



**TWO LAKES
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
FINAL LANDOWNERS' MEETING
& REGULAR BOARD MEETING
NOVEMBER 16, 2022
10:15 A.M.**

Special District Services, Inc.
8785 SW 165th Avenue, Suite 200
Miami, FL 33193
786.313.3661 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
TWO LAKES COMMUNITY DEVELOPMENT DISTRICT
Lennar Homes
5505 Blue Lagoon Drive
Miami, Florida 33126
LANDOWNERS' MEETING
November 16, 2022
9:45 a.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Consider Adoption of Election Procedures.....Page 2
- E. Election of Chairperson for Landowners' Meeting
- F. Election of Secretary for Landowners' Meeting
- G. Approval of Minutes
 - 1. November 8, 2020 Landowners' Meeting Minutes.....Page 5
- H. Election of Supervisors
 - 1. Determine Number of Voting Units Represented or Assigned by Proxy.....Page 8
 - 2. Nomination of Candidates
 - 3. Casting of Ballots.....Page 9
 - 4. Ballot Tabulations
- I. Certification of the Landowners' Election Results
- J. Landowners' Comments
- K. Adjourn

Miscellaneous Notices



Published in Miami Daily Business Review on November 1, 2022

Location

Miami-Dade County,

Notice Text

TWO LAKES COMMUNITY DEVELOPMENT DISTRICT

NOTICE OF FINAL LANDOWNERS' MEETING AND REGULAR BOARD MEETING

NOTICE IS HEREBY GIVEN that the Two Lakes Community Development District (the "District") will hold a Final Landowners' Meeting and Regular Board Meeting at 10:15 a.m., or as soon thereafter as can be heard, on November 16, 2022, in the Offices of Lennar Homes, LLC located at 5505 Blue Lagoon Drive, Miami, Florida 33126.

The primary purpose of the Final Landowners' Meeting is to elect one (1) Supervisor to the Board of Supervisors (the "Board") for the District. The purpose of the Regular Board Meeting is to consider any business that may lawfully and properly come before the Board. Copies of the Agendas for these meetings may be obtained from the District's website or by contacting the District Manager at 305-777-0761 and/or toll free at 1-877-737-4922 at least five (5) days prior to the date of these meetings.

The meetings are open to the public and are conducted in accordance with the provisions of Florida law for community development districts. The meetings may be continued as found necessary to a date, time and place specified on the record. Also, there may be occasions when Staff and/or Supervisors may participate by speaker telephone.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at these meetings should contact the District Manager at 305-777-0761 and/or 1-877-737-4922 at least seven (7) days prior to the date of these particular meetings.

Meetings may be cancelled from time to time without advertised notice.

TWO LAKES COMMUNITY DEVELOPMENT DISTRICT

www.cocopalmscdd.org

10/25 11/1 22-16/0000627000M



SPECIAL DISTRICT (CDD) ELECTION PROCEDURES

1. Landowners' Meeting

In accordance with the provisions of Chapter 190, Florida Statutes, it is required that an initial meeting of the Landowners of the District be held within ninety (90) days following the effective date of the rule or ordinance establishing the District and thereafter every two (2) years during the month of November for the purpose of electing Supervisors. The second election by landowners shall be held on the first Tuesday in November; thereafter, there shall be an election of supervisors every two (2) years in November on a date established by the Board of Supervisors. The assembled Landowners shall organize by electing a Chairperson, who shall preside over the meeting; and a Secretary shall also be elected for recording purposes.

2. Establishment of Quorum

Any Landowner(s) present or voting by proxy shall constitute a quorum at the meeting of the Landowners.

3. Nomination of Candidates

At the meeting, the Chairperson shall call for nominations from the floor for Candidates for the Board of Supervisors. When there are no further nominations, the Chairperson shall close the floor for nominations. The names of each Candidate and the spelling of their names shall be announced. Nominees need not be present to be nominated.

4. Voting

Each Landowner shall be entitled to cast one (1) vote for each acre (or lot parcel), or any fraction thereof, of land owned by him or her in the District, for each open position on the Board. (For example, if there are three (3) positions open, an owner of one (1) acre or less (or one lot parcel) may cast one (1) vote for each of the three (3) positions. An owner of two (2) acres (or two lot parcels) may cast two (2) votes for each of the three (3) positions.) Each Landowner shall be entitled to vote either in person or by a representative present with a lawful written proxy.

5. Registration for Casting Ballots

The registration process for the casting of ballots by Landowners or their representatives holding their proxies shall be as follows:

- a) At the Landowners' Meeting and prior to the commencement of the first casting of ballots for a Board of Supervisor position, each Landowner, or their representative if proxies are being submitted in lieu thereof, shall be directed to register their attendance and the total number of votes by acreage (or lot parcels) to which each claims to be entitled, with the elected Secretary of the meeting or the District's Manager.

- b) At such registration, each Landowner, or their representative with a lawful proxy, shall be provided a numbered ballot for the Board of Supervisor position(s) open for election. A District representative will mark on the ballot the number of votes that such Landowner, or their representative, is registered to cast for each Board of Supervisor position open for election.
- c) All Landowner proxies shall be collected at the time of registration and retained with the Official Records of the District for subsequent certification or verification, if required.

6. Casting of Ballots

Registration and the issuance of ballots shall cease once the Chairperson calls for the commencement of the casting of ballots for the election of a Board of Supervisor(s) and thereafter no additional ballots shall be issued.

The Chairperson will declare that the Landowners, or their representatives, be requested to cast their ballots for the Board of Supervisor(s). Once the ballots have been cast, the Chairperson will call for a collection of the ballots.

7. Counting of Ballots

Following the collection of ballots, the Secretary or District Manager shall be responsible for the tabulation of ballots in order to determine the total number of votes cast for each candidate that is seeking election.

At the second and subsequent landowner elections*, the two (2) candidates receiving the highest number of votes will be declared by the Chairperson as elected to the Board of Supervisors for four-year terms. The candidate receiving the next highest number of votes will fill the remaining open position on the Board of Supervisors for a two-year term, as declared by the Chairperson.

* At the final landowner election (*after the 6th or 10th year*), the candidate receiving the highest number of votes will be elected to the Board of Supervisors for a four-year term (two (2) supervisors are elected by General Election).

8. Contesting of Election Results

Following the election and announcement of the votes, the Chairperson shall ask the Landowners present, or those representatives holding proxies for Landowners, whether they wish to contest the election results. If no contests are received, said election results shall thereupon be certified.

If there is a contest, the contest must be addressed to the Chairperson and thereupon the individual casting a ballot that is being contested will be required to provide proof of ownership of the acreage (or lot parcels) for which they voted at the election within five (5) business days of the Landowners' Meeting. The proof of ownership shall be submitted to the District Manager who will thereupon consult with the District's General Counsel and together they will review the material provided and will determine the legality of the contested ballot(s). Once the contests are resolved, the Chairperson shall reconvene the Landowners' Meeting and thereupon certify the election results.

9. Recessing of Annual Landowners' Meeting

In the event there is a contest of a ballot or of the election, the Landowners' Meeting shall be recessed to a future time, date and location, at which time the election findings on the contest shall be reported in accordance with the procedure above and the newly elected Supervisor(s) shall thereupon take their Oath of Office.

10. Miscellaneous Provisions

- a) Each Landowner shall only be entitled to vote in person or by means of a representative attending in person and holding a lawful written proxy in order to cast said Landowner's votes.
- b) Proxies will not require that proof of acreage (or lot parcel) ownership be attached. Rather, proof of ownership must be provided timely by the holder of the proxy, if the proxy is contested in accordance with the procedure above.

**TWO LAKES COMMUNITY DEVELOPMENT DISTRICT
LANDOWNERS' MEETING
NOVEMBER 18, 2020**

A. CALL TO ORDER

District Manager Armando Silva called the November 18, 2020, Landowners' Meeting of the Two Lakes Community Development District (the "District") to order at 9:56 a.m. in the Meeting Room at Lennar Homes, LLC, located at 730 NW 107th Avenue, Third Floor, Suite 300, Miami, Florida 33172.

B. PROOF OF PUBLICATION

Mr. Silva presented proof of publication that notice of the Second Landowners' Meeting had been published in the *Miami Daily Business Review* on October 22, 2020, and October 29, 2020, as legally required.

C. ESTABLISH QUORUM

Mr. Silva requested that the landowners of property within the District identify themselves and register the number of acres/lots which they own and/or being represented by proxy in the District. A sign-in sheet was provided. Mr. Silva stated that the attendance of *Proxy Holders* Carmen Orozco, representing Two Lakes Lennar, LLC, and Erick Hurtado, representing various property owners within the District, constituted a quorum and it was in order to proceed.

Also in attendance as non-voting attendees were Michael Pawelczyk, District Counsel, Billing Cochran, Lyles, Mauro & Ramsey, P.A. (via conference call); and Armando Silva of Special District Services, Inc.

D. CONSIDER ADOPTION OF ELECTION PROCEDURES

Mr. Silva presented the Election Procedures and stated that it would be in order to review and approve same. There being no comments or changes, the *Proxy Holders* approved and adopted the Election Procedures, as presented.

E. ELECTION OF CHAIRPERSON FOR LANDOWNERS' MEETING

Mr. Silva stated that it would be in order to elect a Chairperson for the Landowners' Meeting. The *Proxy Holders* elected Armando Silva to serve as Chairperson for the Landowners' Meeting.

F. ELECTION OF SECRETARY FOR SECOND LANDOWNERS' MEETING

Mr. Silva stated that it would be in order to elect a Secretary for the Landowners' Meeting for the purpose of conducting and recording the events of the Landowners' Meeting. Ms. Orozco elected Mr. Silva to serve as Secretary for the Landowners' Meeting. Mr. Silva accepted the position of Secretary for the Landowners' Meeting.

G. APPROVAL OF MINUTES

1. November 6, 2018, Second Landowners' Meeting

Mr. Silva presented the minutes of the November 6, 2018, Second Landowners' Meeting and asked the *Proxy Holders* if there were any changes or revisions to the Second Landowners' Meeting Minutes. There being no comments or changes the Proxy Holders approved the minutes of the November 6, 2018, Second Landowners' Meeting, *as presented*.

H. ELECTION OF SUPERVISORS

1. Determine Number of Voting Units Represented or Assigned by Proxy

Mr. Silva stated that there were **three hundred and twenty eight (328) Lots/Units** being represented/assigned by Ms. Orozco, the attending *Proxy Holder*, on behalf of Two Lakes Lennar, LLC; and **twenty-six (26) Lots/Units** being represented/assigned by Mr. Hurtado, the attending *Proxy Holder*, on behalf of various property owners within the District.

2. Nomination of Candidates

Mr. Silva stated that the terms of office of Supervisors Maria C. Herrera, Teresa Baluja and Carmen Orozco were expiring and that it would be in order to nominate candidates for election to fill the three (3) expiring terms of office. Ms. Orozco, *Proxy Holder* nominated the following persons for election to the Board of Supervisors of the District:

Maria C. Herrera
Teresa Baluja
Carmen Orozco

Mr. Hurtado, *Proxy Holder* nominated the following person for election:

Erick Hurtado

Mr. Silva asked if there were any other nominations from the floor. There being no further nominations from the floor, Mr. Silva closed the nomination portion of the Landowners' Meeting.

3. Casting of Ballots

Ms. Orozco and Mr. Hurtado, *Proxy Holders*, were requested to cast votes for the following slate of nominees: **Erick Hurtado, Maria C. Herrera, Teresa Baluja and Carmen Orozco**. Mr. Silva stated that the two (2) candidates receiving the highest number of votes would each serve a four-year term of office, expiring in November 2024; and the remaining candidate receiving the next highest number of votes would serve a two-year term of office, expiring in November 2022.

4. Ballot Tabulations

Mr. Silva announced the following election results:

Maria C. Herrera received **328** Votes
Teresa Baluja received **328** Votes
Carmen Orozco received **327** Votes
Erick Hurtado received **26** Votes

Furthermore, Mr. Silva stated that **Ms. Herrera** and **Ms. Baluja** would each serve four (4) year terms and such terms of office would expire in November 2024; and **Ms. Orozco** would serve a two (2) year term of office and such term of office would expire in November 2022.

5. Certification of Results

Mr. Silva asked Ms. Orozco and Mr. Hurtado if there were any objections to the election results or to the procedures followed. There being no comments or objections, Mr. Silva declared the election results complete, final and certified.

J. LANDOWNERS' COMMENTS

There were no additional comments.

K. ADJOURNMENT

There being no further business to conduct at the Landowners' Meeting, the meeting was declared adjourned by the presiding Chairperson, Armando Silva, at approximately 10:06 a.m. There were no objections.

Chairperson

Secretary

LANDOWNER PROXY

**TWO LAKES COMMUNITY DEVELOPMENT DISTRICT
FINAL LANDOWNERS' MEETING**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints _____ (“Proxy Holder”) for and on behalf of the undersigned, to vote as proxy at the final meeting of the landowners of the **Two Lakes Community Development District** to be held on November 16, 2022 at 10:15 a.m. in the Lennar Homes, LLC. Meeting Room located at 5505 Blue Lagoon Drive, Miami, FL 33126, and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner which the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing which may be considered at said meeting including, but not limited to the Board of Supervisors. Said Proxy Holder may vote in accordance with their discretion on all matters not known or determined at the time of solicitation of this proxy, which may be legally considered at said meeting.

This proxy is to continue in full force and effect from the hereof until the conclusion of the annual meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the annual meeting prior to the Proxy Holder exercising the voting rights conferred herein.

Printed Name of Legal Owner/Entity

Signature of Legal Owner (and/or Authorized Representative)

Date

Parcel(s) Description(s)*{Folio Number(s)}

of Units/Acres

*Insert in the space above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. [If more space is needed, identification of Parcels owned may be incorporated by reference to an attachment hereto.]

Pursuant to section 190.006(2)(b), *Florida Statutes* (2022), a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto.

TOTAL NUMBER OF AUTHORIZED VOTES: _____

If the Legal Owner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto. (e.g. bylaws, corporate resolution, etc.)

OFFICIAL BALLOT

BALLOT # _____

**TWO LAKES
COMMUNITY DEVELOPMENT DISTRICT
FINAL LANDOWNERS' MEETING**

ELECTION OF BOARD SUPERVISORS (3)

NOVEMBER 16, 2022

The undersigned certifies that he/she is the owner (___) or duly authorized **representative of lawful proxy of an owner** (___) of land in the **Two Lakes Community Development District**, constituting _____ Acre(s)/Lot(s)/Unit(s) and hereby casts up to the corresponding number of his/her vote(s) for the following candidate/candidates to hold the above-named open position:

Name of Candidate

Number of Votes

{The candidate receiving the highest number of votes shall each be elected for a four (4) year term of office.}

Signature: _____

Printed Name: _____

Street Address or Tax Parcel Id Number for your Real Property:

AGENDA
TWO LAKES COMMUNITY DEVELOPMENT DISTRICT
Lennar Homes
5505 Blue Lagoon Drive
Miami, Florida 33126
REGULAR BOARD MEETING
November 16, 2022
10:15 a.m.

- A. Call to Order
- B. Proof of Publication.....Page 11
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
 - 1. September 21, 2022 Regular Board Meeting.....Page 12
- G. Old Business
 - 1. Staff Report: As Required
- H. New Business
 - 1. Consider Resolution No. 2022-06 – Consider Approval of Fiscal Year 2021/2022 Amended Budget.....Page 15
- I. Auditor Selection Committee
 - 1. Ranking of Proposals/Consider Selection of an Auditor.....Page 21
- J. Consider Administrative & Operational Matters
- K. Board Member & Staff Closing Comments
- L. Adjourn

MIAMI-DADE

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:

Before the undersigned authority personally appeared GUILLERMO GARCIA, who on oath says that he or she is the DIRECTOR OF OPERATIONS, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Miami in Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

TWO LAKES COMMUNITY DEVELOPMENT DISTRICT - FISCAL YEAR 2022/2023 REGULAR MEETING SCHEDULE

in the XXXX Court, was published in said newspaper by print in the issues of and/or by publication on the newspaper's website, if authorized, on

10/10/2022

Affiant further says that the newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

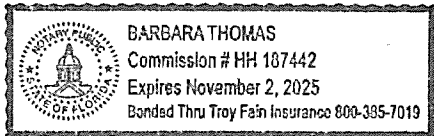
Guillermo Garcia

Sworn to and subscribed before me this
10 day of OCTOBER, A.D. 2022

Barbara Thomas

(SEAL)

GUILLERMO GARCIA personally known to me



**TWO LAKES COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2022/2023 REGULAR MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors (the "Board") of the **Two Lakes Community Development District** (the "District") will hold Regular Meetings at Lennar Homes, LLC located at 5505 Blue Lagoon Drive, Miami, Florida 33126 at 10:15 a.m. on the following dates:

- October 19, 2022
- November 16, 2022
- March 15, 2023
- April 19, 2023
- June 21, 2023
- July 19, 2023
- September 20, 2023

The purpose of the meetings is for the Board to consider any District business which may lawfully and properly come before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. Copies of the Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at 786-313-3661 and/or toll free at 1-877-737-4922, prior to the date of the particular meeting.

From time to time one or two Board members may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Board members may be fully informed of the discussions taking place. Said meeting(s) may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at 786-313-3661 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time with no advertised notice.

TWO LAKES COMMUNITY DEVELOPMENT DISTRICT

www.twolakescdd.org
10/10

22-06/0000624059M

**TWO LAKES COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
SEPTEMBER 21, 2022**

A. CALL TO ORDER

District Manager Armando Silva called the September 21, 2022, Regular Board Meeting of the Two Lakes Community Development District (the “District”) to order at 10:08 a.m. in the Meeting Room at Lennar Homes, LLC, located at 5505 Blue Lagoon Drive, Miami, Florida 33126.

B. PROOF OF PUBLICATION

Mr. Silva presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on June 3, 2022, as legally required.

C. ESTABLISH A QUORUM

Mr. Silva determined that the attendance of the following Board Members constituted a quorum and it was in order to proceed with the meeting: Vice Chairperson Teresa Baluja and Supervisors Vanessa Perez and Carmen Orozco.

Staff in attendance included: District Manager Armando Silva of Special District Services, Inc.; and District Counsel Michael Pawelczyk of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

D. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

E. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There were no comments from the public for items not on the agenda.

F. APPROVAL OF MINUTES

1. August 17, 2022, Regular Board Meeting & Public Hearing

Mr. Silva presented the August 17, 2022, Regular Board Meeting & Public Hearing minutes and asked if there were any comments and/or changes. There being no changes, a **motion** was made by Ms. Baluja, seconded by Ms. Orozco and unanimously passed approving the April 17, 2022, Regular Board Meeting & Public Hearing minutes, *as presented*.

G. OLD BUSINESS

1. Staff Report, as Required

There was no Staff Report at this time.

H. NEW BUSINESS

1. Consider Resolution No. 2022-04 –Calling for a Final Landowners’ Meeting

Mr. Silva presented Resolution No. 2022-04, entitled:

RESOLUTION NO. 2020-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TWO LAKES COMMUNITY DEVELOPMENT DISTRICT ORDERING AND CALLING FOR THE FINAL LANDOWNERS' MEETING AND PUBLIC NOTICE THEREOF FOR THE TWO LAKES COMMUNITY DEVELOPMENT DISTRICT'S ELECTION OF MEMBERS TO THE BOARD OF SUPERVISORS; AND PROVIDING AN EFFECTIVE DATE.

Mr. Silva gave an explanation for the resolution and provided the Election Procedures, proxy forms and sample ballots. Furthermore, Mr. Silva stated that information related to the Landowners' Election (terms of office expiring for assigned Seat 5) would be available in the District's official records office located at 8785 SW 165th Ave, #200, Miami, FL 33193. A discussion ensued after which:

A **motion** was made by Ms. Orozco, seconded by Ms. Baluja and passed unanimously approving and adopting Resolution No. 2022-04, *as presented*, setting the Final Landowners' Meeting for November 16, 2022, at 10:15 a.m. in a meeting room of Lennar Homes, LLC located at 5505 Blue Lagoon Drive, Miami, Florida 33126; and further authorizing the publication of the Notice of Final Landowners' Meeting, as required by law.

2. Consider Resolution No. 2022-05 – Completion of 2019 Project

Mr. Silva presented Resolution No. 2022-05, entitled:

RESOLUTION NO. 2022-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TWO LAKES COMMUNITY DEVELOPMENT DISTRICT DECLARING CERTAIN PUBLIC IMPROVEMENTS WITHIN THE ORIGINAL BOUNDARIES OF THE DISTRICT RELATED TO THE SERIES 2019 EXPANSION AREA PROJECT TO BE COMPLETE; ACCEPTING SAME; AND ESTABLISHING THE THIRTY (30) DAY PERIOD PROVIDED IN SECTION 170.09, FLORIDA STATUTES, WITHIN WHICH PROPERTY OWNERS WITHIN THE BOUNDARIES OF THE EXPANSION AREA OF THE DISTRICT MAY PRE-PAY THEIR DEBT ASSESSMENTS WITHOUT INTEREST; AND PROVIDING AN EFFECTIVE DATE.

Mr. Silva explained the purpose of the document and advised that as a result of the completion of the improvements within the Series 2019 Expansion Area Project and pursuant to Chapter 190, Florida Statutes, the District must declare, by resolution, the public improvements to be complete and accept same. A discussion ensued after which:

A **motion** was made by Ms. Baluja seconded by Ms. Orozco and unanimously passed approving and adopting Resolution No. 2022-05, as presented, declaring and accepting the completion of the public improvements within the Series 2019 Expansion Area Project.

I. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Staff Report, as Required

There was no Staff Report at this time.

J. BOARD MEMBER & STAFF CLOSING COMMENTS

There were no Board Member or Staff closing comments.

K. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Ms. Baluja, seconded by Ms. Orozco and unanimously passed adjourning the Regular Board Meeting at 10:12 a.m.

Secretary/Assistant Secretary

Chairperson/Vice-Chairperson

RESOLUTION NO. 2022-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TWO LAKES COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2021/2022 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors of the Two Lakes Community Development District (the “District”) is empowered to provide a funding source and to impose special assessments upon the properties within the District; and,

WHEREAS, the District has prepared for consideration and approval an Amended Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE TWO LAKES COMMUNITY DEVELOPMENT DISTRICT, THAT:

Section 1. The Amended Budget for Fiscal Year 2021/2022 attached hereto as Exhibit “A” is hereby approved and adopted.

Section 2. The Secretary/Assistant Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

PASSED, ADOPTED and EFFECTIVE this 16th day of November, 2022.

ATTEST:

**TWO LAKES COMMUNITY
DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Two Lakes
Community Development District

**Amended Final Budget For
Fiscal Year 2021/2022
October 1, 2021 - September 30, 2022**

CONTENTS

- I **AMENDED FINAL OPERATING FUND BUDGET**
- II **AMENDED FINAL DEBT SERVICE FUND BUDGET - SERIES 2017**
- III **AMENDED FINAL DEBT SERVICE FUND BUDGET - SERIES 2019**

AMENDED FINAL BUDGET
TWO LAKES COMMUNITY DEVELOPMENT DISTRICT
OPERATING FUND
FISCAL YEAR 2021/2022
OCTOBER 1, 2021 - SEPTEMBER 30, 2022

	FISCAL YEAR 2021/2022 BUDGET 10/1/21 - 9/30/22	AMENDED FINAL BUDGET 10/1/21 - 9/30/22	YEAR TO DATE ACTUAL 10/1/21 - 9/29/22
REVENUES			
Administrative Assessments	99,118	101,148	101,148
Maintenance Assessments	163,124	163,463	163,463
Debt Assessments (2017)	1,482,926	1,486,350	1,486,350
Debt Assessments (2019)	1,153,711	1,153,853	1,153,853
Other Revenue	0	0	0
Interest Income - Stormwater	0	7	7
Interest Income - Operating	360	105	101
TOTAL REVENUES	\$ 2,899,239	\$ 2,904,926	\$ 2,904,922
EXPENDITURES			
Supervisor Fees	0	0	0
Management	37,956	37,956	37,956
Legal	12,800	12,800	10,613
Assessment Roll	9,400	9,400	9,400
Audit Fees	5,500	5,500	5,500
Arbitrage Rebate Fee	1,300	1,300	1,300
Insurance	6,500	5,706	5,706
Legal Advertisements	1,800	1,250	712
Miscellaneous	1,600	800	411
Postage	575	110	103
Office Supplies	725	350	306
Dues & Subscriptions	175	175	175
Trustee Fees	6,500	6,500	6,500
Continuing Disclosure Fee	2,000	1,500	1,500
Administrative Contingency	6,700	3,350	0
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 93,531	\$ 86,697	\$ 80,182
MAINTENANCE EXPENDITURES			
Annual Engineer's Report & Inspections	2,400	6,000	4,745
Field Operations Management	1,500	1,500	1,500
Lawn & Landscape Services - Entrance Roads & Interior Tracts	15,000	5,000	0
Perimeter Berm - Lawn & Landscape Services	36,000	5,000	0
Entrance Roads & Entry Features - MTE	8,400	2,000	0
Irrigation System(s) - Interior/Exterior	10,000	3,000	0
Roadway/Street Drainage System	8,400	2,000	0
Street Lighting - Entry Roads	11,400	3,000	0
FP&L Power/Utility Services - Irrigation & Street Lighting	16,000	4,000	0
Lake Tract(s)	12,000	6,500	5,516
Miscellaneous Maintenance	8,400	15,000	13,630
Maintenance Contingency	23,837	30,000	27,868
TOTAL MAINTENANCE EXPENDITURES	\$ 153,337	\$ 83,000	\$ 53,259
TOTAL EXPENDITURES	\$ 246,868	\$ 169,697	\$ 133,441
REVENUES LESS EXPENDITURES	\$ 2,652,371	\$ 2,735,229	\$ 2,771,481
Bond Payments (2017)	(1,393,950)	(1,415,024)	(1,415,024)
Bond Payments (2019)	(1,084,488)	(1,098,482)	(1,098,482)
BALANCE	\$ 173,933	\$ 221,723	\$ 257,975
County Appraiser & Tax Collector Fee	(57,978)	(27,933)	(27,933)
Discounts For Early Payments	(115,955)	(111,385)	(111,385)
EXCESS/ (SHORTFALL)	\$ -	\$ 82,405	\$ 118,657
Carryover From Prior Year	0	0	0
NET EXCESS/ (SHORTFALL)	\$ -	\$ 82,405	\$ 118,657

FUND BALANCE AS OF 9/30/21	
FY 2021/2022 ACTIVITY	
FUND BALANCE AS OF 9/30/22	

\$595,147
\$82,405
\$677,552

Note

Fund Balance Includes Stormwater Bank Account Balance Of \$76,497.

AMENDED FINAL BUDGET
TWO LAKES COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND - SERIES 2017
FISCAL YEAR 2021/2022
OCTOBER 1, 2021 - SEPTEMBER 30, 2022

	FISCAL YEAR 2021/2022 BUDGET 10/1/21 - 9/30/22	AMENDED FINAL BUDGET 10/1/21 - 9/30/22	YEAR TO DATE ACTUAL 10/1/21 - 9/29/22
REVENUES			
Interest Income	25	5,500	5,400
NAV Assessment Collection	1,393,950	1,415,024	1,415,024
Transfer From Capital Projects Fund	0	5,040	5,040
Total Revenues	\$ 1,393,975	\$ 1,425,564	\$ 1,425,464
EXPENDITURES			
Principal Payments	420,000	410,000	410,000
Interest Payments	970,000	976,663	976,663
Bond Redemption	3,975	5,000	5,000
Total Expenditures	\$ 1,393,975	\$ 1,391,663	\$ 1,391,663
Excess/ (Shortfall)	\$ -	\$ 33,901	\$ 33,801

FUND BALANCE AS OF 9/30/21	\$1,726,525
FY 2021/2022 ACTIVITY	\$33,901
FUND BALANCE AS OF 9/30/22	\$1,760,426

Notes

Reserve Fund Balance = \$696,975*. Revenue Fund Balance = \$1,063,451*

Revenue Fund Used To Fund 12/15/22 Principal & Interest Payment Of \$899,919

(Principal: \$415,000 + Interest: \$484,919 = \$899,919).

* Approximate Amounts

Series 2017 Bond Information

Original Par Amount =	\$21,685,000	Annual Principal Payments Due:
Interest Rate =	3.25% - 5.0%	December 15th
Issue Date =	June 2017	Annual Interest Payments Due:
Maturity Date =	December 2047	June 15th & December 15th
Par Amount As Of 9/30/22 =	\$20,120,000	

AMENDED FINAL BUDGET
TWO LAKES COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND - SERIES 2019
FISCAL YEAR 2021/2022
OCTOBER 1, 2021 - SEPTEMBER 30, 2022

	FISCAL YEAR 2021/2022 BUDGET 10/1/21 - 9/30/22	AMENDED FINAL BUDGET 10/1/21 - 9/30/22	YEAR TO DATE ACTUAL 10/1/21 - 9/29/22
REVENUES			
Interest Income	25	5,020	4,020
NAV Assessment Collection	1,084,488	1,098,482	1,098,482
Total Revenues	\$ 1,084,513	\$ 1,103,502	\$ 1,102,502
EXPENDITURES			
Principal Payments	395,000	380,000	380,000
Interest Payments	688,488	694,188	694,188
Transfer To Construction Fund	0	2,544	1,544
Bond Redemption	1,025	0	0
Total Expenditures	\$ 1,084,513	\$ 1,076,732	\$ 1,075,732
Excess/ (Shortfall)	\$ -	\$ 26,770	\$ 26,770

FUND BALANCE AS OF 9/30/21	\$1,290,722
FY 2021/2022 ACTIVITY	\$26,770
FUND BALANCE AS OF 9/30/22	\$1,317,492

Notes

Reserve Fund Balance = \$542,244*. Revenue Fund Balance = \$775,248*
Revenue Fund Used To Fund 12/15/22 Principal & Interest Payment Of \$739,244
(Principal: \$395,000 + Interest: \$344,244 = \$739,244).

* Approximate Amounts

Series 2019 Bond Information

Original Par Amount =	\$19,050,000	Annual Principal Payments Due:
Interest Rate =	3.0% - 4.0%	December 15th
Issue Date =	September 2019	Annual Interest Payments Due:
Maturity Date =	December 2049	June 15th & December 15th
Par Amount As Of 9/30/22 =	\$18,300,000	

November 16, 2022

RE: Two Lakes Community Development District

The Two Lakes Community Development District (the "District") is required to select an auditor to perform the audit for the district for the years ending September 30, 2022, September 30, 2023 and September 30, 2024; with an option for an additional two year renewal.

In accordance with the Auditor Selection procedures as outlined by Florida Statute 218.391, the District has established the auditor selection criteria and has placed a legal advertisement requesting proposals from qualified audit firms.

The current auditor for the District is the firm of Grau & Associates.

Grau & Associates was the only firm to respond to the legal advertisement requesting proposals to perform the fiscal year ending September 30, 2022, September 30, 2023 and September 30, 2024 audits. The proposed fee for the audit for fiscal year ending September 30, 2022 is \$5,700.00. The proposed fee for the audit for fiscal year ending September 30, 2023 is \$5,800.00. The proposed fee for the audit for fiscal year ending September 30, 2024 audit is \$5,900.00. The proposed fee for the audit for fiscal year ending September 30, 2025 (option year) is \$6,000.00. And the proposed fee for the audit for fiscal year ending September 30, 2026 (option year) is \$6,100.00. The approved fee for the fiscal year ending September 30, 2021 audit, which Grau & Associates has completed, was \$5,500.00.

Management would like to report that it is pleased with the professionalism and the competence of the Grau and Associates, partners and supporting staff.

It is recommended at this time that Grau & Associates be hired to perform the September 30, 2022, September 30, 2023 and September 30, 2024 annual government audits and also be selected, subject to fee adjustments for inflation, to perform the fiscal year end audits for the following two years (FYE 9/30/25 and 9/30/26).

Special District Services, Inc.