

**MINUTES OF MEETING
TWIN CREEKS NORTH
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Twin Creeks North Community Development District held a Regular Meeting on May 20, 2025 at 1:45 p.m., at the Beachwalk Clubhouse, 100 Beachwalk Club Drive, St. Johns, Florida 32259.

Present:

Neal Shact	Chair
Geoff Gundlach	Assistant Secretary
Mark Kuper	Assistant Secretary
Bryan Kinsey (via telephone)	Assistant Secretary

Also present:

Daniel Rom	District Manager
Kritsen Thomas	Wrathell, Hunt and Associates, LLC,
Jennifer Kilinski	District Counsel
Chris Loy	Kilinski Van Wyk PLLC
Neal Brockmeier (via telephone)	District Engineer
Art Minchew	Field Ops Liaison
Joseph Herriman	Resident
David Mullins	Resident
Claire Karp	Resident
Wes Benwick	Resident
Tina Hope	Resident
Other Residents	

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Rom called the meeting to order at 1:45 p.m. Supervisors Shact, Gundlach and Kuper were present. Supervisor Kinsey was not present at roll call but joined a few minutes later, via telephone. Supervisor McKinney was not present.

SECOND ORDER OF BUSINESS

Public Comments

A resident encouraged the Board to give residents the opportunity to apply for the Board Seat that will be vacant, instead of filling it immediately.

Resident David Mullins asked about the process to apply for the Board Seat.

**Acceptance of Resignation of Chris
McKinney [Seat 2]**

Mr. Rom presented Mr. Chris McKinney's resignation.

Mr. Shact discussed the background of those serving on the Board. He and Mr. Rom thanked Mr. McKinney for his service on the CDD Board and his contributions to the CDD.

On MOTION by Mr. Gundlach and seconded by Mr. Kuper, with all in favor, the resignation of Mr. Chris McKinney from Seat 2, was accepted.

FOURTH ORDER OF BUSINESS

**Consider Appointment of Qualified Elector
to Fill Unexpired Term of Seat 2; Term
Expires November 2026**

Mr. Rom explained the appointment process and stated a candidate must be a US citizen, 18 years of age or older, a registered voter within the County and reside within the CDD.

Mr. Shact nominated Mr. David Mullins to fill Seat 2 and spoke of his experience and qualifications.

Board Members voiced their opinions about appointing someone today, whether to defer appointment since the Board was just made aware of Mr. McKinney's resignation, whether to seek candidates, the belief of some Board Members that no additional qualified candidates could be found and the procedures to seek qualified candidates to fill Seat 2 if the Board decides to do so.

The Board consensus was to proceed with an appointment today.

No other nominations were made.

On MOTION by Mr. Shact and seconded by Mr. Kuper, with all in favor, the appointment of Mr. David Mullins to fill Seat 2, was approved.

FIFTH ORDER OF BUSINESS

**Administration of Oath of Office to
Appointed Supervisor (the following to be
provided under separate cover)**

Mr. Rom, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. David Mullins. He provided and he and Ms. Kilinski explained the following:

A. Required Ethics Training and Disclosure Filing

- **Sample Form 1 2023/Instructions**
- B. Membership, Obligations and Responsibilities**
- C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers**

SIXTH ORDER OF BUSINESS**Consideration of Resolution 2025-08,
Electing and Removing Officers of the
District and Providing for an Effective Date**

Mr. Rom presented Resolution 2025-08. Mr. Gundlach nominated the following:

Neal Shact	Chair
David Mullins	Vice Chair
Bryan Kinsey	Assistant Secretary
Geoff Gundlach	Assistant Secretary
Mark Kuper	Assistant Secretary

No other nominations were made.

This Resolution removes the following from the Board:

Christopher McKinney	Vice Chair
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The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell	Secretary
Daniel Rom	Assistant Secretary
Kristen Thomas	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

On MOTION by Mr. Gundlach and seconded by Mr. Shact, with all in favor, Resolution 2025-08, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS**Discussion/Consideration**

- A. Florida East Coast Construction Co Proposals for Fountain 3 Repair (the following to be provided under separate cover)**

Mr. Rom stated he was unable to obtain a proposal for Item 7A.

I. Full

II. Short Term

B. Prime AE Group, Inc. Proposal for Engineering Services [Landscape Tracts Adjacent to Parcel 7, BJ's Site]

Mr. Rom and Mr. Brockmeier presented the Prime AE Group, Inc. proposal to prepare a supplementary landscape screening design for the landscape tracts adjacent to the BJs parking area, in accordance with the St. Johns County development code and the project scope.

A Board Member asked Staff to contact the BJs representative to discuss the project, since they reside within the CDD, and obtain three proposals. He stated he wants to ensure landscaping materials will be consistent with existing materials within the CDD. Ms. Thomas suggested the Project Manager join the upcoming site walk with The Greenery, who is the CDD's new landscape contractor. They will be inspecting the irrigation system, along with partnering with the BJs representative, with the \$20,000 landscape enhancement credit in mind. Staff will then bring back comments at the next meeting.

The consensus was to decline the Prime AE Group, Inc. proposal and have The Greenery provide design ideas for the two BJs median entrances. Staff will obtain more proposals and work with the person designated to work with District Staff to ensure the appropriate conceptual ideas are achieved, which includes having an appropriate visually sized barrier from Beachwalk Boulevard to the parking lot.

C. Consideration of Resolution 2025-09, Approving a Proposed Budget for Fiscal Year 2026 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date [No O&M Assessment Increase]

Mr. Rom distributed an Optional Resolution 2025-09 that will be used if the Board decides to increase assessments, which would require sending Mailed Notices to property owners if assessments increase. He reviewed the proposed Fiscal Year 2026 budget in the agenda, highlighting increases, decreases and adjustments, compared to the Fiscal Year 2025 budget and noted that the version in the agenda shows there is no assessment increase; the assessment amount is as close as possible to the Fiscal Year 2025 assessment amount.

Mr. Rom and Ms. Thomas continued reviewing the proposed Fiscal Year 2026 budget and discussed projects and potential costs and timelines for those projects.

Discussion ensued regarding the fountains, unassigned fund budgets, the methodology used for Parcels 5 and 6, the monument repair proposals and proposals from the two electrical contractors that Mr. McKinney suggested.

The consensus was to consider the version of Resolution 2025-09 and proposed Fiscal Year 2026 budget that does not increase assessments and to direct Staff to increase the District Counsel budget line item and use surplus fund balance to offset the increased expense to avoid increasing the Operations and Maintenance (O&M) budget and assessments.

On MOTION by Mr. Gundlach and seconded by Mr. Kuper, with all in favor, Resolution 2025-09, Approving a Proposed Budget for Fiscal Year 2026, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law on August 26, 2025 at 1:45 p.m., at the Beachwalk Clubhouse, 100 Beachwalk Club Drive, St. Johns, Florida 32259; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.

D. Consideration of Resolution 2025-10, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2025/2026 and Providing for an Effective Date

Mr. Rom presented Resolution 2025-10. The following changes were made to the Fiscal Year 2026 Meeting Schedule:

DATES: Change "November 25, 2025" to "November 18, 2025"; "December 23, 2025" to "December 16, 2025"; and "May 26, 2026" to "May 18, 2026"

TIME, October and November 2025, and January, February, April, May, July and August 2026: Change "1:15 PM*" to "1:45 PM"

TIME, December 2025 and March, June and September 2026: Change "1:45 PM*" to "5:30 PM"

Footnote: Delete: "**Meetings will convene immediately following adjournment of the Creekside at Twin Creeks CDD Meetings, scheduled to commence at 12:15 PM."

On MOTION by Mr. Gundlach and seconded by Mr. Kuper, with all in favor, Resolution 2025-10, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2025/2026, as amended, and Providing for an Effective Date, was adopted.

E. Discussion: Termination Date of Beachwalk Club Agreement

Mr. Rom stated that Beachwalk Club wants to terminate the Field Operations Cost Share Agreement effective August 31, 2025 to help the transition to the CDD's new vendor Total Professional Association Management (TPAM). Mr. Kuper suggested overlapping the two contracts for one month.

On MOTION by Mr. Kuper and seconded by Mr. Shact, with all in favor, terminating the Cost Share Agreement with Beachwalk Club, Inc. for Field Operations Liaison Services, effective August 31, 2025, and initiating the Total Professional Association Management contract for Field Operations Liaison Services, effective August 1, 2025, was approved.

F. Discussion: Senior Assisted Living Parcel 7

Mr. Rom stated that District Counsel and the Developers of the Senior Assisted Living Parcel 7 are working on outstanding matters to address its request for the CDD to reduce Senior Assisted Living's assessments and revise the Methodology Report. It was noted that Parcel 7's current assessments are based on square footage, not on a unit basis.

EIGHTH ORDER OF BUSINESS**Consent Agenda Items**

- A. Acceptance of Unaudited Financial Statements as of April 30, 2025**
- B. Approval of April 22, 2025 Regular Meeting Minutes**

On MOTION by Mr. Kuper and seconded by Mr. Gundlach, with all in favor, the Unaudited Financial Statements as of April 30, 2025, were accepted, and the April 22, 2025 Regular Meeting Minutes, as presented, were approved.

NINTH ORDER OF BUSINESS**Staff Reports****A. District Counsel: Kilinski | Van Wyk PLLC**

Mr. Loy stated his firm is preparing a summary of legislative bills that might impact CDDs. He reminded the Board Members to file Form 1 by July 1, 2025. He is waiting to prepare a policy on e-bikes until the St. Johns County Commission holds a meeting on this matter.

Mr. Kuper voiced his opinion that off-duty patrols will not be sufficient to combat speeding and suggested reconsidering installing speed humps.

B. District Engineer: Prosser, Inc.

There was no report.

C. Field Operations Liaison: Beachwalk Club**I. Sheriff's Office Rover Update**

Mr. Minchew provided updates on the off-duty patrol schedule, signage, etc.

Mr. Kuper voiced safety concerns and his opinion that speed humps are needed.

On MOTION by Mr. Shact and seconded by Mr. Kuper, with all in favor, engaging the St. Johns Sherriff's Department for an additional month to conduct off-duty community patrol services on CDD property, in a not-to-exceed amount of \$5,000, was approved.

D. District Manager: Wrathell, Hunt and Associates, LLC

- **NEXT MEETING DATE: July 22, 2025 at 1:45 PM**
 - **QUORUM CHECK**

TENTH ORDER OF BUSINESS**Board Members' Comments/Requests**

Discussion ensued regarding Mr. Kuper's suggestion to add a new unbudgeted "Recreation" line item to the Fiscal Year 2026 budget as a placeholder for the future, in case the CDD decides to have recreational amenities and activities.

Mr. Gundlach stated the High School Principal advised that the CDD would have to contact the School Board to discuss parking for its fall function. He asked about plans for the retention pond on the west side.

ELEVENTH ORDER OF BUSINESS**Public Comments**

In response to a request for an update on the high school, a Board Member stated there was no update as of yet.

TWELFTH ORDER OF BUSINESS**Adjournment**

On MOTION by Mr. Gundlach and seconded by Mr. Kuper, with all in favor, the meeting adjourned at 3:31 p.m.

TWIN CREEKS NORTH CDD

May 20, 2025



Secretary/Assistant Secretary



Chair/Vice Chair