

**TIMBER CREEK
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
REGULAR MEETING
FEBRUARY 02, 2023**

**TIMBER CREEK
COMMUNITY DEVELOPMENT DISTRICT AGENDA
FEBRUARY 02, 2023, AT 2:00 P.M.
THE OFFICES OF MERITUS DISTRICTS
LOCATED AT 2005 PAN AM CIRCLE, SUITE 300, TAMPA, FL 33607**

District Board of Supervisors	Chair Vice-Chair Supervisor Supervisor Supervisor	Jeffery Hills Nicholas Dister Steve Luce Kelly Evans Ryan Motko
District Manager	Inframark	Bryan Radcliff
District Attorney	Straley Robin Vericker	John Vericker
District Engineer	Stantec, Inc	Tonja Stewart

All cellular phones and pagers must be turned off during the meeting

The meeting will begin at **2:00 p.m.**

Following the **Call to Order**, the public has the opportunity to comment on posted agenda items during the second section called **Public Comments on Agenda Items**. Each individual is limited to **three (3) minutes** for such comment. The Board is not required to take action at this time, but will consider the comments presented as the agenda progresses. The third section is called **Business Items**. This section contains items for approval by the District Board of Supervisors that may require discussion, motions, and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Administrator prior to the presentation of that agenda item. Agendas can be reviewed by contacting the Manager's office at (813) 873-7300 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The fourth section is called **Consent Agenda**. The Consent Agenda section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The fifth section is called **Vendor/Staff Reports**. This section allows the District Administrator, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The sixth section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet the District's needs. The final section is called **Audience Questions, Comments and Discussion Forum**. This portion of the agenda is where individuals may comment on matters that concern the District. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 873-7300, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same 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.

Agendas can be reviewed by contacting the Manager's office at (813) 873-7300 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting.

Dear Board Members:

The Regular Meetings of Timber Creek Community Development District will be held on **February 02, 2023, at 2:00 p.m. at the Offices of Inframark, LLC located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607.** Please let us know at least 24 hours in advance if you are planning to call into the meeting. Following is the Agenda for the Meeting:

Call In Number: 1-866-906-9330

Access Code: 4863181

REGULAR MEETING OF BOARD OF SUPERVISORS

1. CALL TO ORDER/ROLL CALL

2. PUBLIC COMMENT ON AGENDA ITEMS

3. BUSINESS ITEMS

- A. Acceptance of Board Resignation – Supervisor Hills Tab 01
- B. Appointment of Supervisor to Open Board Seat – Seat 1
 - i. ADMINISTRATION OF OATH OF OFFICE
 - ii. Confirmation of Board Compensation
- C. Consideration of Resolution 2023-06; Redesignating Officers..... Tab 02
- D. General Matters of the District

4. CONSENT AGENDA

- A. Consideration of Board of Supervisor’s Meeting Minutes of the Public Hearing & Regular Meeting January 05, 2023, Tab 03
- B. Consideration of Operation and Maintenance Expenditures December 2022..... Under Separate Cover
- C. Review of Financial Statements Month Ending December, 2022..... Under Separate Cover

5. VENDOR/STAFF REPORTS

- A. District Counsel
- B. District Manager..... Tab 04
 - i. Community Inspection Reports
- C. District Engineer

6. BOARD OF SUPERVISORS REQUESTS AND COMMENTS

7. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM

8. ADJOURNMENT

We look forward to speaking with you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 873-7300.

Sincerely,

Bryan Radcliff,
District Manager

January 11, 2023
Board of Supervisors

Dear Board Members:

Please accept my letter of resignation as a member of the Board of Supervisors for the following Community Development Districts, effective immediately:

Balm Grove CDD
Belmond Reserve CDD
Berry Bay CDD
Park East CDD
Simmons Village North CDD
South Creek CDD
Creek Preserve CDD
North Park Isle CDD
Shell Point CDD
Sherwood Manor CDD
Spencer Creek CDD
Timber Creek CDD
Ventana CDD
Two Rivers North CDD
Two Rivers West CDD
Two Rivers East CDD
Buckhead Trails CDD
Buckhead Trails II CDD
Sawgrass Village CDD
Coral Lakes CDD

Sincerely,

DocuSigned by:

Jeffery S. Hills

00ED0F50AC82413...

Jeffery Hills

RESOLUTION 2023-06

**A RESOLUTION OF THE BOARD OF SUPERVISORS
DESIGNATING THE OFFICERS OF TIMBER CREEK
COMMUNITY DEVELOPMENT DISTRICT, AND
PROVIDING FOR AN EFFECTIVE DATE.**

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

WHEREAS, the Board of Supervisors (hereinafter the “Board”) now desires to designate the Officers of the District per F.S. 190.006(6).

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

1. The following persons are elected to the offices shown, to wit:

_____	Chair
_____	Vice-Chair
<u>Brian Lamb</u>	Secretary
<u>Eric Davidson</u>	Treasurer
<u>Bryan Radcliff</u>	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

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

PASSED AND ADOPTED THIS 2ND DAY OF February 2023.

ATTEST:

**TIMBER CREEK
COMMUNITY DEVELOPMENT DISTRICT**

Print Name: _____
Secretary/ Assistant Secretary

Print Name: _____
Chair / Vice – Chairman of the Board of Supervisors

**TIMBER CREEK
COMMUNITY DEVELOPMENT DISTRICT**

January 05, 2023, Minutes of Public Hearing and Regular Meetings

MINUTES OF THE PUBLIC HEARING AND REGULAR MEETINGS

The Public Hearing and Regular Meetings of the Board of Supervisors for the Timber Creek Community Development District was held on **Thursday, January 05, 2023, at 2:00 p.m.** at the **Offices at Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607.**

1. CALL TO ORDER/ROLL CALL

Bryan Radcliff called the Public Hearing and Regular Meetings of the Board of Supervisors of the Timber Creek Community Development District to order on **Thursday, January 05, 2023, at 2:01 p.m.**

Board Members Present and Constituting a Quorum:

Nicholas Dister	Vice-Chair
Kelly Evans	Supervisor
Ryan Motko	Supervisor

Staff Members Present:

Bryan Radcliff	District Manager, Inframark
Gary Schwartz	Field Manager, Inframark
John Vericker	District Counsel, Straley Robin Vericker
Vivek Babbar	District Counsel, Straley Robin Vericker

There were no audience members in attendance.

2. PUBLIC COMMENTS ON AGENDA ITEMS

There are no public comments.

3. RECESS TO PUBLIC HEARING

Mr. Radcliff directed the Board to recess the Public Hearing.

4. PUBLIC HEARING ON ADOPTING TOWING AND PARKING POLICY

A. Open the Public Hearing on Adopting Towing and Parking Policy.

MOTION TO:	Open the Public Hearing.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Dister
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

B. Staff Presentation

Mr. Radcliff made a presentation to the Board.

C. Public Comment

There were no public comments.

D. Consideration of Resolution 2023-05; Adopting Towing and Parking Policy

The Board reviewed and discussed the resolution.

MOTION TO:	Approve Resolution 2023-05.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Dister
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

E. Close the Public Hearing on Adopting Towing and Parking Policy

MOTION TO:	Close the Public Hearing.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Dister
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

RETURN AND PROCEED TO THE REGULAR MEETING

Mr. Radcliff directed the Board to proceed to the regular meeting

1. BUSINESS ITEMS

A. General Matters of the District

There were no general matters to be discussed at this time.

2. CONSENT AGENDA ITEMS

A. Consideration of Board of Supervisor's Meeting Minutes of the Landowner's Election November 3, 2022

B. Consideration of Board of Supervisor's Meeting Minutes of the Regular Meeting November 3, 2022,

**C. Consideration of Board of Supervisor's Meeting Minutes of the Special Meeting
November 21, 2022**

D. Consideration of Operation and Maintenance Expenditures October 2022

E. Consideration of Operation and Maintenance Expenditures November 2022

F. Review of Financial Statements Month Ending November 30, 2022

The Board reviewed the Consent Agenda items.

MOTION TO:	Approve the Consent Agenda A through F as stated.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

3. VENDOR AND STAFF REPORTS

A. District Counsel

B. District Engineer

There were no reports from District Counsel or the Engineer.

C. District Manager

i. Community Inspection Report

Mr. Gary Schwartz presented his community inspection report to the Board. A conversation ensued between Mr. Schwartz and the Board.

4. BOARD OF SUPERVISORS REQUESTS AND COMMENTS

There were no supervisors request at this time.

5. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM

There were no audience comments.

6. ADJOURNMENT

MOTION TO:	Adjourn at 2:05 P.M.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

**Please note the entire meeting is available on disc.*

**These minutes were done in summary format.*

**Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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.*

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on _____.

Signature

Printed Name

Title:

- ☐ **Secretary**
☐ **Assistant Secretary**

Signature

Printed Name

Title:

- ☐ **Chairman**
☐ **Vice Chairman**

Recorded by Records Administrator

Signature

Date

Official District Seal

MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET

Site: Timber Creek

Date: Tuesday January 24, 2022

	MAXIMUM VALUE	CURRENT VALUE	CURRENT DEDUCTION	REASON FOR DEDUCTION
LANDSCAPE MAINTENANCE				
TURF	5	5	0	<u>Good</u>
TURF FERTILITY	10	7	-3	<u>Could be better</u>
TURF EDGING	5	5	0	<u>Good</u>
WEED CONTROL - TURF AREAS	5	4	-1	<u>Good overall</u>
TURF INSECT/DISEASE CONTROL	10	10	0	<u>Good</u>
PLANT FERTILITY	5	5	0	<u>Good</u>
WEED CONTROL - BED AREAS	5	3	-2	<u>Could be better</u>
PLANT INSECT/DISEASE CONTROL	5	5	0	<u>Good</u>
PRUNING	10	10	0	<u>Good</u>
CLEANLINESS	5	5	0	<u>Good</u>
MULCHING	5	3	-2	<u>Some beds need more mulch</u>
WATER/IRRIGATION MGMT	8	8	0	<u>Good</u>
CARRYOVERS	5	5	0	<u>NA</u>

SEASONAL COLOR/PERENNIAL MAINTENANCE

VIGOR/APPEARANCE	7	7	0	<u>NA</u>
INSECT/DISEASE CONTROL	7	7	0	<u>Good</u>
DEADHEADING/PRUNING	3	2	-1	<u>Ornamentals need to be trimmed soon</u>

SCORE

100	91	-9	91%
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Contractor Signature: _____

Manager's Signature: Gary Schwartz

Supervisor's Signature: _____

Inframark, LLC

MONTHLY MAINTENANCE INSPECTION GRADESHEET

Site: Timber Creek

Date: Wednesday January 25, 2022

	MAXIMUM VALUE	CURRENT VALUE	CURRENT DEDUCTION	REASON FOR DEDUCTION
AQUATICS				
DEBRIS	25	25	0	Good
INVASIVE MATERIAL (FLOATING)	20	15	-5	Invasives noted in all ponds
INVASIVE MATERIAL (SUBMERSED)	20	17	-3	Marginal submersed invasive material in ponds
FOUNTAINS/AERATORS	20	20	0	Good
DESIRABLE PLANTS	15	15	0	Good
AMENITIES				
CLUBHOUSE INTERIOR	4	4	0	Good
CLUBHOUSE EXTERIOR	3	3	0	Good
POOL WATER	10	10	0	Good
POOL TILES	10	10	0	Good
POOL LIGHTS	5	5	0	Good
POOL FURNITURE/EQUIPMENT	8	8	0	Good
FIRST AID/SAFETY ITEMS	10	10	0	Good
SIGNAGE (rules, pool, playground)	5	5	0	Good
PLAYGROUND EQUIPMENT	5	5	0	Good
RECREATIONAL FACILITIES	7	7	0	Good
RESTROOMS	6	5	-1	Men's bathroom stall lockneeds to be repaired & there is one soap dispenser that needs new batteries
HARDSCAPE	10	10	0	NA
ACCESS & MONITORING SYSTEM	3	3	0	Good
IT/PHONE SYSTEM	3	3	0	Good
TRASH RECEPTACLES	3	3	0	Good
FOUNTAINS	8	8	0	Good
MONUMENTS AND SIGNS				
CLEAR VISIBILITY (Landscaping)	25	25	0	Good
PAINTING	25	25	0	Good
CLEANLINESS	25	25	0	Good
GENERAL CONDITION	25	25	0	Good

Inframark, LLC

MONTHLY MAINTENANCE INSPECTION GRADESHEET

Site: Timber Creek

Date: Wednesday January 25, 2022

	MAXIMUM VALUE	CURRENT VALUE	CURRENT DEDUCTION	REASON FOR DEDUCTION
HIGH IMPACT LANDSCAPING				
ENTRANCE MONUMENT	40	40	0	Good
RECREATIONAL AREAS	30	20	-10	Missing Plumbag plants next to the dog park because they did not survive the winter cold snap
SUBDIVISION MONUMENTS	30	30	0	NA
HARDSCAPE ELEMENTS				
WALLS/FENCING	15	15	0	Good
SIDEWALKS	30	30	0	Good
SPECIALTY MONUMENTS	15	15	0	NA
STREETS	25	25	0	Good
PARKING LOTS	15	15	0	Good
LIGHTING ELEMENTS				
STREET LIGHTING	33	33	0	Good
LANDSCAPE UP LIGHTING	22	22	0	NA
MONUMENT LIGHTING	30	30	0	NA
AMENITY CENTER LIGHTING	15	15	0	NA
GATES				
ACCESS CONTROL PAD	25	25		Good
OPERATING SYSTEM	25	25		Good
GATE MOTORS	25	25		N/A
GATES	25	25		Good
SCORE	700	681	-19	97%

Manager's Signature: Gary Schwartz

Supervisor's Signature: _____

Timber Creek January 2023.



The Amenity Center looks good. All bathrooms are clean & fully functional.



The ornamentals, plants, & trees surrounding the Amenity Center look good.



The mailbox pavilion is clean & looks good.



The Amenity Center parking lot is clean.



The playground is weed free, clean, & looks good.



There are weeds in the beds.



The N.W. Amenity Center parking lot entrance on Golden Light looks good.



The ornamentals & plants in the Amenity Center parking lot are healthy & look good.



The S.E corner of the Amenity Center on Golden Light looks good.



The frontage of the Amenity Center on Miracle Mile looks good.



Weeds & vines growing through the plants.



The S.E. entrance Amenity sign looks good. The Iris plant Fertility was negatively affected by the cold snap.



The Amenity Center S.W. corner on Opaline Sky looks good overall. The turf fertility could be better.



Heading East on Opaline Sky sidewalk looks good.



The BB court is clean & looks good.



The Muhly grass needs to be trimmed off the sidewalk & curbing. The dead heading off the grass should be in February.



The umbrellas & chaise lounges are clean & look good.



The pool is clear & blue.



The back of the Amenity Center looks good.



Weeds in the mulch need to be removed.



The ferns are growing through the Muhly grass & need to be removed.



There are weeds in all entrance beds that need to be removed. The landscaper has since removed the weeds in all the beds.



N.W. entrance bed weeds.



There are missing Juniper plants in all entrance beds that need to be replaced. The landscaper was asked to provide an estimate to replace.



S.E entrance bed weeds.



The S.W. entrance on Miracle Mile has weeds.



The S.W. entrance on Miracle Mile.



The S.E entrance on Miracle Mile.



Heading West from the entrances on Miracle Mile.



The N.E. entrance on Miracle Mile has weeds in the beds.



The N.W. entrance on Miracle Mile looks good except for the weeds in the bed.



The N.W. entrance on Miracle Mile has bed weeds.



The Thryallis plant fertility on Tucker Jones was negatively affected by the cold snap.



The Thryallis plants on Tucker Jones were hit hard by the cold snaps.



Weeds are growing through the Thryallis plants and there are also bed weeds that need to be removed.



The mailbox pavilion at the dog park looks good.



The Viburnum need to be trimmed.



The turf fertility is lacking next to the sidewalk on Happy Heart.



The turf fertility is lacking in front of the dog park.



The dog park is clean & looks good.



There are ferns growing through the Ilic plants.



The turf fertility next to the sidewalk on the South end of the dog park is very bad. It will need to be replaced to look good.



The turf fertility is lacking next to the sidewalk on Summer Kiss.



There are two dead limbs that need to be removed. I asked the landscaper to cut them down.



The trash can next to the dog park near Happy Heart is overflowing. The D.M. was informed.



The S.W. pond has filamentous algae.



The South pond looks good.



The preserve is encroaching behind the resident homes on 12034 Miracle Mile. The D.M. was informed.



Preserve encroachment.



There is filamentous algae in the North pond.



There is a wash out on the North pond.