

**MINUTES OF MEETING
STONEBROOK WEST
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Stoneybrook West Community Development District was held on Wednesday, February 24, 2016 at 6:35 p.m. at the Town Center, 1201 Black Lake Boulevard, Winter Garden, Florida.

Present were:

Hector Clemente	Chairman
Tom White	Secretary
Daniel Dennis	Assistant Secretary

Also present were:

Gary L. Moyer	Moyer Management Group
Scott Clark	Attorney
Brian Smith	Field Operations Manager
Tim Quinlan	Community Association Manager

The following is a summary of the minutes and actions taken at the February 24, 2016 Stoneybrook West Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Call to Order

SECOND ORDER OF BUSINESS

Roll Call

Mr. Moyer called the meeting to order and stated the record will reflect Supervisors Clemente, White and Dennis are present which constitutes a quorum of the Board.

THIRD ORDER OF BUSINESS

Public Comment Period

- Mr. Quinlan requested an update on the storm drain behind the 17th hole. *Mr. Smith noted this is golf course drainage but we are working to repair it.*
- Mr. Quinlan reported that there is a sinking area between 2635 and 2647 Balforn Tower Way. *Mr. Smith reported it has been backfilled and will be monitored.*
- The wet backyard issue at 13514 Fox Glove was addressed.

FOURTH ORDER OF BUSINESS

Organization Matters

A. Acceptance of Resignation – Matthew Matin

- Mr. Matin is no longer a resident of the community and has submitted a letter of resignation from the Board.

On MOTION by Mr. Clemente seconded by Mr. Dennis with all in favor the resignation of Matthew Matin was accepted.

- Mr. Moyer commented that the remaining Board members are authorized to appoint a successor to fill the term of office which expires in November 2016.
- The process of filling the vacant seat was discussed.
- The associations will be notified that the Board is seeking applicants to fill the vacant seat. A notice will be placed in the community newsletter requesting resumes from interested candidates.

FIFTH ORDER OF BUSINESS

Approval of the Meeting Minutes

A. November 18, 2015

Mr. Moyer stated each Board member received a copy of the minutes of the November 18, 2015 meeting and requested any additions, corrections or deletions.

There not being any,

On MOTION by Mr. Clemente seconded by Mr. White with all in favor the minutes of the November 18, 2015 meeting were approved.

SIXTH ORDER OF BUSINESS

District Manager's Report

A. Financial Statements

Mr. Moyer reviewed the January 31, 2016 financial statements which were included in the agenda package.

- 89% has been collected on non-ad valorem assessments thru January 31, 2016.
- Administration is under budget by \$13,777; and field related expenses were over by \$9,731. The District is under budget by \$4,046 for the first four months of the fiscal year.

B. Check Register and Invoices

The check register for the period November 1, 2015 to January 31, 2016 was included in the agenda package.

- It was requested Duke Energy meter account numbers be verified. They do not match the auto pay summary sheet.

On MOTION by Mr. Clemente seconded by Mr. Dennis with all in favor the November 1, 2015 – January 31, 2016 check register and invoices were approved subject to verification of discrepancies discussed.

C. Acceptance of Fiscal Year 2015 Audit

Mr. Moyer provided an overview of the opinions of the auditor, Berger, Toombs, Elam, Gaines & Frank as stated in the annual financial report for the fiscal year ended September 30, 2015. The following was noted;

- On page two of the auditor's letter they state, *in our opinion the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major funds of Stoneybrook West Community Development District as of September 30, 2015.*
- This is referred to as a clean audit opinion which means the financial records we turned over to the auditor as of September 30th did fairly reflect our financial position as of that date and they have no exceptions to the financial statement.
- As of September 30, 2015 the District was \$7,811 under budget and was able to add that amount to the Fund Balance for a total of \$253,710.
- The Report on Internal Control Over Financial Reporting on page 30 states, *during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses.*
- Compliance with rules, laws, covenants, contract, bond documents and items of that nature are covered under Compliance and Other Matters where they state, *the results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.* They found nothing that would indicate that we are not in compliance with all of those documents.

- The Management Letter on page 32 states, *Stoneybrook West CDD did not meet any of the conditions described in Section 218.503(1), Florida Statutes.* Not meeting the condition in this case is a good thing because that particular section of Chapter 218 defines a financial emergency and the District is not in one.
- Under Other Matters it states, *Section 10.554(1)(i)2, Rules of the Audit General, requires that we address in the management letter any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.*

On MOTION by Mr. Dennis seconded by Mr. Clemente with all in favor the fiscal year annual financial report ending September 30, 2015 prepared by Berger, Toombs, Elam, Gaines & Frank was accepted and the District Manager was authorized to file with the appropriate state officials.

D. Discussion of General Election

i. Qualifying Information

- Information on qualifying for the 2016 general election was reviewed.
 - ii. Consideration of Resolution 2016-2 Confirming the District’s Use of the Orange County Supervisor of Elections to Continue Conducting the District’s Election of Supervisors in Conjunction with the General Election**
- Resolution 2016-2 expressing the Districts intent to use the Supervisor of Elections to conduct the election was presented for adoption.
- Seat 4 vacated by Mr. Matin and seat 5 currently held by Mr. White are scheduled for the general election in November.

On MOTION by Mr. Clemente seconded by Mr. White with all in favor Resolution 2016-2 confirming the District’s use of the Orange County Supervisor of Elections to continue conducting the District’s election of supervisors in conjunction with the general election was adopted.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There not being any, the next item followed.

B. Engineer

- Mr. Moyer reported that Mr. Florio met with St. Johns Water Management District and there were no issues with the permit transfer documents submitted.
- Mr. Smith reported all field work has been completed and reviewed by the District Engineer.

C. Field Operations Manager

- i. Field Management Report**
- ii. Action Items List**
- iii. Residential Call Log**
- iv. Aquatic Systems Report**
- v. Vertex Water Features**
- vi. ValleyCrest Landscape Report**
- vii. Southern Mosquito Control Services Report**

- Mr. Smith commented on electricity for the fountain on pond tract G. Permission from the association for use of the right-of-way for this installation will be required. Mr. Quinlan will follow up.
- The pond has been stocked and edging is in progress.
- The monthly Field Management Reports were included in the agenda package.

EIGHTH ORDER OF BUSINESS

Other Business

A. Sign Painting at Main Entrance

- Discussion ensued with regard to a request from the HOA that the CDD participate in paying for painting of the main entrance sign located on the left hand side. The District owns the tract on which the sign is located. The cost for painting of the sign is \$775.

Mr. Clemente MOVED to approve payment of \$775 for painting of the marquee entrance sign and Mr. White seconded the motion.

On VOICE vote with Mr. Clemente and Mr. White in favor and Mr. Dennis opposed the prior motion was approved.
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NINTH ORDER OF BUSINESS

Supervisor Comments

- Mr. White noted that at the last meeting he provided comments on the Hold Harmless Agreement and maintenance issues with the golf club.

- He again commented that there is no substantial reason or purpose to grant the golf club permission for golf ball retrieval or anything else.
- He voiced his concern with the golf course and requested the Board rescind the Hold Harmless Agreement.
- Discussion ensued with regard to the Hold Harmless Agreement and communication with the golf course. Efforts have been made to meet with golf course representatives with no success. Maintenance issues and golf course responsibilities were also addressed.
- It was agreed a letter will be sent to the golf course rescinding the Hold Harmless Agreement and requesting they attend a Board meeting to further discuss the issues involved.

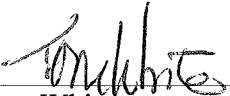
On MOTION by Mr. Dennis seconded by Mr. White with all in favor rescinding the Hold Harmless Agreement golf ball retrieval offer to the golf course was approved.

TENTH ORDER OF BUSINESS


Adjournment

There being no further business,

On MOTION by Mr. White seconded by Mr. Dennis with all in favor the meeting was adjourned.



Tom White
Secretary



Hector Clemente
Chairman