



Rizzetta & Company

TWO CREEKS

Community Development District

Board of Supervisors' Special Meeting
June 11, 2026

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

www.twocreeksccd.org

TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT

Hampton Inn & Suites by Hilton at 1735 Jeremiah St. Middleburg FL. 32068

www.twocreeksccd.org

Board of Supervisors	Barbara Rhodes Lan Nguyen Brian Wigal Jeffrey Murphy VACANT	Chairperson Vice Chairperson Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Ben Pfuhl	Rizzetta & Company, Inc.
District Counsel	Kyle Magee	Kutak Rock, LLP
District Engineer	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

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

June 4, 2026

FINAL AGENDA

Dear Board Members:

The **special meeting** of the Board of Supervisors of the Two Creeks Community Development District will be held on, **June 11, 2026, at 6:00 p.m.** at the Hampton Inn & Suites by Hilton at 1735 Jeremiah St. Middleburg FL. 32068

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 February 25, 2026 Tab 1
- B. Ratification of Operation & Maintenance Expenditures for February through April 2026 Tab 2

4. STAFF REPORTS

- A. District Counsel
- B. District Engineer
- C. Landscape Manager – BrightView Report..... Tab 3
 - 1. Consideration of the Sod Replacement Proposal
 - 2. Consideration of Spring and Summer Annual Amenity Center Landscape Enhancements
- D. Amenity and Field Operation Manager..... Tab 4
 - 1. Presentation by Larry Donnelly of A1A Pressure Washing Proposal
 - 2. Pond Report
- E. District Manager Tab 5
 - 1. Presentation of Registered Voter Count

5. BUSINESS ITEMS

- A. Consideration of RFQ Responses for Professional Engineering Services – *Under Separate Cover*
- B. Discussion regarding Amenity Polices Tab 6
- C. Consideration of Resolution 2026-03; Redesignating Assistant Treasurer.. Tab 7
- D. Consideration of Resolution 2026-04; Setting Hearing on Revised Rules of Procedure Tab 8
- E. Presentation of Fiscal Year 2026-2027 Proposed Budget Tab 9
 - 1. Consideration of Resolution 2026-05; Approving Proposed Budget and Setting a Public Hearing

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.

Sincerely,

Benjamin Pfuhl

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 **February 25, 2026, at 6:00 p.m.** at the Hampton Inn & Suites by Hilton at 1735 Jeremiah St. Middleburg FL. 32068.

Present and constituting a quorum:

Barbra Rhodes	Board Supervisor, Chairperson
Lan Nguyen	Board Supervisor, Vice Chairperson
Jeffery Murphy	Board Supervisor, Assistant Secretary
Brian Wigal	Board Supervisor, Assistant Secretary

Also present were:

Benjamin Pfuhl	District Manager, Rizzetta & Company, Inc.
Royce Peaden	Account Manager, BrightView Landscape
Marty Czako	Facility & Operations Manager, First Coast CMS
Kyle Magee	District Counsel, Kutak Rock, LLP

Audience members of the public present

FIRST ORDER OF BUSINESS

CALL TO ORDER

Mr. Pfuhl called the meeting to order at 6:00 p.m. and read the roll.

SECOND ORDER OF BUSINESS

**AUDIENCE COMMENTS ON
AGENDA ITEMS**

An audience member commented on the fence encroachments into District Property.

The Board demanded that the residents at 1007 Grackle Court remove the portion of their fence that is encroaching on District Property.

47 **THIRD ORDER OF BUSINESS**

**CONSIDERATION OF THE MINUTES
OF THE BOARD OF SUPERVISORS'
REGULAR MEETING, HELD
OCTOBER 29, 2025**

48
49
50
51
On motion by Mr. Murphy, seconded by Ms. Rhodes, with all in favor, the Board approved the Minutes of the Board of Supervisors' Regular Meeting held on October 29, 2025, for Two Creeks Community Development District.

52
53 **FOURTH ORDER OF BUSINESS**

**RATIFICATION OF OPERATION &
MAINTENANCE EXPENDITURES FOR
SEPTEMBER 2025 THROUGH
JANUARY 2026**

54
55
56
57
On motion by Mr. Wigal, seconded by Ms. Rhodes, with all in favor, the Board ratified the operation & maintenance expenditures for September 2025, in the amount of \$103,085.56, October 2025 in the amount of \$84,382.66, November 2025 in the amount of \$33,618.20, December 2025 in the amount of \$160,259.07, and January 2026 in the amount of \$75,129.61, for Two Creeks Community Development District.

58
59 **FIFTH ORDER OF BUSINESS**

STAFF REPORTS

60
61 **A. District Counsel**

62
63 Mr. Magee did not have a specific report but was available for questions from the Board.

64
65 **B. Landscape Manager**

66
67 Mr. Peaden reviewed the BrightView Quality Site Assessment with the Board, highlighting
68 the recent damage due to the extremely cold weather.

69
70 Mr. Rhodes requested the excess moss be removed from the trees throughout the
71 community.

72
73 Mr. Wigal requested that BrightView ensures all areas in the community are maintained.

74
75 **1. Consideration of Additional Irrigation Proposal**

76
77 Mr. Peaden reviewed the proposal to install additional irrigation at the Chimney Sweek
78 Pocket Park

79
On motion by Ms. Nguyen, seconded by Ms. Rhodes, with all in favor, the Board approved the BrightView proposal for additional irrigation in the amount of \$6,246.43, for Two Creeks Community Development District.

2. Consideration of Landscape Enhancement Proposals

Mr. Peaden reviewed the proposal to prune the Crape Myrtles at the Amenity Center and along the powerline easement.

On motion by Ms. Rhodes, seconded by Mr. Murphy, with all in favor, the Board approved the BrightView proposal to prune sixteen Crape Myrtles at the Amenity Center in the amount of \$2,688, for Two Creeks Community Development District.

C. Amenity and Field Operation Manager

1) First Coast CMS Report

Mr. Czako reviewed his report with the Board.

Ms. Nguyen raised a concern about the amount of streetlights that were out throughout the community. Mr. Czako stated he will inspect them and report them to the county.

D. District Manager

Mr. Pfuhl informed the Board that the District's retention ponds were stocked with Grass Carp in June of 2024 and that they permit to stock carp lasts ten years and therefore they would not be able to add more at this time.

SIXTH ORDER OF BUSINESS

**PUBLIC HEARING ON GRILL
RESERVATION POLICIES**

On a motion by Ms. Nguyen, seconded by Ms. Rhodes, with all in favor, the Board opened the Public Hearing on Grill Reservation Policies, for Two Creeks Community Development District.

The Board discussed instituting a \$75 refundable cleaning deposit for a resident reserving the grill at the Amenity Center.

There were no public comments at this time.

On a motion by Ms. Rhodes, seconded by Mr. Wigal, with all in favor, the Board closed the Public Hearing on Grill Reservation Policies, for Two Creeks Community Development District.

On a motion by Ms. Rhodes, seconded by Ms. Nguyen, with all in favor, the Board adopted the Grill Reservation Policies, instituting a \$75 refundable cleaning deposit, for Two Creeks Community Development District.

113 **SEVENTH ORDER OF BUSINESS** **CONSIDERATION OF MONUMENT**
114 **ELECTRICITY PROPOSAL**

115
116 Mr. Czako reviewed the American Electrical proposal to install electricity at the Two
117 Creeks Monument.
118

On a motion by Ms. Nguyen, seconded by Ms. Rhodes, with all in favor, the Board approved the American Electrical Proposal for installing electricity at the monument in the amount of \$1,575, for Two Creeks Community Development District.

119
120 **EIGHTH ORDER OF BUSINESS** **CONSIDERATION OF SIGN**
121 **PROPOSAL**

122
123 Mr. Czako reviewed the Onsign Industries proposal for the installation of a “Two Creeks”
124 sign with the Board.
125

On a motion by Ms. Nguyen, seconded by Ms. Rhodes, with all in favor, the Board approved the Onsign Industries proposal for the installation of a sign in the amount of \$7,819.80, for Two Creeks Community Development District.

126
127 **NINETH ORDER OF BUSINESS** **CONSIDERATION OF WATER**
128 **FEATURE SHADE PROPOSAL**

129
130 Mr. Czako reviewed the All Weather proposal for the installation of a shade structure over
131 the water feature in the pool area.
132

133 The Board tabled this item for a future date and asked it to be considered when creating
134 the budget for Fiscal Year 2026/2027.
135

136 **TENTH ORDER OF BUSINESS** **CONSIDERATION OF REQUEST OF**
137 **QUALIFICATIONS (RFQ) FOR**
138 **PROFESSIONAL ENGINEERING**
139 **SERVICES**

140
141 The Board tabled this item until the May Meeting.
142

143 **ELEVENTH ORDER OF BUSINESS** **CONSIDERATION OF RESOLUTION**
144 **2026-02; GENERAL ELECTION**

145
146 Mr. Pfuhl reviewed the resolution with the Board, highlighting that Seat 4, currently held
147 by Ms. Rhodes, and Seat 5, currently held by Mr. Murphy, would be up for election in
148 November.
149
150
151

152 Mr. Pfuhl informed the Board that the qualification period for this election will be held by
153 the Clay County Supervisor of Elections from June 8th 2026 at noon, until June 12th 2026
154 at noon.
155

On a motion by Mr. Wigal, seconded by Mr. Murphy, with all in favor, the Board adopted Resolution 2026-02; General Election, for Two Creeks Community Development District.

156
157
158
159

TWELFTH ORDER OF BUSINESS

ADJOURNMENT

On a motion by Ms. Rhodes, seconded by Ms. Nguyen, with all in favor, the Board adjourned the meeting at 7:26 p.m., for Two Creeks Community Development District.

160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188
189
190
191
192

193
194
195
196
197
198
199
200

Secretary/Assistant Secretary

Chairman / Vice Chairman

DRAFT

Tab 2

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

Operations and Maintenance Expenditures February 2026 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2026 through February 28, 2026. This does not include expenditures previously approved by the Board.

The total items being presented: **\$31,501.90**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Two Creeks Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2026 Through February 28, 2026

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Clay County Utility Authority	20260209-01	A00014419-011526	Water Services 12/25	\$ 169.75
Clay County Utility Authority	20260209-01	A00014420-011526	Water Services 12/25	\$ 160.61
Clay County Utility Authority	20260209-01	A00014427-011526	Water Services 12/25	\$ 396.41
Clay County Utility Authority	20260209-01	A00014428-011526	Water Services 12/25	\$ 1,452.09
Clay County Utility Authority	20260209-01	A00014429-011526	Water Services 12/25	\$ 169.77
Clay County Utility Authority	20260209-01	A00014558-011526	Water Services 12/25	\$ 638.92
Clay County Utility Authority	20260209-01	A00014559-011526	Water Services 12/25	\$ 331.20
Clay County Utility Authority	20260209-01	A00014560-011526	Water Services 12/25	\$ 102.67
Clay County Utility Authority	20260209-01	A00014561-011526	Water Services 12/25	\$ 190.31
Clay County Utility Authority	20260209-01	A00014562-011526	Water Services 12/25	\$ 293.88
Clay County Utility Authority	20260209-01	A00014563-011526	Water Services 12/25	\$ 106.82

Two Creeks Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2026 Through February 28, 2026

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Clay County Utility Authority	20260209-01	A00014564-011526	Water Services 12/25	\$ 243.35
Clay Electric Cooperative, Inc.	20260223-02	7162555-020226	Electric Services 12/25	\$ 3,117.00
Clay Today	300204	2026-311737	Legal Services 01/26	\$ 186.30
Coastal Gas Services LLC	300213	230	Maintenance & Repairs 02/26	\$ 210.00
COMCAST	20260225-01	8495741441205022-020226	Internet Services 02/26	\$ 534.84
First Coast Contract Maintenance Service, LLC	300210	10031	Management Services 02/26	\$ 10,143.00
First Coast Contract Maintenance Service, LLC	300205	10106	Reimbursable Expenses 01/26	\$ 413.48
Grau & Associates, P.A.	300206	28686	Audit Services FY24/25	\$ 4,800.00
Hammond Air Conditioning, Inc.	300207	91100263436	Maintenance & Repairs 01/26	\$ 109.00
Hampton Inn & Suites	300211	110-022026	BOS Meeting Room Fee 02/26	\$ 250.00
Hawkins, Inc	300208	7321952	Pool Chemicals 01/26	\$ 1,233.44

Two Creeks Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2026 Through February 28, 2026

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Republic Services	20260223-01	0687-001600995	Waste Disposal Services 02/26	\$ 677.30
Rizzetta & Company, Inc.	300209	INV0000106607	Accounting Services 02/26	<u>\$ 5,571.76</u>
Report Total				<u>\$ 31,501.90</u>

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

Operations and Maintenance Expenditures

March 2026

For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from March 1, 2026 through March 31, 2026. This does not include expenditures previously approved by the Board.

The total items being presented: **\$66,191.34**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Two Creeks Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2026 Through March 31, 2026

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Always Improving, LLC	300228	277438	Fitness Equipment Maintenance & Repair 03/26	\$ 255.00
American Electrical Contracting, Inc.	300224	79354999	Maintenance & Repairs 03/26	\$ 1,575.00
Barbara M. Rhodes	300215	BR022526-110	Board of Supervisors Meeting 02/25/26	\$ 200.00
Big Z Pools, LLC	300222	6991-U9	Pool Maintenance 03/26	\$ 1,576.60
Big Z Pools, LLC	300227	6991-W0	Pool Maintenance 03/26	\$ 969.11
Brian Wigal	300216	BW022526-110	Board of Supervisors Meeting 02/25/26	\$ 200.00
BrightView Landscape Services, Inc.	300229	9716429	Landscape Maintenance 01/26	\$ 12,034.75
BrightView Landscape Services, Inc.	300229	9716430	Landscape Maintenance 02/26	\$ 12,034.75
BrightView Landscape Services, Inc.	300229	9716431	Landscape Maintenance 03/26	\$ 12,034.75
Clay County Utility Authority	20260316-01	A00014419-021926	Water Services 01/26	\$ 171.81
Clay County Utility Authority	20260316-01	A00014420-021926	Water Services 01/26	\$ 159.73

Two Creeks Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2026 Through March 31, 2026

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Clay County Utility Authority	20260316-01	A00014427-021926	Water Services 01/26	\$ 369.44
Clay County Utility Authority	20260316-01	A00014428-021926	Water Services 01/26	\$ 961.67
Clay County Utility Authority	20260316-01	A00014429-021926	Water Services 01/26	\$ 167.84
Clay County Utility Authority	20260316-01	A00014558-021926	Water Services 01/26	\$ 212.69
Clay County Utility Authority	20260316-01	A00014559-021926	Water Services 01/26	\$ 220.92
Clay County Utility Authority	20260316-01	A00014560-021926	Water Services 01/26	\$ 102.67
Clay County Utility Authority	20260316-01	A00014561-021926	Water Services 01/26	\$ 121.85
Clay County Utility Authority	20260316-01	A00014562-021926	Water Services 01/26	\$ 173.07
Clay County Utility Authority	20260316-01	A00014563-021926	Water Services 01/26	\$ 106.48
Clay County Utility Authority	20260316-01	A00014564-021926	Water Services 01/26	\$ 216.49
Clay Electric Cooperative, Inc.	20260323-02	7162555-030226	Electric Services 02/26	\$ 2,324.00

Two Creeks Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2026 Through March 31, 2026

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
COMCAST	20260325-01	8495741441205022-030226	Internet Services 03/26	\$ 534.84
First Coast Contract Maintenance Service, LLC	300219	10081	Management Services 03/26	\$ 10,143.00
First Coast Contract Maintenance Service, LLC	300219	10124	Reimbursable Expenses 01/26	\$ 368.80
First Coast Contract Maintenance Service, LLC	300223	10162	Reimbursable Expenses 02/26	\$ 830.60
Florida Department of Revenue	20260319-01	2080177662157-031826	Sales & Use Tax 02/26	\$ 17.00
Jeffrey Murphy	300217	JM022526-110	Board of Supervisors Meeting 02/25/26	\$ 200.00
Kutak Rock, LLP	300220	3703051	General Counsel 02/26	\$ 892.82
Lan Nguyen	300218	LN022526-110	Board of Supervisors Meeting 02/25/26	\$ 200.00
Republic Services	20260323-01	0687-001608674	Waste Disposal Services 03/26	\$ 277.58
Solitude Lake Management, LLC	300214	PSI237116	Lake & Pond Management Services 02/26	\$ 1,576.00
Solitude Lake Management, LLC	300225	PSI243759	Lake & Pond Management Services 03/26	\$ 1,576.00

Two Creeks Community Development District

Paid Operation & Maintenance Expenditures

March 1, 2026 Through March 31, 2026

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
USA TODAY Media Corp	300226	0007597077	Legal Advertising 02/26	\$ 507.08
Wayne Automatic Fire Sprinklers, Inc.	300221	1296310	Fire Certification 03/26	<u>\$ 2,879.00</u>
Report Total				<u>\$ 66,191.34</u>

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

Operations and Maintenance Expenditures April 2026 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2026 through April 30, 2026. This does not include expenditures previously approved by the Board.

The total items being presented: **\$65,280.13**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Two Creeks Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2026 Through April 30, 2026

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Atlantic Companies, Inc.	300232	436831	Access Control 04/26	\$ 626.26
Big Z Pools, LLC	300230	6991-W1-A	Pool Maintenance 03/26	\$ 6,440.54
Big Z Pools, LLC	300240	6992-K	Pool Maintenance 04/26	\$ 988.00
BrightView Landscape Services, Inc.	300233	9719172	Landscape Maintenance 04/26	\$ 12,034.75
BrightView Landscape Services, Inc.	300241	9737770	Irrigation Repair 03/26	\$ 1,492.09
BrightView Landscape Services, Inc.	300241	9737771	Irrigation Repair 03/26	\$ 640.00
Clay County Utility Authority	20260416-01	A00014419-032426	Water Services 02/26	\$ 375.11
Clay County Utility Authority	20260416-01	A00014420-032426	Water Services 02/26	\$ 310.54
Clay County Utility Authority	20260416-01	A00014427-032426	Water Services 02/26	\$ 366.57
Clay County Utility Authority	20260416-01	A00014428-032426	Water Services 02/26	\$ 1,134.13
Clay County Utility Authority	20260416-01	A00014429-032426	Water Services 02/26	\$ 170.07
Clay County Utility Authority	20260416-01	A00014558-032426	Water Services 02/26	\$ 328.09

Two Creeks Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2026 Through April 30, 2026

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Clay County Utility Authority	20260416-01	A00014559-032426	Water Services 02/26	\$ 260.92
Clay County Utility Authority	20260416-01	A00014560-032426	Water Services 02/26	\$ 102.67
Clay County Utility Authority	20260416-01	A00014561-032426	Water Services 02/26	\$ 158.14
Clay County Utility Authority	20260416-01	A00014562-032426	Water Services 02/26	\$ 241.68
Clay County Utility Authority	20260416-01	A00014563-032426	Water Services 02/26	\$ 107.48
Clay County Utility Authority	20260416-01	A00014564-032426	Water Services 02/26	\$ 264.98
Clay Electric Cooperative, Inc.	20260424-01	7162555-040326	Electric Services 03/26	\$ 2,581.00
COMCAST	20260427-01	8495741441205022-040226	Internet Services 04/26	\$ 534.85
First Coast Contract Maintenance Service, LLC	300234	10130	Management Services 04/26	\$ 10,143.00
First Coast Contract Maintenance Service, LLC	300238	10190	Management Services 05/26	\$ 10,143.00
Fitness Pro	300236	277658	Fitness Equipment Maintenance & Repair 03/26	\$ 115.00
Hawkins, Inc	300235	7376847	Pool Chemicals 03/26	\$ 1,344.40

Two Creeks Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2026 Through April 30, 2026

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
HomeTeam Pest Defense, Inc.	300242	118356836	Pest Control 04/26	\$ 151.25
Kutak Rock, LLP	300243	3729931	Legal Services 01/26-02/26	\$ 1,982.00
OnSight Industries LLC	300244	449925	Maintenance & Repairs 04/26	\$ 225.00
Republic Services	20260421-01	0687-001616768	Waste Disposal Services 04/26	\$ 295.71
Rizzetta & Company, Inc.	300246	INV0000107424	Accounting Services 03/26	\$ 5,571.76
Rizzetta & Company, Inc.	300231	INV0000108018	Accounting Services 04/26	\$ 5,571.76
School Now	300239	INV-SN-1372	Website Compliance & Management 04/26	\$ 384.38
Wayne Automatic Fire Sprinklers, Inc.	300245	1303671	Annual Domestic Backflow Certification 04/26	<u>\$ 195.00</u>
Report Total				<u>\$ 65,280.13</u>

Tab 3



Quality Site Assessment

Prepared for: Two Creeks CDD

General Information

- DATE: Tuesday, May 19, 2026
- NEXT QSA DATE: Monday, Aug 17, 2026
- CLIENT ATTENDEES:
- BRIGHTVIEW ATTENDEES: Royce Peaden

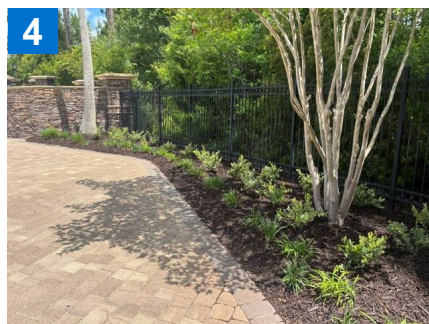
Customer Focus Areas

Lake mowing, clubhouse and entrance detail, Amenity Center

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>

Maintenance Items



- 1** Spring annuals are showing great color and health; Summer annuals scheduled approximately end of June
- 2** Amenity staff reported damage to fences around Amenity area. Inventory has been taken of damaged areas. Working with vendor to get these repaired.
- 3** Annuals at entrance to amenity showing great color and health; Proposals submitted for Spring install (completed) and upcoming Summer install. Recommend adding to contract scope for next fiscal year.
- 4** Approved Cold-damaged plant replacement in pool area completed 5/18.

Maintenance Items



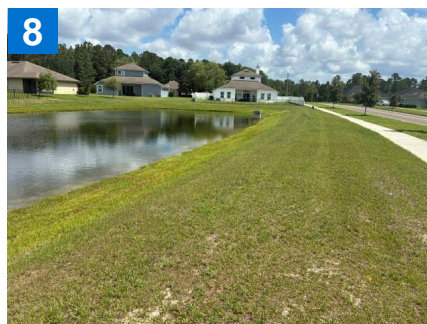
5



6



7



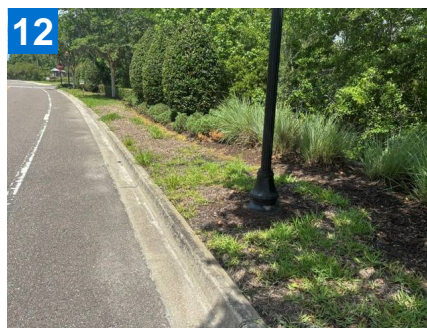
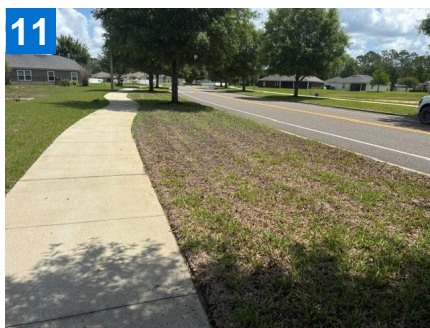
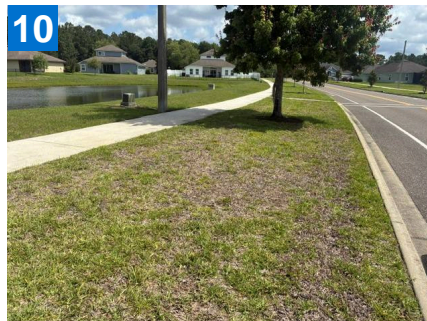
8

- 5** Approved Crape Myrtle health pruning at Amenity completed. Most ball moss removed during this process.
- 6** Contract palm pruning for Date palms scheduled to be completed in May. Timing is great as palms are pushing out seed pods.
- 7** Majority of trees limbed up during winter activities. Crew targeted specific areas at request of Amenity Manager during week of 5/18.
- 8** Crew completing weekly mowing/maintenance services throughout site. Lakes are being maintained and trash removed. Special care is being taken to avoid damaging drought stressed turf.

QUALITY SITE ASSESSMENT

Two Creeks CDD

Maintenance Items



- 9** Contract mulching completed throughout community in month of April.
- 10** Area of turf at intersection of Long Bay/Trail Ridge - didn't rebound following winter/drought. Proposal included for replacement in this area. Areas also included: Trail Ridge/Tynes and Tynes/Long Bay. Select turf replacement proposed in areas following winter damage.
- 11** Other areas of turf decline - between trees along northern section of Tynes. Not included in proposal. These areas have previously declined and are largely filled with a mixture of turf types. These are hit harder in winter and take longer to rebound. Drought conditions contributing to slow "recovery"
- 12** Turf area at Tynes/Trail Ridge included in proposal for replacement. Suggest waiting for any turf replacements until Fall following return to rainy season and better temperatures.

Maintenance Items



- 13** Please note - with current tightening water restrictions and on-going drought we should expect to see sporadic turf decline on site until conditions and restrictions improve.

Proposal for Extra Work at Two Creeks CDD

Property Name	Two Creeks CDD	Contact	Ben Pfuhl
Property Address	1365 Tynes Blvd Middleburg, FL 32068	To Billing Address	Two Creeks CDD c/o Rizzetta & Company 3434 Colwell Ave Ste 200 Tampa, FL 33614
Project Name	Two Creeks - select sod replacement		
Project Description	Two Creeks - select sod replacement		

Scope of Work

Recommended for sod install to take place following drought / restrictions are lifted.

Areas below only cover sod replacement in immediate area adjacent to these intersections.

QTY	UoM/Size	Material/Description
1.00	EACH	Travel, Staging, Demo, including removal and prep of areas receiving new sod
1.00	EACH	Irrigation- ensure proper coverage of newly installed sod including programming of controllers
Trail Ridge/Tynes		
2.00	EACH	St. Augustinegrass - 500 sq ft pallet installed
Long Bay/Tynes		
8.00	EACH	St. Augustinegrass - 500 sq ft pallet installed
Long Bay/Trail Ridge		
4.00	EACH	St. Augustinegrass - 500 sq ft pallet installed

For internal use only

SO# 8923470
JOB# 346100419
Service Line 130

Total Price \$12,445.25

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

- 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.
- 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.
- 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.
- Taxes:** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
- 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.
- 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.
- 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.
- Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

- 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:

- 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.
- 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

	DM
Signature	Title
Ben Pfuhl	May 19, 2026
Printed Name	Date

BrightView Landscape Services, Inc. "Contractor"

	Account Manager - Exterior
Signature	Title
Royce Peaden	May 19, 2026
Printed Name	Date

Job #:	346100419		
SO #:	8923470	Proposed Price:	\$12,445.25

Proposal for Extra Work at Two Creeks CDD

Property Name	Two Creeks CDD	Contact	Ben Pfuhl
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 - Spring annuals install - already completed

Project Description Two Creeks - Spring Annuals install - already completed

Scope of Work

QTY	UoM/Size	Material/Description
60.00	EACH	4" Annuals, Installed

For internal use only

SO# 8923403
JOB# 346100419
Service Line 130

Total Price \$186.00

THIS IS NOT AN INVOICE

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

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only contained or referred to herein. All materials shall conform to bid specifications.
2. Work Force: Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. License and Permits: Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license requirements of the City, State and Federal Governments, as well as all other requirements of law. Unless otherwise agreed upon by the parties or prohibited by law, Customer shall be required to obtain all necessary and required permits to allow the commencement of the Services on the property.
4. Taxes: Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
5. Insurance: Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Customer, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. Liability: Contractor shall not be liable for any damage that occurs from Acts of God defined as extreme weather conditions, fire, earthquake, etc. and rules, regulations or restrictions imposed by any government or governmental agency, national or regional emergency, epidemic, pandemic, health related outbreak or other medical events not caused by one or other delays or failure of performance beyond the commercially reasonable control of either party. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this Contract within sixty (60) days.
7. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Customer or not under Customer management and control shall be the sole responsibility of the Customer.
8. Subcontractors: Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
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

	DM
Signature	Title
Ben Pfuhl	May 19, 2026
Printed Name	Date

BrightView Landscape Services, Inc. "Contractor"

	Account Manager - Exterior
Signature	Title
Royce Peaden	May 19, 2026
Printed Name	Date

Job #:	346100419		
SO #:	8923403	Proposed Price:	\$186.00

Proposal for Extra Work at Two Creeks CDD

Property Name	Two Creeks CDD	Contact	Ben Pfuhl
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 - Summer annuals - amenity center
 Project Description Two Creeks -Summer annuals - amenity center

Scope of Work

QTY	UoM/Size	Material/Description
60.00	EACH	4" Annuals, Installed

For internal use only

SO# 8923406
JOB# 346100419
Service Line 130

Total Price \$186.00

THIS IS NOT AN INVOICE

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

TERMS & CONDITIONS

- 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.
- 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.
- 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.
- Taxes:** Contractor agrees to pay all applicable taxes, including sales or General Excise Tax (GET), where applicable.
- 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.
- 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.
- 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.
- Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

- 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:

- 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.
- 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

	DM
Signature	Title
Ben Pfuhl	May 19, 2026
Printed Name	Date

BrightView Landscape Services, Inc. "Contractor"

	Account Manager - Exterior
Signature	Title
Royce Peaden	May 19, 2026
Printed Name	Date

Job #:	346100419		
SO #:	8923406	Proposed Price:	\$186.00

Tab 4

TWO CREEKS CDD

FCCMS May 2026 Field Report

Meeting Date: 5/27/26 6:00pm

Action Items

- Pavilion grill – Maintenance tasked with getting grill operational. Authorized budget of \$3,000.00. Grill is now operational. Maintenance contacted the original propane tank installer to locate the existing tank. The existing tank has been located. The fill valve has been located. The tank gauge reads $\frac{3}{4}$ full. The grill is ready to be used by residents, pending board directions.
- Two monument signs, "TWO CREEKS", at the corner of Tynes Blvd. and Trail Ridge Rd. Were measured by vendor. Awaiting the schedule for installation.

Other Items

- Pool main grate covers expired in February. Both the wading pool and main pool main drain grates were replaced. Vendor notified the health department of the installation.
- New mulch installed on property. Recommend that during the next install the existing layer of mulch be removed.
- Main pool closed due to a pipe leak. 3/18 -3/20. Repair was made pool reopened late in the day on 3/20
- Chemical reading probes of the water in the wading pool replaced.
- The wading pool is in need of resurfacing. I contacted vendors for estimates. I am waiting for estimates.
- Metal fences behind the planters along Trail Ridge Road were prepped for painting. Project completed by maintenance.
- The three amenity center backflow preventors annual inspection completed early April. Two failed inspections. Repairs were made by Wayne Automatic on April 21st. They sent updated reports to Clay County.
- Hired two amenity center attendants. They will be working seven days a week. Scheduled from 1:30pm to 10:00pm. This allows for two attendants on Saturday and Sunday. From Memorial to Labor Day.
- Pool water feature motor is leaking and needs replacement. Motor has been ordered. Installed on Monday, May 11th.
- Started semiannual pressure washing cycle of the amenity center pool deck.
- Clay County installed new stop signs at the corner of Tynes Blvd and Trail Ridge. These new stop signs have solar powered flashing red lights on them.
- Volleyball posts in dire need of proper repair. Estimate received for \$1,695.00. Awaiting approval.
- The playground located by the corner of Tynes Blvd. and Chimney Sweeps Lane, has a section in need of replacement. \$5,712.00. Awaiting approval.

Routine maintenance

- Pool upkeep. Cleaning, vacuuming, chemical readings, and filter cleaning daily.
- Clean pool tiles as needed or daily.
- Vacuum the gym floor as needed.
- Wiping down gym equipment as needed.
- Amenity Center - Check all trash cans, empty as needed. Check operation of cameras and card readers.
- Restrooms checked for cleanliness and supplies daily.
- Walk amenity center parking lot for trash and debris removal daily.
- Visual inspection of all property roads, signs, and landscapes.
- Inspection of all playgrounds including trash removal.



Work Order	00955957	Account	Two Creeks CDD
Work Order	00955957	Contact	Ben Pfuhl
Number		Address	1401 Coopers Hawk Way Middleburg, FL 32068 United States
Created Date	4/28/2026		

Work Details

Specialist	I treated pond 10 with herbicide for shoreline emergent vegetation, targeting woody dogfennel.	Prepared By	Natalia Cano
Comments to Customer	Ponds 1-9 and 11 have no algae and no emergent vegetation to treat for this visit. I plan to bring the boat to treat some bladderwort on pond 5 next visit. Thank you for being a Solitude customer!		

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	INSPECTION	
Two Creeks CDD LAKE ALL	SHORELINE WEED CONTROL	
Two Creeks CDD LAKE ALL	MONITORING	
Two Creeks CDD LAKE ALL	LAKE WEED CONTROL	
Two Creeks CDD LAKE ALL	ALGAE CONTROL	
Two Creeks CDD LAKE ALL		Treated: 10 Inspected:1,2,3,7,8,9,11,5,4,6

Tab 5



Chris H. Chambless

Supervisor of Elections
Clay County, Florida

April 15, 2026

Two Creeks Community Development District
Attn: William Rizzetta
3434 Colwell Avenue, Suite 200
Tampa, Florida 33614

Dear Mr. Rizzetta:

I have queried the number of eligible voters residing within the Two Creeks Community Development District as of April 15, 2026. At this time, there are 1,221 registered voters residing within the district.

Please provide the contact information and term expiration dates for the current CDD Board Members. I can be reached via the contact information at the bottom of this page or via email at Kayla.ONeal@ClayElections.gov.

In an effort to keep our records updated please notify us of any changes to the Board due to resignations or appointments.

Thank you,

Kayla O'Neal

Clay County Supervisor of Elections Office
P.O. Box 337 | 500 North Orange Ave.
Green Cove Springs, FL 32043
(904) 269-6350 Fax (904) 284-0935

Tab 6

TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT

**Rules, Policies and Fees
For the
Amenity Facilities
Adopted – June 11th, 2026**

_ Amended – June 1st, 2026

**Two Creeks Amenity Center
1365 Tynes Blvd.
Middleburg, FL 32068**

DEFINITIONS

“Amenity Facilities” or “Amenity” – shall mean the properties and areas owned by the District and intended for recreational use and shall include, but not specifically be limited to, the amenity center, together with their appurtenant facilities and areas.

“Amenity Facilities Policies” or “Policies” – shall mean these Amenity Facilities Policies of Two Creeks Community Development District, as amended from time to time.

“Amenity Manager” – shall mean the District Manager or that person or firm so designated by the District’s Board of Supervisors.

“Annual User Fee” – shall mean the fee established by the District for any person that is not a Resident and wishes to become a Non-Resident User. The amount of the Annual User Fee is set forth herein, and that amount is subject to change based on Board action.

“Board of Supervisors” or “Board” – shall mean the Two Creeks Community Development District’s Board of Supervisors.

“Guest” – shall mean any person or persons who are invited by a Patron to participate in the use of the Amenity Facilities.

“District” – shall mean the Two Creeks Community Development District.

“District Manager” – shall mean the professional management company with which the District has contracted to provide management services to the District.

“Non-Resident” – shall mean any person or group of persons residing within a single residential unit and not owning property in the District who is paying the Annual User Fee to the District for use of all amenities.

“Non-Resident User” – shall mean any person or Family not owning property in the District who is paying the Annual User Fee to the District for use of all Amenity Facilities.

“Patron” or “Patrons” – shall mean Residents, Non-Resident Users, and Renters/Leaseholders who are eighteen (18) years of age and older.

“Property Owner” – shall mean that person or persons having fee simple ownership of land within the Two Creeks Community Development District.

“Renter” – shall mean any tenant residing in a Resident’s home pursuant to a valid rental or lease agreement.

TWO CREEKS ANNUAL USER FEE

The Annual User Fee for any Non Resident is \$4000.00 per year. This payment must be paid in full at the time of completion of the Non-Resident user application and the corresponding agreement. This fee will permit the use of all Amenity Facilities for one (1) full year from the date of receipt of payment by the District. Each subsequent renewal shall be paid in full on the anniversary date of application for use of the Amenity Facilities by Non Residents. Such fee may be increased, not more than once per year, by action of the Board of Supervisors, to reflect increased costs of operation of the amenity facilities; such increase may not exceed ten percent (10%) per year. The use of the Amenity Facility is not available for commercial purposes.

GUESTS

- (1) Patrons who have a Guest are responsible for any and all actions taken by such Guest. Violation by a Guest on any of these Policies as set forth by the District could result in loss of that Patron's privileges and membership.
- (2) Patrons may bring no more than five (5) persons as guests per lot to the Amenities at one time unless the Patron has reserved a room at the Amenity and has paid the required usage fee. In the event the Patron has rented a room at the Amenity, the number of Guests shall be limited by the room policies.

RENTER'S PRIVILEGES

- (1) Property Owners who rent out or lease out their residential unit(s) in the District shall have the right to designate the Renter of their residential unit(s) as the beneficial users of the Property Owners Amenity Facilities privileges.
- (2) In order for the Renter to be entitled to use the Amenity Facilities, the Renter must complete the Non Resident user application and sign the accompanying agreement. The Annual User Fee will then be waived for the Renter. A Renter who is designated as the beneficial user of the Resident's membership shall be entitled to the same rights and privileges to use the Amenity Facilities as the Resident.
- (3) During the period when a Renter is designated as the beneficial user of the Property Owner's privilege to use the Amenity Facilities, the Property Owner shall not be entitled to use the Amenity Facilities with respect to that property.
- (4) Property Owners shall be responsible for all charges incurred by their Renters which remain unpaid after the customary billing and collection procedure established by the District. Property Owners are responsible for the deportment of their respective Renter.
- (5) Renters shall be subject to such other rules and regulations as the Board may adopt from time to time.

GENERAL FACILITY PROVISIONS

All Patrons and Guests using the Amenity Facilities are expected to conduct themselves in a responsible, courteous and safe manner, in compliance with all policies and rules of the District governing the Amenity Facilities. Violation of the District's Policies and/or misuse or destruction of Amenity Facility equipment may result in the suspension or termination of District Amenity Facility privileges with respect to the offending Patron or Guest.

The Board reserves the right to amend, modify, or delete, in part or in their entirety, these Policies when necessary, at a duly-noticed Board meeting, and will notify the Patrons of any changes. However, in order to change or modify rates or fees beyond the increases specifically allowed for by the District's rules and regulations, the Board must hold a duly-noticed public hearing on said rates and fees.

- (1) Children under thirteen (13) years of age must be accompanied at all times by a parent or adult Patron over eighteen (18) years of age.
- (2) Dogs and all other pets (with the exception of Service dogs) are not permitted at the Amenity Facilities.
- (3) Each residence is issued two (2) facility access cards. If a card is lost or damaged a replacement card may be purchased for \$25.
- (4) Vehicles must be parked in designated areas. Vehicles should not be parked on grass lawns, or in any way which blocks the normal flow of traffic.
- (5) Fireworks of any kind are not permitted anywhere at or on the Amenity Facilities or adjacent areas.
- (6) The Board of Supervisors (as an entity) and the District Manager shall have full authority to enforce these policies.
- (7) Smoking is not permitted at any of the Two Creeks Amenity Facilities or lands.
- (8) Glass and other breakable items are not permitted at any Amenity Facility.
- (9) Patrons and their Guests shall treat all staff members with courtesy and respect.
- (10) Off-road bikes/vehicles are prohibited on all property owned, maintained and operated by the District or on any of the Amenity Facilities.

- (11) The District will not offer childcare services to Patrons or Guests at any of the Amenity
- (12) Skateboarding and rollerblading are not allowed on the Amenity Facilities property at any time. This includes, but is not limited to, the Amenity Center, tennis courts, basketball courts, athletic fields, playground area, and sidewalks surrounding these areas.
- (13) Events/Performances at any Amenity Facility, including those by outside entertainers, must be approved in advance by the District Manager.
- (14) Alcoholic beverages are not permitted at any District owned facility or property at anytime.
- (15) Commercial advertisements shall not be posted or circulated in the Amenity Facilities. Except as may otherwise be permitted by law, petitions, posters or promotional material shall not be originated, solicited, circulated or posted on Amenity Facilities property unless approved in writing by the District Manager.
- (16) The Amenity Facilities shall not be used for commercial purposes. The term “commercial purposes” shall mean those activities which involve, in any way, the provision of goods or services for compensation.
- (17) Firearms or any other weapons are not permitted in any of the Amenity Facilities.
- (18) The District Manager reserves the right to authorize all programs and activities, including the number of participants, equipment and supplies usage, facility reservations, etc., at all Amenity Facilities, except usage and rental fees that have been established by the Board.
- (19) Loitering (the offense of standing idly or prowling in a place, at a time or in a manner not usual for law-abiding individuals, under circumstances that warrant a justifiable and reasonable alarm or immediate concern for the safety of persons or property in the vicinity) is not permitted at any Amenity Facility.
- (20) All Patrons and each Guest shall abide by and comply with any and all federal, state and local laws and ordinances while present at or utilizing the Amenity Facilities, and shall ensure that any minor for whom they are responsible also complies with the same.

LOSS OR DESTRUCTION OF PROPERTY OR INSTANCES OF PERSONAL INJURY

- (1) Each Patron and each Guest, as a condition of use of the Amenity Facilities, assumes sole responsibility for his or her property. The District and its contractors shall not be responsible for the loss or damage to any private property used or stored on or in any of the Amenity Facilities.

- (2) No person shall remove from the room in which it is placed, or from any Amenity Facility, any property or furniture belonging to the District or its contractors without proper authorization from the District Manager or the Board. Patrons shall be liable for any property damage and/or personal injury at the Amenity Facilities, or at any activity or function operated, organized, arranged or sponsored by the District or its contractors, which is caused by the Patron or the Patron's Guest or family member(s). The District reserves the right to pursue any and all legal and equitable measures necessary to remedy any losses it suffers due to property damage or personal injury caused by a Patron or the Patron's Guest or family member(s).
- (3) Any Patron, Guest or other person who, in any manner, makes use of or accepts the use of any apparatus, appliance, facility, privilege or service whatsoever owned, leased or operated by the District or its contractors, or who engages in any contest, game, function, exercise, competition or other activity operated, organized, arranged or sponsored by the District, either on or off the Amenity Facilities' premises, shall do so at his or her own risk, and shall hold the Amenity Facilities' owners, the District, the Board of Supervisors, District employees, District representatives, District contractors and District agents, harmless from any and all loss, cost, claim, injury, damage or liability sustained or incurred by him or her, resulting there from and/or from any act of omission of the District, or their respective operators, supervisors, employees, contractors or agents. Any Patron shall have, owe, and perform the same obligation to the District and their respective operators, supervisors, employees, representatives, contractors, and agents hereunder with respect to any loss, cost, claim, injury, damage or liability sustained or incurred by any Guest or Patron.
- (4) Should any party bound by these Policies bring suit against the District, the Board of Supervisors or staff, agents or employees of the District, or any Amenity Facility operator or its officers, employees, representatives, contractors or agents in connection with any event operated, organized, arranged or sponsored by the District or any other claim or matter in connection with any event operated, organized, arranged or sponsored by the District, and fail to obtain judgment therein against the District or the Amenity Facilities' operators, officers, employees, representatives, contractors or agents, said party bringing suit shall be liable to the prevailing party (i.e. the District, etc.) for all costs and expenses incurred by it in the defense of such suit, including court costs and attorney's fees through all appellate proceedings.

AMENITY FACILITY OPERATIONS

Hours: The District Amenity Facilities are available for use by Patrons during normal operating hours to be established and posted by the District.

Emergencies: After contacting 911 if required, all emergencies and injuries must be reported to

Amenity Manager 904-537-9034 ext. 102 or District Office 904-436- 6270.

Please note that the Amenity Facilities are unattended facilities. Persons using the Amenity Facilities do so at their own risk. Additional staff members are not present to provide personal training, exercise consultation or athletic instruction, unless otherwise noted, to Patrons or Guests. Persons interested in using the Amenity Facilities are encouraged to consult with a physician prior to commencing a fitness program.

GENERAL SWIMMING POOL RULES

NO LIFEGUARD ON DUTY – SWIM AT YOUR OWN RISK

- (1) Children under thirteen (13) years of age must be accompanied at all times by a parent or adult Patron during usage of the pool facility.
- (2) No diving, jumping, pushing, running or other horseplay is allowed in the pool or on the pool deck area.
- (3) Hanging on the lane lines, interfering with the lap-swimming lane, and diving are prohibited.
- (4) Radios, tape players, CD players, MP3 players and televisions are not permitted unless they are personal units equipped with headphones.
- (5) Swimming is permitted only during designated hours as posted at the pool, and such hours are subject to change at the discretion of the District Manager. Swimming after dusk is prohibited by the Florida Department of Health. Patrons and Guests swim at their own risk and must adhere to swimming pool rules at all times.
- (6) Showers are required before entering the pool.
- (7) Alcohol and glass containers are prohibited.
- (8) Children under three (3) years of age, and those who are not toilet trained, must wear rubber lined swim diapers, as well as a swimsuit over the swim diaper, to reduce the health risks associated with human waste in the swimming pool/deck area.
- (9) The usage of play equipment, such as floats, rafts, snorkels, dive sticks, and flotation devices are not permitted.
- (10) Swimming pool hours will be posted. Pool availability may be limited or rotated in order to facilitate maintenance of the facility. Depending upon usage, the pool may be closed for various periods of time to facilitate maintenance and to maintain health code regulations.
- (11) Pets (except Service dogs), bicycles, skateboards, roller blades, scooters and golf carts are not permitted on the pool deck area or inside the Amenity Facilities.
- (12) The District Manager reserves the right to authorize all programs and activities (including the number of participants, equipment and supplies usage, etc.) conducted at the pool, including swim lessons and aquatic/recreational programs.
- (13) Any person swimming during non-posted swimming hours may be suspended from using the facility.
- (14) Proper swim attire (no cutoffs) must be worn in the pool.

- (15) No chewing gum is permitted in the pool or on the pool deck area.
- (16) For the comfort of others, the changing of diapers or clothes is not allowed poolside.
- (17) No one shall pollute the pool. Anyone who pollutes the pool is liable for any costs incurred in treating and reopening the pool.
- (18) Radio controlled water craft are not allowed in the pool area.
- (19) Pool entrances must be kept clear at all times.
- (20) No swinging on ladders, fences, or railings is allowed.
- (21) Pool furniture is not to be removed from the pool area.
- (22) Loud, profane, or abusive language is absolutely prohibited.
- (23) No physical or verbal abuse will be tolerated.
- (24) Tobacco products are not allowed in the pool area.
- (25) Illegal drugs are not permitted.
- (26) The District is not responsible for lost or stolen items.
- (27) Chemicals used in the pool/spa may affect certain hair or fabric colors. The District is not responsible for these effects.
- (28) The Amenity Center pool and covered lanai area may not be rented at anytime; however, access may be limited at certain times for various District functions, as approved by the Board.

SWIMMING POOL: FECES POLICY

- (1) If contamination occurs, the pool will be closed for twelve (12) hours or until remedied so that remedial measures may be taken to ensure safe swimming conditions.
- (2) Parents should take their children to the restroom before entering the pool.
- (3) Children under three years of age, and those who are not reliably toilet trained, must wear rubber lined swim diapers and a swimsuit over the swim diaper.

FITNESS TRAINING ROOM POLICIES

Eligible Users: Patrons and Guests sixteen (16) years of age and older are permitted to use the District fitness training room during designated operating hours. No children under the age of sixteen (16) are allowed in the District fitness training room at any time.

Food and Beverage: Food (including chewing gum) is not permitted within the District fitness training room. Beverages, however, are permitted in the District fitness training room if contained in non-breakable containers with screw top or sealed lids. Alcoholic beverages are not permitted. Smoking is not permitted in the fitness training room.

- (1) Appropriate attire and footwear (covering the entire foot) must be worn at all times in the District fitness training room. Appropriate attire includes t-shirts, tank tops, shorts,

- leotards, and/or sweat suits (no swimsuits).
- (2) Each individual is responsible for wiping off fitness equipment after use.
 - (3) Use of personal trainers is permitted in the District fitness training room per approval of the District Manager.
 - (4) Hand chalk is not permitted to be used in the District fitness training room.
 - (5) Radios, tape players and CD players are not permitted unless they are personal units equipped with headphones.
 - (6) No bags, gear, or jackets are permitted on the floor of the District fitness training room or on the fitness equipment.
 - (7) Weights or other fitness equipment may not be removed from the District fitness centers.
 - (8) Please limit use of cardiovascular equipment to thirty (30) minutes and step aside between multiple sets of weight equipment if other persons are waiting.
 - (9) Please be respectful of others. Allow other Patrons and Guests to also use equipment, especially the cardiovascular equipment.
 - (10) Please replace weights to their proper location after use.
 - (11) Free weights are not to be dropped and should be placed only on the floor or on equipment made specifically for storage of the weights.

TENNIS FACILITY POLICIES

All Patrons and guests using the Tennis Facility are expected to conduct themselves in a responsible, courteous and safe manner in compliance with all policies and rules of the Two Creeks Community Development District governing the amenity facilities. Disregard or violation of the District's policies and rules and misuse or destruction of Tennis Facility equipment may result in the suspension or termination of Tennis Facility privileges. Guests may use the Tennis

Please note that the Tennis Facility is an unattended facility and persons using the facility do so at their own risk. Persons interested in using the Tennis Facility are encouraged to consult with a physician prior to using the facility.

Policies:

1. Proper tennis etiquette shall be adhered to at all times. The use of profanity or disruptive behavior is prohibited.
2. Persons using the Tennis Facility must supply their own equipment (rackets, balls, etc.).
3. The Tennis Facility is for the play of tennis only. Pets, roller blades, bikes, skates, skateboards, and scooters are prohibited from the tennis facility.
4. Beverages are permitted at the Tennis Facility if contained in non-breakable containers with screw top or sealed lids. No glass containers are permitted on the tennis courts. Alcoholic beverages are not permitted on tennis courts.
5. No chairs other than those provided by the District are permitted on the tennis

courts. 6. Lights at the Tennis Facility must be turned off after use.

VOLLEYBALL COURT POLICIES

All patrons and guests using the Volleyball Court are expected to conduct themselves in a responsible, courteous and safe manner in compliance with all policies and rules of the Two Creeks Community Development District governing the amenity facilities.

Disregard or violation of the District's policies and rules and misuse or destruction of Facility equipment may result in the suspension or termination of Facility privileges. Guests may use the Volleyball Court if accompanied by an adult Patron.

Please note that the Volleyball Court is an unattended facility and persons using the facility do so at their own risk. Persons interested in using this facility are encouraged to consult with a physician prior to using the facility.

- (1) *Hours:* The Volleyball Court is available for use by Patrons during normal operating hours which are posted. These facilities may not be rented.
- (2) *Proper Attire:* Proper attire is required at all times while on the courts.
- (3) *General Policies:*

- Proper volleyball etiquette shall be adhered to at all times. The use of profanity or disruptive behavior is prohibited.
- Persons using the facility must supply their own equipment.
- The Volleyball Court is for the play of volleyball only. Pets, bikes, skates, skateboards, and scooters are prohibited from use at the facility.
- Beverages are permitted at the Volleyball Court if contained in non breakable containers with screw top or sealed lids. No glass containers are permitted on the Volleyball Courts. Alcoholic beverages are not permitted on volleyball courts.
- No chairs other than those provided by the District are permitted on or surrounding the volleyball court.
- Children under the age of twelve (12) are not allowed to use the Facility unless accompanied by an adult Patron.

BASKETBALL FACILITY POLICIES

All Patrons and guests using the Basketball Facility are expected to conduct themselves in a responsible, courteous and safe manner in compliance with all policies and rules of the Two

Creeks Community Development District governing the amenity facilities.

Disregard or violation of the District's policies and rules and misuse or destruction of Facility equipment may result in the suspension or termination of Facility privileges. Guests may use the Basketball Facility if accompanied by an adult Patron.

Please note that the Basketball Facility is an unattended facility and persons using the facility do so at their own risk. Persons interested in using these Facilities are encouraged to consult with a physician prior to using the facility.

- (1) *Hours:* The Basketball Facility is available for use by Patrons during normal operating hours which are posted.
- (2) *Proper Attire:* Proper basketball or athletic shoes and attire are required at all times while on the courts. No black soled shoes. No cutoffs, swimsuits, or jeans allowed at the facility.
- (3) *General Policies:*

- Proper basketball etiquette shall be adhered to at all times. The use of profanity or disruptive behavior is prohibited.
- Persons using the basketball facility must supply their own equipment .
- The Basketball Facility is for the play of basketball only. Pets, roller blades, bikes, skates, skateboards, and scooters are prohibited from use at the facility.
- Beverages are permitted at the Basketball Facility if contained in non breakable containers with screw top or sealed lids. Alcoholic beverages are not permitted.
- No chairs other than those provided by the District are permitted on the basketball courts.
- Lights at the basketball facility must be turned off after use.
- Children under the age of ten (10) are not allowed to use the Facility unless accompanied by an adult Patron.

DISTRICT PLAYGROUND/TOT LOT POLICIES

- (1) Children under the age of eight (8) must be accompanied by an adult Patron.
- (2) No roughhousing on the playground.
- (3) Persons using the playground must clean up all food, beverages and miscellaneous trash brought to the playground. Glass containers are prohibited.
- (4) The use of profanity or disruptive behavior is absolutely prohibited.
- (5) Patrons and Guests who use the playground do so at their own risk. (6) The playgrounds may not be reserved or rented by Patrons; however, they may be reserved by the District for District-sponsored events or functions.

GENERAL PURPOSE ATHLETIC FIELDS

Patrons reserve the large general purpose athletic field (Multi-Purpose Field) or various open athletic fields surrounding the Two Creeks Amenity Center by submitting a request to the District Manager for approval by the Board of Supervisors at a Board Meeting. These fields are open to all patrons for use from dawn to dusk, seven (7) days a week. These fields are not to be used for events other than athletic events, Board approved reservations, or District sponsored events. Should you have any questions regarding this policy please contact the District Manager or the Two Creeks Center.

TWO CREEKS ROOM AT THE AMENITY CENTER: RENTAL POLICIES

Residents and Non-Resident Users may reserve the Two Creeks Room through the Amenity Services Group (District Representative) office for various meetings, classes, events, etc. for a maximum of five (5) hours per event. The five (5) hour limitation can only be exceeded upon specific authorization from the Board. Patrons may not reserve the Two Creeks Room more than four (4) times in any twelve (12) month period. The maximum number of persons attending any event shall not exceed twenty-five (25) persons. Reservation of the Two Creeks Room is on a first come, first serve basis and is subject to approval by the District Representative. Upon application for use of the Two Creeks Room, the District Representative will determine if a paid attendant will be necessary. If an attendant is necessary, the party requesting the Two Creeks Room will be required to pay the costs associated with the attendant. The Two Creeks Room will not be available for use on the following days:

December 24 th ,	December 25 th
December 31 st ,	January 1 st
Easter Sunday,	July 4 th
Memorial Day,	Labor Day
Thanksgiving Day	

The amenity center is not available for rentals during Memorial Day Weekend, Labor Day Weekend or any other weekend on which a federal holiday falls on either a Monday or Friday.

The Two Creeks pool and pool area, including the surrounding decks and furniture, is not available for reservation and shall remain open to all Patrons and their guests during normal operating hours.

Use of the Kitchen Facilities (refrigerator, microwave..) in the Rental Room are for private rental use only.

A **refundable** deposit in the amount established by District rule is required and will be returned after the function is complete provided there is no evidence of damage to the facility. In the event that the Patron wishes to cancel the reservation once the reservation has been approved and confirmed by the Amenity Manager, such cancellation must occur at least one (1) week prior to the date of reservation.

A cleanup fee in the amount established by District rule is required for all functions. First Coast CMS 904-537-9034 ext.102 should be contacted to make proper arrangements regarding the reservation of the Two Creeks Room and to obtain the amounts of the deposit and cleanup fee.

No open burning or campfires are allowed at the Amenities.

Below are the policies and guidelines set forth and agreed upon by the Board and District Manager regarding events in the Two Creeks Room:

Policies

- (1) Applicant must be a Patron who will be responsible for ensuring that their Guests adhere to the policies set forth herein.
- (2) All applicants will be required to fill out and sign the District's Facility Room Rental Form per the District Manager's office.
- (3) Additional Event Liability Insurance coverage in the amount of One Million Dollars (\$1,000,000) will be required for all events that are approved to serve alcoholic beverages. This policy regarding insurance coverage also pertains to certain events the District determines should require additional Event Liability coverage on a case by case basis (to be reviewed by the District Manager or the Board of Supervisors). The District shall be named as an additional insured party on any such policies, and a certificate of insurance illustrating the appropriate coverage amount and parties is to be provided to the District Manager prior to the event.
- (4) Event guests are allowed to utilize the pool during the scheduled time for the event. No wet clothing or towels are allowed in the amenity rental room.
- (5) Patrons are not allowed to bring or use personal grills or smokers at the Two Creeks Amenity Center.
- (6) The Two Creeks Amenity Room and Pavilion may not be rented or reserved for simultaneous events.

Schedule of Fees/Deposits

- (1) A non-refundable room rental fee for the Two Creeks Room will be charged as follows: \$100.00 for up to 25 guests. A final guarantee (number) of Guests is to be conveyed to the District Representative no later than five (5) days before the date of the scheduled event. In absence of a final guarantee, the number indicated on the original agreement will be considered correct. A check shall be made out to the “**Two Creeks Community Development District**” and submitted to the District Manager’s Office.
- (2) A **refundable** security deposit of \$100.00 shall be charged to the persons making the reservation and shall be submitted to the First Coast CMS in the form of a separate check (which shall be made payable to the “Two Creeks Community Development District”). In the event that the Patron wishes to cancel the reservation once the reservation has been approved and confirmed by the Amenity Manager, such cancellation must occur at least one (1) week prior to the date of reservation.

To receive a full refund of the deposit, the following must be completed:

1. Ensure that all garbage is removed and placed in the dumpster.
2. Remove all displays, favors or remnants of the event. (No adhesives permitted on walls or windows)
3. Wipe off and restore the furniture and other items to their original position.
4. Wipe off counters, table tops and sink area.
5. Ensure that no damage has occurred to the Two Creeks Room and its surrounding property and facilities if used by Patron and their guests.

If additional cleaning is required, the Patron reserving the room will be liable for any expenses incurred by the District to hire an outside cleaning contractor. In light of the foregoing, Patrons may opt to pay for the actual cost of cleaning by a professional cleaning service hired by the District. The District Manager shall determine the amount of deposit to be returned, if any.

Indemnification

Each organization, group or individual reserving the use of a Amenity Facility (or any part thereof) agrees to indemnify and hold harmless the District, its officers, agents, contractors and employees from any and all liability, claims, actions, suits or demands by any person, corporation or other entity, for injuries, death, property damage of any nature, arising out of, or in connection with, the use of the District lands, premises and/or Amenity Facilities, including litigation or any appellate proceeding with respect thereto. Nothing herein shall constitute or be construed as a waiver of the District’s sovereign immunity granted pursuant to Section 768.38, Florida Statutes.

AMENITY PAVILION POLICIES

Resident and Non-Resident Users may reserve the Amenity Pavilion for private events by contacting the Management Office. Reservations will be on a first come, first serve basis and are subject to approval by the Amenity Manager and/or District Manager. Reservations will be put on the calendar and posted at the facility. In the event that there is no reservation for a specific date, the pavilion will become available on a first come, first serve basis to those interested in utilizing it. The Two Creeks Amenity Room and Pavilion may not be rented or reserved for simultaneous events.

Policies

- (1) The Resident or Non-Resident User utilizing the Pavilion shall be responsible for thoroughly cleaning the Pavilion and its surrounding area subsequent to their use so that it is in as good condition as existed prior to their use. Should the Resident or Non-Resident User fail to perform such adequate cleaning, the District shall have the option of cleaning, or causing to be cleaned, the Pavilion and the surrounding area and billing said Resident or Non-Resident User any fees or charges incurred relating to such cleaning.
- (2) The Resident or Non-Resident User utilizing the Pavilion are responsible for ensuring that their Daily Guests in attendance (if any) adhere to the Rules and Policies set forth herein.
- (3) There is a maximum of 15 people allowed at the pavilion during the reservation period. (4) The reservation period will be limited to a four hour block of time.

Schedule of Fees/Deposits

- (1) A non-refundable room rental fee for the Two Creeks Pavilion will be charged as follows: \$50.00 for up to 15 guests. A final guarantee (number) of Guests is to be conveyed to the District Representative no later than five (5) days before the date of the scheduled event. In absence of a final guarantee, the number indicated on the original agreement will be considered correct. A check shall be made out to the “**Two Creeks Community Development District**” and submitted to the District Manager’s Office.
- (2) A **refundable** security deposit of \$100.00 shall be charged to the persons making the reservation and shall be submitted to the Amenity Services Group Office in the form of a separate check (which shall be made payable to the “Two Creeks Community Development District”). In the event that the Patron wishes to cancel the reservation once the reservation has been approved and confirmed by the Amenity Manager, such cancellation must occur at least one (1) week prior to the date of reservation.

To receive a full refund of the deposit, the following must be completed:

1. Ensure that all garbage is removed and placed in the dumpster.
2. Remove all displays, favors or remnants of the event. (No adhesives permitted on walls or windows)
3. Wipe off and restore the furniture and other items to their original position.
4. Wipe off counters, table tops and sink area.
5. Ensure that no damage has occurred to the Two Creeks Pavilion Area and its surrounding property and facilities if used by Patron and their guests.

If additional cleaning is required, the Patron reserving the room will be liable for any expenses incurred by the District to hire an outside cleaning contractor. In light of the foregoing, Patrons may opt to pay for the actual cost of cleaning by a professional cleaning service hired by the District. The District Manager shall determine the amount of deposit to be returned, if any.

Indemnification

Each organization, group or individual reserving the use of a Amenity Facility (or any part thereof) agrees to indemnify and hold harmless the District, its officers, agents, contractors and employees from any and all liability, claims, actions, suits or demands by any person, corporation or other entity, for injuries, death, property damage of any nature, arising out of, or in connection with, the use of the District lands, premises and/or Amenity Facilities, including litigation or any appellate proceeding with respect thereto. Nothing herein shall constitute or be construed as a waiver of the District's sovereign immunity granted pursuant to Section 768.38, Florida Statutes.

FISHING POLICY

Patrons may not fish from any lake/retention pond within the Two Creeks Community Development District. No watercrafts of any kind are allowed in these bodies of water except for lake maintenance vehicles. Any violation of this policy will be reported to the local authorities. Swimming is also prohibited in any of the waters. Please use the pools at the Amenity Facilities for swimming. The purpose of these bodies of water is to help facilitate the District's natural water system for runoff and overflow. Anyone who violates this provision does so at their own risk.

SUSPENSION AND TERMINATION OF PRIVILEGES

Relating to the Health, Safety and Welfare of the Patrons and Damage to Amenity

Facilities:

Notwithstanding anything contained herein, the District Manager may, at any time, restrict or suspend any Patron's or Guest's privileges to use any or all of the Amenity Facilities when such action is necessary to protect the health, safety and welfare of other Patrons and their Guests, or to protect the Amenity Facilities from damage. Such restriction or suspension shall be for a maximum period of thirty (30) days or until the date of the next Board of Supervisors meeting, whichever occurs first. Such infraction and suspension shall be documented by the District Manager. The Board of Supervisors shall be notified to review this action at the next Board of Supervisors meeting.

Relating to District Policies and Fees for All Amenity Facilities:

A Patron's or Guest's privileges at any or all Amenity Facilities may be subject to various lengths of suspension or termination for up to one (1) calendar year by the Board of Supervisors, and a Patron or Guest may also be required to pay restitution for any property damage, if a he or she:

1. Fails to abide by the District Policies and Fees for All Amenity Facilities established and approved by the Board of Supervisors.
2. Submits false information on facility applications.
3. Permits unauthorized use of an Access Card or other methods of entry.
4. Exhibits unsatisfactory behavior, deportment or appearance.
5. Treats the personnel or employees of the District in an unreasonable or abusive manner.
6. Engages in conduct that is improper or likely to endanger the welfare, safety or reputation of the District.
7. Damages or destroys District property.

District Suspension and Termination Process:

In response to any violation of the rules, regulations, policies and procedures specified herein, including, but not limited to, those set forth in the preceding paragraph, the District shall follow the process outlined below with regard to suspension or termination of a Patron's or Guest's privileges:

- A. First Offense – Written warning by staff of continued policy violations signed by the Patron/Guest and kept on file at the District Manager's Office.
- B. Second Offense – Automatic suspension of all Amenity Facilities privileges for one (1) week; a written report will be created, signed by the Patron/Guest and kept on file at the District Manager's Office.
- C. Third Offense – Automatic suspension from all Amenity Facilities for up to thirty

(30) days or until the date of the next Board of Supervisors Meeting whichever occurs first. At this time a complete record of all previous documented offenses within the previous twelve (12) months will be presented to the Board for recommendation of suspension beyond thirty (30) days or possible termination of the Patron's/Guests privileges for up to one (1) calendar year from the Board's approval of termination of privileges.

Patrons whose privileges have been suspended or revoked may have the determination reviewed by the District's Board of Supervisors pursuant to Section 3.0 of the District's Rules of Procedure. Any request for a hearing by the District's Board of Supervisors shall act to hold any such suspension being appealed in abeyance.

The above policies were amended and adopted by the Board of Supervisors for the Two Creeks Community Development District on this day the 11th of June, 2026.

Secretary/Assistant Secretary
Chairman/Vice Chairman

Tab 7

RESOLUTION 2026-03

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF TWO CREEKS
COMMUNITY DEVELOPMENT DISTRICT REAPPOINTING AN
ASSISTANT TREASURER OF THE DISTRICT, AND PROVIDING FOR
AN EFFECTIVE DATE**

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

WHEREAS, the Board of Supervisors (hereinafter the “Board”) previously appointed **Shawn Wildermuth** as an Assistant Treasurer pursuant to Resolution 2016-04; and

WHEREAS, the Board now desires to remove **Shawn Wildermuth** as Assistant Treasurer and appoint **Susan Garcia** to the position.

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

Section 1. Shawn Wildermuth is removed as Assistant Treasurer.

Section 2. **Susan Garcia** is appointed as Assistant Treasurer.

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

PASSED AND ADOPTED THIS 11th DAY OF JUNE, 2026.

**TWO CREEKS COMMUNITY
DEVELOPMENT DISTRICT**

CHAIRMAN/VICE CHAIRMAN

ATTEST:

SECRETARY/ASSISTANT SECRETARY

Tab 8

RESOLUTION 2026-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT TO DESIGNATE DATE, TIME AND PLACE OF PUBLIC HEARING AND AUTHORIZATION TO PUBLISH NOTICE OF SUCH HEARING FOR THE PURPOSE OF ADOPTING RULES OF PROCEDURE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Two Creeks Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the Board of Supervisors of the District (the “Board”) is authorized by Section 190.011(5), *Florida Statutes*, to adopt rules and orders pursuant to Chapter 120, *Florida Statutes*.

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

SECTION 1. A Public Hearing will be held to adopt Rules of Procedure on August 26, 2026, at 6:00 p.m., at the Hampton Inn & Suites by Hilton at 1735 Jeremiah St. Middleburg FL. 32068.

SECTION 2. The District Secretary is directed to publish notice of the hearing in accordance with Section 120.54, *Florida Statutes*.

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

PASSED AND ADOPTED this 11th day of June, 2026.

ATTEST:

TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Tab 9

RESOLUTION 2026-05

[FY 2026/2027 BUDGET APPROVAL RESOLUTION]

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET(S) FOR FY 2026/2027; SETTING A PUBLIC HEARING THEREON AND DIRECTING PUBLICATION; ADDRESSING TRANSMITTAL AND POSTING REQUIREMENTS; ADDRESSING SEVERABILITY AND EFFECTIVE DATE.

WHEREAS, for the fiscal year beginning October 1, 2026, and ending September 30, 2027 ("FY 2027"), the District Manager prepared and submitted to the Board of Supervisors ("Board") of the Two Creeks Community Development District ("District") prior to June 15, 2026, the proposed budget(s) attached hereto as Exhibit A ("Proposed Budget"); and

WHEREAS, the Board now desires to set the required public hearing on the Proposed Budget.

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

- 1. **PROPOSED BUDGET APPROVED.** The Proposed Budget attached hereto as Exhibit A is hereby approved preliminarily.
- 2. **SETTING A PUBLIC HEARING; DIRECTING PUBLICATION.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, time, and location, and District staff is directed to provide notice of the same in accordance with Florida law:

DATE August 26, 2026
 TIME: 6:00 PM
 LOCATION: Hampton Inn & Suites by Hilton
1735 Jeremiah St. Middleburg FL. 32068

- 3. **TRANSMITTAL TO LOCAL GENERAL PURPOSE GOVERNMENT; POSTING OF PROPOSED BUDGET.** The District Manager is hereby directed to (i) submit a copy of the Proposed Budget to the applicable local general-purpose government(s) at least 60 days prior to its adoption, and (ii) post the approved Proposed Budget on the District’s website in accordance with Section 189.016, *Florida Statutes*.

- 4. **SEVERABILITY; EFFECTIVE DATE.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 11th DAY OF JUNE, 2026.

ATTEST:

TWO CREEKS COMMUNITY DEVELOPMENT DISTRICT

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Proposed Budget FY 26/27