

**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.*

**TURNBULL CREEK  
COMMUNITY DEVELOPMENT DISTRICT**

The **regular meeting** of the Board of Supervisors of Turnbull Creek Community Development District was held on **August 8, 2023, at 6:30 p.m.** at the Murabella Amenity Center, 101 Positano Avenue, St. Augustine, Florida 32092.

**Present and constituting a quorum:**

Brian Wing	Board Supervisor, Chairman
Jeremy Vencil	Board Supervisor, Vice Chairman
Chris DelBene	Board Supervisor, Assistant Secretary
Diana Jordan-Baldwin	Board Supervisor, Assistant Secretary

**Also present were:**

Carol Brown	District Manager, Rizzetta & Co., Inc.
Jennifer Kilinski	District Counsel, Kilinski/Van Wyk ( <i>via speakerphone</i> )
Grace Kobitter	District Counsel, Kilinski/Van Wyk
Mike Yuro	District Engineer, Yuro & Associates
Erick Hutchinson	Amenity Manager, RMS
Jim Schieszer	Field Operations Manager, RMS
Brian Stephens	Account Manager, Trimac Outdoors

Audience members present.

Audience members via speakerphone.

**FIRST ORDER OF BUSINESS**

**Call to Order / Roll Call**

Mr. Wing called the meeting to order at 6:39 p.m.

The Board moved to Agenda Item 4C.

**SECOND ORDER OF BUSINESS**

**Public Hearing on Fiscal Year  
2023-2024 Final Budget**

Ms. Kobitter reviewed the public hearing process and Resolution 2023-08 for adopting Fiscal Year 2023-2024 budget.

On a motion by Mr. Wing and seconded by Ms. Jordan-Baldwin, with all in favor, the Board of Supervisors opened the public hearing, for Turnbull Creek Community Development District.

The Public provided comments on \$75,000 line item for parking lot, concern for residents who don't live on a pond being responsible for pond repair costs, refinancing of bonds, HOA versus CDD, fireworks expenses, call-in hearing challenges, proposed parking lot concern, increased traffic, landscaping performance, maintenance issues, mosquitos and community appearance, mailed letter, liability of contractor, not in favor of swim team, assessment increase opposition, parking lot alternative, increase instructor revenue, reserve fund, utility agreements, issues with district management, special event line item, RMS increases, concern with supervisors' fees, pine straw/mulch costs, opposition to security and license plate reader, surveillance versus safety, flock security patent, increase rental rates and instructor fees, landscape fees, no increase to Reserves, Reserve Study not on website, confirm numbers on page 5 and 6, workers compensation, payroll fees, SJWMD assume pond banks and zoom/online forum.

On a motion by Mr. Wing and seconded by Mr. Vencil, with all in favor, the Board of Supervisors closed the public hearing, for Turnbull Creek Community Development District.

**1.) Consideration of Resolution 2023-08, Approving Fiscal Year 2023-2024 Final Budget**

Ms. Brown informed the Board that the presented budget year to date column, projected annual amount and insurance estimate were updated. Board reviewed the presented budget. Discussion ensued.

On a motion by Mr. Wing and seconded by Ms. Jordan-Baldwin, with all in favor, the Board of Supervisors approved, amending the presented budget, changing budget lines #15 to \$7,000.00, #60 to \$348,884.00, #62 to \$31,000.00, #69 to \$53,000.00, #79 to \$38,975.00, #87 to \$10,000.00, #85 to \$12,000.00, #88 to \$0 and Reserve Fund to \$100,000.00, for Turnbull Creek Community Development District.

On a motion by Mr. Wing and seconded by Ms. Jordan-Baldwin, with all in favor, the Board of Supervisors adopted Resolution 2023-08, Approving Fiscal Year 2023-2024 Final Budget, as amended, for Turnbull Creek Community Development District.

Ms. Kobitter reviewed Resolution 2023-09 and the public hearing process.

**THIRD ORDER OF BUSINESS**

**Public Hearing on Fiscal Year  
2023-2024 Special Assessments**

On a motion by Mr. Wing and seconded by Mr. Vencil, with all in favor, the Board of Supervisors opened the public hearing, for Turnbull Creek Community Development District.

Public comments included a thank you and request to have parking spots on roadway.

On a motion by Mr. Wing and seconded by Mr. DelBene, with all in favor, the Board of Supervisors closed the public hearing, for Turnbull Creek Community Development District.

**1.) Consideration of Resolution 2023-09, Imposing Special Assessments**

On a motion by Mr. Wing and seconded by Ms. Jordan-Baldwin, with all in favor, the Board of Supervisors adopted Resolution 2023-09, Imposing Special Assessments, for Turnbull Creek Community Development District.

The Board moved to Agenda Item 2.

**FOURTH ORDER OF BUSINESS**

**Audience Comments on  
Agenda Items**

Audience members provided the following comments: landscaping performance, missed sections, missed weed-wacking areas, the berm not being maintained at 924 East Terra Nova Way, landscape replacement, clippings in pond, dead trees in berm, Spanish moss and Trimac checklist.

**FIFTH ORDER OF BUSINESS**

**Staff Reports – Part A**

**A. Landscaper**

**1.) Trimac Outdoor Landscape Maintenance Checklist, dated  
June 5, 2023 through June 26, 2023**

Mr. Stephens had been excused from the meeting earlier by the Board. He was unsuccessful in connecting via speakerphone.

The Board directed the Staff to send Trimac a Notice of Deficiency and withhold funds. The Notice is to include 10 days to cure deficient work.

The Board authorized Mr. DelBene to work with Staff on punch list.

The Board requested Trimac checklists be submitted to the Staff in a timely manner and the checklist is to be more thorough.

**B. District Engineer**

**1.) Acceptance of 1921 & 1925 Amalfi Court Improvements Final Inspection Report**

On a motion by Mr. Wing and seconded by Mr. Vencil, with all in favor, the Board of Supervisors accepted 1921 & 1925 Amalfi Court improvements final inspection report, for Turnbull Creek Community Development District.

District Counsel is to file improvements with the county.

**SIXTH ORDER OF BUSINESS**

**Consideration of Pond Bank 11  
Repair Proposal(s)**

Mr. Yuro informed the Board that he circulated the scope of work to several vendors but has not received any proposals back. He was aware of 2 vendors working on them and hopes to have them for the next meeting.

Ms. Brown stated she was working with Mr. Yuro on reviewing the 4 resident lots that are negatively impacting the pond banks, Notices had been previously mailed and Mr. Schieszer has gone to the homes to speak with the residents and brought copies of the Notices.

Mr. Yuro will have vendor proposals have a breakdown of costs for repairs for option for District to collect from the owner.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Trail  
Improvement Proposal(s)**

Mr. Yuro informed the Board that the District has received a proposal from Duval Asphalt, however, it does not include drainage improvements.

He is awaiting a response from another vendor.

Mr. DeBene expressed concerns of possibly damaging tree roots when making the drainage improvement and would request Staff to send Notices to homeowners advising them of this potential impact to the tress. He requested Mr. Yuro to have UF review and advise if tree roots can be cut without killing the trees.

Mr. Yuro was excused by the Board from the meeting at 9:31 p.m.

The Board took a brief recess from 9:32 p.m. to 9:39 p.m.



**EIGHTH ORDER OF BUSINESS**

**Consideration of Revised  
Amenity Policies**

Ms. Kobitter reviewed revised language in the policies. Discussion ensued further on campaign fundraisers and non-users.

On motion by Ms. Jordan-Baldwin, seconded by Mr. DelBene, with all in favor, the Board of Supervisors approved the revised amenity policies, for Turnbull Creek Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of Hoover  
Pumping Systems Renewal  
Proposal**

On motion by Mr. Vencil, seconded by Mr. DelBene, with all in favor, the Board of Supervisors approved Hoover Pumping Systems renewal proposal, in the amount of \$2,590.00, for Turnbull Creek Community Development District.

**TENTH ORDER OF BUSINESS**

**Ratification of E3 Electric of  
Northeast Florida Pool Pump  
Repair Proposal**

Ms. Brown informed Board that Staff are further reviewing and collecting information for potential insurance claim and the warranty of the pump.

On motion by Mr. DelBene, seconded by Ms. Jordan-Baldwin, with all in favor, the Board of Supervisors ratified E3 Electric of Northeast Florida pool pump repair proposal, in the amount of \$3,560.50, for Turnbull Creek Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Acceptance of Arbitrage Rate  
Reports for Series 2015B-1,  
2015B-2 & 2016**

On motion by Mr. Wing, seconded by Mr. DelBene, with all in favor, the Board of Supervisors accepted the Arbitrage Rate Reports for Series 2015B-1, 2015B-2 & 2016, for Turnbull Creek Community Development District.

**TWELFTH ORDER OF BUSINESS**

**Consideration of Suspension of  
Amenity Privileges**

Mr. Hutchinson reviewed the incident from July 31, 2023, with the Board. He stated no damage occurred to the District's property.

The Board directed the Staff to suspend adolescent's amenity privileges, with second offense, for 60-days and suspend adolescents, with first offense, for 15-days, Discussion ensued.

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of Resolution  
2023-10, Redesignating Certain  
Officers**

On motion by Mr. Wing, seconded by Ms. Jordan-Baldwin, with all in favor, the Board of Supervisors adopted Resolution 2023-10, Redesignating Certain Officers, for Turnbull Creek Community Development District.

Mr. Vencil stated a Board member may no longer reside in the District. The Staff is to reach out to the supervisor and inquire.

**FOURTEENTH ORDER OF BUSINESS**

**Approval of Consent Agenda**

**1.) Consideration of Minutes of the Board of Supervisors' Regular  
Meeting held June 13, 2023**

Mr. Vencil noted the minutes did not include his directions for an improved landscape checklist. The Staff is to review and amend line #76 to include his request.

**2.) Ratification of the Operation & Maintenance Expenditures for  
May & June 2023**

**3.) Acceptance of Financial Statement (unaudited) for May 31, 2023 &  
June 30, 2023**

On motion by Mr. Wing, seconded by Ms. Jordan-Baldwin, with all in favor, the Board of Supervisors, approved the Consent Agenda and approved, as amended, the Minutes of the Board of Supervisors' Regular Meeting held June 13, 2023, ratified the Operations & Maintenance Expenditures for May 2023, in the amount of \$113,778.31, and June 2023, in the amount of \$101,089.08, and accepted the Financial Statement (unaudited) for May 31, 2023, and June 30, 2023, for Turnbull Creek Community Development District.

**FIFTEENTH ORDER OF BUSINESS**

**Staff Reports – Part B**

**A. District Counsel**

**1.) Memo on Ethic Training for Supervisors**

Ms. Kobitter reminded the Board that 4 hours on Ethics Training will be required annually starting January 1<sup>st</sup>.

Ms. Jordan-Baldwin has asked Ms. Kobitter if they could review her required work courses and see if this meets the new supervisor requirement.

**B. Amenity & Field Operation Managers**

**1.) Field Operations & Amenity Management Report, dated August 8, 2023**

Mr. Hutchinson presented the Create-a-Cook classes proposal. The Board approved a 30-day trial period with 10% revenue to District.

Board to further review instructor revenue and rental rates at the next meeting.

Mr. Hutchinson requested the next budget adoption meeting to occur at a different location because of the large turnout. The Board discussed and Mr. Wing stated that past years' turnout level were not as high.

**2.) Hoover Pumping Systems Report, dated June 1, 2023**

Mr. Schieszer was able to take questions on Hoover Pumping Systems Report.

He informed the Board that one ADA chair lift was repaired, and the second lift chair was disassembled. Ms. Kobitter reviewed the ADA requirements.

Mr. Schieszer informed the Board that the amenity center roof had a leak over the women's restroom, and it was repaired.

Mr. DelBene inquired about a possible warranty of work. Mr. Schieszer commented on how quick the vendor responded.

Mr. Schieszer also advised the Board that there has been a decrease on motorized bikes on berms.

Mr. Vencil expressed concerns with an irrigation leaking valve that appears to be stuck open.

Mr. DelBene inquired to the status of the irrigation mapping proposal previously approved the Board. The Staff informed him it still is not complete. Board directed the Staff to add it to the Trimac deficiency list.

**C. District Manager**

Ms. Brown informed the Board that the next meeting is scheduled for September 12, 2023, at 6:30 p.m. at the Murabella Amenity Center.

She also informed the Board that the payroll processing agreement is in full operation and supervisors have access to their account to add their direct deposit information.

**SIXTEENTH ORDER OF BUSINESS**

**Audience Comments and  
Supervisors' Requests**

**Audience Comments**

An audience member commented on reserve study and utilizing Village Church for a future budget hearing location.

**Supervisors' Requests**

Mr. DelBene requested aeration proposals for ponds on the next agenda and to add grass clipping to not be blown into the ponds from mowers in the Trimac deficiency letter..

Mr. DelBene requested Mr. Schieszer to work with the aquatic vendor in providing a priority list of ponds.

Mr. Vencil requested the Staff rake baseball field weekly and asked the Staff to find out if soil sterilizer was applied to the baseball field.

**SEVENTEENTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Ms. Jordan-Baldwin, seconded by Mr. DelBene, with all unanimously in favor, the Board adjourned the meeting at 10:57 p.m., for Turnbull Creek Community Development District.
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Secretary /Assistant Secretary

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Chairman /Vice Chairman



# **Exhibit A**



- Civil Engineering
- Land Surveying & Mapping
- Permitting
- ADA Consulting

**To:** Carol Brown – CDD Manager  
**From:** Michael J. Yuro, P.E.  
*CDD Engineer*  
**RE:** 1921 & 1925 Amalfi Court Drainage Improvements – Final Inspection  
**Date:** July 31, 2023

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Carol,

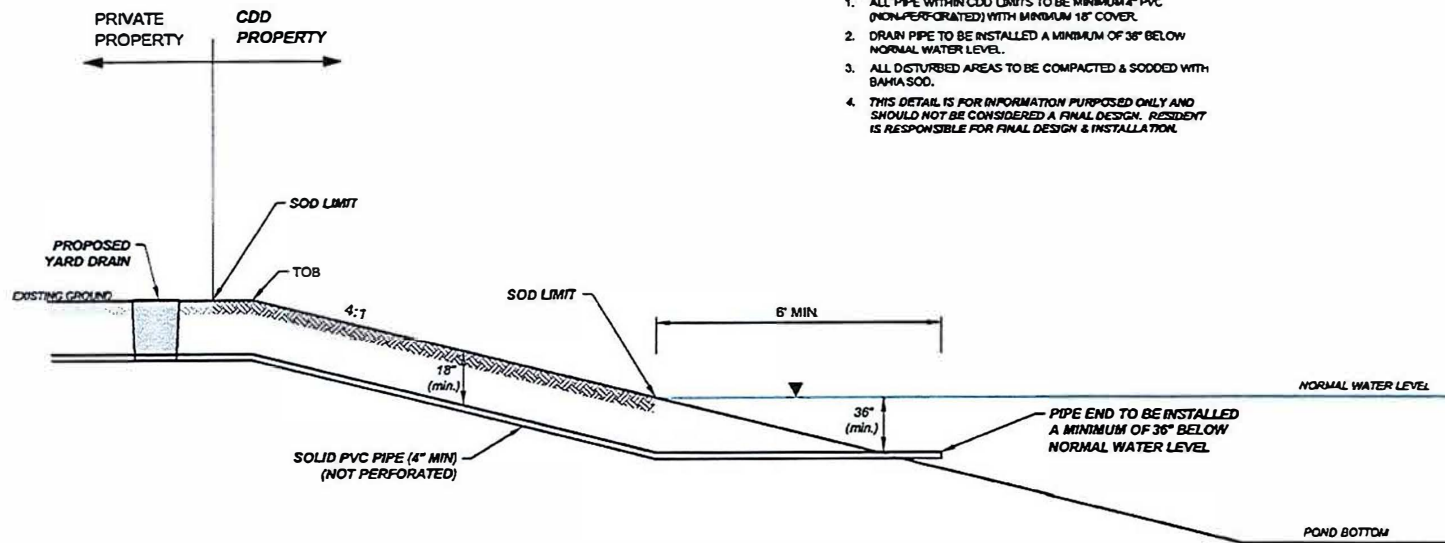
This memo is a follow-up to my email to you dated May 25, 2023, with relation to the drainage improvements at 1921 & 1925 Amalfi Court.

We inspected the above referenced improvements on May 22, 2023, and while we couldn't verify the depth of the pipe installation, the construction appeared to have completed in accordance with the exhibits prepared by my office and the restoration was completed satisfactorily as well, thus we would consider the effort completed.

Please let me know if you have any additional questions regarding this matter.

Sincerely,


Michael J. Yuro, P.E.  
*Turnbull Creek CDD – District Engineer*



**YARD DRAIN TYPICAL DETAIL**  
NOT TO SCALE

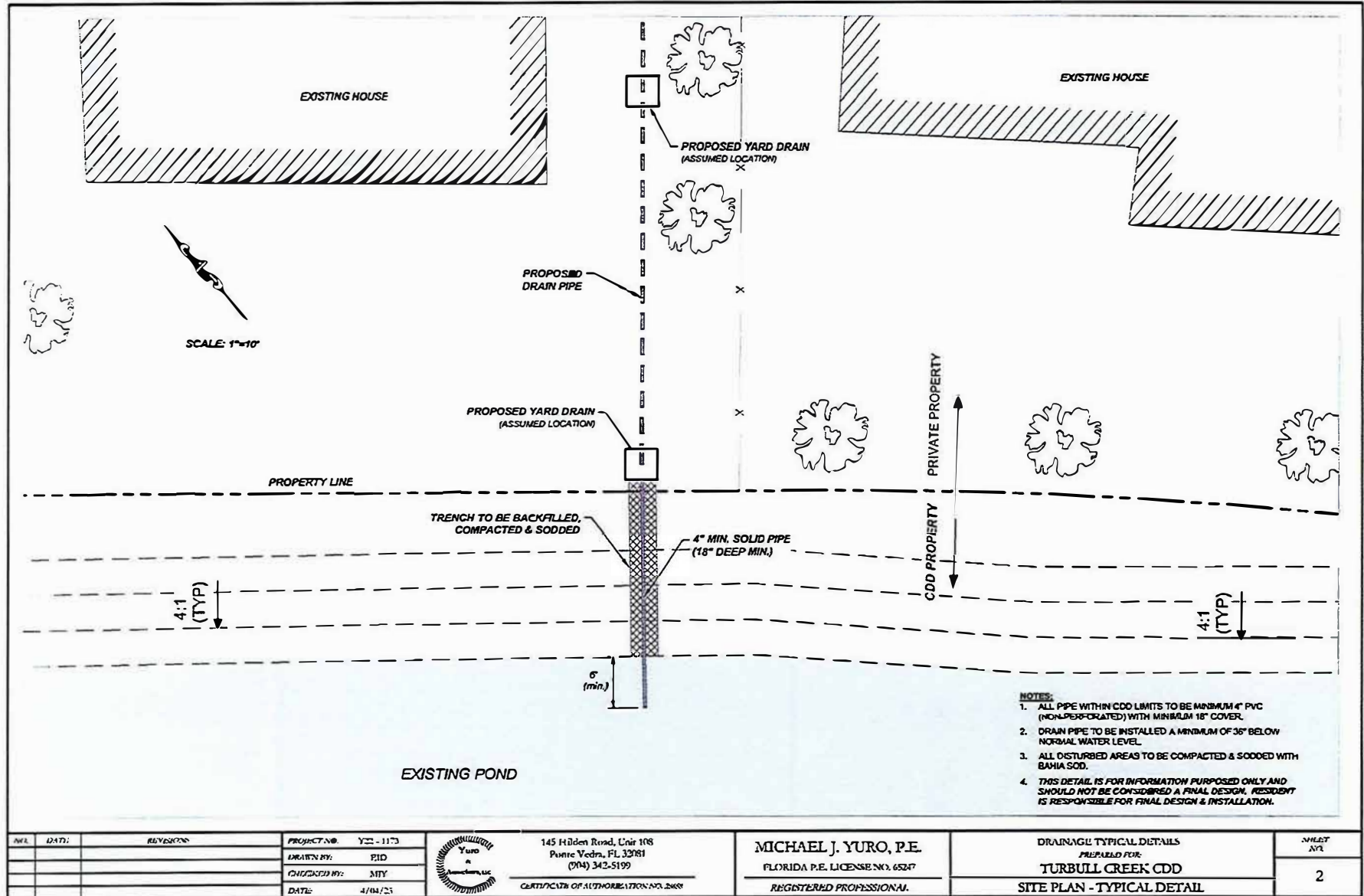
**NOTES**

1. ALL PIPE WITHIN CDD LIMITS TO BE MINIMUM 4" PVC (NON-PERFORATED) WITH MINIMUM 18" COVER.
2. DRAIN PIPE TO BE INSTALLED A MINIMUM OF 36" BELOW NORMAL WATER LEVEL.
3. ALL DISTURBED AREAS TO BE COMPACTED & SODDED WITH BAHIA SOD.
4. THIS DETAIL IS FOR INFORMATION PURPOSES ONLY AND SHOULD NOT BE CONSIDERED A FINAL DESIGN. RESIDENT IS RESPONSIBLE FOR FINAL DESIGN & INSTALLATION.

REV.	DATE	REVISIONS	PROJECT NO.	Y22 - 1173	 <p>145 Hidden Road, Unit 106 Punta Vedra, FL 32081 (904) 343-5199</p> <p>CERTIFICATE OF AUTHORIZATION NO. 2608</p>	<p><b>MICHAEL J. YURO, P.E.</b> FLORIDA P.E. LICENSE NO. 65247 REGISTERED PROFESSIONAL</p>	DRAINAGE TYPICAL DETAILS <i>PREPARED FOR:</i>	SHEET NO.	
			DRAWN BY:	PLD					
			CHECKED BY:	MTY					
			DATE:	4/14/23					
							<b>TURBULL CREEK CDD</b>	1	
							<b>YARD DRAIN - TYPICAL DETAIL</b>		

THE OFFICE IN RECORDING THIS SHEET IS THE ELECTRONIC FILE DOGALLY VERIFIED AND SEALED UNDER RULE 610.15-33.04 F.A.C.





## **Exhibit B**



Rizzetta & Company

## UPCOMING DATES TO REMEMBER

- **Next Meeting:** September 12, 2023 at 6:30 pm
- **FY 2021-2022 Audit Completion Deadline:** June 30, 2023
- **Series 2015A Bond Maturity Date:** May 1, 2035
- **Series 2015B Bond Maturity Date:** May 1, 2045
- **Series 2016 Bond Maturity Date:** May 1, 2037

## District Manager's Report

August 8

# 2023

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### Financial Summary

07/31/2023

General Fund Cash:	\$ 449,545*
Reserve Fund Cash:	<u>\$ 583,839</u>
Total Fund Balance YTD Actual:	\$1,033,384
Total Budget Expenditure YTD Variance:	(\$114,842) Over Budget

**\*General Fund Includes FY 23 AR of \$332.57**

### **Line Items Significantly Over Budget:**

District Counsel; Security Operations; Utility Electric Services; Landscape  
Miscellaneous; Irrigation Maintenance & Repair; Maintenance & Repair;  
Clubhouse Facility Maintenance; & Special Events



## Rizzetta & Company

### Updates:

Mailed and Published Notices for today's public hearings on the FY 23/24 Proposed Budget and Levying Special Assessments were completed.

Mailed Notices included the CDD Fact Sheet, provided by District Counsel, and has been added to the District's website along with hardcopies available next to the agendas.

PayChex payroll processing for Board Supervisor pay is active. Supervisors are requested to update their direct deposit information within the system.

Gift of Dance Addendum to the Agreement has been fully executed.