation systems.

**Irrigation Repairs:** The District will incur expenditures related to repairs of the irrigation systems.

**Landscape Replacement:** Expenditures related to replacement of turf, trees, shrubs etc.

**Field Services:** The District may contract for field management services to provide landscape maintenance oversight.

**Miscellaneous Fees:** The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

**Gate Phone:** The District will incur telephone expenses if the District has gates that are to be opened and closed.

**Street/Parking Lot Sweeping:** The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.

**Gate Facility Maintenance:** Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

**Sidewalk Repair & Maintenance:** Expenses related to sidewalks located in the right of way of streets the District may own if any.

**Roadway Repair & Maintenance:** Expenses related to the repair and maintenance of roadways owned by the District if any.

**Employees - Salaries:** The District may incur expenses for employees/staff members needed for the recreational facilities such as Clubhouse Staff.

**Employees - P/R Taxes:** This is the employer's portion of employment taxes such as FICA etc.

**Employee - Workers' Comp:** Fees related to obtaining workers compensation insurance.

**Management Contract:** The District may contract with a firm to provide for the oversight of its recreation facilities.

**Maintenance & Repair:** The District may incur expenses to maintain its recreation facilities.

**Facility Supplies:** The District may have facilities that required various supplies to operate.





**Gate Maintenance & Repairs:** Any ongoing gate repairs and maintenance would be included in this line item.

**Telephone, Fax, Internet:** The District may incur telephone, fax and internet expenses related to the recreational facilities.

**Office Supplies:** The District may have an office in its facilities which require various office related supplies.

**Clubhouse - Facility Janitorial Service:** Expenses related to the cleaning of the facility and related supplies.

**Pool Service Contract:** Expenses related to the maintenance of swimming pools and other water features.

**Pool Repairs:** Expenses related to the repair of swimming pools and other water features.

**Security System Monitoring & Maintenance:** The District may wish to install a security system for the clubhouse

**Clubhouse Miscellaneous Expense:** Expenses which may not fit into a defined category in this section of the budget

**Athletic/Park Court/Field Repairs:** Expense related to any facilities such as tennis, basketball etc.

**Trail/Bike Path Maintenance:** Expenses related to various types of trail or pathway systems the District may own, from hard surface to natural surfaces.

**Special Events:** Expenses related to functions such as holiday events for the public enjoyment

**Miscellaneous Fees:** Monies collected and allocated for fees that the District could incur throughout the year, which may not fit into any standard categories.

**Miscellaneous Contingency:** Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

**Capital Outlay:** Monies collected and allocated for various projects as they relate to public improvements.



## RESERVE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Reserve Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Reserve Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Tax Roll:** The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

**Off Roll:** For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

**Developer Contributions:** The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

**Miscellaneous Revenues:** The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

### EXPENDITURES:

**Capital Reserve:** Monies collected and allocated for the future repair and replacement of various capital improvements such as club facilities, swimming pools, athletic courts, roads, etc.

**Capital Outlay:** Monies collected and allocated for various projects as they relate to public improvements.

## DEBT SERVICE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Special Assessments:** The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

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### EXPENDITURES – ADMINISTRATIVE:

**Bank Fees:** The District may incur bank service charges during the year.

**Debt Service Obligation:** This would a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.



## **Tab 10**

## RESOLUTION 2023-07

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2023/2024; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Two Creeks Community Development District ("**District**") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

**WHEREAS**, the District is located in Clay County, Florida ("**County**"); and

**WHEREAS**, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

**WHEREAS**, the Board of Supervisors ("**Board**") of the District hereby determines to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**") for the fiscal year beginning October 1, 2023 and ending September 30, 2024 ("**Fiscal Year 2023/2024**"), attached hereto as **Exhibit "A"** and incorporated by reference herein; and

**WHEREAS**, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

**WHEREAS**, the provision of such services, facilities, and operations is a benefit to lands within the District; and

**WHEREAS**, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

**WHEREAS**, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

**WHEREAS**, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2023/2024; and

**WHEREAS**, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“**Uniform Method**”), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

**WHEREAS**, it is in the best interests of the District to adopt the Assessment Roll of the Two Creeks Community Development District (“**Assessment Roll**”) attached to this Resolution as **Exhibit “B”** and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the County Tax Collector pursuant to the Uniform Method; and

**WHEREAS**, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1. BENEFIT & ALLOCATION FINDINGS.** The Board hereby finds and determines that the provision of the services, facilities, and operations as described in **Exhibit “A”** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands, as shown in **Exhibits “A” and “B,”** is hereby found to be fair and reasonable.

**SECTION 2. ASSESSMENT IMPOSITION.** Pursuant to Chapters 190 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District, and in accordance with **Exhibits “A” and “B.”** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the “maximum rate” authorized by law for operation and maintenance assessments.

**SECTION 3. COLLECTION.** The collection of the operation and maintenance special assessments and previously levied debt service assessments shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as indicated on **Exhibits “A” and “B.”** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

**SECTION 4. ASSESSMENT ROLL.** The Assessment Roll, attached to this Resolution as **Exhibit “B,”** is hereby certified to the County Tax Collector and shall be collected by the County

Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

**SECTION 5. ASSESSMENT ROLL AMENDMENT.** The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

**SECTION 6. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**SECTION 7. EFFECTIVE DATE.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

**PASSED AND ADOPTED** this 23rd day of August 2023.

ATTEST:

**TWO CREEKS COMMUNITY DEVELOPMENT  
DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chair / Vice Chair, Board of Supervisors

**Exhibit A:** Budget

**Exhibit B:** Assessment Roll

**The Fiscal Year 2023-2024  
Adopted Budget will be attached as  
Exhibit A**



**EXHIBIT B**  
Assessment Roll

Assessment roll is maintained in the District's official records and is available upon request. Certain exempt information may be redacted prior to release in compliance with Chapter 119, Florida Statutes.

# Tab 11

**RESOLUTION 2023-08**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIME AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, Two Creeks Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Clay County, Florida; and

WHEREAS, the District’s Board of Supervisors (hereinafter the “Board”) is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Economic Opportunity, a schedule of its regular meetings.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF TWO CREEKSCOMMUNITY DEVELOPMENT DISTRICT:**

Section 1. Regular meetings of the Board of Supervisors of the District shall be held as provided on the schedule attached as Exhibit “A”.

Section 2. In accordance with Section 189.015(1), Florida Statutes, the District’s Secretary is hereby directed to file annually, with Clay County, a schedule of the District’s regular meetings.

Section 3. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 23<sup>rd</sup> DAY OF AUGUST 2023.**

**ATTEST:**

**TWO CREEKSCOMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
**SECRETARY / ASSISTANT SECRETARY**

\_\_\_\_\_  
**CHAIRMAN / VICE CHAIRMAN**

EXHIBIT "A"

TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS MEETING DATES  
FOR FISCAL YEAR 2023/2024

October 25, 2023  
February 28, 2024  
May 22, 2024  
August 28, 2024

All meetings will convene at 6:00 p.m. at

---

Orange Park, Florida \_\_\_\_\_.

# **Tab 12**

**FOURTH ADDENDUM TO THE CONTRACT FOR  
DISTRICT MANAGEMENT SERVICES**

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This Fourth Addendum to the Contract for District Management Services (this “**Addendum**”), is made and entered into as of the 1<sup>st</sup> day of October, 2023 (the “**Effective Date**”), by and between **Two Creeks Community Development District**, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, located in Clay County, Florida (the “**District**”), and **Rizzetta & Company, Inc.**, a Florida corporation (the “**Consultant**”).

**RECITALS**

**WHEREAS**, the District and the Consultant entered into the Contract for District Management Services dated October 1, 2018 (the “**Contract**”), incorporated by reference herein; and

**WHEREAS**, the District and the Consultant desire to amend the Schedule of Fees section of the Contract as further described in this Addendum; and

**WHEREAS**, the District and the Consultant each has the authority to execute this Addendum and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Addendum so that this Addendum constitutes a legal and binding obligation of each party hereto.

**NOW, THEREFORE**, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Consultant agree to the changes to amend the Schedule of Fees attached.

The amended Schedule of Fees are hereby ratified and confirmed. All other terms and conditions of the Contract remain in full force and effect.

**IN WITNESS WHEREOF** the undersigned have executed this Addendum as of the Effective Date.

*(Remainder of this page is left blank intentionally)*

Therefore, the Consultant and the District each intend to enter this Addendum, understand the terms set forth herein, and hereby agree to those terms.

**ACCEPTED BY:**

**RIZZETTA & COMPANY, INC.**

BY: \_\_\_\_\_  
PRINTED NAME: William J. Rizzetta  
TITLE: President  
DATE: \_\_\_\_\_

**TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT**

BY: \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_  
TITLE: Chairman/Vice Chairman  
DATE: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Vice Chairman/Assistant Secretary  
Board of Supervisors  
  
\_\_\_\_\_  
Print Name

### Schedule of Fees

#### STANDARD ON-GOING SERVICES:

Standard On-Going Services will be billed in advance monthly pursuant to the following schedule:

	MONTHLY	ANNUALLY
Management:	\$2,502.58	\$30,031
Administrative:	\$456.92	\$5,483
Accounting:	\$1,743.42	\$20,921
Financial & Revenue Collections:	\$468.67	\$5,624
Assessment Roll <sup>(1)</sup>		\$5,624
<b>Total Standard On-Going Services:</b>	<b>\$5,171.58</b>	<b>\$67,683</b>

(1) Assessment Roll is paid in one lump-sum at the time the roll is completed.



<b>ADDITIONAL SERVICES:</b>	<b>FREQUENCY</b>	<b>RATE</b>
Extended and Continued Meetings	Hourly	\$ 180.25
Additional Meetings (includes meeting prep, attendance and drafting of minutes)	Hourly	\$ 180.25
Estoppel Requests (billed to requestor):		
One Lot (on tax roll)	Per Occurrence	\$ 100
Two+ Lots (on tax roll)	Per Occurrence	\$ 125
One Lot (direct billed by the District)	Per Occurrence	\$ 100
Two–Five Lots (direct billed by the District)	Per Occurrence	\$ 150
Six-Nine Lots (direct billed by the District)	Per Occurrence	\$ 200
Ten+ Lots (direct billed by the District)	Per Occurrence	\$ 250
Long Term Bond Debt Payoff Requests	Per Occurrence	\$ 100/Lot
Two+ Lots	Per Occurrence	Upon Request
Short Term Bond Debt Payoff Requests & Long Term Bond Debt Partial Payoff Requests		
One Lot	Per Occurrence	\$ 125
Two – Five Lots	Per Occurrence	\$ 200
Six – Ten Lots	Per Occurrence	\$ 300
Eleven – Fifteen Lots	Per Occurrence	\$ 400
Sixteen+ Lots	Per Occurrence	\$ 500
Special Assessment Allocation Report	Per Occurrence	Upon Request
True-Up Analysis/Report	Per Occurrence	Upon Request
Re-Financing Analysis	Per Occurrence	Upon Request
Bond Validation Testimony	Per Occurrence	Upon Request
Bond Issue Certifications/Closing Documents	Per Occurrence	Upon Request
Electronic communications/E-blasts	Per Occurrence	Upon Request
Special Information Requests	Hourly	Upon Request
Amendment to District Boundary	Hourly	Upon Request
Grant Applications	Hourly	Upon Request
Escrow Agent	Hourly	Upon Request
Continuing Disclosure/Representative/Agent	Annually	Upon Request
Community Mailings	Per Occurrence	Upon Request
Response to Extensive Public Records Requests	Hourly	Upon Request
Litigation Support Services	Hourly	Upon Request

### **PUBLIC RECORDS REQUESTS FEES:**

Public Records Requests will be billed hourly to the District pursuant to the current hourly rates shown below:

<b>JOB TITLE:</b>	<b>HOURLY RATE:</b>
Regional Manager	\$ 52.00
District Manager	\$ 40.00
Accounting & Finance Staff	\$ 28.00
Administrative Support Staff	\$ 21.00

**LITIGATION SUPPORT SERVICES:**

Litigation Support Services will be billed hourly to the District pursuant to the current hourly rates shown below:

<b>JOB TITLE:</b>	<b>HOURLY RATE:</b>
President	\$ 300.00
Chief Financial Officer	\$ 250.00
Vice President	\$ 225.00
Regional District Manager	\$ 200.00
Accounting Manager	\$ 200.00
Finance Manager	\$ 200.00
District Manager	\$ 175.00
Amenity Services Manager	\$ 175.00
Clubhouse Manager	\$ 150.00
Field Services Manager/Landscape Specialist	\$ 150.00
Senior Accountant	\$ 150.00
Staff Accountant	\$ 100.00
Financial Associate	\$ 100.00
Administrative Assistant	\$ 85.00
Accounting Clerk	\$ 85.00

# **Tab 13**

**TWO CREEKS  
COMMUNITY DEVELOPMENT DISTRICT  
CLAY COUNTY, FLORIDA  
FINANCIAL REPORT  
FOR THE FISCAL YEAR ENDED  
SEPTEMBER 30, 2022**

**TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT  
CLAY COUNTY, FLORIDA**

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# Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

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www.graucpa.com

## INDEPENDENT AUDITOR'S REPORT

To the Board of Supervisors  
Two Creeks Community Development District  
Clay County, Florida

### Report on the Audit of the Financial Statements

#### *Opinions*

We have audited the accompanying financial statements of the governmental activities and each major fund of Two Creeks Community Development District, Clay County, Florida ("District") as of and for the fiscal year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District as of September 30, 2022, and the respective changes in financial position thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinions*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### *Responsibilities of Management for the Financial Statements*

The District's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

#### *Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control–related matters that we identified during the audit.

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### ***Other Information Included in the Financial Report***

Management is responsible for the other information included in the financial report. The other information comprises the information for compliance with FL Statute 218.39 (3) (c) but does not include the financial statements and our auditor's report thereon. Our opinions on the financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

#### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated July 6, 2023, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

July 6, 2023

## MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of Two Creeks Community Development District, Clay County, Florida ("District") provides a narrative overview of the District's financial activities for the fiscal year ended September 30, 2022. Please read it in conjunction with the District's Independent Auditor's Report, basic financial statements, accompanying notes and supplementary information to the basic financial statements.

### FINANCIAL HIGHLIGHTS

- The liabilities of the District exceeded its assets at the close of the most recent fiscal year resulting in a net position deficit balance of (\$4,640,740).
- The change in the District's total net position in comparison with the prior year was \$347,472, an increase. The key components of the District's net position and change in net position are reflected in the table in the government-wide financial analysis section.
- At September 30, 2022, the District's governmental funds reported combined ending fund balances of \$1,234,866 an increase of \$57,978 in comparison with the prior fiscal year. A portion of the fund balance is non-spendable for deposits and prepaid items, restricted for debt service, assigned to future repair and replacement, and the remainder is unassigned fund balance which is available for spending at the District's discretion.

### OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as the introduction to the District's basic financial statements. The District's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

#### Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all the District's assets, deferred outflows of resources, liabilities and deferred inflows of resources, with the residual amount being reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements include all governmental activities that are principally supported by special assessments. The District does not have any business-type activities. The governmental activities of the District include the general government (management), parks and recreation, and maintenance functions.

#### Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District has one fund category: governmental funds.



## OVERVIEW OF FINANCIAL STATEMENTS (Continued)

### Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a District's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the District's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District maintains two governmental funds for external reporting. Information is presented separately in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund and debt service fund, which are considered major funds.

The District adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with the budget.

### Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

### GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of an entity's financial position. In the case of the District, liabilities exceeded assets at the close of the most recent fiscal year.

Key components of the District's net position are reflected in the following table:

	NET POSITION	
	SEPTEMBER 30,	
	2022	2021
Current and other assets	\$ 1,317,034	\$ 1,218,196
Capital assets, net of depreciation	2,455,307	2,583,551
Total assets	<u>3,772,341</u>	<u>3,801,747</u>
Current liabilities	205,295	168,759
Long-term liabilities	8,207,786	8,621,200
Total liabilities	<u>8,413,081</u>	<u>8,789,959</u>
Net position		
Net investment in capital assets	(5,752,479)	(6,037,649)
Restricted for debt service	471,243	462,272
Unrestricted	640,496	587,165
Total net position	<u>\$ (4,640,740)</u>	<u>\$ (4,988,212)</u>

The District's net position reflects its investment in capital assets (e.g., land, land improvements, and infrastructure) less any related debt used to acquire those assets that is still outstanding. These assets are used to provide services to landowners; consequently, these assets are not available for future spending. Although the District's investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

## GOVERNMENT-WIDE FINANCIAL ANALYSIS (Continued)

The restricted portion of the District's net position represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position may be used to meet the District's other obligations.

The District's net position increased during the most recent fiscal year. The majority of the increase represents the extent to which ongoing program revenues exceeded the cost of operations and depreciation expense.

Key elements of the change in net position are reflected in the following table:

CHANGES IN NET POSITION		
FOR THE FISCAL YEAR ENDED SEPTEMBER 30,		
	2022	2021
Revenues:		
Program revenues		
Charges for services	\$ 1,407,833	\$ 1,407,883
Operating grants and contributions	1,900	44
General revenues		
Unrestricted investment earnings	1,266	92
Miscellaneous revenue	674	15,051
Total revenues	<u>1,411,673</u>	<u>1,423,070</u>
Expenses:		
General government	104,312	92,221
Maintenance and operations	373,241	353,988
Parks and recreation	278,506	269,667
Interest on long-term debt	308,142	318,710
Total expenses	<u>1,064,201</u>	<u>1,034,586</u>
Change in net position	347,472	388,484
Net position - beginning	<u>(4,988,212)</u>	<u>(5,376,696)</u>
Net position - ending	<u>\$ (4,640,740)</u>	<u>\$ (4,988,212)</u>

As noted above and in the statement of activities, the cost of all governmental activities during the fiscal year ended September 30, 2022 was \$1,064,201. The costs of the District's activities were primarily funded by program revenues. Program revenues were comprised primarily of assessments for both the current and prior fiscal years. The majority of the remainder of the current fiscal year revenue includes investment earnings. In total, expenses, including depreciation, increased from the prior fiscal year, the majority of the increase was the result of aquatic and irrigation repairs and an increase in amenity management fees.

## GENERAL FUND BUDGETING HIGHLIGHTS

An operating budget was adopted and maintained by the governing board for the District pursuant to the requirements of Florida Statutes. The budget is adopted using the same basis of accounting that is used in preparation of the fund financial statements. The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2022.

## CAPITAL ASSETS AND DEBT ADMINISTRATION

### Capital Assets

At September 30, 2022, the District had \$4,449,614 invested in capital assets for its governmental activities. In the government-wide financial statements, depreciation of \$1,994,307 has been taken, which resulted in a net book value of \$2,455,307. More detailed information about the District's capital assets is presented in the notes to the financial statements.

## CAPITAL ASSETS AND DEBT ADMINISTRATION (Continued)

### Capital Debt

At September 30, 2022, the District had \$8,300,000 in Bonds outstanding for its governmental activities. More detailed information about the District's capital debt is presented in the notes to the financial statements.

## ECONOMIC FACTORS AND NEXT YEARS BUDGET

The District does not anticipate any major projects or significant changes in its infrastructure maintenance program for the next fiscal year. In addition, it is anticipated that the general operations of the District will increase slightly.

## CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide landowners, customers, investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the financial resources it manages and the stewardship of the facilities it maintains. If you have questions about this report or need additional financial information, contact the Two Creeks Community Development District's Accounting Department at 3434 Colwell Avenue, Suite 200, Tampa, FL 33614.

## **FINANCIAL STATEMENTS**

**TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT  
CLAY COUNTY, FLORIDA  
STATEMENT OF NET POSITION  
SEPTEMBER 30, 2022**

	<u>Governmental Activities</u>
<b>ASSETS</b>	
Cash and equivalents	\$ 716,497
Deposits and prepaids	10,125
Restricted assets:	
Investments	590,412
Capital assets	
Depreciable assets, net	<u>2,455,307</u>
Total assets	<u>3,772,341</u>
 <b>LIABILITIES</b>	
Accounts payable and accrued expenses	82,168
Accrued interest payable	123,127
Non-current liabilities:	
Due within one year	435,000
Due in more than one year	<u>7,772,786</u>
Total liabilities	<u>8,413,081</u>
 <b>NET POSITION</b>	
Net investment in capital assets	(5,752,479)
Restricted for debt service	471,243
Unrestricted	<u>640,496</u>
Total net position	<u>\$ (4,640,740)</u>

See notes to the financial statements

**TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT  
CLAY COUNTY, FLORIDA  
STATEMENT OF ACTIVITIES  
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2022**

<u>Functions/Programs</u>	Program Revenues			Net (Expense) Revenue and Changes in Net Position
<u>Expenses</u>	Charges for Services	Operating Grants and Contributions	Governmental Activities	
Primary government:				
Governmental activities:				
General government	\$ 104,312	\$ 104,312	\$ -	\$ -
Maintenance and operations	373,241	296,388	-	(76,853)
Parks and recreation	278,506	278,506	-	-
Interest on long-term debt	308,142	728,627	1,900	422,385
Total governmental activities	1,064,201	1,407,833	1,900	345,532
General revenues:				
Unrestricted investment earnings				1,266
Miscellaneous revenue				674
Total general revenues				1,940
Change in net position				347,472
Net position - beginning				(4,988,212)
Net position - ending				\$ (4,640,740)

See notes to the financial statements

**TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT  
CLAY COUNTY, FLORIDA  
BALANCE SHEET - GOVERNMENTAL FUNDS  
SEPTEMBER 30, 2022**

	Major Funds		Total Governmental Activities
	General	Debt Service	
<b>ASSETS</b>			
Cash and equivalents	\$ 716,497	\$ -	\$ 716,497
Investments	-	590,412	590,412
Due from other funds	-	3,958	3,958
Deposits and prepaids	10,125	-	10,125
Total assets	\$ 726,622	\$ 594,370	\$ 1,320,992
<b>LIABILITIES AND FUND BALANCES</b>			
Liabilities:			
Accounts payable and accrued liabilities	\$ 82,168	\$ -	\$ 82,168
Due to other funds	3,958	-	3,958
Total liabilities	86,126	-	86,126
Fund balances:			
Nonspendable:			
Deposits and prepaids	10,125	-	10,125
Restricted for:			
Debt service	-	594,370	594,370
Assigned to:			
Future repair and replacement	451,687	-	451,687
Unassigned	178,684	-	178,684
Total fund balances	640,496	594,370	1,234,866
Total liabilities and fund balances	\$ 726,622	\$ 594,370	\$ 1,320,992

See notes to the financial statements

**TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT  
CLAY COUNTY, FLORIDA  
RECONCILIATION OF THE BALANCE SHEET-  
GOVERNMENTAL FUNDS TO THE STATEMENT OF NET POSITION  
SEPTEMBER 30, 2022**

Fund balance - governmental funds \$ 1,234,866

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources; therefore, they are not reported as assets in the governmental funds. The statement of net position includes those capital assets, net of any accumulated depreciation, in the net position of the government as a whole.

Cost of capital assets	4,449,614	
Accumulated depreciation	<u>(1,994,307)</u>	2,455,307

Liabilities not due and payable from current available resources are not reported as liabilities in the governmental fund statements. All liabilities, both current and long-term, are reported in the government-wide financial statements.

Accrued interest payable	(123,127)	
Bonds payable	<u>(8,207,786)</u>	<u>(8,330,913)</u>

Net position of governmental activities		<u><u>\$ (4,640,740)</u></u>
-----------------------------------------	--	------------------------------

See notes to the financial statements



**TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT  
CLAY COUNTY, FLORIDA  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2022**

	Major Funds		Total
	General	Debt Service	Governmental Funds
<b>REVENUES</b>			
Assessments	\$ 679,206	\$ 728,627	\$ 1,407,833
Interest	1,266	1,900	3,166
Miscellaneous income	674	-	674
Total revenues	<u>681,146</u>	<u>730,527</u>	<u>1,411,673</u>
<b>EXPENDITURES</b>			
Current:			
General government	104,312	-	104,312
Maintenance and operations	269,638	-	269,638
Parks and recreation	233,797	-	233,797
Debt Service:			
Principal	-	420,000	420,000
Interest	-	305,880	305,880
Capital outlay	20,068	-	20,068
Total expenditures	<u>627,815</u>	<u>725,880</u>	<u>1,353,695</u>
Excess (deficiency) of revenues over (under) expenditures	53,331	4,647	57,978
Fund balances - beginning	<u>587,165</u>	<u>589,723</u>	<u>1,176,888</u>
Fund balances - ending	<u>\$ 640,496</u>	<u>\$ 594,370</u>	<u>\$ 1,234,866</u>

See notes to the financial statements

**TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT  
CLAY COUNTY, FLORIDA  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2022**

Net change in fund balances - total governmental funds	\$	57,978
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures; however, in the statement of activities, the cost of those assets is eliminated and capitalized as capital assets.		20,068
Governmental funds report the effect of premiums, discounts and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities.		
Amortization of Series 2016 original issue discount		(6,586)
The change in accrued interest on long-term liabilities between the current and prior fiscal year is recorded in the statement of activities but not in the fund financial statements.		4,324
Depreciation on capital assets is not recognized in the governmental fund statement but is reported as an expense in the statement of activities.		(148,312)
Repayment of long-term liabilities are reported as expenditures in the governmental fund statement but such repayments reduce liabilities in the statement of net position and are eliminated in the statement of activities.		<u>420,000</u>
Change in net position of governmental activities	\$	<u><u>347,472</u></u>

See notes to the financial statements

**TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT  
CLAY COUNTY, FLORIDA  
NOTES TO THE FINANCIAL STATEMENTS**

**NOTE 1 – NATURE OF ORGANIZATION AND REPORTING ENTITY**

Two Creeks Community Development District ("District") was established June 13, 2006 by the Board of County Commissioners of Clay County, Clay County Ordinance 2006-27, under the Uniform Community Development District Act of 1980, otherwise known as Chapter 190, Florida Statutes. The Act provides, among other things, the power to manage basic services for community development, power to borrow money and issue bonds, and to levy and assess non-ad valorem assessments for the financing and delivery of capital infrastructure. The District was established for the purposes of financing and managing the acquisition, construction, maintenance and operation of a portion of the infrastructure necessary for community development within the District.

The District is governed by the Board of Supervisors ("the Board"), which is composed of five members. All Supervisors are elected on an at large basis by qualified electors that reside within the District. The Board of Supervisors of the District exercises all powers granted to the District pursuant to Chapter 190, Florida Statutes.

The Board has the responsibility for, among other things:

1. Allocating and levying assessments.
2. Approving budgets.
3. Exercising control over facilities and properties.
4. Controlling the use of funds generated by the District.
5. Approving the hiring and firing of key personnel.
6. Financing improvements.

The financial statements were prepared in accordance with Governmental Accounting Standards Board ("GASB") Statements. Under the provisions of those standards, the financial reporting entity consists of the primary government, organizations for which the District is considered to be financially accountable, and other organizations for which the nature and significance of their relationship with the District are such that, if excluded, the financial statements of the District would be considered incomplete or misleading. There are no entities considered to be component units of the District; therefore, the financial statements include only the operations of the District.

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Government-Wide and Fund Financial Statements**

The basic financial statements include both government-wide and fund financial statements.

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment; operating-type special assessments for maintenance and debt service are treated as charges for services and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not included among program revenues are reported instead as *general revenues*.

## NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### **Measurement Focus, Basis of Accounting and Financial Statement Presentation**

The government-wide financial statements are reported using the *economic resources measurement* focus and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Assessments are recognized as revenues in the year for which they are levied. Grants and similar items are to be recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

### **Assessments**

Assessments, including debt service assessments and operations and maintenance assessments, are non-ad valorem assessments imposed on all lands located within the District and benefitted by the District's activities. Operation and maintenance assessments are levied by the District prior to the start of the fiscal year which begins October 1<sup>st</sup> and ends on September 30<sup>th</sup>. Operation and maintenance special assessments are imposed upon all benefitted lands within the District. Debt service assessments are imposed upon certain lots and lands described in each resolution imposing the special assessment for each of the series of Bonds issued by the District.

Assessments and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period.

The District reports the following major governmental funds:

### **General Fund**

The general fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

### **Debt Service Fund**

The debt service fund is used to account for the accumulation of resources for the annual payment of principal and interest on long-term debt.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first for qualifying expenditures, then unrestricted resources as they are needed.

### **Assets, Liabilities and Net Position or Equity**

#### **Restricted Assets**

These assets represent cash and investments set aside pursuant to Bond covenants or other contractual restrictions.

## NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### Assets, Liabilities and Net Position or Equity (Continued)

#### Deposits and Investments

The District's cash on hand and demand deposits are considered to be cash and cash equivalents.

The District has elected to proceed under the Alternative Investment Guidelines as set forth in Section 218.415 (17), Florida Statutes. The District may invest any surplus public funds in the following:

- a) The Local Government Surplus Trust Funds, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act;
- b) Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency;
- c) Interest bearing time deposits or savings accounts in qualified public depositories;
- d) Direct obligations of the U.S. Treasury.

Securities listed in paragraph c and d shall be invested to provide sufficient liquidity to pay obligations as they come due. In addition, surplus funds may be deposited into certificates of deposit which are insured. Any unspent proceeds are required to be held in investments allowed in as specified in the Bond Indenture.

The District records all interest revenue related to investment activities in the respective funds. Investments are measured at amortized cost or reported at fair value as required by generally accepted accounting principles.

#### Inventories and Prepaid Items

Inventories of governmental funds are recorded as expenditures when consumed rather than when purchased.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

#### Capital Assets

Capital assets which include property, plant and equipment, and infrastructure assets (e.g., roads, sidewalks and similar items) are reported in the governmental activities columns in the government-wide financial statements. Capital assets are defined by the District as assets with an initial, individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant and equipment of the District are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Recreational amenities	50
Pool Renovation	20
Stormwater management	25
Furniture and equipment	5-15
Fountains	7

In the governmental fund financial statements, amounts incurred for the acquisition of capital assets are reported as fund expenditures. Depreciation expense is not reported in the governmental fund financial statements.

## **NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

### **Assets, Liabilities and Net Position or Equity (Continued)**

#### Unearned Revenue

Governmental funds report unearned revenue in connection with resources that have been received, but not yet earned.

#### Long-Term Obligations

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the statement of net position. Bond premiums and discounts are deferred and amortized ratably over the life of the Bonds. Bonds payable are reported net of applicable premiums or discounts. Bond issuance costs are expensed when incurred.

In the fund financial statements, governmental fund types recognize premiums and discounts, as well as issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

#### Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

#### Fund Equity/Net Position

In the fund financial statements, governmental funds report non spendable and restricted fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Assignments of fund balance represent tentative management plans that are subject to change.

The District can establish limitations on the use of fund balance as follows:

Committed fund balance – Amounts that can be used only for the specific purposes determined by a formal action (resolution) of the Board of Supervisors. Commitments may be changed or lifted only by the Board of Supervisors taking the same formal action (resolution) that imposed the constraint originally. Resources accumulated pursuant to stabilization arrangements sometimes are reported in this category.

Assigned fund balance – Includes spendable fund balance amounts established by the Board of Supervisors that are intended to be used for specific purposes that are neither considered restricted nor committed. The Board may also assign fund balance as it does when appropriating fund balance to cover differences in estimated revenue and appropriations in the subsequent year's appropriated budget. Assignments are generally temporary and normally the same formal action need not be taken to remove the assignment.

The District first uses committed fund balance, followed by assigned fund balance and then unassigned fund balance when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Net position is the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources. Net position in the government-wide financial statements are categorized as net investment in capital assets, restricted or unrestricted. Net investment in capital assets represents net position related to infrastructure and property, plant and equipment. Restricted net position represents the assets restricted by the District's Bond covenants or other contractual restrictions. Unrestricted net position consists of the net position not meeting the definition of either of the other two components.

## NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### Other Disclosures

#### Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

## NOTE 3 – BUDGETARY INFORMATION

The District is required to establish a budgetary system and an approved Annual Budget. Annual Budgets are adopted on a basis consistent with generally accepted accounting principles for the general fund. All annual appropriations lapse at fiscal year-end.

The District follows these procedures in establishing the budgetary data reflected in the financial statements.

- a) Each year, the District Manager submits to the District Board a proposed operating budget for the fiscal year commencing the following October 1.
- b) A public hearing is conducted to obtain comments.
- c) Prior to October 1, the budget is legally adopted by the District Board.
- d) All budget changes must be approved by the District Board, subject to the terms of the District's annual appropriation resolution.
- e) The budgets are adopted on a basis consistent with generally accepted accounting principles.
- f) Unused appropriation for annually budgeted funds lapse at the end of the year.

## NOTE 4 – DEPOSITS AND INVESTMENTS

### Deposits

The District's cash balances were entirely covered by federal depository insurance or by a collateral pool pledged to the State Treasurer. Florida Statutes Chapter 280, "Florida Security for Public Deposits Act", requires all qualified depositories to deposit with the Treasurer or another banking institution eligible collateral equal to various percentages of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance held. The percentage of eligible collateral (generally, U.S. Governmental and agency securities, state or local government debt, or corporate bonds) to public deposits is dependent upon the depository's financial history and its compliance with Chapter 280. In the event of a failure of a qualified public depository, the remaining public depositories would be responsible for covering any resulting losses.

### Investments

The District's investments were held as follows at September 30, 2022:

	Amortized Cost	Credit Risk	Weighted Average Maturities
First American Government Obligations Fund CL Y	\$ 590,412	S&P AAAM	18 days
Total Investments	<u>\$ 590,412</u>		

*Credit risk* – For investments, credit risk is generally the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Investment ratings by investment type are included in the preceding summary of investments.

*Concentration risk* – The District places no limit on the amount the District may invest in any one issuer.

*Interest rate risk* – The District does not have a formal policy that limits investment maturities as a means of managing exposure to fair value losses arising from increasing interest rates.

The Bond Indenture limits the type of investments held using unspent proceeds.

## NOTE 4 – DEPOSITS AND INVESTMENTS (Continued)

### Investments (Continued)

*Fair Value Measurement* – When applicable, the District measures and records its investments using fair value measurement guidelines established in accordance with GASB Statements. The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques.

These guidelines recognize a three-tiered fair value hierarchy, in order of highest priority, as follows:

- *Level 1:* Investments whose values are based on unadjusted quoted prices for identical investments in active markets that the District has the ability to access;
- *Level 2:* Investments whose inputs - other than quoted market prices - are observable either directly or indirectly; and,
- *Level 3:* Investments whose inputs are unobservable.

The fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the entire fair value measurement. Valuation techniques used should maximize the use of observable inputs and minimize the use of unobservable inputs.

Money market investments that have a maturity at the time of purchase of one year or less and are held by governments other than external investment pools should be measured at amortized cost. Accordingly, the District's investments have been reported at amortized cost above.

## NOTE 5 – INTERFUND RECEIVABLES, PAYABLES AND TRANSFERS

Interfund receivables and payables at September 30, 2022 were as follows:

Fund	Receivable	Payable
General	\$ -	\$ 3,958
Debt service	3,958	-
Total	<u>\$ 3,958</u>	<u>\$ 3,958</u>

The outstanding balances between funds result primarily from the time lag between the dates that transactions are recorded in the accounting system and payments between funds are made. In the case of the District, the balances between the general fund and the debt service fund relate to assessments collected in the general fund that have not yet been transferred to the debt service fund.



## NOTE 6 – CAPITAL ASSETS

Capital asset activity for the fiscal year ended September 30, 2022 was as follows:

	Beginning Balance	Additions	Disposals	Ending Balance
<u>Governmental activities</u>				
Capital assets, being depreciated				
Recreational amenities	\$ 1,607,400	\$ -	\$ -	\$ 1,607,400
Stormwater management	2,590,086	-	-	2,590,086
Furniture and equipment	56,766	12,891	-	69,657
Pool Renovation/Kiddie Pool	117,000	-	-	117,000
Fountains	23,223	-	-	23,223
Playground Equipment	35,071	7,177	-	42,248
Total capital assets, being depreciated	4,429,546	20,068	-	4,449,614
Less accumulated depreciation for:				
Recreational amenities	323,532	32,148	-	355,680
Stormwater management	1,450,442	103,603	-	1,554,045
Furniture and equipment	54,211	975	-	55,186
Pool Renovation/Kiddie Pool	16,088	5,850	-	21,938
Fountains	553	3,318	-	3,871
Playground Equipment	1,169	2,418	-	3,587
Total accumulated depreciation	1,845,995	148,312	-	1,994,307
Total capital assets, being depreciated, net	2,583,551	(128,244)	-	2,455,307
Governmental activities capital assets, net	\$ 2,583,551	\$ (128,244)	\$ -	\$ 2,455,307

Depreciation expense was charged to the following programs/functions:

Parks and recreation	\$ 44,709
Maintenance and operations	103,603
Total	<u>\$ 148,312</u>

## NOTE 7 – LONG TERM LIABILITIES

### Series 2016

In August 2016, the District issued \$9,240,000 of Senior Capital Improvement Revenue Refunding Bonds, Series 2016A-1 and \$1,960,000 of Subordinate Capital Improvement Revenue Refunding Bonds, Series 2016A-2. Series 2016A-1 is due May 1, 2037 with interest rates of 2% - 3.625%, and Series 2016A-2 is due May 1, 2037 with an interest rate of 4.2% - 4.75%. The Bonds were issued for the purpose of refunding the District's outstanding Series 2006 Capital Improvement Revenue Bonds (the "Refunded Bonds"). Interest is paid semiannually on each May 1 and November 1, commencing November 1, 2016. Principal is paid serially commencing May 1, 2017 through May 1, 2037.

The Series 2016 Bonds are subject to redemption at the option of the District prior to their maturity. The Bonds are also subject to extraordinary mandatory redemption prior to their selected maturity in the manner determined by the Bond Registrar if certain events occur as outlined in the Bond Indenture.

The Bond Indenture requires that the District maintain adequate funds in a reserve account to meet the debt service reserve requirement as defined in the Indenture. The Bond Indenture also has certain restrictions and requirements relating principally to the use of proceeds and the procedures to be followed by the District on assessments to property owners. The District agreed to levy special assessments in annual amounts adequate to provide payment of debt service and to meet the reserve requirements. The District is in compliance with the requirements of the Bond Indenture at September 30, 2022.

## NOTE 7 – LONG TERM LIABILITIES (Continued)

### Series 2016 (Continued)

#### Long-term debt activity

Changes in long-term liability activity for the fiscal year ended September 30, 2022 were as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
<u>Governmental activities</u>					
Bonds payable:					
Series 2016 A-1	\$ 7,100,000	\$ -	\$ 350,000	\$ 6,750,000	\$ 360,000
Series 2016 A-1 OID	(91,403)	-	(6,093)	(85,310)	-
Series 2016 A-2	1,620,000	-	70,000	1,550,000	75,000
Series 2016 A-2 OID	(7,397)	-	(493)	(6,904)	-
Total	<u>\$ 8,621,200</u>	<u>\$ -</u>	<u>\$ 413,414</u>	<u>\$ 8,207,786</u>	<u>\$ 435,000</u>

At September 30, 2022, the scheduled debt service requirements on the long-term debt were as follows:

Year ending, September 30:	Governmental Activities		
	Principal	Interest	Total
2023	\$ 435,000	\$ 295,503	\$ 730,503
2024	445,000	284,253	729,253
2025	455,000	271,768	726,768
2026	475,000	258,564	733,564
2027	490,000	243,294	733,294
2028-2032	2,715,000	941,994	3,656,994
2033-2037	3,285,000	389,000	3,674,000
Total	<u>\$ 8,300,000</u>	<u>\$ 2,684,376</u>	<u>\$ 10,984,376</u>

## NOTE 8 – MANAGEMENT COMPANY

The District has contracted with a management company to perform management services, which include financial and accounting services. Certain employees of the management company also serve as officers (Board appointed non-voting positions) of the District. Under the agreement, the District compensates the management company for management, accounting, financial reporting, and other administrative costs.

## NOTE 9 – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The District has obtained commercial insurance from independent third parties to mitigate the costs of these risks; coverage may not extend to all situations. There was one settled claim for \$10,040 in the past three years.

## NOTE 10 – SUBSEQUENT EVENT

### Bond Payments

Subsequent to fiscal year end, the District prepaid a total of \$15,000 of the Series 2016A-1 Bonds. The prepayments were considered extraordinary mandatory redemptions as outlined in the Bond Indenture

**TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT  
CLAY COUNTY, FLORIDA  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL – GENERAL FUND  
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2022**

	Budgeted Amounts <u>Original &amp; Final</u>	Actual Amounts	Variance with Final Budget - Positive (Negative)
<b>REVENUES</b>			
Assessments	\$ 677,911	\$ 679,206	\$ 1,295
Interest and other revenues	-	1,940	1,940
Total revenues	<u>677,911</u>	<u>681,146</u>	<u>3,235</u>
<b>EXPENDITURES</b>			
Current:			
General government	99,168	104,312	(5,144)
Maintenance and operations	256,171	269,638	(13,467)
Parks and recreation	171,042	233,797	(62,755)
Capital outlay	<u>151,530</u>	<u>20,068</u>	<u>131,462</u>
Total expenditures	<u>677,911</u>	<u>627,815</u>	<u>50,096</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$ -</u>	53,331	<u>\$ 53,331</u>
Fund balance - beginning		<u>587,165</u>	
Fund balance - ending		<u>\$ 640,496</u>	

See notes to required supplementary information

**TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT  
CLAY COUNTY, FLORIDA  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**

The District is required to establish a budgetary system and an approved Annual Budget for the General Fund. The District's budgeting process is based on estimates of cash receipts and cash expenditures which are approved by the Board. The budget approximates a basis consistent with accounting principles generally accepted in the United States of America (generally accepted accounting principles).

The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2022.

**TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT  
OTHER INFORMATION – DATA ELEMENTS  
REQUIRED BY FL STATUTE 218.39(3)(C)  
UNAUDITED**

<u>Element</u>	<u>Comments</u>
Number of district employees compensated at 9/30/2022	0
Number of independent contractors compensated in September 2022	0
Employee compensation for FYE 9/30/2022 (paid/accrued)	Not applicable
Independent contractor compensation for FYE 9/30/2022	\$9,413
Construction projects to begin on or after October 1; (>\$65K)	Not applicable
Budget variance report	See page 21
Ad Valorem taxes;	Not applicable
Millage rate FYE 9/30/2022	Not applicable
Ad valorem taxes collected FYE 9/30/202	Not applicable
Outstanding Bonds:	Not applicable
Non ad valorem special assessments;	
Special assessment rate FYE 9/30/2022	Operations and maintenance; Single Family - \$1,155.74  Debt service; Single Family - \$1,319.11
Special assessments collected FYE 9/30/2022	\$1,407,833
Outstanding Bonds:	
Series 2016, due May 1, 2037	See Note 6 on page 19 for details

Independent contractors is defined as individuals and entities that receive a 1099.



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Supervisors  
Two Creeks Community Development District  
Clay County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of Two Creeks Community Development District, Clay County, Florida ("District") as of and for the fiscal year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the District's basic financial statements and have issued our report thereon dated July 6, 2023.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

July 6, 2023



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH THE  
REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES, REQUIRED BY  
RULE 10.556(10) OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA**

To the Board of Supervisors  
Two Creeks Community Development District  
Clay County, Florida

We have examined Two Creeks Community Development District, Clay County, Florida's ("District") compliance with the requirements of Section 218.415, Florida Statutes, in accordance with Rule 10.556(10) of the Auditor General of the State of Florida during the fiscal year ended September 30, 2022. Management is responsible for the District's compliance with those requirements. Our responsibility is to express an opinion on District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the District complied, in all material respects, with the specified requirements referenced in Section 218.415, Florida Statutes. An examination involves performing procedures to obtain evidence about whether the District complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion. Our examination does not provide a legal determination on the District's compliance with specified requirements.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the examination engagement.

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the fiscal year ended September 30, 2022.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, management, and the Board of Supervisors of Two Creeks Community Development District, Clay County, Florida, and is not intended to be and should not be used by anyone other than these specified parties.

July 6, 2023





**MANAGEMENT LETTER PURSUANT TO THE RULES OF  
THE AUDITOR GENERAL OF THE STATE OF FLORIDA**

To the Board of Supervisors  
Two Creeks Community Development District  
Clay County, Florida

**Report on the Financial Statements**

We have audited the accompanying basic financial statements of Two Creeks Community Development District ("District") as of and for the fiscal year ended September 30, 2022 and have issued our report thereon dated July 6, 2023.

**Auditor's Responsibility**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Florida Auditor General.

**Other Reporting Requirements**

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Auditor's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated July 6, 2023, should be considered in conjunction with this management letter.

**Purpose of this Letter**

The purpose of this letter is to comment on those matters required by Chapter 10.550 of the Rules of the Auditor General of the State of Florida. Accordingly, in connection with our audit of the financial statements of the District, as described in the first paragraph, we report the following:

- I. Current year findings and recommendations.**
- II. Status of prior year findings and recommendations.**
- III. Compliance with the Provisions of the Auditor General of the State of Florida.**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, as applicable, management, and the Board of Supervisors of Two Creeks Community Development District, Clay County, Florida and is not intended to be and should not be used by anyone other than these specified parties.

We wish to thank Two Creeks Community Development District, Clay County, Florida and the personnel associated with it, for the opportunity to be of service to them in this endeavor as well as future engagements, and the courtesies extended to us.

July 6, 2023

## REPORT TO MANAGEMENT

### I. CURRENT YEAR FINDINGS AND RECOMMENDATIONS

None

### II. PRIOR YEAR FINDINGS AND RECOMMENDATIONS

None

### III. COMPLIANCE WITH THE PROVISIONS OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA

Unless otherwise required to be reported in the auditor's report on compliance and internal controls, the management letter shall include, but not be limited to the following:

1. A statement as to whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report.

There were no significant findings and recommendations made in the preceding annual financial audit report for the fiscal year ended September 30, 2021.

2. Any recommendations to improve the local governmental entity's financial management.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported for the fiscal year ended September 30, 2022.

3. Noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported, for the fiscal year ended September 30, 2022.

4. The name or official title and legal authority of the District are disclosed in the notes to the financial statements.

5. The District has not met one or more of the financial emergency conditions described in Section 218.503(1), Florida Statutes.

6. We applied financial condition assessment procedures and no deteriorating financial conditions were noted as of September 30, 2022. It is management's responsibility to monitor financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

7. Management has provided the specific information required by Section 218.39(3)(c ) in the Other Information section of the financial statements on page 23.

**TAB 14**

# PROPOSAL 337840

## BRIDGEWATER NORTH CDD



### Submitted to

CONTACT TONY SHIVER  
 ADDRESS 3838 COLWELL AVE, SUITE 200

PHONE (904) 506-8410 FAX  
 EMAIL tony@firstcoastcms.com

ESTIMATE # 002-23-337840  
 DATE 3/10/2023  
 WRITTEN BY DAN KRISTOFF  
 REFERENCE

**\*\* DEPOSIT REQUIRED \*\***

### Project Detail - Page 1

LOCATION	TWIN CREEKS	DISTANCE	COORDINATES
PROJECT NAME	GATE SIGNS		

### Items

		PRICE EACH	QTY	TOTAL
1	<b>SIGNAGE / DISPLAY, CUT LETTERING, ALUMINUM, 1 COLOR, 1/4", PAINTED, 1 Sided, CUSTOM / 140" X 13.6" (14 SQ. FT.)</b> OPTION 1: LETTERING	\$2,344.00	1	\$2,344.00
2	<b>SPECIALTY ITEM, POUNCE PATTERN</b>	\$22.00	1	\$22.00
3	<b>LABOR / INSTALLATION, INSTALL, JACKSONVILLE, LOCAL 30-45</b> OPTION 1: LABOR/INSTALL	\$1,555.00	1	\$1,555.00
4	<b>LABOR / INSTALLATION, INSTALL, JACKSONVILLE, LOCAL 30-45</b> OPTION 2: LABOR/INSTALL	\$1,555.00	1	\$1,555.00
5	<b>LABOR / INSTALLATION, INSTALL, JACKSONVILLE, LOCAL 30-45</b> OPTION 2: LABOR/INSTALL	\$2,846.45	1	\$2,846.45
<b>PRE-TAX TOTAL</b>				\$8,322.45
<b>EST TAX (.075)</b>				\$624.18
<b>TOTAL</b>				\$8,946.63

### Terms & Conditions

- All agreements are contingent upon delays and material cost increases beyond our control. Manufacturing cost increases incurred after quotation and prior to a work order being submitted to production will be passed through to the customer. In this scenario, the project will be quoted for customer approval.
- Pricing in this proposal is subject to acceptance within 14 days and is void thereafter.
- Depending upon the agreed credit terms, a deposit may be required before work is to commence.
- If a deposit is to be paid by credit card, you authorize OnSight Industries, LLC to charge 50% of the total project cost upfront and the balance of the project upon completion.
- Any labor and installation pricing is approximate and subject to change based upon actual time incurred.
- Delivery/installation postponement will result in the client being progress billed for completed product. At this time, title for the product will transfer to the client. Client agrees to pay progress bill invoice upon receipt. Product will be warehoused until the client is ready for installation, at which time installation labor will be invoiced upon completion. Product that is warehoused for over 6 months will be assessed a \$100/month/pallet storage fee beginning on the 7th month.
- Sales tax is estimated and subject to change based upon the actual rate at time of invoicing.
- Unless otherwise noted, client assumes all responsibility for permitting and utility locator services as necessary.
- Customer is responsible for variations from customer supplied architectural drawings & hardscapes.
- Signature on this proposal constitutes approval from the client on supplied artwork/graphics.
- Any credit balance(s) resulting from overpayment that remains on a credit account over 30 days will be applied to the oldest invoice(s) or to upcoming active order(s) and reflected on the following month's statement.
- Invoices are due upon receipt. Any unpaid invoices are subject to late fees equal to 1.5% of the balance due per month (18% per year), collection fees and/or court costs.

*Dan Kristoff*  
 \_\_\_\_\_  
 ONSIGHT INDUSTRIES, LLC.

DAN KRISTOFF  
 \_\_\_\_\_  
 NAME

6/22/2023  
 \_\_\_\_\_  
 DATE

### Proposal Acceptance

THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE HEREBY ACCEPTED. ONSIGHT INDUSTRIES, LLC IS AUTHORIZED TO PROCEED WITH THE PROJECT AS STATED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.



\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 NAME

\_\_\_\_\_  
 DATE

900 CENTRAL PARK DR., SANFORD, FL 32771-6634  
 P: 407.830.8861 • F: 407.830.5569



### Entrance Lettering

Qty: 1

140" x 13.6"

1/4" Alum Letters

Painted 1 Color (Metallic)

Attached to Existing Fence

w/ Bolts going Through

w/ Nuts & Fender Washers

Painted to Match

INSTALL HARWARE WILL BE VISIBLE  
SOME LETTERS MIGHT NEED TO BE INSTALLED  
ON THE THICKER POSTS  
MEANING THEY WILL BE OFF SET FROM  
THE REST OF THE LETTERS

**PAINT**

**MP20509  
Metallic  
Gloss**



### Entrance Lettering

Qty: 1

140" x 13.6"

1/4" Alum Letters

Painted 1 Color (Metallic)

Attached to Existing Fence

Mechanically Fastened w/ Screws

(Painted to match)

to (3) 49"x16"- 080 Alum Backers

Painted 1 Color

Mechanically Fastened to Fence

INSTALL HARWARE WILL BE VISIBLE

### PAINT

**BLACK  
MATTE**

**MP20509  
Metallic  
Gloss**



**DIMENSIONS & SITE CONDITIONS TO BE  
REVISED PRIOR TO PRODUCTION**

**Entrance Lettering**

Qty: 1

148" x 14"

1/4" Alum Letters

Painted 1 Color (Metallic)

Mechanically Fastened

to Existing Fence

All Hardware Painted to Match

**PAINT**

**MP20509  
Metallic  
Gloss**

## **TAB 15**



# *Two Creeks CDD*

## FCCMS August Field Report 2023

Submitted by: Marty Czako

Meeting Date: 8/23/2023

### **Pool Incidents**

- There was a serious pool incident on 6/18/23.  
Summary: A four-year-old girl who was accompanied by her father drowned. The young girl was revived. Fire rescue was called and transported her to hospital. We were told she has recovered.  
Property Management was notified. All associated documents and videos have been acquired.
- There was a minor pool incident reported on 7/2/23.  
Summary a teen boy was pushed into the pool and collided with a female resident in the head area. She then reported a bad headache. The female resident was evaluated by fire rescue. It was reported later that the female resident was ok. All associated documents and videos have been acquired

### **Action Items**

- Board Approved Wayne Automatic Fire Sprinkler. Contacted representative to confirm and sign agreement.
- Ordered and installed a new drinking fountain water filter. Reset filter indicator light.
- Handicap assist pool lift inspected working properly. Ordered pool lift cover and installed.
- Monitoring district ponds after heavy rains to see if the pond levels are affected. Nothing significant has been noted. Most pond levels have risen.
- Maintenance monitoring trash and debris around pond banks. Solitude is doing a good job keeping ponds free of debris.
- Solitude completed stocking of fish at various ponds on June 13<sup>th</sup>. See attached photos.
- The board requested pricing of metal picnic tables for the pocket parks. I have attached one source of tables. There are several styles to choose from, also different price points. The shipping is an additional charge of approximately \$125.00 per table. Please discuss and give further details on how to proceed with this request.

## **Other Items**

- The main entrance ornamental gate to the amenity center was found to be damaged. An emergency repair was necessary. The report was that people were hanging and swinging on it causing the damage. Several vendors were contacted. The only response received was from Specialty Fence. They inspected and quoted \$1,100.00 to remove the gate. Then square it up, weld and add a brace to the gate. Reinstall repaired gate with new hinges completed June 16<sup>th</sup>.
- Upon routine inspection of playgrounds. Maintenance found the swing at the amenity center playground was broken. The broken swing was removed. A replacement swing was ordered and installed.
- Attached OnSight proposal for “Two Creeks” sign on monuments located at the intersection of Tynes Blvd. and Trail Ridge Rd.
- Request was made to paint the streetlight poles surrounding the amenity center and parking lot. This job has been completed.
- The amenity center women’s restroom had a ceiling light fixture that was not working. T & M Electric was called out to repair/replace the light fixture. They were able to repair the unit. While they were on site, I requested that they identify, locate, price, and then replace the three broken streetlight globes. T & M electric was able to locate and install the replacement globes.
- During the inspection of the social room prior to a resident’s rental event. We found that the A/C unit in the social room was not running properly (not cooling). Hammond A/C was called. The issue was resolved later the same day.
- The vegetation surrounding the amenity center parking lot ponds should be trimmed. I have asked Brightview to inspect and submit a proposal for board consideration. I have attached the proposal.
- Maintenance was notified that Crape Myrtle trees along Trailridge Road were being trimmed. FCCMS was able to ascertain that it was by Asplundh. Asplundh had a work order from FPL. No one at Two Creeks was not notified by anyone regarding this trimming. The reason given was the clearing/safety for the existing powerlines.
- The board requested more "towing" signs. Some towing signs are missing from the “tow away” areas. We have a contract with ASAP Towing. FCCMS inspected the areas and determined that we needed thirteen additional signs. ASAP Towing provided the needed signs. FCCMS is currently in the process of installing the signs in the areas as needed.

### **Daily Routine maintenance**

- Pool upkeep. Cleaning, vacuuming, chemical readings, and filter cleaning as needed which due to the volume of patrons has been a daily item.
- Clean pool tiles daily.
- Vacuuming of gym floor daily or as needed.
- Wiping down gym equipment as needed.
- Amenity Center - Check all trash cans, empty as needed. Leaf blow grounds daily including tennis and basketball courts. Safety inspection of playground equipment, volleyball tennis and basketball courts.
- Check operation of cameras and card readers.
- Restrooms checked for cleanliness and supplies.
- Walk amenity center parking lot for trash and debris removal.
- Visual inspection of all property roads, signs, and landscape. FCCMS has noted two street name signs missing at the corner of Tynes and Long Bay. We have contacted Clay County public works. They are fabricating decorative name signs. Once completed and delivered maintenance will install them.
- Inspection of all playgrounds including trash removal.

### **Wish list requests:**

- FCCMS would like to update the manner we book/reserve the social room rentals for our residents. FCCMS has an existing website which we could utilize that would automate the process. Booking is done online by the residents. The residents would be paying using their credit/debit card. There is a cost associated with this service.
- FCCMS would like permission to purchase an office chair for the maintenance shop. Currently a pool chair being used.







**TAB 16**



# Quarterly Compliance Audit Report

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## Two Creeks

**Date:** August 2023 - 2nd Quarter

**Prepared for:** Scott Brizendine

**Developer:** Rizzetta

**Insurance agency:**



**Preparer:**

Jason Morgan - *Campus Suite Compliance*

*ADA Website Accessibility and Florida F.S. 189.069 Requirements*



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# Compliance Audit Overview

The Community Website Compliance Audit (CWCA) consists of a thorough assessment of Florida Community Development District (CDD) websites to assure that specified district information is available and fully accessible. Florida Statute Chapter 189.069 states that effective October, 2015, every CDD in the state is required to maintain a fully compliant website for reporting certain information and documents for public access.

The CWCA is a reporting system comprised of quarterly audits and an annual summary audit to meet full disclosure as required by Florida law. These audits are designed to assure that CDDs satisfy all compliance requirements stipulated in Chapter 189.069.

## Compliance Criteria

The CWCA focuses on the two primary areas – website accessibility as defined by U.S. federal laws, and the 16-point criteria enumerated in [Florida Statute Chapter 189.069](#).



### ADA Website Accessibility

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines – [WCAG 2.1](#), which is the international standard established to keep websites barrier-free and the recognized standard for ADA-compliance.



## Florida Statute Compliance

Pursuant to F.S. [189.069](#), every CDD is required to maintain a dedicated website to serve as an official reporting mechanism covering, at minimum, 16 criteria. The information required to report and have fully accessible spans: establishment charter or ordinance, fiscal year audit, budget, meeting agendas and minutes and more. For a complete list of statute requirements, see page 3.

## Audit Process

The Community Website Compliance Audit covers all CDD web pages and linked PDFs.\* Following the [WCAG 2.1](#) levels A, AA, and AAA for web content accessibility, a comprehensive scan encompassing 312 tests is conducted for every page. In addition, a human inspection is conducted to assure factors such as navigation and color contrasts meet web accessibility standards. See page 4 for complete accessibility grading criteria.

In addition to full ADA-compliance, the audit includes a 16-point checklist directly corresponding with the criteria set forth in Florida Statute Chapter 189.069. See page 5 for the complete compliance criteria checklist.

\* **NOTE:** Because many CDD websites have links to PDFs that contain information required by law (meeting agendas, minutes, budgets, miscellaneous and ad hoc documents, etc.), audits include an examination of all associated PDFs. **PDF remediation** and ongoing auditing is critical to maintaining compliance.



# ADA Website Accessibility

Result: **PASSED**

## Accessibility Grading Criteria

Passed	Description
Passed	<b>Website errors*</b> 0 WCAG 2.1 errors appear on website pages causing issues**
Passed	<b>Keyboard navigation</b> The ability to navigate website without using a mouse
Passed	<b>Website accessibility policy</b> A published policy and a vehicle to submit issues and resolve issues
Passed	<b>Color contrast</b> Colors provide enough contrast between elements
Passed	<b>Video captioning</b> Closed-captioning and detailed descriptions
Passed	<b>PDF accessibility</b> Formatting PDFs including embedded images and non-text elements
Passed	<b>Site map</b> Alternate methods of navigating the website

\*Errors represent less than 5% of the page count are considered passing

\*\*Error reporting details are available in your Campus Suite Website Accessibility dashboard



# Florida F.S. 189.069 Requirements

Result: **PASSED**

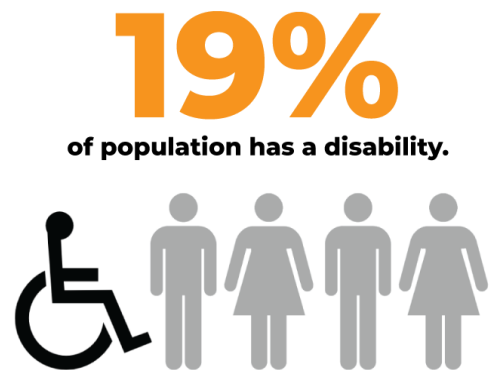
## Compliance Criteria

Passed	Description
Passed	Full Name and primary contact specified
Passed	Public Purpose
Passed	Governing body Information
Passed	Fiscal Year
Passed	Full Charter (Ordinance and Establishment) Information
Passed	CDD Complete Contact Information
Passed	District Boundary map
Passed	Listing of taxes, fees, assessments imposed by CDD
Passed	Link to Florida Commission on Ethics
Passed	District Budgets (Last two years)
Passed	Complete Financial Audit Report
Passed	Listing of Board Meetings
Passed	Public Facilities Report, if applicable
Passed	Link to Financial Services
Passed	Meeting Agendas for the past year, and 1 week prior to next

# Accessibility overview

## Everyone deserves equal access.

With nearly 1-in-5 Americans having some sort of disability – visual, hearing, motor, cognitive – there are literally millions of reasons why websites should be fully accessible and compliant with all state and federal laws. Web accessibility not only keeps board members on the right side of the law, but enables the entire community to access all your web content. The very principles that drive accessible website design are also good for those without disabilities.



Sight, hearing, physical, cognitive.

## The legal and right thing to do

Several federal statutes (American Disabilities Act, Sec. 504 and 508 of the Rehabilitation Act of 1973) require public institutions to ensure they are not discriminating against individuals on the basis of a person's disability. Community websites are required to conform to web content accessibility guidelines, WCAG 2.1, the international standard established to keep websites barrier-free. Plain and simple, any content on your website must be accessible to everyone.



# ADA Compliance Categories

Most of the problems that occur on a website fall in one or several of the following categories.



## Contrast and colors

Some people have vision disabilities that hinder picking up contrasts, and some are color blind, so there needs to be a distinguishable contrast between text and background colors. This goes for buttons, links, text on images – everything. Consideration to contrast and color choice is also important for extreme lighting conditions.

*Contract checker:* <http://webaim.org/resources/contrastchecker>



## Using semantics to format your HTML pages

When web page codes are clearly described in easy-to-understand terms, it enables broader sharing across all browsers and apps. This ‘friendlier’ language not only helps all the users, but developers who are striving to make content more universal on more devices.



## Text alternatives for non-text content

Written replacements for images, audio and video should provide all the same descriptors that the non-text content conveys. Besides helping with searching, clear, concise word choice can make vivid non-text content for the disabled.

*Helpful article:* <http://webaim.org/techniques/alttext>



## Ability to navigate with the keyboard

Not everyone can use a mouse. Blind people with many with motor disabilities have to use a keyboard to make their way around a website. Users need to be able to interact fully with your website by navigating using the tab, arrows and return keys only. A “skip navigation” option is also required. Consider using [WAI-ARIA](#) for improved accessibility, and properly highlight the links as you use the tab key to make sections.

**Helpful article:** [www.nngroup.com/articles/keyboard-accessibility](http://www.nngroup.com/articles/keyboard-accessibility)

**Helpful article:** <http://webaim.org/techniques/skipnav>



## Easy to navigate and find information

Finding relevant content via search and easy navigation is a universal need. Alt text, heading structure, page titles, descriptive link text (no ‘click here’ please) are just some ways to help everyone find what they’re searching for. You must also provide multiple ways to navigate such as a search and a site map.

**Helpful article:** <http://webaim.org/techniques/sitertools/>



## Properly formatting tables

Tables are hard for screen readers to decipher. Users need to be able to navigate through a table one cell at a time. In addition to the table itself needing a caption, row and column headers need to be labeled and data correctly associated with the right header.

**Helpful article:** <http://webaim.org/techniques/tables/data>





## **Making PDFs accessible**

PDF files must be tagged properly to be accessible, and unfortunately many are not. Images and other non-text elements within that PDF also need to be ADA-compliant. Creating anew is one thing; converting old PDFs – called PDF remediation – takes time.

*Helpful articles:* <http://webaim.org/techniques/acrobat/acrobat>



## **Making videos accessible**

Simply adding a transcript isn't enough. Videos require closed captioning and detailed descriptions (e.g., who's on-screen, where they are, what they're doing, even facial expressions) to be fully accessible and ADA compliant.

*Helpful article:* <http://webaim.org/techniques/captions>



## **Making forms accessible**

Forms are common tools for gathering info and interacting. From logging in to registration, they can be challenging if not designed to be web-accessible. How it's laid out, use of labels, size of clickable areas and other aspects need to be considered.

*Helpful article:* <http://webaim.org/techniques/forms>



## **Alternate versions**

Attempts to be fully accessible sometimes fall short, and in those cases, alternate versions of key pages must be created. That is, it is sometimes not feasible (legally, technically) to modify some content. These are the 'exceptions', but still must be accommodated.



## **Feedback for users**

To be fully interactive, your site needs to be able to provide an easy way for users to submit feedback on any website issues. Clarity is key for both any confirmation or error feedback that occurs while engaging the page.



## **Other related requirements**

### ***No flashing***

Blinking and flashing are not only bothersome, but can be disorienting and even dangerous for many users. Seizures can even be triggered by flashing, so avoid using any flashing or flickering content.

### ***Timers***

Timed connections can create difficulties for the disabled. They may not even know a timer is in effect, it may create stress. In some cases (e.g., purchasing items), a timer is required, but for most school content, avoid using them.

### ***Fly-out menus***

Menus that fly out or down when an item is clicked are helpful to dig deeper into the site's content, but they need to be available via keyboard navigation, and not immediately snap back when those using a mouse move from the clickable area.

### ***No pop-ups***

Pop-up windows present a range of obstacles for many disabled users, so it's best to avoid using them altogether. If you must, be sure to alert the user that a pop-up is about to be launched.

# Web Accessibility Glossary

Assistive technology	Hardware and software for disabled people that enable them to perform tasks they otherwise would not be able to perform (e.g., a screen reader)
WCAG 2.0	Evolving web design guidelines established by the W3C that specify how to accommodate web access for the disabled
504	Section of the Rehabilitation Act of 1973 that protects civil liberties and guarantees certain rights of disabled people
508	An amendment to the Rehabilitation Act that eliminates barriers in information technology for the disabled
ADA	American with Disabilities Act (1990)
Screen reader	Software technology that transforms the on-screen text into an audible voice. Includes tools for navigating/accessing web pages.
Website accessibility	Making your website fully accessible for people of all abilities
W3C	World Wide Web Consortium – the international body that develops standards for using the web