

**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 25, 2015 at 6:30 p.m. at the Town Center, 1201 Black Lake Boulevard, Winter Garden, Florida.

Present were:

|                 |                     |
|-----------------|---------------------|
| Hector Clemente | Chairman            |
| Matthew Matin   | Vice Chairman       |
| Todd Gretton    | Assistant Secretary |
| Daniel Dennis   | Assistant Secretary |

Also present were:

|                      |                               |
|----------------------|-------------------------------|
| Gary L. Moyer        | Moyer Management Group        |
| Christopher Hamilton | Attorney                      |
| Brian Smith          | Field Operations Manager      |
| Victor Treutel       | Stoneybrook West HOA Director |
| Tim Quinlan          | Community Association Manager |

*The following is a summary of the minutes and actions taken at the February 25, 2015 Stoneybrook West Board of Supervisors meeting.*

**FIRST ORDER OF BUSINESS**

**Call to Order**

**SECOND ORDER OF BUSINESS**

**Roll Call**

Mr. Moyer stated the record will reflect all supervisors are present with the exception of Mr. White.

**THIRD ORDER OF BUSINESS**

**Public Comment Period**

There were no members of the public present.

Mr. Tim Quinlan, the new Community Association Manager was introduced.

**FOURTH ORDER OF BUSINESS**

**Approval of the November 19, 2014 Meeting Minutes**

Mr. Moyer stated each Board member received a copy of the minutes of the November 19, 2014 meeting and requested any additions, corrections or deletions.

There not being any,

On MOTION by Mr. Clemente seconded by Mr. Matin with all in favor the minutes of the November 19, 2014 meeting were approved.

**FIFTH ORDER OF BUSINESS**

**District Manager's Report**

**A. Financial Statements**

Mr. Moyer reviewed the financial statements through January 31, 2015 which were included in the agenda package.

- 89% of the non ad valorem assessments have been collected through this timeframe.
- Through the first four months of the fiscal year the District is under budget by \$8,364.
- The District has a healthy fund balance and funding for completing the items noted on the punch list prepared by Mr. Florio should not be a problem.

**B. Check Register and Invoices**

The check register for the period November 1, 2014 to December 31, 2014 was included in the agenda package.

On MOTION by Mr. Gretton seconded by Mr. Clemente with all in favor the November 1, 2014 – December 31, 2014 check register and invoices were approved.

**C. Record Retention – Resolution 2015-2**

Mr. Moyer stated this resolution provides that we follow the State Department Division of Archives record retention schedule.

- He recommended and the Board agreed that all public records of the District should be retained. A resolution reflecting this decision will be brought before the Board for adoption at the next meeting.

**D. Arbitrage Report Series 2008 Bonds**

Mr. Moyer presented the arbitrage rebate report prepared by Grau & Associates; a copy of which is attached for the record. The following was highlighted:

- In the third paragraph of the November 5 letter they state, *the results of our computations based on the information provided to us indicate a negative Rebate Requirement of*

*(\$139,079) for July 31, 2014. Consequently, our results indicate no amount must be on deposit in the Rebate Fund.*

**E. Acceptance of Fiscal Year 2014 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, 2014. The following was noted;

- On page two of the auditors letter they state, *in our opinion the basic financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and each major fund of Stoneybrook West Community Development District as of September 30, 2014, and the respective changes in financial position and the budgetary comparison for the General Fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.*
- This is referred to as a clean audit opinion which means the financial records we turned over to the auditor as of September 30<sup>th</sup> did fairly reflect our financial position as of that date and they have no exceptions to the financial statement.
- 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.
- The final item Mr. Moyer highlighted was under Other Matters which 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. Matin seconded by Mr. Gretton with all in favor the fiscal year annual financial report ending September 30, 2014 prepared by Berger, Toombs, Elam, Gaines & Frank was accepted and the District Manager was authorized to file with the appropriate state officials.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Hamilton reported that another letter was sent to the golf course regarding the condition of the bridge. He spoke with Larry Snyder of the golf course who said that the golf course was agreeable to an easement and to indemnifying the CDD and providing insurance where the CDD would be insured; and realizing that they would be responsible for maintenance of the bridge. I informed him the Board was meeting today and would most likely move forward with preparing an easement document.

On MOTION by Mr. Clemente seconded by Mr. Gretton with all in favor District Counsel was authorized to negotiate with the golf course on behalf of the Board and the Chairman was authorized to execute documents prior to the next meeting.

Mr. Hamilton commented on an inquiry from the owner of Lot 62 regarding the maintenance of the pond behind her house, the area between her property line and the pond.

- The covenants were reviewed and maintenance of the area is not the responsibility of the CDD.
- The adjacent property owner is the golf course.
- Research on this continues because if bond funds were spent the District cannot deed it over.

**B. Engineer**

Mr. Smith reviewed the Field Observation Memo and Walk Through Punch List previously submitted by Mr. Florio and noted the following:

- He will meet with Mr. Florio regarding drainage structural repairs.

- Miscellaneous drainage repairs are estimated at \$7,000. When the repairs are completed the permits can be consolidated.

On MOTION by Mr. Clemente seconded by Mr. Gretton with all in favor the expenditure of \$7,000 to continue with the maintenance of the ponds and correct the erosion issues in preparation to consolidate the permits was approved.

- Mr. Smith commented that he plans to complete the work during the dry months of April and May.
- He provided an update on aquatic spray and brush removal for Tract G.
- Proposals for three fountain options were provided to the Board for informational purposes.

**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**

The monthly Field Management Reports were included in the agenda package.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

There not being any, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Supervisor Comments**

There not being any, the next item followed.

**NINTH ORDER OF BUSINESS**

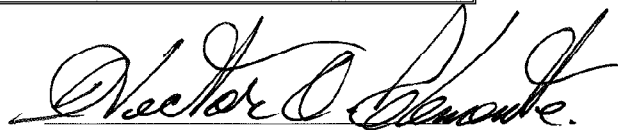
**Adjournment**

There being no further business,

On MOTION by Mr. Gretton seconded by Mr. Clemente with all in favor the meeting was adjourned.



Secretary



Hector Clemente  
Chairman