



Rizzetta & Company

# **TWO CREEKS**

## **Community Development District**

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**Board of Supervisors' Meeting**  
**October 25, 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>	Lesley Gallagher	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**

**October 18, 2023**

## **FINAL AGENDA**

Dear Board Members:

The regular **meeting** of the Board of Supervisors of the Two Creeks Community Development District will be held on **October 25, 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 August 23, 2023.....Tab 1
- B. Ratification of Operation & Maintenance Expenditures for August & September 2023.....Tab 2
- C. Consideration of Resolution 2024-01; Redesignating Certain Officers.....Tab 3

#### **4. STAFF REPORTS**

- A. District Counsel
- B. District Engineer
- C. Landscape Manager.....Tab 4
  - 1.) BrightView Landscape Report
  - 2.) BrightView Irrigation Inspection
- D. Amenity and Field Operation Manager.....Tab 5
- E. District Manager.....Tab 6
  - 1.) Solitude Lake Management Report

#### **5. BUSINESS ITEMS**

- A. Consideration of the BrightView Landscape Renewal Proposal – (*Under Separate Cover*)
- B. Consideration of Proposal(s) for Pick-up & Removal of Sand Build Up.....Tab 7
- C. Ratification of Fiscal Year 2023/2024 EGIS Insurance Proposal.....Tab 8
- D. Discussion Regarding Entrance Sign Proposal
- E. Update on Poolsure Rate Adjustment - January 1, 2024

#### **6. AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**

#### **7. ADJOURNMENT**

I look forward to seeing you at the meeting. If you have any questions, please contact us at 904-436-6270.

Yours Kindly,

*Lesley Gallagher*

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 **August 23, 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>
Karen Knowles	<b>Board Supervisor, Assistant Secretary</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>
Marty Czako	<b>Owner/President, First Coast CMS</b>

Audience members of the public present

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Del Rio 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.

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**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the  
Board of Supervisors' Regular  
Meeting, held May 24, 2023**

On motion by Ms. Rhodes, seconded by Ms. Knowles, with all in favor, the Board of Supervisors approved the Minutes of the Board of Supervisors' regular meeting, held May 24, 2023, for Two Creeks Community Development District.

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**FOURTH ORDER OF BUSINESS**

**Ratification of Operation &  
Maintenance Expenditures for May  
2023, June 2023 & July 2023**

On motion by Mr. Wigal, seconded by Ms. Rhodes, with all in favor, the Board of Supervisors ratified the operation & maintenance expenditures for May 2023, in the amount of \$46,957.88, June 2023, in the amount of \$52,305.49 and July 2023, in the amount of \$33,069.82, for Two Creeks Community Development District.

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**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-05,  
Redesignating Certain Officers**

On motion by Mr. Del Rio, seconded by Ms. Rhodes, with all in favor, the Board of Supervisors adopted Resolution 2023-05, redesignating Scott Brizendine as Secretary, for Two Creeks Community Development District.

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**SIXTH ORDER OF BUSINESS**

**Staff Reports (Part A)**

**A. Landscape Manager**

**1.) BrightView Quality Site Assessment, dated August 15, 2023**

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Mr. Hicks updated the Board that things are going well. Several irrigation repairs have been made and will be mulching soon.

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Ms. Rhodes asked Mr. Hicks to review the trees on Trail Ridge, near cul-de-sac and said maintenance needs to occur.

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Mr. Wigal expressed concerns with pond bank maintenance and also asked the Staff to clear debris, review potential erosion and roadway debris from construction. Discussion ensued.

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82 **SEVENTH ORDER OF BUSINESS** **Ratification of BrightView Hurricane**  
83 **Response Proposal**  
84

85 Ms. Brown informed the Board that the proposal was presented to the Chairman outside  
86 of the meeting and he approved for vehicle access to be cleared, allowing emergency  
87 personnel access; debris from structural dwellings that may pose immediate risk is  
88 cleared, and hazardous damaged limbs remaining in trees are trimmed and removed.  
89

On motion by Mr. Wigal, seconded by Ms. Rhodes, with all in favor, the Board of Supervisors ratified the BrightView Hurricane Response proposal, for Two Creeks Community Development District.

90 **EIGHTH ORDER OF BUSINESS** **Ratification of the BrightView**  
91 **Irrigation Controller Proposal**  
92  
93

On motion by Mr. Wigal, seconded by Ms. Rhodes, with all in favor, the Board of Supervisors ratified the BrightView Irrigation Controller proposal, in the amount of \$2,328.23, for Two Creeks Community Development District.

94 **NINTH ORDER OF BUSINESS** **Consideration of BrightView Clean-**  
95 **Up Near Amenity Center Proposal**  
96  
97

On motion by Mr. Del Rio, seconded by Ms. Rhodes, with all in favor, the Board of Supervisors approved the BrightView clean-up near the Amenity Center proposal, in the amount of \$2,052.00, for Two Creeks Community Development District.

98  
99 The Board excused Mr. Hicks at 6:28 p.m.

100 **TENTH ORDER OF BUSINESS** **Consideration of Security Services**  
101 **Proposal(s)**  
102

103  
104 Mr. Haber informed the audience that this section of the meeting is "closed" to the  
105 public, as it relates to security matters.  
106

On motion by Ms. Knowles, seconded by Ms. Rhodes, with all in favor, the Board of Supervisors approved the Security Development Group, LLC, DBA S3 Security proposal, with annual amount not-to-exceed \$70,000.00, for Two Creeks Community Development District.

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108 The public rejoined the meeting at 7:37 p.m.  
109  
110  
111  
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113 **ELEVENTH ORDER OF BUSINESS** **Consideration of Poolsure Renewal**  
114 **Proposal**  
115

On motion by Mr. Wigal, seconded by Mr. Del Rio, with all in favor, the Board of Supervisors approved the Poolsure Renewal proposal, in the annual amount of \$14,492.16, for Two Creeks Community Development District.

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117 **TWELFTH ORDER OF BUSINESS** **Public Hearing on Fiscal Year 2023-**  
118 **2024 Final Budget**  
119

120 Mr. Haber provided a review of Resolution 2023-06 and the Public Hearing process.  
121

On motion by Mr. Wigal, seconded by Mr. Del Rio, with all in favor, the Board of Supervisors opened the public hearing on Fiscal Year 2023-2024 budget, for Two Creeks Community Development District.

122  
123 No public comments were made to the Board.  
124

On motion by Mr. Del Rio, seconded by Ms. Rhodes, with all in favor, the Board of Supervisors closed the public hearing on Fiscal Year 2023-2024 budget, for Two Creeks Community Development District.

125  
126 **1.) Consideration of Resolution 2023-06, Approving Fiscal Year**  
127 **2023-2024 Final Budget**  
128

129 Ms. Brown informed the Board that the presented proposed budget's year-to-date  
130 column was updated with the June Financials, projected annual totals updated, and the  
131 District's insurance estimates for Fiscal Year 2023-2024. Discussion ensued regarding  
132 changes to lines 27, 60 and 58.  
133

On motion by Mr. Wigal, seconded by Ms. Rhodes, with all in favor, the Board of Supervisors adopted Resolution 2023-06 and adopting Fiscal Year 2023-2024, as amended, changing line #27 to \$25,385.00, #60 to \$14,492.00, and #58 to \$70,000.00, for Two Creeks Community Development District.

134  
135 **THIRTEENTH ORDER OF BUSINESS** **Public Hearing on Special**  
136 **Assessments**  
137

138 Mr. Haber provided a review of Resolution 2023-07 and the Public Hearing process.  
139

On motion by Mr. Wigal, seconded by Mr. Del Rio, with all in favor, the Board of Supervisors opened the public hearing on Fiscal Year 2023-2024 Assessments, for Two Creeks Community



Development District.

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No public comments were made to the Board.

On motion by Mr. Wigal, seconded by Ms. Rhodes, with all in favor, the Board of Supervisors closed the public hearing on Fiscal Year 2023-2024 Assessments, for Two Creeks Community Development District.

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**1.) Consideration of Resolution 2023-07, Imposing Special Assessments**

On motion by Mr. Wigal, seconded by Ms. Rhodes, with all in favor, the Board of Supervisors adopted Resolution 2023-07, imposing special assessments, for Two Creeks Community Development District.

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**FOURTEENTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-08,  
Designating Date, Time & Location of  
Regular Meetings for Fiscal Year  
2023-2024**

Ms. Brown informed the Board that the Courtyard Marriott fees were increasing, and the Staff is continuing to explore other meeting location options. If the Staff can find an alternative meeting location, then the District can cancel the regular meeting and hold a special meeting.

On motion by Mr. Del Rio, seconded by Ms. Rhodes, with all in favor, the Board of Supervisors adopted, as presented, Resolution 2023-08, designating date, time and location of regular meetings for Fiscal Year 2023-2024, for Two Creeks Community Development District.

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**FIFTEENTH ORDER OF BUSINESS**

**Acceptance of Fourth Addendum to  
Professional District Services  
Agreement**

On motion by Mr. Wigal, seconded by Ms. Knowles, with all in favor, the Board of Supervisors accepted the Fourth Addendum to Professional District Services Agreement, in the annual amount of \$67,683.00, for Two Creeks Community Development District.

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**SIXTEENTH ORDER OF BUSINESS**

**Ratification of Acceptance of  
Financial Audit, dated  
September 30, 2022**

On motion by Mr. Wigal, seconded by Ms. Rhodes, with all in favor, the Board of Supervisors ratified the acceptance of financial audit, dated September 30, 2022, for Two Creeks Community Development District.

168  
169 **SEVENTEENTH ORDER OF BUSINESS**      **Consideration of Acceptance of First**  
170 **Coast CMS Renewal to Agreement**  
171

On motion by Ms. Rhodes, seconded by Ms. Nguyen, with all in favor, the Board of Supervisors approved the renewal of the First Coast CMS Renewal to Agreement, in the annual amount of \$114,803.00, for Two Creeks Community Development District.

172  
173 **EIGHTEENTH ORDER OF BUSINESS**      **Consideration of Entrance Sign**  
174 **Proposal**  
175

176 Tabled by the Board.

177  
178 Mr. Czako distributed a revised proposal from On Sight, (Exhibit A).

179  
180 **NINETEENTH ORDER OF BUSINESS**      **Staff Reports (Part B)**  
181

182 **A. District Counsel**  
183

184 Mr. Haber informed the Board that legislation was passed requiring CDD Board  
185 Supervisors to complete 4 hours of ethics training annually beginning January 1<sup>st</sup>. This  
186 training can be found on the Commission on Ethics website at no cost.

187  
188 **B. District Engineer**  
189

190 Not present and no report.

191  
192 **C. Amenity and Field Operation Manager**  
193

194 **1.) Solitude Lake Management Report**  
195

196 Mr. Czako presented the Solitude report, (Exhibit B).

197  
198 **2.) First Coast CMS Field Report, dated August 23, 2023**  
199

200 Mr. Czako reviewed the First Coast CMS Field Report and informed the Board that  
201 Wayne Automatic Fire & Sprinkler provided an inspection, BBQ grill is working,  
202 additional ASAP signs have been requested and signs that read "No Parking on  
203 Easement" have been ordered to deter people who are attending football practices from  
204 parking on sod. Discussion ensued.

205  
206 The Board provided the Staff with maintenance items to review.

207  
208 Mr. Czako presented the Board with an option to book amenity room on-line, with a  
209 pass-through convenience fee, for paying by credit card.

210  
211 Mr. Haber stated this was acceptable, as long as the District continued to also receive  
212 checks.

213

On motion by Ms. Rhodes, seconded by Ms. Nguyen, with all in favor, the Board of Supervisors approved First Coast CMS online booking of amenity room, with 6% convenience fee payable to First Coast CMS, for Two Creeks Community Development District.

214  
215 Mr. Czako informed the Board that the office chair was in poor condition.

216  
217 The Board authorized the Staff to replace the office chair.

218  
219 Mr. Czako advised the Board that the District could have a larger waste container on-  
220 site with no increase to monthly fees, however, to swap it out would cost \$650.00.

221

On motion by Mr. Del Rio, seconded by Mr. Wigal, with all in favor, the Board of Supervisors approved Republic Services, swapping out the container with a one-time charge of \$650.00, for Two Creeks Community Development District.

222

## **D. District Manager**

223

224

### **1.) Campus Suite Quarterly Compliance Report, dated August 2023**

225

226

227 Ms. Brown informed the Board that the District passed the quarterly website inspection.

228

229 She also informed the Board that both, the driver and owner of the July 2022 motor  
230 vehicle accident were sent notices to pay for damages caused to the District's property  
231 and they have been unresponsive. No further direction was given by the Board.

232

## **TWENTIETH ORDER OF BUSINESS**

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### **AUDIENCE**

237

238

No audience comments.

239

240

### **SUPERVISOR**

241

242 Ms. Rhodes expressed interest in adding benches to empty lots owned by the District  
243 and circulated a proposal, (Exhibit C).

244

245 Mr. Wigal inquired if the minutes can be added to the District's website. The Staff is to

246 review request and update the Board at the next meeting.

247

248 **TWENTY-FIRST ORDER OF BUSINESS      Adjournment**

249

On a motion by Mr. Del Rio, seconded by Mr. Wigal, with all unanimously in favor, the Board adjourned the meeting at 8:53 p.m., for Two Creeks Community Development District.

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**Secretary/Assistant Secretary**

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**Chairman / Vice Chairman**

DRAFT

# **Exhibit A**

# PROPOSAL 349176

## TWO CREEKS CDD



### Submitted to

CONTACT TONY SHIVER  
 ADDRESS 1365 TYNES BLVD,

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

ESTIMATE # 002-23-349176  
 DATE 8/18/2023  
 WRITTEN BY DAN KRISTOFF  
 REFERENCE

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

### Project Detail - Page 1

LOCATION TWO CREEKS DISTANCE 34 COORDINATES  
 PROJECT NAME GATE SIGNS

### Items

		PRICE EACH	QTY	TOTAL
1	SPECIALTY ITEM, POUNCE PATTERN	\$22.00	1	\$22.00
2	SIGNAGE / DISPLAY, CUT LETTERING, ALUMINUM, 1 COLOR, 1/4", PAINTED, 1 Sided, CUSTOM / 140" X 13.6" (14 SQ. FT.) OPTION 2: CUT LETTERING WITH BLACK BACKGROUND	\$2,846.45	1	\$2,846.45
3	LABOR / INSTALLATION, INSTALL, JACKSONVILLE, LOCAL 30-45 OPTION 2: LABOR/INSTALL	\$1,555.00	1	\$1,555.00
<b>PRE-TAX TOTAL</b>				\$4,423.45
<b>EST TAX (.075)</b>				<del>\$331.76</del>
<b>TOTAL</b>				<del>\$4,755.21</del>

### 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 requoted 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

8/18/2023  
 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.

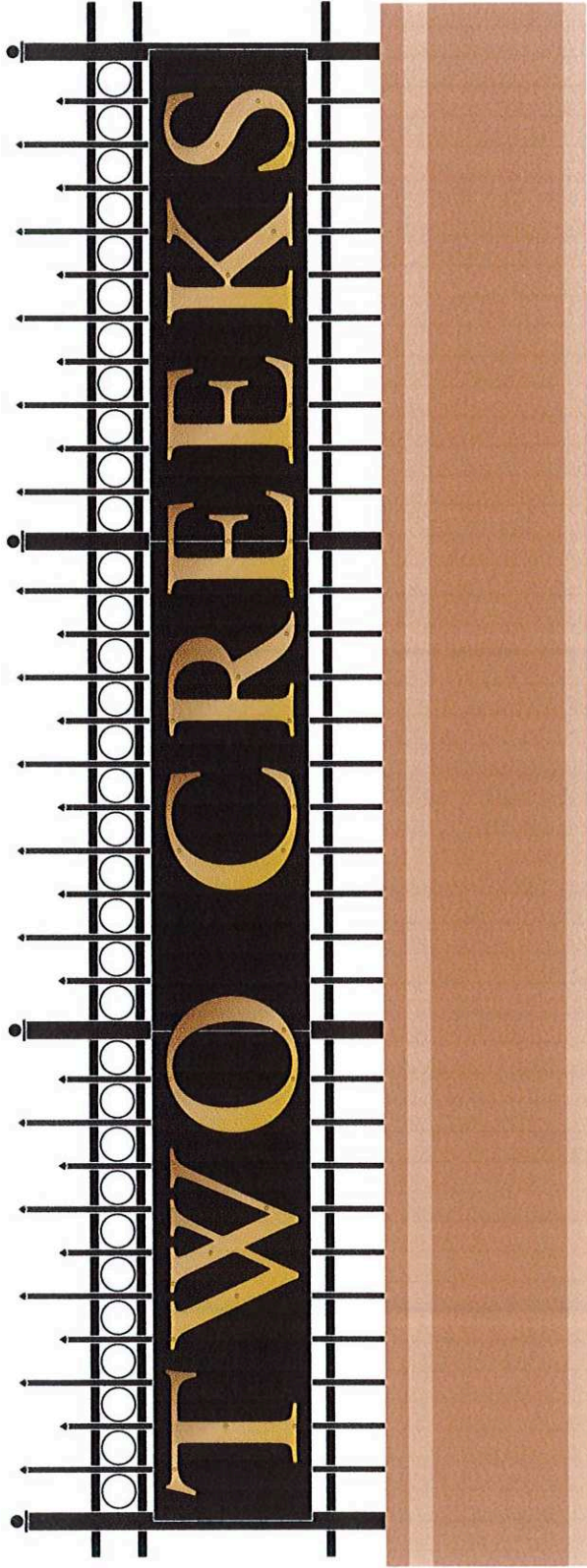


SIGNATURE

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

Mechanically Fastened w/ Screws

(Painted to match)

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

Painted 1 Color

Mechanically Fastened to Fence

INSTALL HARDWARE WILL BE VISIBLE

**PAINT**

**BLACK  
MATTE**

**MP20509  
Metallic  
Gloss**



# **Exhibit B**

# PROPOSAL 337840

## TWO CREEKS CDD



### Submitted to

CONTACT MARTY CZAKO  
ADDRESS 1365 TYNES BLVD,

PHONE  
EMAIL marty@firstcoastcms.com

FAX

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

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

### Project Detail - Page 1

LOCATION TWO CREEKS DISTANCE 34 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>LABOR / INSTALLATION, INSTALL, JACKSONVILLE, LOCAL 30-45</b> OPTION 1: LABOR/INSTALL	\$1,555.00	1	\$1,555.00
3	<b>SPECIALTY ITEM, POUNCE PATTERN</b>	\$22.00	1	\$22.00
<b>PRE-TAX TOTAL</b>				<b>\$3,921.00</b>
<b>EST TAX (.075)</b>				<b><del>\$294.08</del></b>
<b>TOTAL</b>				<b><u>\$4,215.08</u></b>

### 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 requoted 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

8/18/2023  
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.

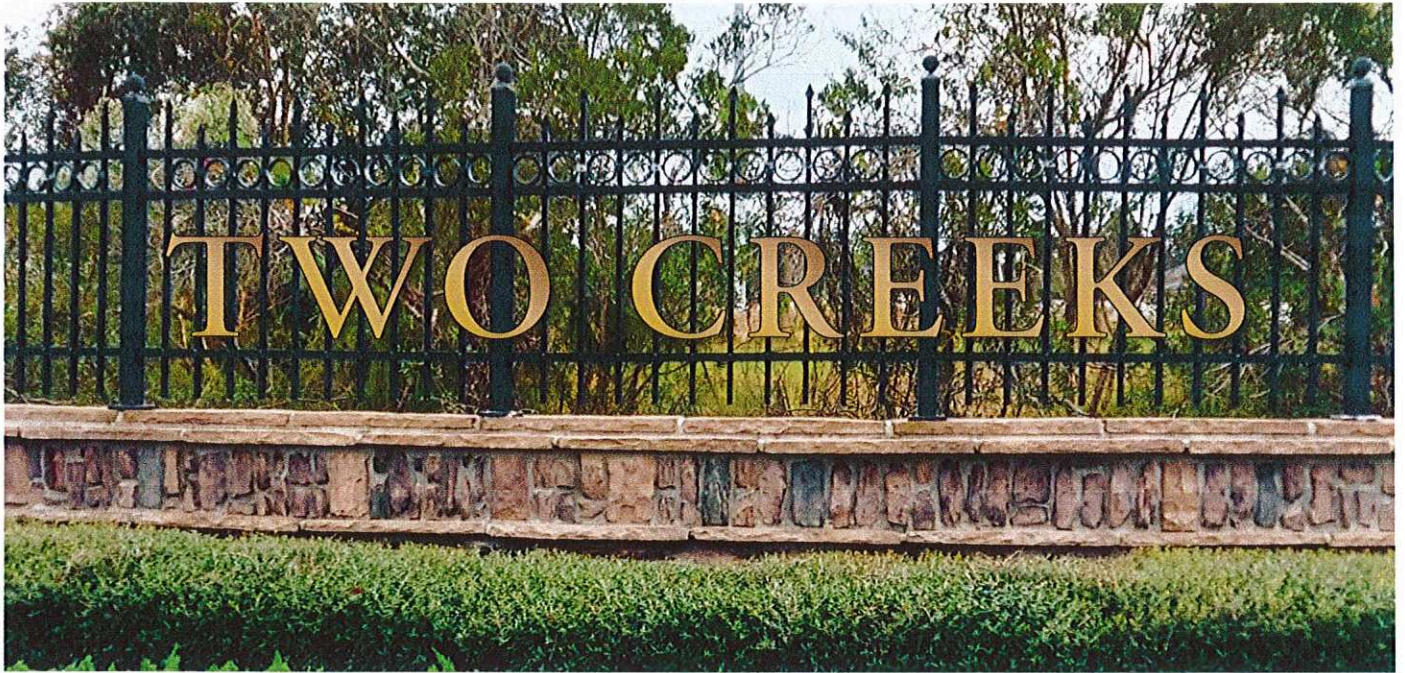


SIGNATURE

NAME

DATE

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



**Entrance Lettering**

Qty: 1

148" x 14"

1/4" Alum Letters

Painted 1 Color (Metallic)

Mechanically Fastened

to Existing Fence

All Hardware Painted to Match

DIMENSIONS & SITE CONDITIONS TO BE  
REVISED PRIOR TO PRODUCTION

**PAINT**

**MP20509  
Metallic  
Gloss**

wo.337840 v.04.07.23

Bridgewater North CDD - Two Creeks

Entrance Lettering



D. KRISTOFF  
J. FONSECA

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# **Exhibit C**

# SOLITUDE

LAKE MANAGEMENT



## Waterway Inspection Report

---

**Reason for Inspection:** Quality Control

**Inspection Date:** 2023-08-17

**Prepared for:**

Carol Brown  
Rizzetta & Company  
2806 North Fifth Street, Unit 403  
St. Augustine, Florida 32084

**Prepared by:**

Jacksonville Field Office  
SOLITUDELAKEMANAGEMENT.COM  
888.480.LAKE (5253)

Site: 1



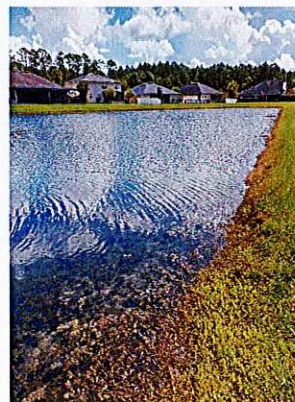
**Comments:** Site looks good  
Everything looks good at this time. Light trash in the corner (see bottom right picture)

Site: 2



**Comments:** Site looks good  
The pond is looking really good at this time. Some bacopa growing along the shoreline of the pond. Bacopa is beneficial to the pond. Will keep monitoring it to make sure it doesn't top out

Site: 3



**Comments:** Normal growth observed

Shoreline grasses are looking good. Some normal growth of algae for this time of the year. Pond was treated earlier this month, should give it 10-14 day's to start seeing results

Site: 4



**Comments:** Treatment in progress

Everything is looking good at this time. Treatments are taking effect

Site: 5



**Comments:** Site looks good

Everything looks good at this time. Shoreline grasses are browning out indicating that the last treatment is working .

Site: 6



**Comments:** Treatment in progress

Everything is looking good. Treatments are taking effect



Site: 7



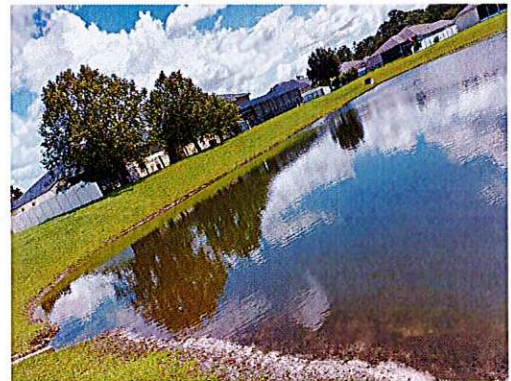
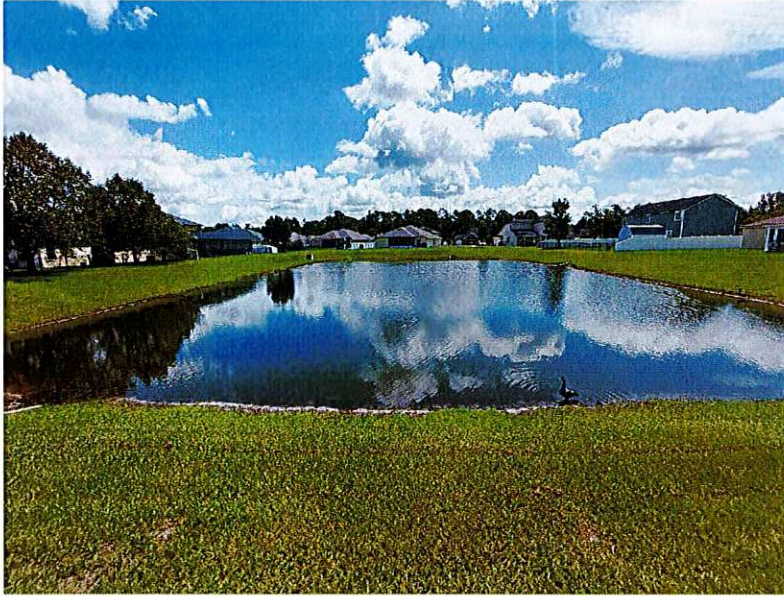
**Comments:** Site looks good  
Everything is looking good at this time

Site: 8



**Comments:** Site looks good  
Everything is looking good at this time. Very light trash in the corner see bottom right picture.

Site: 9



**Comments:** Site looks good  
Everything is looking good at this time.

Site: 10



**Comments:** Normal growth observed  
Light build up in the corner of the pond near outflow structure. Shoreline looks good at this time.

Site: 11



**Comments:** Normal growth observed

Light algae build up in the corner of the pond. Light Torpedo grasses are starting to grow back along the corner (see top picture). Other than that, everything is looking good.

Site: 12



**Comments:** Normal growth observed

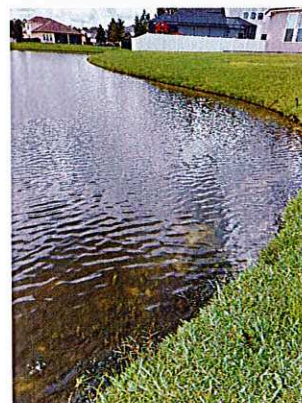
Shoreline grasses are growing back, as you can see in the top picture. Light algae growth along shoreline. Normal treatment on the next visit will clear that up.

Site: 13



**Comments:** Site looks good  
Everything is looking good at this time.

Site: 14



**Comments:** Normal growth observed  
Moderate algae build up in the corner of the pond, see the top right picture.

Site: 15



**Comments:** Normal growth observed  
Some shoreline grasses are growing back. Normal treatment will clean that up.

Site: 16



**Comments:** Site looks good  
Everything is looking good at this time.

**Site: 17****Comments:** Site looks good

Everything is looking good at this time. Normal treatment on the next visit will clear that up. Everything else looks good at this time

**Site: 18****Comments:** Normal growth observed

Moderate amount of algae build up in corner of pond. Light amount of trash as well. Normal treatment should clear this up on next visit.

Site: 19



**Comments:** Site looks good

Everything is looking good at this time. Shoreline grass treatment is taking effect, as you can see the browning of the dead grasses

Site: 20



**Comments:** Site looks good

Everything is looking good at this time. Very light trash in the corner of the pond, see bottom right picture.

Site: 21



**Comments:** Normal growth observed  
Normal growth of algae is accruing along the ponds edge. Shoreline grasses treatments are taking effect. One more treatment will clear this up. Nothing alarming.

Site: 22



**Comments:** Requires attention  
Overgrown of shoreline grasses and moderate/heavy algae build up. Two good heavy treatments will clear this up. Light trash along ponds shoreline.



Site: 23



**Comments:** Site looks good  
Dry detention pond

Site: 24



**Comments:** Site looks good  
Everything is looking good at this time. Light planktonic algae in the water column. A good rain storm will clear that up, but keep monitoring till then. last treatment for shoreline grasses is taking effect.

Site: 25



**Comments:** Site looks good  
Dry detention pond

Site: 26



**Comments:** Site looks good

Site: 27



**Comments:** Site looks good  
Everything looks good at this time.

Site:

**Comments:**

**Management Summary**

Overall the ponds are looking really good at this time. The technician has treated the ponds earlier this month and will need 10-14 day's for the treatments to take effect. We will keep monitoring the ponds to see if they would need another treatment. This time of the year you will see normal growth of shoreline grasses as well as algae. Due to the warm weather and lack of rain, it's a recipe for these things to happen. I am pleased from what I have seen that these ponds are in good condition especially this time of the year. The technician still has another visit this month. I will be getting with him to come up with a game plan to get some of these trouble ponds back on track. If anything else comes up please don't hesitate to reach out. Thank you for choosing Solitude.

Adam Clark  
Account Manager

**Recommendations/Action Items**

## **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 August 2023 For Board Approval

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

The total items being presented:     **\$91,468.88**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

## Two Creeks Community Development District

### Paid Operation & Maintenance Expenditures

August 1, 2023 Through August 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Always Improving, LLC	100196	30208	Fitness Equipment Repairs 07/23	\$ 199.00
Barbara M. Rhodes	100204	BR082323	Board of Supervisors Meeting 08/23/23	\$ 200.00
Brian Wigal	100205	BW082323	Board of Supervisors Meeting 08/23/23	\$ 200.00
BrightView Landscape Services, Inc.	100185	8470436	Landscape Maintenance 07/23	\$ 10,914.01
BrightView Landscape Services, Inc.	100185	8501675	Irrigation Repairs 07/23	\$ 958.74
BrightView Landscape Services, Inc.	100185	8503629	Irrigation Repairs 07/23	\$ 573.35
BrightView Landscape Services, Inc.	100206	8513109	Landscape Maintenance 08/23	\$ 10,914.01
BrightView Landscape Services, Inc.	100197	8528028	Remove Dead Pine Tree 07/23	\$ 840.00
BrightView Landscape Services, Inc.	100206	8529116	Remove Pine Tree 07/23	\$ 560.00
BrightView Landscape Services, Inc.	100201	8545203	Irrigation Maintenance 08/23	\$ 290.30
BrightView Landscape Services, Inc.	100201	8545722	Irrigation Maintenance 08/23	\$ 548.83
BrightView Landscape Services, Inc.	100201	8545723	Irrigation Maintenance 08/23	\$ 2,328.23

## Two Creeks Community Development District

### Paid Operation & Maintenance Expenditures

August 1, 2023 Through August 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BrightView Landscape Services, Inc.	100201	8545724	Irrigation Maintenance 08/23	\$ 640.00
BrightView Landscape Services, Inc.	100206	8554758	Irrigation Maintenance 08/23	\$ 623.92
BrightView Landscape Services, Inc.	100206	8554759	Irrigation Maintenance 08/23	\$ 320.00
Clay County Utility Authority	EFT	Monthly Summary 110 07/23 Autopay	Water-Utility Services 07/23	\$ 4,355.20
Clay Electric Cooperative, Inc.	EFT	110 Monthly Summary 07/23 Autopay	Electric Services 07/23	\$ 2,793.00
Clay Today	100191	2023-256011	Account #18074 Legal Advertising 07/23	\$ 169.87
COMCAST	EFT	8495 74 144 1205022 08/23 Autopay	Amenity Telephone/Fax/Internet/Cable 08/23	\$ 348.15
Constant Contact, Inc	EFT	1690878560	Monthly E-Mail Blast 08/23	\$ 21.85
Courtyard Marriott	100192	Fee for BOS Room 08/23	Fee for BOS Room 08/23	\$ 175.00
Darryl E. Del Rio	100207	DDR082323	Board of Supervisors Meeting 08/23/23	\$ 200.00
First Coast Contract Maintenance Service, LLC	100186	7738	Management Services 08/23	\$ 9,286.13
First Coast Contract Maintenance Service, LLC	100186	7791	Reimbursable Expenses 06/23	\$ 2,108.77



## Two Creeks Community Development District

### Paid Operation & Maintenance Expenditures

August 1, 2023 Through August 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
First Coast Contract Maintenance Service, LLC	100193	7832	Reimbursable Expenses 07/23	\$ 1,235.06
First Coast Contract Maintenance Service, LLC	100208	7863	Management Services 09/23	\$ 9,286.13
First Coast Contract Maintenance Service, LLC	100208	7896	Reimbursable Expenses 07/23	\$ 252.81
Florida Department of Revenue	100198	20-8017766215-7 Sales & Use Tax 07/23	Sales & Use Tax 07/23	\$ 20.93
Giddens Security Corporation	100187	23468137	Deputy Services 07/23	\$ 4,951.44
Giddens Security Corporation	100209	23468272	Deputy Services 07/23-08/23	\$ 4,889.92
Giddens Security Corporation	100209	23468457	Deputy Services 08/23	\$ 2,760.76
Giddens Security Corporation	100194	2368207	Deputy Services 07/23	\$ 5,026.62
Hammond Air Conditioning, Inc.	100195	i3279	Air Conditioner Maintenance 07/23	\$ 336.60
HomeTeam Pest Defense, Inc.	100202	93634517	Pest Control Services 07/23	\$ 125.00
Karen Jean Knowles	100210	KK082323	Board of Supervisors Meeting 08/23/23	\$ 200.00
Kutak Rock, LLP	100203	3264062	Legal Services 06/23	\$ 438.00

## Two Creeks Community Development District

### Paid Operation & Maintenance Expenditures

August 1, 2023 Through August 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Lan Nguyen	100211	LN082323	Board of Supervisors Meeting 08/23/23	\$ 200.00
Poolsure	100188	131295615637	Pool Maintenance 07/23	\$ 1,172.50
Poolsure	100212	131295616374	Pool Maintenance 08/23	\$ 1,172.50
Rizzetta & Company, Inc.	100190	INV0000082179	District Management Fees 08/23	\$ 5,025.25
Solitude Lake Management, LLC	100189	PSI-90654	Lake & Pond Management Services 07/23	\$ 1,487.00
Solitude Lake Management, LLC	100213	PSI-99008	Lake & Pond Management Services 08/23	\$ 1,487.00
Sunbelt Gated Access Systems of Florida, LLC	100200	2348	Gate Repairs 08/23	\$ 945.00
T & M Electric of Clay County, LLC	100199	61481	Service Call for Fluorescent Lights in Women's Bathroom 07/23	\$ 258.00
T & M Electric of Clay County, LLC	100214	61892	Replace Gloves on Post Lights 08/23	\$ <u>630.00</u>
<b>Report Total</b>				<b>\$ <u>91,468.88</u></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 September 2023 For Board Approval**

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

The total items being presented:     **\$57,421.61**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

## Two Creeks Community Development District

### Paid Operation & Maintenance Expenditures

September 1, 2023 Through September 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
BrightView Landscape Services, Inc.	100221	8559101	Landscape Maintenance 09/23	\$ 10,914.01
BrightView Landscape Services, Inc.	100217	8577666	Remove Dead Trees 08/23	\$ 1,120.00
Clay Electric Cooperative, Inc.	202309-2	Monthly Summary 110	Electric Services 08/23	\$ 2,790.00
COMCAST	202309-3	08/23 Autopay 8495 74 144 1205022	Amenity Telephone/Fax/Internet/Cable 09/23	\$ 362.15
Constant Contact, Inc	202309-1	09/23 Autopay 1693556462	Monthly E-Mail Blast 09/23	\$ 21.85
Crown Pools, Inc.	100222	T23286	Service Call 09/23	\$ 195.00
Egis Insurance Advisors, LLC	100220	19599	General Liability/Prop/POL Insurance 10/01/23-10/01/24	\$ 21,393.00
First Coast Contract Maintenance Service, LLC	100223	7959	Management Services 09/23	\$ 9,286.13
First Coast Contract Maintenance Service, LLC	100218	7988	Reimbursable Expenses 08/23	\$ 1,122.98
Giddens Security Corporation	100224	23468689	Deputy Services 09/23	\$ 2,226.24
Kutak Rock, LLP	100219	3268594	Legal Services 07/23	\$ 305.50
Poolsure	100225	131295617087	Pool Maintenance 09/23	\$ 1,172.50
Rizzetta & Company, Inc.	100216	INV0000083165	District Management Fees 09/23	\$ 5,025.25
Solitude Lake Management, LLC	100226	PSI011291	Lake & Pond Management Services 09/23	<u>\$ 1,487.00</u>

# Two Creeks Community Development District

## Paid Operation & Maintenance Expenditures

September 1, 2023 Through September 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
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**Report Total**

**\$ 57,421.61**

## **Tab 3**

**RESOLUTION 2024-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING ASSISTANT 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 Carol L. Brown as Assistant 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. \_\_\_\_\_ is appointed Assistant Secretary

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

**PASSED AND ADOPTED THIS 25<sup>th</sup> DAY OF OCTOBER 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: Monday, Oct 16, 2023
- NEXT QSA DATE: Friday, Jan 12, 2024
- CLIENT ATTENDEES: Marty Czako
- BRIGHTVIEW ATTENDEES: Yaniel Rojas

## Customer Focus Areas

Lake mowing, clubhouse and entrance detail

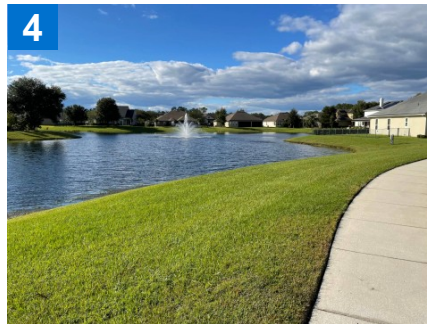
### Quality you can count on.

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

# QUALITY SITE ASSESSMENT

## Two Creeks CDD

### Maintenance Items



- 1** Crews need to pull suckers on Crape Myrtle along Long Bay Rd. near Tynes Blvd intersection.
- 2** Clean-up and removal of overgrowth at Amenity center ponds was completed.
- 3** Trimming & detail work at Amenity center is in order and on rotation.
- 4** Lakes mowing and weedeating throughout site are on rotation.

# QUALITY SITE ASSESSMENT

## Two Creeks CDD

### Maintenance Items



**5** Crack and bed weeds throughout need to be sprayed/pulled

**6** Proposal submitted to clean-up/remove sand build up on curbside along Tynes Blvd.

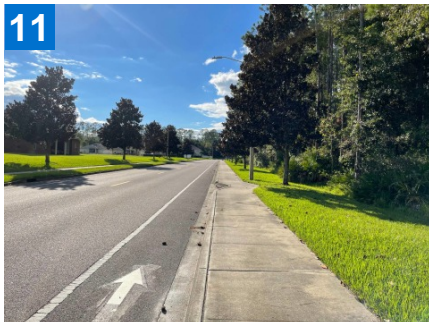
**7** Turf color and vigor throughout look good. Recent turf application for weeds and fertilization completed on 10/04.

**8** Weedeating & mowing being completed along fence line near Greckle Ct being. Crews need to trim over hanging branches.

# QUALITY SITE ASSESSMENT

## Two Creeks CDD

### Maintenance Items



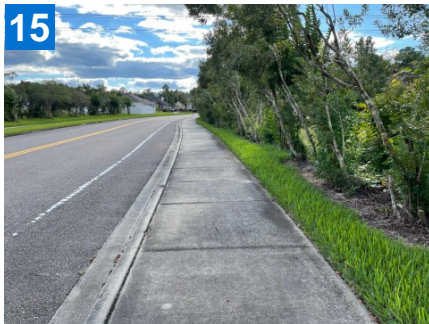
**9** Playground mulch is showing good color and depth.

**10** Proposal to be submitted for cut back/trimming on Crape Myrtle for light clearance along Long Bay Rd.

**11** Sidewalk clearance throughout property in order.

**12** Trimming & detail work being completed along Trail Ridge Rd.

### Maintenance Items



**13** Maintenance crew cutback encroaching natural area.

**14** Trimming and edging on rotation along Tynes Blvd.

**15** Trees being clearance and natural areas maintained along Trail Ridge Rd. near Tynes Blvd.

# BrightView

Landscape Services

# Irrigation Report

*Clock A*

Property Name: Two Creeks  
 Tech Name: Austin

Job #: \_\_\_\_\_  
 Clock #: \_\_\_\_\_ of \_\_\_\_\_  
 Date: 9-18-23

Run Time

Prog	Run Days	Start Time	1	2	3	4	5	6	7	11	12	13	17	12	13	14	15	16	17	18	19	20	21	22	23	24
Spray   Rotor   Drip:			S	S	S	R	R	R	R	S	S	S	S													
A	S   M   T   W   TH   F   S	11PM	15	15	15	25	50	25	25	15	15	15	15													
B	S   M   T   W   TH   F   S																									
C	S   M   T   W   TH   F   S																									
D	S   M   T   W   TH   F   S																									
E	S   M   T   W   TH   F   S																									
F	S   M   T   W   TH   F   S																									

Broken Head	<sup>1</sup> Spray											<sup>2</sup> Spray														
Broken Riser																										
Missing Head																										
Change Nozzle													W													
Lower/ Raise Head																										
Vehicle Damage																										
Straighten Head																										
Adjust Spray																										
Relocate/ Add Head(s)																										
Leaking Pipe																										
Turf/ Plant Condition																										
Valve Inoperable																										
Good Zone																										
Maint. Damage (NO CHARGE)																										

Condition of Clock: \_\_\_\_\_

Pump Start: \_\_\_\_\_

Pressurized System: \_\_\_\_\_

Recycled Water: \_\_\_\_\_

Rain Sensor: \_\_\_\_\_

Comments: \_\_\_\_\_

Property Name: Two Creeks  
Tech Name: Austin

*Clock B*

Run Time

Prog	Run Days	Start Time	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Spray   Rotor   Drip:			S	S	S	S	S	S	S	S	S	S	S													
A	S M T W TH F S	3AM	20	20	20	20	15	15	15	15	20	20	20													
B	S M T W TH F S	2AM					5			5																
C	S M T W TH F S																									
D	S M T W TH F S																									
E	S M T W TH F S																									
F	S M T W TH F S																									

Broken Head																									
Broken Riser																									
Missing Head																									
Change Nozzle				W																					
Lower/ Raise Head																									
Vehicle Damage																									
Straighten Head																									
Adjust Spray																									
Relocate/ Add Head(s)																									
Leaking Pipe																									
Turf/ Plant Condition																									
Valve Inoperable																									
Good Zone																									
Maint. Damage (NO CHARGE)																									

Condition of Clock: \_\_\_\_\_  
 Pump Start: \_\_\_\_\_  
 Pressurized System: \_\_\_\_\_  
 Recycled Water: \_\_\_\_\_  
 Rain Sensor: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# Irrigation Report

Job #: \_\_\_\_\_  
 Clock #: \_\_\_\_\_ of \_\_\_\_\_  
 Date: 9-15-23

Property Name: Two Creeks  
 Tech Name: Austin

Run Time

*Clock C*

Prog	Run Days	Start Time	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
	Spray   Rotor   Drip:		S	S	S	S	S	S	S	S	R	R														
A	S M T W TH F S	2AM	13	13	13	13	13	13	13	13	40	45														
B	S M T W TH F S																									
C	S M T W TH F S																									
D	S M T W TH F S																									
E	S M T W TH F S																									
F	S M T W TH F S																									

Broken Head					6" spool																				
Broken Riser																									
Missing Head																									
Change Nozzle																									
Lower/ Raise Head																									
Vehicle Damage																									
Straighten Head																									
Adjust Spray					1					1															
Relocate/ Add Head(s)																									
Leaking Pipe																									
Turf/ Plant Condition																									
Valve Inoperable																									
Good Zone																									
Maint. Damage (NO CHARGE)																									

Condition of Clock: \_\_\_\_\_

Pump Start: \_\_\_\_\_

Pressurized System: \_\_\_\_\_

Recycled Water: \_\_\_\_\_

Rain Sensor: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Prog	Run Days	Start Time	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Spray   Rotor   Drip:			R	S	S	S	<del>S</del>	R		R	R	R	R													
A	S(M)T(W)TH(F)S	2AM	40	20	15	15	15	15	<del>15</del>	30	30	30	30													
B	S M T W TH F S																									
C	S M T W TH F S																									
D	S M T W TH F S																									
E	S M T W TH F S																									
F	S M T W TH F S																									

Broken Head								<i>Rotor</i>																		
Broken Riser																										
Missing Head																										
Change Nozzle						<i>IN</i>																				
Lower/ Raise Head																										
Vehicle Damage																										
Straighten Head																										
Adjust Spray																										
Relocate/ Add Head(s)																										
Leaking Pipe																										
Turf/ Plant Condition																										
Valve Inoperable																										
Good Zone																										
Maint. Damage (NO CHARGE)																										

Condition of Clock: \_\_\_\_\_

Comments: \_\_\_\_\_

Pump Start: \_\_\_\_\_

Pressurized System: \_\_\_\_\_

Recycled Water: \_\_\_\_\_

Rain Sensor: \_\_\_\_\_

Property Name: Two Creeks  
Tech Name: Austin

Clock E

Job #: \_\_\_\_\_  
Clock #: \_\_\_\_\_ of \_\_\_\_\_  
Date: 9-19-23

Run Time

Prog	Run Days / Zones	Start Time	1	2	3	4	5	6	7	8																
	Spray   Rotor   Drip:		S	S	S	S	S	S	S	S																
A	S   M   T   W   T   H   F   S	3 AM	15	15	15	15	15	15	15	15																
B	S   M   T   W   T   H   F   S																									
C	S   M   T   W   T   H   F   S																									
D	S   M   T   W   T   H   F   S																									
E	S   M   T   W   T   H   F   S																									
F	S   M   T   W   T   H   F   S																									

Broken Head																										
Broken Riser																										
Missing Head																										
Change Nozzle			2																							
Lower/ Raise Head																										
Vehicle Damage																										
Straighten Head																										
Adjust Spray						1																				
Relocate/ Add Head(s)																										
Leaking Pipe																										
Turf/ Plant Condition																										
Valve Inoperable																										
Good Zone																										
Maint. Damage (NO CHARGE)																										

Condition of Clock: \_\_\_\_\_ Comments: \_\_\_\_\_  
 Pump Start: \_\_\_\_\_  
 Pressurized System: \_\_\_\_\_  
 Recycled Water: \_\_\_\_\_  
 Rain Sensor: \_\_\_\_\_

*Clock F*

Job #: \_\_\_\_\_

Property Name: Two Creeks

Clock #: \_\_\_\_\_ of \_\_\_\_\_

Tech Name: Austin

Run Time

Date: 9-19-23

Prog	Run Days / Zones	Start Time	1	2	3	4	5	6	7	8	9	10												
		Spray   Rotor   Drip:	S	S	S	S	R	S	R	S	S	S												
A	S(M)T(W)TH(F)S	NORM	20	20	20	20	40	20	40	20	20	20												
B	S M T W TH F S																							
C	S M T W TH F S																							
D	S M T W TH F S																							
E	S M T W TH F S																							
F	S M T W TH F S																							

Broken Head																									
Broken Riser																									
Missing Head																									
Change Nozzle																									
Lower/ Raise Head																									
Vehicle Damage																									
Straighten Head																									
Adjust Spray						1																			
Relocate/ Add Head(s)																									
Leaking Pipe																									
Turf/ Plant Condition																									
Valve Inoperable																									
Good Zone																									
Maint. Damage (NO CHARGE)																									

Condition of Clock: \_\_\_\_\_  
 Pump Start: \_\_\_\_\_  
 Pressurized System: \_\_\_\_\_  
 Recycled Water: \_\_\_\_\_  
 Rain Sensor: \_\_\_\_\_

Comments: \_\_\_\_\_

# Irrigation Report

Job #: \_\_\_\_\_  
Clock #: \_\_\_\_\_ of \_\_\_\_\_  
Date: \_\_\_\_\_

Property Name: Two Creeks  
Tech Name: Austin

Clock #1

Run Time

Prog	Run Days	Start Time	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Spray   Rotor   Drip:			S	R	R	R	R	S																		
A	S M T W TH F S	10:00 PM	20	45	45	45	45	20																		
B	S M T W TH F S																									
C	S M T W TH F S																									
D	S M T W TH F S																									
E	S M T W TH F S																									
F	S M T W TH F S																									

Broken Head			Rotor	Rotor																					
Broken Riser																									
Missing Head																									
Change Nozzle																									
Lower/ Raise Head																									
Vehicle Damage																									
Straighten Head																									
Adjust Spray				1																					
Relocate/ Add Head(s)																									
Leaking Pipe																									
Turf/ Plant Condition																									
Valve Inoperable																									
Good Zone																									
Maint. Damage (NO CHARGE)																									

Condition of Clock: \_\_\_\_\_  
 Pump Start: \_\_\_\_\_  
 Pressurized System: \_\_\_\_\_  
 Recycled Water: \_\_\_\_\_  
 Rain Sensor: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# BrightView

Landscape Services

# Irrigation Report

Property Name: Two Creeks  
 Tech Name: Austin

Run Time

Clock I

Job #: \_\_\_\_\_  
 Clock #: \_\_\_\_\_ of \_\_\_\_\_  
 Date: 9-18-23

Prog	Run Days	Start Time	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Spray   Rotor   Drip:			S	S	S	S	S	S	S	S	S	S	S	S	R	R	R	R
A	S   M   T   W   TH   F   S	11 PM	15	15	15	15	15	10	15	15	15	15	15	15	10	10	30	20
B	S   M   T   W   TH   F   S	11 PM							10	10								
C	S   M   T   W   TH   F   S																	
D	S   M   T   W   TH   F   S																	
E	S   M   T   W   TH   F   S																	
F	S   M   T   W   TH   F   S																	

Broken Head							6 <sup>hr</sup>											
Broken Riser																		
Missing Head																		
Change Nozzle																		
Lower/ Raise Head																		
Vehicle Damage																		
Straighten Head																		
Adjust Spray				1														
Relocate/ Add Head(s)																		
Leaking Pipe																		
Turf/ Plant Condition																		
Valve Inoperable																		
Good Zone																		
Maint. Damage (NO CHARGE)																		

Condition of Clock: \_\_\_\_\_  
 Pump Start: \_\_\_\_\_  
 Pressurized System: \_\_\_\_\_  
 Recycled Water: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# BrightView

Landscape Services

# Irrigation Report

clock 5

Property Name: Two Creeks  
 Tech Name: Austin

Run Time

Job #: \_\_\_\_\_  
 Clock #: \_\_\_\_\_ of \_\_\_\_\_  
 Date: 9-18-23

Prog	Run Days / Zones	Start Time	1	2	3	4	5	6	7	8	9	10										
Spray   Rotor   Drip:			S	S	S	S	S	S	S	S	S	S										
A	S   <del>M</del>   <del>T</del>   <del>W</del>   <del>TH</del>   <del>F</del>   S	9 PM	20	20	20	20	20	20	20	20	20	20										
B	S   M   T   W   TH   F   S																					
C	S   M   T   W   TH   F   S																					
D	S   M   T   W   TH   F   S																					
E	S   M   T   W   TH   F   S																					
F	S   M   T   W   TH   F   S																					

Broken Head										6" spray												
Broken Riser																						
Missing Head																						
Change Nozzle	1N																					
Lower/ Raise Head																						
Vehicle Damage																						
Straighten Head																						
Adjust Spray																						
Relocate/ Add Head(s)																						
Leaking Pipe																						
Turf/ Plant Condition																						
Valve Inoperable																						
Good Zone																						
Maint. Damage (NO CHARGE)																						

Condition of Clock: \_\_\_\_\_  
 Pump Start: \_\_\_\_\_  
 Pressurized System: \_\_\_\_\_  
 Recycled Water: \_\_\_\_\_  
 Rain Sensor: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# BrightView

Landscape Services

# Irrigation Report

*Clock K*

Job #: \_\_\_\_\_

Clock #: \_\_\_\_\_ of \_\_\_\_\_

Date: 9-18-23

Property Name: Two Creeks  
 Tech Name: Austin

Run Time

Prog	Run Days	Start Time	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Spray   Rotor   Drip:			S	R	S	S	S	R	R	S	S	S	S													
A	S M T W TH F S	11RM	20	45	20	20	20	45	45	20	20	20	20													
B	S M T W TH F S																									
C	S M T W TH F S																									
D	S M T W TH F S																									
E	S M T W TH F S																									
F	S M T W TH F S																									

Broken Head																										
Broken Riser																										
Missing Head																										
Change Nozzle	2									1																
Lower/ Raise Head																										
Vehicle Damage																										
Straighten Head																										
Adjust Spray		1																								
Relocate/ Add Head(s)																										
Leaking Pipe																										
Turf/ Plant Condition																										
Valve Inoperable																										
Good Zone																										
Maint. Damage (NO CHARGE)																										

Condition of Clock: \_\_\_\_\_

Pump Start: \_\_\_\_\_

Pressurized System: \_\_\_\_\_

Recycled Water: \_\_\_\_\_

Rain Sensor: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Tab 5**



# *Two Creeks CDD*

## FCCMS October Field Report 2023

Submitted by: Marty Czako

Meeting Date: 10/25/2023

### **Hurricane Idalia**

- Implemented hurricane procedure at amenity center. Idalia downgraded to tropical storm in our vicinity. FCCMS did perform a modified hurricane safety protocol. This included closing of amenity center including the gym for the day. Securing furniture and other items at amenity center. Clean up of amenity center after Idalia passed. Inspection of entire district for any obvious wind or water damage. No significant issues found.

### **Action Items**

- Inspected and repaired fitness/gym room entry door locks as needed.
- Cob webbed ceilings of amenity center. Started a recurring work order to cobweb monthly.
- Cleaned column caps of the surrounding pool fence. Started a recurring work order to inspect quarterly and clean as necessary.
- Cleaned pool rules signs as requested by board. Added cleaning of signs to weekly work order.
- Replaced malfunctioning door lock to social/rental room.
- Implemented board approved automated online reservation system for residents to rent social room.

### **Other Items**

- A leak was discovered as part of daily maintenance of the main pool. The leak is in the equipment area in a 4-inch return line to the pool. Crown pool and Oakleaf Aquatics were called to submit proposals for the repair. Oakleaf Aquatics was selected and made the repair on October 5<sup>th</sup>, 2023. The pool was closed for approximately five hours during the repair. The gym/fitness room remained open.
- Regularly scheduled maintenance of the gym equipment was performed by Fitness Pro on October 2<sup>nd</sup>, 2023
- The vegetation surrounding the amenity center parking lot ponds were trimmed by Brightview. Brightview is now maintaining the pond perimeter weekly.
- 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 completed installing the signs in the areas as needed.

- Giddens Security terminated their services with Two Creeks on October 1<sup>st</sup>,2023 as per contract. Giddens removed the security vehicle from the amenity center parking lot on Monday October 2<sup>nd</sup>,2023.
- Our new security contract is with S3 Security Services as chosen by the board members. Start date was October 20<sup>th</sup>,2023.
- Fitness Pro completed their regularly scheduled maintenance of the gym equipment. There were two issues found that needed repair that are not covered under warranty. The cable for the leg press and the pad for the back rest of the leg press. Approval was given and scheduled for repair.
- A new volleyball net was ordered complete with a new tension crank.
- Palm pruning by Brightview for Two Creeks is scheduled for October 20<sup>th</sup>.

### **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.

## **Tab 6**

Service Report



Work Order  
Work Order Number 00362618  
Created Date 9/22/2023

Account Two Creeks CDD  
Contact Carol Brown  
Address Trail Ridge Rd  
Middleburg, FL 32068

Work Details

Specialist Comments to Customer Treated for algae and grasses.  
Prepared By Russell Miller

Work Order Assets

Asset	Status	Product Work Type
Two Creeks CDD LAKE ALL	Treated	

Service Parameters

Asset	Product Work Type	Specialist Comments to Customer
Two Creeks CDD LAKE ALL	TRASH / DEBRIS COLLECTION (IN HOUSE)	
Two Creeks CDD LAKE ALL	SHORELINE WEED CONTROL	
Two Creeks CDD LAKE ALL	LAKE WEED CONTROL	
Two Creeks CDD LAKE ALL	ALGAE CONTROL	
Two Creeks CDD LAKE ALL	MONITORING	
Two Creeks CDD LAKE ALL	INSPECTION	
Two Creeks CDD LAKE ALL		

# **Tab 7**

## 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      Two Creeks CDD - Curbside sand pick-up along Tynes Blvd.  
 Project Description      Pick-up & removal of sand build up along Tynes Blvd roadside & curb.

### Scope of Work

QTY	UoM/Size	Material/Description
1.00	LUMP SUM	Labor to remove sand build up on curbs & roadway along Tynes Blvd. Approx. 2,553 linear feet of curbside.

For internal use only

**SO#**                      8254043  
**JOB#**                    346100419  
**Service Line**            130

**Total Price**                      \$2,577.27

**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

**Property Manager**

Signature \_\_\_\_\_ Title

**Lesley Gallagher**

**October 17, 2023**

Printed Name \_\_\_\_\_ Date

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

**Account Manager**

Signature \_\_\_\_\_ Title

**Yaniel Rojas**

**October 17, 2023**

Printed Name \_\_\_\_\_ Date

**Job #: 346100419**

**SO #: 8254043**

**Proposed Price: \$2,577.27**

# Tab 8





## Egis Insurance & Risk Advisors

Is pleased to provide a

Proposal of Insurance Coverage for:

### Two Creeks Community Development District

Please review the proposed insurance coverage terms and conditions carefully.

Written request to bind must be received prior to the effective date of coverage.

The brief description of coverage contained in this document is being provided as an accommodation only and is not intended to cover or describe all Coverage Agreement terms. For more complete and detailed information relating to the scope and limits of coverage, please refer directly to the Coverage Agreement documents. Specimen forms are available upon request.

## **About FIA**

Florida Insurance Alliance (“FIA”), authorized and regulated by the Florida Office of Insurance Regulation, is a non-assessable, governmental insurance Trust. FIA was created in September 2011 at a time when a large number of Special Taxing Districts were having difficulty obtaining insurance.

Primarily, this was due to financial stability concerns and a perception that these small to mid-sized Districts had a disproportionate exposure to claims. Even districts that were claims free for years could not obtain coverage. FIA was created to fill this void with the goal of providing affordable insurance coverage to Special Taxing Districts. Today, FIA proudly serves and protects nearly 1,000 public entity members.

### **Competitive Advantage**

FIA allows qualifying Public Entities to achieve broad, tailored coverages with a cost-effective insurance program. Additional program benefits include:

- Insure-to-value property limits with no coinsurance penalties
- First dollar coverage for “alleged” public official ethics violations
- Proactive in-house claims management and loss control department
- Risk management services including on-site loss control, property schedule verification and contract reviews
- Complimentary Property Appraisals
- Online Risk Management Education & Training portal
- Online HR & Benefits Support portal
- HR Hotline
- Safety Partners Matching Grant Program

### **How are FIA Members Protected?**

FIA employs a conservative approach to risk management. Liability risk retained by FIA is fully funded prior to the policy term through member premiums. The remainder of the risk is transferred to reinsurers. FIA’s primary reinsurers, Lloyds of London and Hudson Insurance Company, both have AM Best A XV (Excellent) ratings and surplus of \$2Billion or greater.

In the event of catastrophic property losses due to a Named Storm (i.e., hurricane), the program bears no risk as all losses are passed on to the reinsurers.

### **What Are Members Responsible For?**

As a non-assessable Trust, our members are only responsible for two items:

- Annual Premiums
- Individual Member Deductibles

FIA Bylaws prohibit any assessments or other fees.

**Additional information regarding FIA and our member services can be found at [www.fia360.org](http://www.fia360.org).**

Quotation being provided for:

**Two Creeks Community Development District  
c/o Rizzetta & Company  
3434 Colwell Ave, Suite 200  
Tampa, FL 33614**

**Term: October 1, 2023 to October 1, 2024**

**Quote Number: 100123643**

**PROPERTY COVERAGE**

**SCHEDULE OF COVERAGES AND LIMITS OF COVERAGE**

<b>COVERED PROPERTY</b>	
Total Insured Values –Building and Contents – Per Schedule on file totalling	\$1,903,285
Loss of Business Income	\$1,000,000
Additional Expense	\$1,000,000
<b>Inland Marine</b>	
Scheduled Inland Marine	\$34,000

It is agreed to include automatically under this Insurance the interest of mortgagees and loss payees where applicable without advice.

	<b>Valuation</b>	<b>Coinsurance</b>
Property	Replacement Cost	None
Inland Marine	Actual Cash Value	None

<b>DEDUCTIBLES:</b>		
	\$2,500	Per Occurrence, All other Perils, Building & Contents and Extensions of Coverage.
	5 %	Total Insured Values per building, including vehicle values, for “Named Storm” at each affected location throughout Florida subject to a minimum of \$10,000 per occurrence, per Named Insured.
	Per Attached Schedule	Inland Marine

<b>Special Property Coverages</b>		
<b>Coverage</b>	<b>Deductibles</b>	<b>Limit</b>
Earth Movement	\$2,500	Included
Flood	\$2,500 *	Included
Boiler & Machinery	\$2,500	Included
TRIA		Included

\*Except for Zones A & V see page 8 (Terms and Conditions) excess of NFIP, whether purchased or not

**TOTAL PROPERTY PREMIUM \$15,420**

### **Extensions of Coverage**

If marked with an "X" we will cover the following EXTENSIONS OF COVERAGE under this Agreement, These limits of liability do not increase any other applicable limit of liability.

<b>(X)</b>	<b>Code</b>	<b>Extension of Coverage</b>	<b>Limit of Liability</b>
X	A	Accounts Receivable	\$500,000 in any one occurrence
X	B	Animals	\$1,000 any one Animal \$5,000 Annual Aggregate in any one agreement period
X	C	Buildings Under Construction	As declared on Property Schedule, except new buildings being erected at sites other than a covered location which is limited to \$250,000 estimated final contract value any one construction project.
X	D	Debris Removal Expense	\$250,000 per insured or 25% of loss, whichever is greater
X	E	Demolition Cost, Operation of Building Laws and Increased Cost of Construction	\$500,000 in any one occurrence
X	F	Duty to Defend	\$100,000 any one occurrence
X	G	Errors and Omissions	\$250,000 in any one occurrence
X	H	Expediting Expenses	\$250,000 in any one occurrence
X	I	Fire Department Charges	\$50,000 in any one occurrence
X	J	Fungus Cleanup Expense	\$50,000 in the annual aggregate in any one occurrence
X	K	Lawns, Plants, Trees and Shrubs	\$50,000 in any one occurrence
X	L	Leasehold Interest	Included
X	M	Air Conditioning Systems	Included
X	N	New locations of current Insureds	\$1,000,000 in any one occurrence for up to 90 days, except 60 days for Dade, Broward, Palm Beach from the date such new location(s) is first purchased, rented or occupied whichever is earlier. Monroe County on prior submit basis only
X	O	Personal property of Employees	\$500,000 in any one occurrence
X	P	Pollution Cleanup Expense	\$50,000 in any one occurrence
X	Q	Professional Fees	\$50,000 in any one occurrence
X	R	Recertification of Equipment	Included
X	S	Service Interruption Coverage	\$500,000 in any one occurrence
X	T	Transit	\$1,000,000 in any one occurrence
X	U	Vehicles as Scheduled Property	Included
X	V	Preservation of Property	\$250,000 in any one occurrence
X	W	Property at Miscellaneous Unnamed Locations	\$250,000 in any one occurrence
X	X	Piers, docs and wharves as Scheduled Property	Included on a prior submit basis only

X	Y	Glass and Sanitary Fittings Extension	\$25,000 any one occurrence
X	Z	Ingress / Egress	45 Consecutive Days
X	AA	Lock and Key Replacement	\$2,500 any one occurrence
X	BB	Awnings, Gutters and Downspouts	Included
X	CC	Civil or Military Authority	45 Consecutive days and one mile

## CRIME COVERAGE

<u>Description</u>	<u>Limit</u>	<u>Deductible</u>
Forgery and Alteration	Not Included	Not Included
Theft, Disappearance or Destruction	Not Included	Not Included
Computer Fraud including Funds Transfer Fraud	Not Included	Not Included
Employee Dishonesty, including faithful performance, per loss	Not Included	Not Included

## Deadly Weapon Protection Coverage

Coverage	Limit	Deductible
Third Party Liability	\$1,000,000	\$0
Property Damage	\$1,000,000	\$0
Crisis Management Services	\$250,000	\$0

## AUTOMOBILE COVERAGE

Coverages	Covered Autos	Limit	Premium
Covered Autos Liability	8,9	\$1,000,000	Included
Personal Injury Protection	N/A		Not Included
Auto Medical Payments	N/A		Not Included
Uninsured Motorists including Underinsured Motorists	N/A		Not Included
Physical Damage Comprehensive Coverage	N/A	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto, But No Deductible Applies To Loss Caused By Fire or Lightning.  See item Four for Hired or Borrowed Autos.	Not Included
Physical Damage Specified Causes of Loss Coverage	N/A	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto For Loss Caused By Mischief Or Vandalism  See item Four for Hired or Borrowed Autos.	Not Included
Physical Damage Collision Coverage	N/A	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto  See item Four for Hired or Borrowed Autos.	Not Included
Physical Damage Towing And Labor	N/A	\$0 For Each Disablement Of A Private Passenger Auto	Not Included

**GENERAL LIABILITY COVERAGE (Occurrence Basis)**

Bodily Injury and Property Damage Limit	\$1,000,000
Personal Injury and Advertising Injury	Included
Products & Completed Operations Aggregate Limit	Included
Employee Benefits Liability Limit, per person	\$1,000,000
Herbicide & Pesticide Aggregate Limit	\$1,000,000
Medical Payments Limit	\$5,000
Fire Damage Limit	Included
No fault Sewer Backup Limit	\$25,000/\$250,000
General Liability Deductible	\$0

**PUBLIC OFFICIALS AND EMPLOYMENT PRACTICES LIABILITY (Claims Made)**

Public Officials and Employment Practices Liability Limit	Per Claim	\$1,000,000
	Aggregate	\$2,000,000
Public Officials and Employment Practices Liability Deductible		\$0

Supplemental Payments: Pre-termination \$2,500 per employee - \$5,000 annual aggregate.  
Non-Monetary \$100,000 aggregate.

Cyber Liability sublimit included under POL/EPLI

Media Content Services Liability  
Network Security Liability  
Privacy Liability  
First Party Extortion Threat  
First Party Crisis Management  
First Party Business Interruption  
Limit: \$100,000 each claim/annual aggregate



## PREMIUM SUMMARY

**Two Creeks Community Development District  
c/o Rizzetta & Company  
3434 Colwell Ave, Suite 200  
Tampa, FL 33614**

**Term: October 1, 2023 to October 1, 2024**

**Quote Number: 100123643**

### PREMIUM BREAKDOWN

Property (Including Scheduled Inland Marine)	\$15,420
Crime	Not Included
Automobile Liability	Not Included
Hired Non-Owned Auto	Included
Auto Physical Damage	Not Included
General Liability	\$3,144
Public Officials and Employment Practices Liability	\$2,829
Deadly Weapon Protection Coverage	Included
<b>TOTAL PREMIUM DUE</b>	<b>\$21,393</b>

#### IMPORTANT NOTE

Defense Cost - Outside of Limit, Does Not Erode the Limit for General Liability, Public Officials Liability, and Employment related Practices Liability.

Deductible does not apply to defense cost. Self-Insured Retention does apply to defense cost.

Additional Notes:

(None)





**PARTICIPATION AGREEMENT**  
**Application for Membership in the Florida Insurance Alliance**

The undersigned local governmental entity, certifying itself to be a public agency of the State of Florida as defined in Section 163.01, Florida Statutes, hereby formally makes application with the Florida Insurance Alliance ("FIA") for continuing liability and/or casualty coverage through membership in FIA, to become effective 12:01 a.m., 10/01/2023, and if accepted by the FIA's duly authorized representative, does hereby agree as follows:

- (a) That, by this reference, the terms and provisions of the Interlocal Agreement creating the Florida Insurance Alliance are hereby adopted, approved and ratified by the undersigned local governmental entity. The undersigned local governmental entity certifies that it has received a copy of the aforementioned Interlocal Agreement and further agrees to be bound by the provisions and obligations of the Interlocal Agreement as provided therein;
- (b) To pay all premiums on or before the date the same shall become due and, in the event Applicant fails to do so, to pay any reasonable late penalties and charges arising therefrom, and all costs of collection thereof, including reasonable attorneys' fees;
- (c) To abide by the rules and regulations adopted by the Board of Directors;
- (d) That should either the Applicant or the Fund desire to cancel coverage; it will give not less than thirty (30) days prior written notice of cancellation;
- (e) That all information contained in the underwriting application provided to FIA as a condition precedent to participation in FIA is true, correct and accurate in all respects.

Two Creeks Community Development District

\_\_\_\_\_

(Name of Local Governmental Entity)

By: D. [Signature] (EDT)

Signature

**Darryl E Del Rio**

Print Name

Witness By: \_\_\_\_\_

Signature

\_\_\_\_\_

Print Name

IS HEREBY APPROVED FOR MEMBERSHIP IN THIS FUND, AND COVERAGE IS EFFECTIVE October 1, 2023

By: \_\_\_\_\_

Administrator



PROPERTY VALUATION AUTHORIZATION

Two Creeks Community Development District
c/o Rizzetta & Company
3434 Colwell Ave, Suite 200
Tampa, FL 33614

QUOTATIONS TERMS & CONDITIONS

- 1. Please review the quote carefully for coverage terms, conditions, and limits.
2. The coverage is subject to 25% minimum earned premium as of the first day of the "Coverage Period".
3. Total premium is late if not paid in full within 30 days of inception, unless otherwise stated.
4. Property designated as being within Flood Zone A or V (and any prefixes or suffixes thereof) by the Federal Emergency Management Agency (FEMA), or within a 100 Year Flood Plain as designated by the United States Army Corps of Engineers, will have a Special Flood Deductible equal to all flood insurance available for such property under the National Flood Insurance Program, whether purchased or not or 5% of the Total Insured Value at each affected location whichever the greater.
5. The Florida Insurance Alliance is a shared limit. The limits purchased are a per occurrence limit and in the event an occurrence exhaust the limit purchased by the Alliance on behalf of the members, payment to you for a covered loss will be reduced pro-rata based on the amounts of covered loss by all members affected by the occurrence. Property designated as being within.
6. Coverage is not bound until confirmation is received from a representative of Egis Insurance & Risk Advisors.

I give my authorization to bind coverage for property through the Florida Insurance Alliance as per limits and terms listed below.

Table with 3 columns: Coverage Type, Amount, and Description. Includes Building and Content TIV (\$1,903,285), Inland Marine (\$34,000), and Auto Physical Damage (Not Included).

Signature: \_\_\_\_\_ Date: 9-18-2023

Name: Darryl E Del Rio

Title: Board Chairman



**Two Creeks Community Development District**

Policy No.: 100123643  
 Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value
	Address				Const Type	Term Date	
	Roof Shape	Roof Pitch			Roof Covering		
1	Family Pool w/Water Play Structure		2008	10/01/2023	\$424,700		\$424,700
	1365 Tynes Blvd Middleburg FL 32068		Below ground liquid storage tank / pool	10/01/2024			
2	Fabric Shade Pavilions (4)		2008	10/01/2023	\$20,000		\$20,000
	1365 Tynes Blvd Middleburg FL 32068		Property in the Open	10/01/2024			
3	Recreational Courts w/Fencing		2008	10/01/2023	\$116,000		\$116,000
	1365 Tynes Blvd Middleburg FL 32068		Non combustible	10/01/2024			
4	Fence / Wall /Entry Features		2008	10/01/2023	\$100,000		\$100,000
	Trail Ridge Road Middleburg FL 32068		Non combustible	10/01/2024			
5	Fountain(s)-(aquatic pond fountain that has a motor and a pump)		2008	10/01/2023	\$23,233		\$23,233
	1365 Tynes Blvd Middleburg FL 32068		Non combustible	10/01/2024			
6	Irrigation System		2008	10/01/2023	\$50,000		\$50,000
	1365 Tynes Blvd Middleburg FL 32068		Pump / lift station	10/01/2024			
7	Pool Pump and Equipment		2008	10/01/2023	\$12,000		\$12,000
	1365 Tynes Blvd Middleburg FL 32068		Pump / lift station	10/01/2024			



**Two Creeks Community Development District**

Policy No.: 100123643  
 Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value
	Address				Const Type	Term Date	
	Roof Shape	Roof Pitch					Roof Covering
8	Clubhouse		2008	10/01/2023	\$616,700		\$686,500
	1365 Tynes Blvd Middleburg FL 32068		Frame	10/01/2024	\$69,800		
	Cross gable				Metal panel		
9	2 Benches		2008	10/01/2023	\$1,140		\$1,140
	Tynes Blvd/Chimney Swifts Ln Middleburg FL 32068		Non combustible	10/01/2024			
10	2 Benches		2008	10/01/2023	\$1,140		\$1,140
	Trail Ridge Rd. Middleburg FL 32068		Non combustible	10/01/2024			
11	2 Benches		2008	10/01/2023	\$1,140		\$1,140
	Song Sparrow Rd Middleburg FL 32068		Non combustible	10/01/2024			
12	2 Benches		2008	10/01/2023	\$1,140		\$1,140
	Trail Ridge Rd. Middleburg FL 32068		Non combustible	10/01/2024			
13	Playground Equipment		2008	10/01/2023	\$60,000		\$60,000
	1365 Tynes Blvd Middleburg FL 32068		Non combustible	10/01/2024			
14	Playground Equipment		2008	10/01/2023	\$25,000		\$25,000
	Trail Ridge/Longbay Middleburg FL 32068		Non combustible	10/01/2024			

Sign: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Darryl E Del Rio**

Date: **9-18-2023**



**Two Creeks Community Development District**

Policy No.: 100123643  
 Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value
	Address				Const Type	Term Date	
	Roof Shape	Roof Pitch			Roof Covering	Covering Replaced	Roof Yr Blt
15	Playground Equipment		2008	10/01/2023	\$40,000		\$40,000
	Trail Ridge Middleburg FL 32068		Non combustible	10/01/2024			
	Cross gable						
					Metal panel		
16	Playground Equipment		2008	10/01/2023	\$25,000		\$25,000
	Tynes Blvd/Chimney Swifts Middleburg FL 32068		Non combustible	10/01/2024			
17	Playground Equipment		2008	10/01/2023	\$25,000		\$25,000
	Song Sparrow Middleburg FL 32068		Non combustible	10/01/2024			
18	Playground Equipment		2020	10/01/2023	\$23,300		\$23,300
	1425 King Rail Lane Middleburg FL 32068		Non combustible	10/01/2024			
19	Pavilion Shade Structure on the upper pool deck.		2021	10/01/2023	\$13,995		\$13,995
	1365 Tynes Blvd. Middleburg FL 32068			10/01/2024			
20	19 Stone Columns estimate \$800.00 each		2008	10/01/2023	\$15,200		\$15,200
	1365 Tynes Blvd Middleburg FL 32068		Non combustible	10/01/2024			
21	Enclosure Wall at Amenity Facility and Ponds		2008	10/01/2023	\$100,000		\$100,000
	1365 Tynes Blvd Middleburg FL 32068		Below ground liquid storage tank / pool	10/01/2024			



**Two Creeks Community Development District**

Policy No.: 100123643  
 Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value
	Address				Const Type	Term Date	
	Roof Shape	Roof Pitch					Roof Covering
22	Pool Furniture in the Open		2008	10/01/2023	\$17,372		\$17,372
	1365 Tynes Blvd Middleburg FL 32068		Property in the Open	10/01/2024			
23	Pump Enclosure Wall - 52 feet of stone wall estimate \$250.00 per foot		2008	10/01/2023	\$13,000		\$13,000
	1365 Tynes Blvd Middleburg FL 32068		Masonry non combustible	10/01/2024			
24	6' White - 105 linear feet of vinyl fence estimate \$185.00 per foot (behind pool)		2008	10/01/2023	\$19,425		\$19,425
	1365 Tynes Blvd Middleburg FL 32068		Non combustible	10/01/2024			
25	446 lineal feet of aluminum fence estimate \$200.00 per foot		2008	10/01/2023	\$89,000		\$89,000
	1365 Tynes Blvd Middleburg FL 32068		Non combustible	10/01/2024			
<b>Total:</b>					Building Value	Contents Value	Insured Value
					\$1,833,485	\$69,800	\$1,903,285



Inland Marine Schedule

***Two Creeks Community Development District***

Policy No.: 100123643  
Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Item #	Department Description	Serial Number	Classification Code	Eff. Date Term Date	Value	Deductible
1	Street Lights (Community Wide)		Other inland marine	10/01/2023 10/01/2024	\$25,000	\$1,000
2	Pool Chair Lift		Other inland marine	10/01/2023 10/01/2024	\$9,000	\$1,000
				<b>Total</b>	<b>\$34,000</b>	

Sign: \_\_\_\_\_

Print Name: Darryl E Del Rio

Date: 9-18-2023



# INVOICE

<b>Customer</b>	Two Creeks Community Development District
<b>Acct #</b>	600
<b>Date</b>	09/14/2023
<b>Customer Service</b>	Kristina Rudez
<b>Page</b>	1 of 1

Two Creeks Community Development District  
 c/o Rizzetta & Company  
 3434 Colwell Ave, Suite 200  
 Tampa, FL 33614

Payment Information	
<b>Invoice Summary</b>	\$ 21,393.00
<b>Payment Amount</b>	
<b>Payment for:</b>	Invoice#19599
100123643	

Thank You

Please detach and return with payment



Customer: Two Creeks Community Development District

Invoice	Effective	Transaction	Description	Amount
19599	10/01/2023	Renew policy	Policy #100123643 10/01/2023-10/01/2024 Florida Insurance Alliance  Package - Renew policy Due Date: 9/14/2023	21,393.00

**Total**

\$ 21,393.00

Thank You

FOR PAYMENTS SENT OVERNIGHT:  
 Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349

<b>Remit Payment To: Egis Insurance Advisors</b> P.O. Box 748555 Atlanta, GA 30374-8555	(321)233-9939	<b>Date</b>
	sclimer@egisadvisors.com	09/14/2023