

**TWO RIVER EAST  
COMMUNITY DEVELOPMENT  
DISTRICT**

**OCTOBER 17, 2023**

**AGENDA**



2005 PAN AM CIRCLE, SUITE 300  
TAMPA, FL 33067

# Two Rivers East Community Development District

## Board of Supervisors

Carlos de la Ossa, Chair  
Nicholas Dister, Vice-Chairman  
Ryan Motko, Assistant Secretary  
Thomas Spence, Assistant Secretary  
Mike Rainer, Assistant Secretary

## District Staff

Brian Lamb, District Secretary  
Angie Grunwald, District Manager  
John Vericker, District Counsel  
Tonja Stewart, District Engineer

## Regular Meeting Agenda

Tuesday, October 17, 2023, at 11:00 a.m.

The Regular Meetings of Two Rivers East Community Development District will be held on **October 17, 2023, at 11:00 a.m. at the Ballantrae Community Clubhouse located at 17611 Mentmore Blvd, Land O' Lakes, FL 34638**. For those who intend to call in below is the Zoom link information. Please let us know at least 24 hours in advance if you are planning to call into the meeting.

### Zoom Meeting

<https://zoom.us/j/95709614632?pwd=WnoyY1ZlaithVkdYbUJnREs4clpIUT09>

**Meeting ID: 957 0961 4632    Passcode: 450559**

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

## REGULAR MEETINGS OF THE BOARD OF SUPERVISORS

1. **CALL TO ORDER/ROLL CALL**
2. **PUBLIC COMMENTS ON AGENDA ITEMS** *(Each individual has the opportunity to comment and is limited to three (3) minutes for such comment)*
3. **BUSINESS ITEMS**
  - A. Ratification of Resolution 2023-42 Re-Allocating and Allocating a Portion of Construction Funds from Bonds Proceeds for CDD Infrastructure..... Tab 01
4. **CONSENT AGENDA**
  - A. Approval of Minutes of the September 19, 2023; Regular Meeting..... Tab 02
  - B. Consideration of Operation and Maintenance Expenditures September 2023..... Tab 03
  - C. Acceptance of the Financials and Approval of the Check Register for September 2023 Tab 04
5. **STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
6. **BOARD OF SUPERVISORS REQUESTS AND COMMENTS**
7. **ADJOURNMENT**

\*The next regularly scheduled meeting is November 21, 2023, at 11:00 a.m.

### District Office

Inframark  
2005 Pan Am Circle  
Tampa, Florida 33607

### Meeting Location:

Ballantrae Clubhouse  
17611 Mentmore Blvd  
Land O' Lakes, FL 3463

## RESOLUTION 2023-42

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TWO RIVERS EAST COMMUNITY DEVELOPMENT DISTRICT ALLOCATING A PORTION OF THE CONSTRUCTION FUNDS FROM THE 2023 ACQUISITION AND CONSTRUCTION ACCOUNT FOR THE SPECIAL ASSESSMENT BONDS, SERIES 2023 FOR CERTAIN PORTIONS OF THE SERIES 2023 PROJECT; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Board of Supervisors (the “**Board**”) of the Two Rivers East Community Development District (the “**District**”) previously indicated its intention to construct and/or acquire certain public improvements to be constructed within the District, as described in the Report of the District Engineer, Series 2023 dated May 9, 2023 (the “**2023 Engineer’s Report**”) prepared for the Two Rivers East Community Development District (the “**2023 Project**”);

**WHEREAS**, the District previously issued its \$26,260,000 Special Assessment Bonds, Series 2023 (the “**Series 2023 Bonds**”) that generated \$18,744,298.79 in its Series 2023 Acquisition and Construction Account (the “**Construction Account**”) and \$4,000,000 in its Offsite Project Subaccount to pay for the 2023 Project (the “**Offsite Project Subaccount**”).

**WHEREAS**, the Lodge Grass Road Project is described in the 2023 Engineers Report (the “**Logan Grass Road Project**”) and the S.R. 56 Offsite Project Improvement is described in the 2023 Engineers Report (the “**Offsite Project**”); and

**WHEREAS**, the Board desires to allocate \$14,558,210 from the Construction Account for acquisition and construction of the Lodge Grass Road portion of the 2023 Project and the Offsite Project so a total of \$18,558,210 in proceeds from the Series 2023 Bonds will be allocated for the Lodge Grass Road Project and the Offsite Project.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:**

**Section 1. Authority for This Resolution.** This Resolution is adopted pursuant to Chapter 190, Florida Statutes.

**Section 2. Allocation of a Portion of the Funds in the Series 2023 Construction Account.** The District previously allocated \$4,000,000 in the Offsite Project Subaccount which was established at the issuance of the Series 2023 Bonds for the construction of the Offsite Project. The District hereby allocates an additional \$14,558,210 from the Construction Account to fund the Lodge Grass Road Project and the Offsite Project. Prior to approving any requisitions, the District Manager and District Engineer shall verify with the Trustee of the Series 2023 Bonds that there are sufficient funds remaining in the Series 2023 Construction Account to cover the costs necessary to construct or acquire the Lodge Grass Road Project and the Offsite Project.

**Section 3. Severability.** If any section or part of a section of this Resolution is declared invalid or unconstitutional, the validity, force and effect of any other section or part of a section of this Resolution shall not thereby be affected or impaired unless it clearly appears that such other section or part of a section of this Resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional.

**Section 4. Conflicts.** All District resolutions or parts thereof in actual conflict with this Resolution

are, to the extent of such conflict, superseded and repealed.

**Section 5. Effective Date.** This Resolution shall become effective upon its adoption.

Approved and adopted on September 19, 2023.

**Attest**

  
\_\_\_\_\_  
Name: Brian L. Cub  
Secretary/~~Assistant Secretary~~

**Two Rivers East  
Community Development District**

  
\_\_\_\_\_  
Carlos de la Ossa  
Vice Chair of the Board of Supervisors

**MINUTES OF MEETING  
TWO RIVERS EAST  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Two Rivers East Community Development District was held on Tuesday, September 19, 2023, and called to order at 11:59 a.m. at the Springhill Suites by Marriott Tampa Suncoast Parkway located at 16615 Crosspointe Run, Land O'Lakes, FL 34638.

Present and constituting a quorum were:

Nicholas Dister	Chairperson
Carlos de la Ossa	Vice Chairperson
Ryan Motko	Assistant Secretary
Thomas Spence	Assistant Secretary
Mike Rainer	Assistant Secretary

Also present were:

Brian Lamb	District Manager
Angie Grunwald	District Manager
John Vericker	District Counsel
Michael Broadus	District Counsel
Tonja Stewart	District Engineer
Lisa Castoria	Inframark

*The following is a summary of the discussions and actions taken.*

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Grunwald called the meeting to order, and a quorum was established.

**SECOND ORDER OF BUSINESS**

**Public Comments on Agenda Items**

There being no public comments, the next order of business followed.

**THIRD ORDER OF BUSINESS**

**Business Items**

**A. Consideration of Resolution 2023-40, Redesignation of Officers**

On MOTION by Mr. Motko seconded by Mr. de la Ossa with all in favor, Resolution 2023-40, Redesignation of Officers, was adopted. 5-0

**B. Ratification of Developer Funding Agreement for Fiscal Year 2023/2024**

On MOTION by Mr. de la Ossa seconded by Mr. Spence, with all in favor, Developer Funding Agreement for Fiscal Year 2023/2024, was ratified. 5-0

Unapproved

**C. Consideration of Resolution 2023-41, Adopting the Final Terms of the 2023 Bonds**

On MOTION by Mr. de la Ossa seconded by Mr. Spence, with all in favor, Resolution 2023-41, Adopting the Final Terms of the 2023 Bonds, was adopted. 5-0

**D. Consideration of Resolution 2023-42, Designated Use of Series 2023 Bond Capital Improvement Funds**

On MOTION by Mr. de la Ossa seconded by Mr. Spence, with all in favor, Resolution 2023-42, Designated Use of Series 2023 Bond Capital Improvement Funds, was adopted. 5-0

**E. General Matters of the District**

There being none, the next order of business followed.

**FOURTH ORDER OF BUSINESS**

**Consent Agenda**

**A. Approval of Minutes of the August 15, 2023, Meeting**

**B. Consideration of Operation and Maintenance Expenditures July - August 2023**

**C. Acceptance of the Financials and Approval of the Check Register for August 2023**

On MOTION by Mr. de la Ossa seconded by Mr. Spence, with all in favor, Consent Agenda, was approved. 5-0

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Signed Resolution was sent to District Counsel

**B. District Engineer**

There being no report, the next item followed.

**C. District Manager**

There being no report, the next order of business followed.

**SIXTH ORDER OF BUSINESS**

**Board and Supervisors' Requests and Comments**

There being no report, the next order of business followed.

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Mr. de la Ossa seconded by Mr. Motko with all in favor, the meeting was adjourned. 5-0

\_\_\_\_\_  
Angie Grunwald  
District Manager

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

<b>TWO RIVERS EAST</b> <b>Summary of Operations and Maintenance Invoices</b>
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Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
<b>Monthly Contract</b>				
INFRAMARK	101139	\$3,708.33		DISTRICT INVOICE SEPTEMBER 2023
INFRAMARK	101689	\$4.41	\$3,712.74	DISTRICT SERVICES SEPTEMBER 2023
<b>Monthly Contract Subtotal</b>		<b>\$3,712.74</b>		
<b>Variable Contract</b>				
CARLOS DE LA OSSA	CDLO 091923	\$200.00		SUPERVISOR FEE 09/19/23
MICHAEL TODD RAINER	MR 091923	\$200.00		SUPERVISOR FEE 09/19/23
NICHOLAS J. DISTER	ND 091923	\$200.00		SUPERVISOR FEE 09/19/23
RYAN MOTKO	RM 091923	\$200.00		SUPERVISOR FEE 09/19/23
THOMAS R. SPENCE	TS 091923	\$200.00		SUPERVISOR FEE 09/19/23
<b>Variable Contract Subtotal</b>		<b>\$1,000.00</b>		
<b>Utilities</b>				
<b>Utilities Subtotal</b>		<b>\$0.00</b>		
<b>Regular Services</b>				
EGIS INSURANCE	19648	\$5,000.00		POLICY RENEWAL - 10/01/23-10/01/24
<b>Regular Services Subtotal</b>		<b>\$5,000.00</b>		
<b>Additional Services</b>				
<b>Additional Services Subtotal</b>		<b>\$0.00</b>		
<b>TOTAL</b>		<b>\$9,712.74</b>		

Approved (with any necessary revisions noted):

<p style="text-align: center;"><b>TWO RIVERS EAST</b> <b>Summary of Operations and Maintenance Invoices</b></p>
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Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description

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Signature:

**Title (Check one):**

☐ Chariman   ☐ Vice Chariman   ☐ Assistant Secretary





2002 West Grand Parkway North  
Suite 100  
Katy, TX 77449

# INVOICE

**INVOICE#**

#101139

**DATE**

9/5/2023

**CUSTOMER ID**

C3191

**NET TERMS**

Net 30

**PO#****DUE DATE**

10/5/2023

**BILL TO**

Two Rivers East Community  
Development District  
2005 Pan Am Cir Ste 300  
Tampa FL 33607-6008  
United States

Services provided for the Month of: September 2023

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Administration	1	Ea	375.00		375.00
District Management	1	Ea	2,083.33		2,083.33
Accounting Services	1	Ea	750.00		750.00
Financial & Revenue Collection	1	Ea	100.00		100.00
Recording Secretary	1	Ea	200.00		200.00
Technology/Data Storage	1	Ea	50.00		50.00
Website Maintenance / Admin	1	Ea	100.00		100.00
Rental & Leases	1	Ea	50.00		50.00
<b>Subtotal</b>					<b>3,708.33</b>

**Subtotal**

\$3,708.33

**Tax**

\$0.00

**Total Due**

\$3,708.33

Remit To : Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778

To pay by Credit Card, please contact us at 281-578-4299, 9:00am - 5:30pm EST, Monday – Friday. A surcharge fee may apply.

To pay via ACH or Wire, please refer to our banking information below:

Account Name: INFRAMARK, LLC

ACH - Bank Routing Number: 111000614 / Account Number: 912593196

Wire - Bank Routing Number: 021000021 / SWIFT Code: CHASUS33 / Account Number: 912593196

Please include the Customer ID and the Invoice Number on your form of payment.



2002 West Grand Parkway North  
Suite 100  
Katy, TX 77449

# INVOICE

**INVOICE#**

#101689

**DATE**

9/21/2023

**CUSTOMER ID**

C3191

**NET TERMS**

Net 30

**PO#****DUE DATE**

10/21/2023

**BILL TO**

Two Rivers East Community  
Development District  
2005 Pan Am Cir Ste 300  
Tampa FL 33607-6008  
United States

Services provided for the Month of: September 2023

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Supplies	7	Ea	0.63		4.41
<b>Subtotal</b>					<b>4.41</b>

<b>Subtotal</b>	\$4.41
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<b>Tax</b>	\$0.00
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<b>Total Due</b>	\$4.41
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**Remit To : Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778**

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*Wire - Bank Routing Number: 021000021 / SWIFT Code: CHASUS33 / Account Number: 912593196*

*Please include the Customer ID and the Invoice Number on your form of payment.*

**TWO RIVERS EAST CDD**

**MEETING DATE:**09/19/2023

Q10 091923

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Nicholas Dister	✓	Accept	\$200
Thomas Spence	✓	Accept	\$200
Ryan Motko	✓	Accept	\$200
Mike Rainer	✓	Accept	\$200
Carlos de la Ossa	✓	Accept	\$200

DMS Staff Signature Angie Grunwald

**TWO RIVERS EAST CDD**

**MEETING DATE:**09/19/2023

MR 091923

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Nicholas Dister	✓	Accept	\$200
Thomas Spence	✓	Accept	\$200
Ryan Motko	✓	Accept	\$200
Mike Rainer	✓	Accept	\$200
Carlos de la Ossa	✓	Accept	\$200

DMS Staff Signature Angie Grunwald

**TWO RIVERS EAST CDD**

**MEETING DATE:**09/19/2023

ND 091923

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Nicholas Dister	✓	Accept	\$200
Thomas Spence	✓	Accept	\$200
Ryan Motko	✓	Accept	\$200
Mike Rainer	✓	Accept	\$200
Carlos de la Ossa	✓	Accept	\$200

DMS Staff Signature Angie Grunwald

**TWO RIVERS EAST CDD**

**MEETING DATE:**09/19/2023

Rm 091923

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Nicholas Dister	✓	Accept	\$200
Thomas Spence	✓	Accept	\$200
Ryan Motko	✓	Accept	\$200
Mike Rainer	✓	Accept	\$200
Carlos de la Ossa	✓	Accept	\$200

DMS Staff Signature Angie Grunwald

**TWO RIVERS EAST CDD**

**MEETING DATE:**09/19/2023

TS 091923

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Nicholas Dister	✓	Accept	\$200
Thomas Spence	✓	Accept	\$200
Ryan Motko	✓	Accept	\$200
Mike Rainer	✓	Accept	\$200
Carlos de la Ossa	✓	Accept	\$200

DMS Staff Signature Angie Grunwald



# INVOICE

Two Rivers East CDD  
c/o Inframark fka Meritus  
2005 Pan Am Circle, Ste 300  
Tampa, FL 33607

<b>Customer</b>	Two Rivers East CDD
<b>Acct #</b>	1333
<b>Date</b>	09/14/2023
<b>Customer Service</b>	Charisse Bitner
<b>Page</b>	1 of 1

Payment Information	
<b>Invoice Summary</b>	\$ 5,000.00
<b>Payment Amount</b>	
<b>Payment for:</b>	Invoice#19648
1001231008	

Thank You

Please detach and return with payment



Customer: Two Rivers East CDD

Invoice	Effective	Transaction	Description	Amount
19648	10/01/2023	Renew policy	Policy #1001231008 10/01/2023-10/01/2024 Florida Insurance Alliance  Package - Renew policy Due Date: 9/14/2023	5,000.00

**Total**

\$ 5,000.00

Thank You

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

**Remit Payment To: Egis Insurance Advisors**

P.O. Box 748555  
Atlanta, GA 30374-8555

(321)233-9939

scclimer@egisadvisors.com

**Date**

09/14/2023