

**TWO RIVER EAST  
COMMUNITY DEVELOPMENT  
DISTRICT**

**NOVEMBER 19, 2024**

**AGENDA PACKAGE**



2005 PAN AM CIRCLE, SUITE 300  
TAMPA. FL 33067

# Two Rivers East Community Development District

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## Board of Supervisors

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

## District Staff

Brian Lamb, District Secretary  
Jayna Cooper, District Manager  
John Vericker, District Counsel  
Tonja Stewart, District Engineer

## Landowners' & Regular Meeting Agenda

Tuesday, November 19, 2024, at 11:00 a.m.

The Landowners' & Regular Meetings of Two Rivers East Community Development District will be held on **November 19, 2024, at 11:00 a.m. at the SpringHill Suites by Marriott Tampa Suncoast Parkway located at 16615 Crosspointe Run, Land O' Lakes, FL 34638** For those who intend to call in below is the Teams link information. Please let us know at least 24 hours in advance if you are planning to call into the meeting.

### [Join the meeting now](#)

Meeting ID: 297 982 188 241 Passcode: Yz3RiT

Dial-in by phone +1 646-838-1601 Pin: 769 240 715#

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

### Landowners' Meeting

1. Call to Order
2. Election of a Chairman for the Purpose of Conducting the Landowners' Meeting
3. Nominations for the Position of Supervisor Seat 3, 4, & 5
4. Landowner Questions or Comments
5. Adjournment

### Regular Meeting

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. Consideration of Resolution 2025-01, Canvassing and Certifying the Results of the Landowner Election
  - B. Consideration of Resolution 2025-02, Designation of Officers
  - C. Consideration of Resolution 2025-03, Amended General Fund Budget for Fiscal Year 2023/2024
4. CONSENT AGENDA
  - A. Approval of Minutes of the September 17, 2024 Meeting
  - B. Consideration of Operation and Maintenance Expenditures November 2024
  - C. Acceptance of the Financials and Approval of the Check Register for November 2024
5. STAFF REPORTS
  - A. District Counsel
  - B. District Manager
  - C. District Engineer
6. BOARD MEMBERS AND AUDIENCE COMMENTS
7. ADJOURNMENT

# **LANDOWNERS' MEETING**

## **Instructions Relating to Landowners' Meeting of the Two Rivers East Community Development District for the Election of Members of the Board of Supervisors**

**Date:** **Tuesday, November 19, 2024**  
**Time:** **11:00 a.m.**  
**Location:** **SpringHill Suites by Marriott Tampa Suncoast Parkway  
16615 Crosspointe Run  
Land O'Lakes, FL 34648**

Pursuant to Chapter 190, Florida Statutes, and after a community development district (“**District**”) has been established and the landowners have held their initial election, there shall be subsequent landowners’ meeting for the purpose of electing members of the Board of Supervisors of the District (“**Board**”) every 2 years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), Florida Statutes.

A landowner within the District may vote in person at the landowners’ meeting or the landowner may nominate a proxy holder to vote in person at the meeting in place of the landowner. Landowners or proxy holders need to bring a government issued ID for verification purposes.

Whether in person or by proxy, each landowner shall be entitled to cast 1 vote per un-platted acre of land owned by him or her and located within the District, for each seat on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as 1 acre, entitling the landowner to 1 vote with respect thereto. Please note that a particular parcel of real property is entitled to only 1 vote for each eligible acre of land or fraction thereof; therefore, 2 or more people who own real property in common, that is 1 acre or less, are together entitled to only 1 vote for that real property. Platted lots shall be counted individually and entitled to 1 vote. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner’s proxy.

At the landowners’ meeting, the landowners will elect a chair to conduct the meeting. The meeting chair can be any person present at the meeting and does not need to be a landowner. If the meeting chair is a landowner or proxy holder of a landowner, they may also nominate candidates, make or second motions, and participate in the voting process. Candidates must be nominated and then shall be elected by a vote of the landowners. Mailed in ballots or proxies are not accepted because the landowners or proxy holders nominate candidates first for each seat in the election and then the ballots are casted. Furthermore, the District does not have the ability to verify the signatures of mailed in ballots or request clarification if there is an issue with any ballot or proxy.

This year, 3 seats on the Board will be up for election by landowners. The 2 candidates receiving the highest number of votes will receive a 4-year term and the 1 candidate receiving the next highest number of votes will receive a 2-year term. The term of office for each successful candidate shall commence upon election on November 19, 2024.

A proxy is available upon request. To be valid, each proxy must be signed by 1 of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property, or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than 1 vote, each property must be listed and the number of un-platted acres of each property must be included. The signature on a proxy does not need to be notarized.

Electronic signatures are not accepted because the integrity and security control processes required by Sections 668.001-.006, Florida Statutes are not feasible for the District at this time.

# **REGULAR MEETING**

## **Third Order of Business**

## RESOLUTION 2025-01

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF TWO RIVERS EAST COMMUNITY DEVELOPMENT DISTRICT CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNERS ELECTION OF SUPERVISORS HELD PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES, ADDRESSING SEAT NUMBER DESIGNATIONS ON THE BOARD OF SUPERVISORS, AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, pursuant to Section 190.006(2), Florida Statutes, a landowners meeting is required to be held following the creation of a community development district for the purpose of electing supervisors of the District; and

**WHEREAS**, following proper publication and notice thereof, on November 19, 2024 the owners of land within the District held a meeting for the purpose of electing supervisors to the District’s Board of Supervisors (“Board”); and

**WHEREAS**, at the November 19, 2024 meeting, the below recited persons were duly elected by virtue of the votes cast in their respective favor; and

**WHEREAS**, the Board, by means of this Resolution, desires to canvas the votes, declare and certify the results of the landowner’s election, and announce the Board Members, seat number designations on the Board.

### **NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF TWO RIVERS EAST COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** The recitals as stated above are true and correct and by this reference are incorporated into and form a material part of this Resolution.

**SECTION 2.** The following persons are found, certified, and declared to have been duly elected as Supervisors of and for the District, having been elected by the votes cast in their favor as shown below:

_____	Votes	(4 year term)	Seat #3
_____	Votes	(4 year term)	Seat #4
_____	Votes	(2 year term)	Seat #5

**SECTION 3.** Said terms of office commence on November 19, 2024.

**SECTION 4.** If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect. To the extent the provisions of this Resolution conflict with the provisions of any other resolution of the District, the provisions of this Resolution shall prevail.

**PASSED AND ADOPTED THIS 19TH DAY OF NOVEMBER, 2024.**

**ATTEST:**

**TWO RIVERS EAST COMMUNITY  
DEVELOPMENT DISTRICT**

Print Name: \_\_\_\_\_  
Secretary/ Assistant Secretary

Print Name: \_\_\_\_\_  
Chair/ Vice Chair of the Board of Supervisors

## **RESOLUTION 2025-02**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS DESIGNATING THE OFFICERS OF TWO RIVERS EAST COMMUNITY DEVELOPMENT DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Two Rivers East 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 the County of Pasco; and

**WHEREAS**, pursuant to Section 190.006(2), Florida Statutes, a landowners meeting was held for the purpose of electing supervisors of the District; and

**WHEREAS**, the Board of Supervisors (the “Board”) now desires to designate the Officers of the District pursuant to Section 190.006(6), Florida Statutes.

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

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

_____	Chairman
_____	Vice-Chairman
<u>Jayna Cooper</u>	Secretary
<u>Leah Popelka</u>	Treasurer
<u>Angel Montagna</u>	Assistant Treasurer
_____	Assistant Secretary

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

**PASSED AND ADOPTED THIS 19TH DAY OF NOVEMBER, 2024.**

**ATTEST:**

**TWO RIVERS EAST COMMUNITY  
DEVELOPMENT DISTRICT**

Print Name: \_\_\_\_\_  
Secretary/ Assistant Secretary

Print Name: \_\_\_\_\_  
Chair/ Vice Chair of the Board of Supervisors

## RESOLUTION 2025-03

### A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TWO RIVERS EAST COMMUNITY DEVELOPMENT DISTRICT AMENDING THE GENERAL FUND BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024; AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, the Two Rivers East 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 unincorporated Pasco County, Florida.

**WHEREAS**, pursuant to Section 189.016, Florida Statutes the Board desires to reallocate funds budgeted to reflect re-appropriated revenues and expenses approved during Fiscal Year 2023/2025.

#### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:**

1. **Amending the General Fund Budget for Fiscal Year 2023/2024.** The General Fund Budget for Fiscal Year 2023/2024 is hereby amended as shown in **Exhibit A** attached hereto. The District Manager shall post the amended budget on the District’s official website within 5 days after adoption and ensure it remains on the website for at least 2 years.
2. **Effective Date.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 19<sup>th</sup> DAY OF November 2024.**

**Attest:**

**Two Rivers East Community  
Development District**

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Secretary/Assistant Secretary

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Chair of the Board of Supervisors

Exhibit A: Amended General Fund Budget for Fiscal Year 2023/2024

**Proposed Budget Amendment**  
For the Period Ending September 30, 2024

ACCOUNT DESCRIPTION	CURRENT BUDGET	PROPOSED AMENDMENT	FINAL BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b>REVENUES</b>					
Interest - Investments	\$ -	\$ -	\$ -	\$ -	\$ -
Special Assmnts- CDD Collected	-	-	-	62,229	62,229
Developer Contribution	118,425	-	118,425	57,243	(61,182)
<b>TOTAL REVENUES</b>	<b>118,425</b>		<b>118,425</b>	<b>119,472</b>	<b>1,047</b>
<b>EXPENDITURES</b>					
<b>Administration</b>					
Supervisor Fees	3,000	3,800	6,800	6,800	-
ProfServ-Dissemination Agent	4,200	-	4,200	3,334	866
ProfServ-Info Technology	600	654	1,254	1,254	-
ProfServ-Recording Secretary	2,400	700	3,100	3,100	-
ProfServ-Tax Collector	1,200	-	1,200	100	1,100
ProfServ-Trustee Fees	6,500	2,012	8,512	8,512	-
Disclosure Report	-	2,083	2,083	2,083	-
District Counsel	9,500	12,219	21,719	21,719	-
District Engineer	9,500	-	9,500	2,656	6,844
Administrative Services	4,500	1,253	5,753	5,753	-
Management & Accounting Services	9,000	-	9,000	-	9,000
District Manager	25,000	7,666	32,666	32,666	-
Accounting Services	9,000	2,575	11,575	11,575	-
Auditing Services	6,000	-	6,000	-	6,000
Website Compliance	1,800	-	1,800	1,500	300
Postage, Phone, Faxes, Copies	500	-	500	10	490
Rentals & Leases	600	150	750	750	-
Insurance - General Liability	-	5,200	5,200	5,200	-
Public Officials Insurance	2,500	-	2,500	2,250	250
Legal Advertising	3,500	659	4,159	4,159	-
Bank Fees	200	-	200	-	200
Financial & Revenue Collections	-	800	800	800	-
Meeting Expense	4,000	-	4,000	-	4,000
Website Administration	1,200	350	1,550	1,550	-
Miscellaneous Expenses	250	500	750	750	-
Office Supplies	100	-	100	-	100
Dues, Licenses, Subscriptions	175	1,280	1,455	1,455	-
<b>Total Administration</b>	<b>105,225</b>	<b>41,901</b>	<b>147,126</b>	<b>117,976</b>	<b>29,150</b>
<b>Other Physical Environment</b>					
Insurance - General Liability	3,200	-	3,200	2,750	450
<b>Total Other Physical Environment</b>	<b>3,200</b>		<b>3,200</b>	<b>2,750</b>	<b>450</b>

**Proposed Budget Amendment**  
For the Period Ending September 30, 2024

ACCOUNT DESCRIPTION	CURRENT BUDGET	PROPOSED AMENDMENT	FINAL BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>Reserves</u></b>					
Misc-Contingency	10,000	-	10,000	1,500	8,500
<b>Total Reserves</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>	<b>1,500</b>	<b>8,500</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>118,425</b>	<b>41,901</b>	<b>160,326</b>	<b>122,226</b>	<b>38,100</b>

**Proposed Budget Amendment**  
For the Period Ending September 30, 2024

ACCOUNT DESCRIPTION	CURRENT BUDGET	PROPOSED AMENDMENT	FINAL BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Excess (deficiency) of revenues Over (under) expenditures	-	(41,901)	(41,901)	(2,754)	39,147
Net change in fund balance	-	(41,901)	(41,901)	(2,754)	39,147
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>	<b>(19,061)</b>	<b>-</b>	<b>(19,061)</b>	<b>(19,060)</b>	<b>1</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ (19,061)</b>	<b>\$ (41,901)</b>	<b>\$ (60,962)</b>	<b>\$ (21,814)</b>	<b>\$ 39,148</b>

# **Fourth Order of Business**

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

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1 The regular meeting of the Board of Supervisors of Two Rivers East Community  
2 Development District was held on Tuesday, September 17, 2024, and called to order at 11:43  
3 a.m. at the SpringHill Suites by Marriott Tampa Suncoast Parkway, located at 16615 Crosspointe  
4 Run, Land O' Lakes, Florida 34638.

Present and constituting a quorum were:

Carlos de la Ossa	Chairperson
Nicholas Dister	Vice Chairperson ( <i>via phone</i> )
Thomas Spence	Assistant Secretary
Mike Rainer	Assistant Secretary
Ryan Motko	Assistant Secretary ( <i>via phone</i> )

Also present were:

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

## **FIRST ORDER OF BUSINESS**

## Call to Order/Roll Call

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

## **SECOND ORDER OF BUSINESS**

## Public Comments on Agenda Items

There being none, the next order of business followed.

### THIRD ORDER OF BUSINESS

## Business Items

## **A. Consideration of Resolution 2024-07, Authorizing the Boundary Amendment to the District**

On MOTION by Mr. de la Ossa seconded by Mr. Spence, with all in favor, Resolution 2024-07, Authorizing the Boundary Amendment to the District, was adopted. 5-0

## **B. Consideration of Resolution 2024-08, Special Districts Performance Measures & Standards**

### i. 2025 Goals & Objectives

On MOTION by Mr. de la Ossa seconded by Mr. Spence, with all in favor, Resolution 2024-08, Special Districts Performance Measures & Standards - 2025 Goals & Objectives, was adopted, 5-0

### C. Acceptance of Fiscal Year 2023 Audit

45 On MOTION by Mr. de la Ossa seconded by Mr. Spence, with all in  
46 favor, Fiscal Year 2023 Audit, was accepted. 5-0

47  
48 **D. General Matters of the District**

49 There being none, the next order of business followed.  
50

51 **FOURTH ORDER OF BUSINESS**

Consent Agenda

52 **A. Approval of Minutes of the August 28, 2024, Public Hearing & Regular Meeting**  
53 **B. Consideration of Operation and Maintenance Expenditures August 2024**  
54 **C. Acceptance of the Financials and Approval of the Check Register for August**  
55 **2024**

56  
57 On MOTION by Mr. de la Ossa seconded by Mr. Spence, with  
58 all in favor, the Consent Agenda was approved. 5-0

59  
60 **FIFTH ORDER OF BUSINESS**

Staff Reports

61 **A. District Counsel**  
62 **B. District Engineer**  
63 **C. District Manager**

64 There being no reports, the next order of business followed.  
65

66 **SIXTH ORDER OF BUSINESS**

Board Members and Audience Comments

67 There being none, the next order of business followed.  
68

69 **SEVENTH ORDER OF BUSINESS**

Adjournment

70 There being no further business,  
71

72 On MOTION by Mr. de la Ossa seconded by Mr. Spence, with  
73 all in favor, the meeting was adjourned at 11:43 am. 5-0

74  
75  
76  
77  
78 Jayna Cooper  
79 District Manager  
80

Carlos de la Ossa  
Chairperson

**TO BE SENT UNDER SEPARATE COVER**

**TO BE SENT UNDER SEPARATE COVER**