

**TWO RIVERS WEST  
COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS  
REGULAR MEETING  
JANUARY 17, 2023**

**TWO RIVERS WEST  
COMMUNITY DEVELOPMENT DISTRICT AGENDA  
TUESDAY, JANUARY 17, 2023 AT 11:00 A.M.  
SPRINGHILL SUITES BY MARRIOTT TAMPA SUNCOAST PARKWAY  
LOCATED AT 16615 CROSSPOINTE RUN, LAND O' LAKES, FL 34638**

<b>District Board of Supervisors</b>	Chair Vice-Chair Supervisor Supervisor Supervisor	Jeffery Hills Nicholas Dister Steve Luce Ryan Motko Thomas Spence
<b>District Manager</b>	Inframark	Brian Lamb Angie Grunwald
<b>District Attorney</b>	Straley Robin Vericker	John Vericker
<b>District Engineer</b>	Stantec, Inc	Tonja Stewart

*All cellular phones and pagers must be turned off while in the meeting room*

The meeting will begin at **11:00 a.m.**

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically, no motions or votes are made during these sessions.

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.

January 17, 2023  
Board of Supervisors  
**Two Rivers West Community Development District**

***Dear Board Members:***

The Regular Meeting of the Two Rivers West Community Development District will be held on **January 17, 2023 at 11:00 a.m. at the SpringHill Suites by Marriott Tampa Suncoast Parkway located at 16615 Crosspointe Run, Land O' Lakes, FL 34638.** 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 THE BOARD OF SUPERVISORS**

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT ON AGENDA ITEMS**
- 3. VENDOR AND STAFF REPORTS**
  - A. District Counsel
  - B. District Manager
  - C. District Engineer
- 4. BUSINESS ITEMS**
  - A. Consideration of Maintenance Indemnification Agreement
  - B. Acceptance of Board of Supervisor Resignation, Seat 1 – Jeffery Hills.....Tab 01
  - C. Appointment of Supervisor to Open Board Seat
  - D.Consideration of Resolution 2023-02; Redesignating Officers.....Tab 02
  - E. General Matters of the District
- 5. CONSENT AGENDA ITEMS**
  - A. Consideration of Board of Supervisors Meeting December 20, 2022.....Tab 03
  - B. Consideration of Operations and Maintenance Expenditures November 2022.....*Under Separate Cover*
  - C. Review of Financial Statements for Month Ending November 30, 2022.....Tab 04
- 6. BOARD MEMBERS COMMENTS**
- 7. PUBLIC COMMENTS**
- 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,



January 11, 2023  
Board of Supervisors

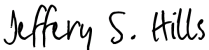
Dear Board Members:

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:



00ED0F50AC82413...

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*Jeffery Hills*

**RESOLUTION 2023-02**

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

**WHEREAS**, Two Rivers West 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 (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 TWO RIVERS WEST COMMUNITY DEVELOPMENT DISTRICT:**

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

_____	Chairman
_____	Vice-Chairman
<u>Brian Lamb</u>	Secretary
<u>Eric Davidson</u>	Treasurer
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

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

**PASSED AND ADOPTED THIS 17TH DAY OF JANUARY, 2023.**

**ATTEST:**

**TWO RIVERS WEST COMMUNITY DEVELOPMENT DISTRICT**

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

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

**TWO RIVERS WEST  
COMMUNITY DEVELOPMENT DISTRICT**

**December 20, 2022, Minutes of the Regular Meeting**

**MINUTES OF THE REGULAR MEETING**

The Regular Meetings of the Board of Supervisors for the Two Rivers West Community Development District was held on **Tuesday, December 20, 2022, at 11:00 a.m.** at Springhill Suites by Marriott Tampa Suncoast Parkway located at 16615 Bexley Village Dr., Land O'Lakes, FL 34638.

**1. CALL TO ORDER**

Brian Lamb called the Regular Meetings of the Board of Supervisors of the Two Rivers West Community Development District to order on **Tuesday, December 20, 2022, at 11:00 a.m.**

**Board Members Present and Constituting a Quorum:**

Nick Dister	Supervisor
Ryan Motko	Supervisor
Thomas Spence	Supervisor
Steve Luce	Supervisor

**Staff Members Present:**

Brian Lamb	District Manager, Inframark
John M. Vericker	District Counsel, Straley Robin Vericker
Carlos De La Ossa	Operations Manager, Eisenhower Property Group

There were no members of the general public in attendance.

**2. PUBLIC COMMENT ON AGENDA ITEMS**

There were no public comments on agenda items.

**3. VENDOR AND STAFF REPORTS**

- A. District Counsel**
- B. District Engineer**
- C. District Manager**

There were no staff reports at this time.

49 **4. BUSINESS ITEMS**

50  
51 **A. Consideration of Resolution 2023-01; Supplemental Assessment Resolution**

52  
53 Mr. Lamb reviewed the resolution with the Board.

54  
55 MOTION TO: Approve Resolution 2023-01.  
56 MADE BY: Supervisor Motko  
57 SECONDED BY: Supervisor Spence  
58 DISCUSSION: None further  
59 RESULT: Called to Vote: Motion PASSED  
60 4/0 - Motion Passed Unanimously

61  
62 **B. General Matters of the District**

63  
64 There were no general matters to discuss currently.

65  
66 **5. CONSENT AGENDA ITEMS**

67 **A. Consideration of Regular Board of Supervisors Meeting August 16, 2022**

68 **B. Consideration of Operations and Maintenance Expenditures August 2022**

69 **C. Consideration of Operations and Maintenance Expenditures September 2022**

70 **D. Consideration of Operations and Maintenance Expenditures October 2022**

71 **E. Review of Financial Statements for Month Ending September 30, 2022**

72  
73 The Board reviewed the consent agenda items.

74  
75 MOTION TO: Approve Consent Agenda Items A through E.  
76 MADE BY: Supervisor Motko  
77 SECONDED BY: Supervisor Dister  
78 DISCUSSION: None further  
79 RESULT: Called to Vote: Motion PASSED  
80 4/0 - Motion Passed Unanimously

81  
82 **6. SUPERVISOR REQUESTS AND COMMENTS**

83  
84 There were no supervisor requests or comments at this time.

85  
86 **7. AUDIENCE COMMENTS**

87  
88 There were no audience comments.

92 **8. ADJOURNMENT**  
93

94	MOTION TO:	Adjourn.
95	MADE BY:	Supervisor Luce
96	SECONDED BY:	Supervisor Motko
97	DISCUSSION:	None further
98	RESULT:	Called to Vote: Motion PASSED
99		4/0 - Motion Passed Unanimously

100  
101 *\*Please note the entire meeting is available on disc.*

102  
103 *\*These minutes were done in summary format.*

104  
105 *\*Each person who decides to appeal any decision made by the Board with respect to any matter*  
106 *considered at the meeting is advised that person may need to ensure that a verbatim record of the*  
107 *proceedings is made, including the testimony and evidence upon which such appeal is to be based.*  
108

109 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly**  
110 **noticed meeting held on \_\_\_\_\_.**

111  
112  
113 \_\_\_\_\_  
114 **Signature**

113 \_\_\_\_\_  
114 **Signature**

115  
116 \_\_\_\_\_  
117 **Printed Name**

115  
116 \_\_\_\_\_  
117 **Printed Name**

118  
119 **Title:**

- 120  **Secretary**  
121  **Assistant Secretary**  
122

118  
119 **Title:**

- 120  **Chairman**  
121  **Vice Chairman**  
122

123  
124  
125  
126 *Recorded by Records Administrator*

127  
128  
129 \_\_\_\_\_  
130 *Signature*

131  
132 \_\_\_\_\_  
133 *Date*

126  
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130  
131  
132  
133  
  
Official District Seal



# **Two Rivers West Community Development District**

Financial Statements  
(Unaudited)

Period Ending  
November 30, 2022

Prepared by:



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

**TWO RIVERS WEST COMMUNITY DEVELOPMENT DISTRICT**

**Balance Sheet**

As of November 30, 2022

*(In Whole Numbers)*

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2022 DEBT SERVICE FUND	SERIES 2022 CAPITAL PROJECTS FUND	TOTAL
<b><u>ASSETS</u></b>				
Cash - Operating Account	369	-	-	369
Investments:				
Acq. & Const. (Offsite Project)	-	-	3,167,596	3,167,596
Acquisition & Construction Account	-	-	868	868
Principal & Interest Account	-	5,056	-	5,056
Reserve Fund	-	100,000	-	100,000
Revenue Fund	-	482	-	482
<b>TOTAL ASSETS</b>	<b>\$ 369</b>	<b>\$ 105,538</b>	<b>\$ 3,168,464</b>	<b>\$ 3,274,371</b>
<b><u>LIABILITIES</u></b>				
Accounts Payable	\$ 28,369	\$ -	\$ -	\$ 28,369
<b>TOTAL LIABILITIES</b>	<b>28,369</b>	<b>-</b>	<b>-</b>	<b>28,369</b>
<b><u>FUND BALANCES</u></b>				
Restricted for:				
Debt Service	-	105,538	-	105,538
Capital Projects	-	-	3,168,464	3,168,464
Unassigned:	(28,000)	-	-	(28,000)
<b>TOTAL FUND BALANCES</b>	<b>(28,000)</b>	<b>105,538</b>	<b>3,168,464</b>	<b>3,246,002</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 369</b>	<b>\$ 105,538</b>	<b>\$ 3,168,464</b>	<b>\$ 3,274,371</b>

**TWO RIVERS WEST COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2022  
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
<b><u>REVENUES</u></b>				
Special Assmnts- Tax Collector	\$ 684,517	\$ -	\$ (684,517)	0.00%
<b>TOTAL REVENUES</b>	<b>684,517</b>	<b>-</b>	<b>(684,517)</b>	<b>0.00%</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
ProfServ-Dissemination Agent	4,200	-	4,200	0.00%
ProfServ-Info Technology	500	50	450	10.00%
ProfServ-Recording Secretary	2,000	200	1,800	10.00%
ProfServ-Tax Collector	2,625	-	2,625	0.00%
District Counsel	9,500	-	9,500	0.00%
District Engineer	9,500	-	9,500	0.00%
Administrative Services	3,750	375	3,375	10.00%
Management & Accounting Services	9,000	100	8,900	1.11%
District Manager	20,834	2,083	18,751	10.00%
Accounting Services	10,000	750	9,250	7.50%
Auditing Services	6,000	-	6,000	0.00%
Website Compliance	1,800	-	1,800	0.00%
Postage, Phone, Faxes, Copies	500	2	498	0.40%
Rentals & Leases	500	50	450	10.00%
Public Officials Insurance	2,500	-	2,500	0.00%
Legal Advertising	3,500	348	3,152	9.94%
Bank Fees	200	43	157	21.50%
Meeting Expense	4,000	-	4,000	0.00%
Website Administration	2,000	100	1,900	5.00%
Miscellaneous Expenses	250	-	250	0.00%
Office Supplies	100	-	100	0.00%
Dues, Licenses, Subscriptions	175	175	-	100.00%
<b>Total Administration</b>	<b>93,434</b>	<b>4,276</b>	<b>89,158</b>	<b>4.58%</b>
<b><u>Electric Utility Services</u></b>				
Utility - Electric	6,000	-	6,000	0.00%
Utility - StreetLights	135,000	-	135,000	0.00%
<b>Total Electric Utility Services</b>	<b>141,000</b>	<b>-</b>	<b>141,000</b>	<b>0.00%</b>
<b><u>Stormwater Control</u></b>				
Aquatic Maintenance	30,000	-	30,000	0.00%
Aquatic Plant Replacement	500	-	500	0.00%
<b>Total Stormwater Control</b>	<b>30,500</b>	<b>-</b>	<b>30,500</b>	<b>0.00%</b>

**TWO RIVERS WEST COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2022  
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
<b><u>Other Physical Environment</u></b>				
Contracts - Landscape	30,000	-	30,000	0.00%
Insurance - General Liability	3,200	-	3,200	0.00%
Insurance -Property & Casualty	22,500	-	22,500	0.00%
R&M-Other Landscape	5,000	-	5,000	0.00%
Landscape - Mulch	40,000	-	40,000	0.00%
Landscape Maintenance	277,383	-	277,383	0.00%
Entry/Gate/Walls Maintenance	2,500	-	2,500	0.00%
Plant Replacement Program	15,000	-	15,000	0.00%
Irrigation Maintenance	5,000	-	5,000	0.00%
<b>Total Other Physical Environment</b>	<b>400,583</b>	<b>-</b>	<b>400,583</b>	<b>0.00%</b>
<b><u>Road and Street Facilities</u></b>				
Sidewalk & Pavement Repair	1,500	-	1,500	0.00%
<b>Total Road and Street Facilities</b>	<b>1,500</b>	<b>-</b>	<b>1,500</b>	<b>0.00%</b>
<b><u>Parks and Recreation</u></b>				
Field Services	12,000	-	12,000	0.00%
Playground Equipment and Maintenance	1,000	-	1,000	0.00%
Special Events	500	-	500	0.00%
Dog Waste Station Service & Supplies	1,500	-	1,500	0.00%
<b>Total Parks and Recreation</b>	<b>15,000</b>	<b>-</b>	<b>15,000</b>	<b>0.00%</b>
<b><u>Contingency</u></b>				
Misc-Contingency	2,500	-	2,500	0.00%
<b>Total Contingency</b>	<b>2,500</b>	<b>-</b>	<b>2,500</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>684,517</b>	<b>4,276</b>	<b>680,241</b>	<b>0.62%</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	(4,276)	(4,276)	0.00%
Net change in fund balance	\$ -	\$ (4,276)	\$ (4,276)	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2022)</b>	<b>(23,724)</b>	<b>(23,724)</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ (23,724)</b>	<b>\$ (28,000)</b>		

**TWO RIVERS WEST COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2022  
Series 2022 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
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ 172	\$ 172	0.00%
<b>TOTAL REVENUES</b>	<b>-</b>	<b>172</b>	<b>172</b>	<b>0.00%</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Debt Service</u></b>				
Principal Debt Retirement	11,700,000	-	11,700,000	0.00%
Interest Expense	342,225	-	342,225	0.00%
<b>Total Debt Service</b>	<b>12,042,225</b>	<b>-</b>	<b>12,042,225</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>12,042,225</b>	<b>-</b>	<b>12,042,225</b>	<b>0.00%</b>
Excess (deficiency) of revenues Over (under) expenditures	(12,042,225)	172	12,042,397	0.00%
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Debt Proceeds	12,042,225	-	(12,042,225)	0.00%
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>12,042,225</b>	<b>-</b>	<b>(12,042,225)</b>	<b>0.00%</b>
Net change in fund balance	\$ -	\$ 172	\$ 172	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2022)</b>	<b>105,366</b>	<b>105,366</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 105,366</b>	<b>\$ 105,538</b>		

**TWO RIVERS WEST COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2022  
Series 2022 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
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ 8,634	\$ 8,634	0.00%
<b>TOTAL REVENUES</b>	<b>-</b>	<b>8,634</b>	<b>8,634</b>	<b>0.00%</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Construction In Progress</u></b>				
Construction in Progress	-	1,592,346	(1,592,346)	0.00%
<b>Total Construction In Progress</b>	<b>-</b>	<b>1,592,346</b>	<b>(1,592,346)</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>1,592,346</b>	<b>(1,592,346)</b>	<b>0.00%</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	(1,583,712)	(1,583,712)	0.00%
Net change in fund balance	\$ -	\$ (1,583,712)	\$ (1,583,712)	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2022)</b>	<b>-</b>	<b>4,752,176</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ -</b>	<b>\$ 3,168,464</b>		

# TWO RIVERS WEST CDD

## Bank Reconciliation

**Bank Account No.** 5637 TRUIST - GF Operating  
**Statement No.** 11-22  
**Statement Date** 11/30/2022

<b>G/L Balance (LCY)</b>	368.65	<b>Statement Balance</b>	368.65
<b>G/L Balance</b>	368.65	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
	<hr/>		
<b>Subtotal</b>	368.65	<b>Subtotal</b>	368.65
<b>Negative Adjustments</b>	0.00	<b>Outstanding Checks</b>	0.00
	<hr/>	<b>Differences</b>	0.00
<b>Ending G/L Balance</b>	368.65	<b>Ending Balance</b>	368.65
<b>Difference</b>	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
<b>Checks</b>						
10/1/2022		JE000004	Outstanding Check #1024###	200	200.00	0.00
11/9/2022	Payment	1028	DEPT OF ECONOMIC OPPORTUNITY	175	175.00	0.00
11/9/2022	Payment	1029	TIMES PUBLISHING COM	208.5	208.50	0.00
11/21/2022		JE000012	bank service fee	20.88	20.88	0.00
Total Checks				604.38	604.38	0.00