

**TWO RIVER EAST
COMMUNITY DEVELOPMENT
DISTRICT**

JANUARY 21, 2025

AGENDA PACKAGE



205 PAN AM CIRCLE, SUITE 300
TAMPA. FL 33067

Two Rivers East Community Development District

Agenda Page 2

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

Regular Meeting Agenda

Tuesday, January 21, 2025, at 11:00 a.m.

The Regular Meetings of Two Rivers East Community Development District will be held on **January 21, 2025, 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.

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENTS** *(Each individual has the opportunity to comment and is limited to three (3) minutes for such comment)*
- 3. BUSINESS ITEMS**
- 4. CONSENT AGENDA**
 - A. Approval of Minutes of the December 17, 2024 Meeting
 - B. Consideration of Operation and Maintenance Expenditures December 2024
 - C. Acceptance of the Financials and Approval of the Check Register for December 2024
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Manager
 - C. District Engineer
- 6. BOARD MEMBERS COMMENTS**
- 7. ADJOURNMENT**

The next Meeting is scheduled for Tuesday, February 18, 2025 at 11:00 a.m.

Fourth Order of Business

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

The landowner's Election and regular meeting of the Board of Supervisors of Two Rivers East Community Development District was held on Tuesday, December 17, 2024, and called to order at 11:30 a.m. at the SpringHill Suites by Marriott Tampa Suncoast Parkway, located at 16615 Crosspointe Run, Land O' Lakes, Florida 34638.

Present and constituting a quorum were:

Carlos de la Ossa	Chairperson
Nick Dister	Vice Chair (via phone)
Thomas Spence	Assistant Secretary
Mike Rainer	Assistant Secretary (via phone)
Ryan Motko	Assistant Secretary

Also present were:

Jayna Cooper	District Manager
John Vericker	District Counsel
Tyson Waag	District Engineer (via phone)
Michael Perez	District Manager

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

There being none, the next order of business followed.

FOURTH ORDER OF BUSINESS

Consent Agenda

A. Approval of Minutes of the November 19, 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

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

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

B. District Engineer

C. District Manager

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

Unapproved Minutes

SIXTH ORDER OF BUSINESS

Board Members and Audience Comments

There being none, 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. Spence, with all in favor, the meeting was adjourned at 11:31 am. 5-0

Jayna Cooper
District Manager

Carlos de la Ossa
Chairperson

TWO RIVERS EAST
Summary of Operations and Maintenance Invoices

Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
Monthly Contract					
INFRAMARK LLC	12/3/2024	139117	\$750.00		MANAGEMENT FEE DEC 2024
INFRAMARK LLC	12/3/2024	139117	\$375.00		MANAGEMENT FEE DEC 2024
INFRAMARK LLC	12/3/2024	139117	\$100.00		MANAGEMENT FEE DEC 2024
INFRAMARK LLC	12/3/2024	139117	\$200.00		MANAGEMENT FEE DEC 2024
INFRAMARK LLC	12/3/2024	139117	\$50.00		MANAGEMENT FEE DEC 2024
INFRAMARK LLC	12/3/2024	139117	\$50.00		MANAGEMENT FEE DEC 2024
INFRAMARK LLC	12/3/2024	139117	\$100.00		MANAGEMENT FEE DEC 2024
INFRAMARK LLC	12/3/2024	139117	\$2,083.33		MANAGEMENT FEE DEC 2024
INFRAMARK LLC	12/3/2024	139117	\$416.67	\$4,125.00	MANAGEMENT FEE DEC 2024
Monthly Contract Subtotal			\$4,125.00	\$4,125.00	
Variable Contract					
CARLOS DE LA OSSA	12/17/2024	CO 12172024	\$200.00	\$200.00	SUPERVISOR FEE 12.17.2024
MICHAEL TODD RAINER	12/17/2024	MR 12172024	\$200.00	\$200.00	SUPERVISOR FEES 12.17.2024
NICHOLAS J. DISTER	12/17/2024	ND 12172024	\$200.00	\$200.00	SUPERVISOR FEES 12.17.2024
RYAN MOTKO	12/17/2024	RM 12172024	\$200.00	\$200.00	SUPERVISOR FEES 12.17.2024
THOMAS R. SPENCE	12/17/2024	TS 12172024	\$200.00	\$200.00	SUPERVISOR FEES 12.17.2024
Variable Contract Subtotal			\$1,000.00	\$1,000.00	
Regular Services					
STRALEY ROBIN VERICKER	12/11/2024	25715	\$537.50	\$537.50	PROF SVCS THRU NOV 2024
Regular Services Subtotal			\$537.50	\$537.50	
TOTAL			\$5,662.50	\$5,662.50	



INVOICE

2002 West Grand Parkway North
 Suite 100
 Katy, TX 77449

INVOICE#

139117

DATE

12/3/2024

CUSTOMER ID

C3191

NET TERMS

Net 30

PO#

DUE DATE

1/2/2025

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: December 2024

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Accounting Services	1	Ea	750.00		750.00
Administration	1	Ea	375.00		375.00
District Management	1	Ea	2,083.33		2,083.33
Financial & Revenue Collection	1	Ea	100.00		100.00
Recording Secretary	1	Ea	200.00		200.00
Rental & Leases	1	Ea	50.00		50.00
Technology/Data Storage	1	Ea	50.00		50.00
Website Maintenance / Admin	1	Ea	100.00		100.00
Dissemination Services	1	Ea	416.67		416.67
Subtotal					4,125.00

Subtotal	\$4,125.00
Tax	\$0.00
Total Due	\$4,125.00

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.

TWO RIVERS EAST CDD

MEETING DATE: December 17, 2024

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 Jayna Cooper

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Nicholas Dister *	✓	Accept	\$200
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Ryan Motko	✓	Accept	\$200
Mike Rainer *	✓	Accept	\$200
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Nicholas Dister *	✓	Accept	\$200
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Ryan Motko	✓	Accept	\$200
Mike Rainer *	✓	Accept	\$200
Carlos de la Ossa	✓	Accept	\$200

DMS Staff Signature Jayna Cooper

Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400

Federal Tax Id. - 20-1778458

Two Rivers East Community Development District
 2005 Pan Am Circle, Suite 300
 Tampa, FL 33607

December 11, 2024
 Client: 001581
 Matter: 000001
 Invoice #: 25715

Page: 1

RE: General

For Professional Services Rendered Through November 30, 2024

SERVICES

Date	Person	Description of Services	Hours	Amount
11/15/2024	KCH	PREPARE FOR AND ATTEND OPERATIONS MEETING VIA TEAMS.	0.5	\$162.50
11/18/2024	JMV	REVIEW AGENDA PACKET AND PREPARE FOR CDD BOARD MEETING.	0.3	\$112.50
11/19/2024	JMV	PREPARE FOR AND ATTEND CDD BOARD MEETING.	0.7	\$262.50
Total Professional Services			1.5	\$537.50

December 11, 2024
Client: 001581
Matter: 000001
Invoice #: 25715

Page: 2

Total Services	\$537.50	
Total Disbursements	\$0.00	
Total Current Charges		\$537.50
Previous Balance		\$5,528.20
PAY THIS AMOUNT		\$6,065.70

Please Include Invoice Number on all Correspondence

Outstanding Invoices

Invoice Number	Invoice Date	Services	Disbursements	Interest	Tax	Total
24913	July 09, 2024	\$850.00	\$2.85	\$0.00	\$0.00	\$1,390.35
25055	August 07, 2024	\$122.50	\$0.00	\$0.00	\$0.00	\$660.00
25294	September 12, 2024	\$2,320.00	\$2.85	\$0.00	\$0.00	\$2,860.35
25395	October 17, 2024	\$1,347.50	\$0.00	\$0.00	\$0.00	\$1,885.00
25543	November 15, 2024	\$882.50	\$0.00	\$0.00	\$0.00	\$1,420.00
Total Remaining Balance Due						\$6,065.70

AGED ACCOUNTS RECEIVABLE

0-30 Days	31-60 Days	61-90 Days	Over 90 Days
\$1,420.00	\$1,347.50	\$2,322.85	\$975.35

Two Rivers East Community Development District

Financial Statements
(Unaudited)

Period Ending
December 31, 2024

Prepared by:



2005 Pan Am Circle ~ Suite 300 ~ Tampa, Florida 33607
Phone (813) 873-7300 ~ Fax (813) 873-7070

TWO RIVERS EAST
Balance Sheet
 As of December 31, 2024
(In Whole Numbers)

ACCOUNT DESCRIPTION	GENERAL FUND	DEBT SERVICE FUND	CAPITAL PROJECTS FUND	GENERAL LONG-TERM DEBT FUND	TOTAL
<u>ASSETS</u>					
Cash - Operating Account	\$ 591,379	\$ -	\$ -	\$ -	\$ 591,379
Cash in Transit	-	883,692	-	-	883,692
Due From Other Funds	-	394,713	817	-	395,530
Investments:					
Acq. & Const. (Offsite Project)	-	-	152	-	152
Acquisition & Construction Account	-	-	305,346	-	305,346
Reserve Fund	-	1,850,247	-	-	1,850,247
Revenue Fund	-	80,621	-	-	80,621
Amount Avail In Debt Services	-	-	-	2,480,347	2,480,347
Amount To Be Provided	-	-	-	23,779,653	23,779,653
TOTAL ASSETS	\$ 591,379	\$ 3,209,273	\$ 306,315	\$ 26,260,000	\$ 30,366,967
<u>LIABILITIES</u>					
Accounts Payable	\$ (938)	\$ 395,530	\$ -	\$ -	\$ 394,592
Accrued Expenses	2,858	-	-	-	2,858
Accounts Payable - Other	4,125	-	-	-	4,125
Bonds Payable - Series 2023	-	-	-	26,260,000	26,260,000
Due To Other Funds	395,530	-	-	-	395,530
TOTAL LIABILITIES	401,575	395,530	-	26,260,000	27,057,105
<u>FUND BALANCES</u>					
Restricted for:					
Debt Service	-	2,813,743	-	-	2,813,743
Capital Projects	-	-	306,315	-	306,315
Unassigned:	189,804	-	-	-	189,804
TOTAL FUND BALANCES	189,804	2,813,743	306,315	-	3,309,862
TOTAL LIABILITIES & FUND BALANCES	\$ 591,379	\$ 3,209,273	\$ 306,315	\$ 26,260,000	\$ 30,366,967

TWO RIVERS EAST
Statement of Revenues, Expenditures and Changes in Fund Balances
 For the Period Ending December 31, 2024
 General Fund (001)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Developer Contribution	305,625	233,486	(72,139)	76.40%
TOTAL REVENUES	305,625	233,486	(72,139)	76.40%
<u>EXPENDITURES</u>				
<u>Administration</u>				
Supervisor Fees	12,000	2,000	10,000	16.67%
ProfServ-Dissemination Agent	4,200	1,250	2,950	29.76%
ProfServ-Info Technology	600	150	450	25.00%
ProfServ-Recording Secretary	2,400	600	1,800	25.00%
ProfServ-Trustee Fees	6,500	-	6,500	0.00%
District Counsel	9,500	2,768	6,732	29.14%
District Engineer	9,500	508	8,992	5.35%
Administrative Services	4,500	1,125	3,375	25.00%
Management & Accounting Services	9,000	-	9,000	0.00%
District Manager	25,000	7,292	17,708	29.17%
Accounting Services	9,000	2,250	6,750	25.00%
Auditing Services	6,000	-	6,000	0.00%
Website Compliance	1,800	1,500	300	83.33%
Postage, Phone, Faxes, Copies	500	-	500	0.00%
Rentals & Leases	600	150	450	25.00%
Public Officials Insurance	2,475	-	2,475	0.00%
Legal Advertising	3,500	-	3,500	0.00%
Bank Fees	200	-	200	0.00%
Financial & Revenue Collections	1,200	300	900	25.00%
Meeting Expense	4,000	-	4,000	0.00%
Website Administration	1,200	300	900	25.00%
Miscellaneous Expenses	250	-	250	0.00%
Office Supplies	100	-	100	0.00%
Dues, Licenses, Subscriptions	175	175	-	100.00%
Total Administration	114,200	20,368	93,832	17.84%

TWO RIVERS EAST
Statement of Revenues, Expenditures and Changes in Fund Balances
 For the Period Ending December 31, 2024
 General Fund (001)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>Other Physical Environment</u>				
ProfServ-Wildlife Management Service	6,400	-	6,400	0.00%
Contracts-Landscape	125,000	-	125,000	0.00%
Contracts-Aquatic Control	38,000	-	38,000	0.00%
Insurance - General Liability	3,025	-	3,025	0.00%
R&M-Other Landscape	9,000	-	9,000	0.00%
Total Other Physical Environment	181,425	-	181,425	0.00%
<u>Contingency</u>				
Misc-Contingency	10,000	1,500	8,500	15.00%
Total Contingency	10,000	1,500	8,500	15.00%
TOTAL EXPENDITURES	305,625	21,868	283,757	7.16%
Excess (deficiency) of revenues				
Over (under) expenditures	-	211,618	211,618	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		(21,814)		
FUND BALANCE, ENDING		\$ 189,804		

TWO RIVERS EAST
Statement of Revenues, Expenditures and Changes in Fund Balances
 For the Period Ending December 31, 2024
 Debt Service Fund (200)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES				
Interest - Investments	\$ -	\$ 23,317	\$ 23,317	0.00%
Special Assmnts- CDD Collected	1,845,900	1,411,368	(434,532)	76.46%
TOTAL REVENUES	1,845,900	1,434,685	(411,215)	77.72%
EXPENDITURES				
Debt Service				
Principal Debt Retirement	370,000	-	370,000	0.00%
Interest Expense	1,475,900	742,459	733,441	50.31%
Total Debt Service	1,845,900	742,459	1,103,441	40.22%
TOTAL EXPENDITURES	1,845,900	742,459	1,103,441	40.22%
Excess (deficiency) of revenues				
Over (under) expenditures	-	692,226	692,226	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		2,121,517		
FUND BALANCE, ENDING		\$ 2,813,743		

TWO RIVERS EAST
Statement of Revenues, Expenditures and Changes in Fund Balances
 For the Period Ending December 31, 2024
 Capital Projects Fund (300)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES				
Interest - Investments	\$ -	\$ 18,669	\$ 18,669	0.00%
TOTAL REVENUES	-	18,669	18,669	0.00%
EXPENDITURES				
Construction In Progress				
Construction in Progress	-	619,490	(619,490)	0.00%
Total Construction In Progress	-	619,490	(619,490)	0.00%
TOTAL EXPENDITURES	-	619,490	(619,490)	0.00%
Excess (deficiency) of revenues				
Over (under) expenditures	-	(600,821)	(600,821)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		907,136		
FUND BALANCE, ENDING		\$ 306,315		

Bank Account Statement

Two Rivers East CDD

Bank Account No. 9075
Statement No. 12-24

Statement Date 12/31/2024

G/L Account No. 101001 Balance	591,379.14	Statement Balance	598,879.14
		Outstanding Deposits	0.00
Positive Adjustments	0.00		
Subtotal	591,379.14	Subtotal	598,879.14
Negative Adjustments	0.00	Outstanding Checks	-7,500.00
Ending G/L Balance	591,379.14	Ending Balance	591,379.14

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Deposits						
12/11/2024	Payment	BD00005	Deposit No. BD00005	460,852.40	460,852.40	0.00
12/17/2024	Payment	BD00006	Deposit No. BD00006	568,780.89	568,780.89	0.00
12/17/2024	Payment	BD00007	Deposit No. BD00007	75,412.89	75,412.89	0.00
12/20/2024	Payment	BD00008	Deposit No. BD00008	12,131.60	12,131.60	0.00
Total Deposits				1,117,177.78	1,117,177.78	0.00
Checks						
12/17/2024	Payment	1130	Check for Vendor V00014	-200.00	-200.00	0.00
12/17/2024	Payment	1131	Check for Vendor V00015	-200.00	-200.00	0.00
12/17/2024	Payment	1132	Check for Vendor V00008	-200.00	-200.00	0.00
12/17/2024	Payment	1134	Check for Vendor V00011	-200.00	-200.00	0.00
12/19/2024	Payment	1135	Check for Vendor V00004	-1,500.00	-1,500.00	0.00
12/19/2024	Payment	1136	Check for Vendor V00014	-200.00	-200.00	0.00
12/19/2024	Payment	1139	Check for Vendor V00003	-27,667.80	-27,667.80	0.00
12/19/2024	Payment	1140	Check for Vendor V00015	-200.00	-200.00	0.00
12/19/2024	Payment	1141	Check for Vendor V00008	-200.00	-200.00	0.00
12/19/2024	Payment	1143	Check for Vendor V00005	-5,528.20	-5,528.20	0.00
12/19/2024	Payment	1144	Check for Vendor V00011	-200.00	-200.00	0.00
12/19/2024	Payment	1145	Check for Vendor V00027	-488,161.74	-488,161.74	0.00
Total Checks				-524,457.74	-524,457.74	0.00
Adjustments						
Total Adjustments						
Outstanding Checks						
12/17/2024	Payment	1133	Check for Vendor V00009			-200.00
12/19/2024	Payment	1137	Check for Vendor V00026			-1,500.00
12/19/2024	Payment	1138	Check for Vendor V00017			-5,600.00
12/19/2024	Payment	1142	Check for Vendor V00009			-200.00
Total Outstanding Checks						-7,500.00

Bank Account Statement

Two Rivers East CDD

Bank Account No. 9075
Statement No. 12-24

Statement Date 12/31/2024

Outstanding Deposits

Total Outstanding Deposits