

**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, May 27, 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
Tom White	Secretary
Todd Gretton	Assistant Secretary
Daniel Dennis	Assistant Secretary

Also present were:

Gary L. Moyer	Moyer Management Group
Scott Clark	Attorney
John Florio	District Engineer (via telephone)
Brian Smith	Field Operations Manager

*The following is a summary of the minutes and actions taken at the May 27, 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 were present.

**THIRD ORDER OF BUSINESS**

**Public Comment Period**

There were no members of the public present.

**FOURTH ORDER OF BUSINESS**

**Approval of the February 25, 2015 Meeting Minutes**

Mr. Moyer stated each Board member received a copy of the minutes of the February 25, 2015 meeting and requested any additions, corrections or deletions.

There not being any,

On MOTION by Mr. Clemente seconded by Mr. Matin with Mr. Clemente, Mr. Matin, Mr. Gretton and Mr. Dennis in favor, and Mr. White abstaining due to his none attendance, the minutes of the February 25, 2015 meeting were approved.

**FIFTH ORDER OF BUSINESS**

**Presentation of Fiscal Year 2016 Proposed Budget**

**A. Discussion of Fiscal Year 2016 Proposed Budget**

Mr. Moyer reviewed the budget process. There is no assessment increase in the proposed fiscal year 2016 budget; a copy of which is attached for the record. He reported the District has accumulated a \$250,000 fund balance.

**B. Consideration of Resolution 2015-3 Approving the Fiscal Year 2016 Proposed Budget and Setting a Public Hearing**

On MOTION by Mr. Gretton seconded by Mr. Clemente with all in favor Resolution 2015-3 approving a proposed budget for fiscal year 2015/2016 and setting a public hearing on July 29, 2015 at 6:30 p.m. in Town Center was adopted.

**SIXTH ORDER OF BUSINESS**

**District Manager’s Report**

**A. Financial Statements**

Mr. Moyer reviewed the financial statements through April 30, 2015 which were included in the agenda package.

- 98% of the non-ad valorem assessments have been collected through this timeframe.

**B. Check Register and Invoices**

The check register for the period February 1, 2015 to April 30, 2015 was included in the agenda package.

On MOTION by Mr. Clemente seconded by Mr. Gretton with all in favor the February 1, 2015 – April 30, 2015 check register and invoices were approved.

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

Mr. Moyer commented Resolution 2015-2 provides that all public records of the District be retained. *The Board adopts the applicable provisions of Florida Statutes 257.36; however, the Board hereby extends the minimum retention guidelines contained in the State of Florida*

*General Records Schedule GSI-SL, so as to retain all public records relating to District business until the Board amends the Records Retention Policy to address the disposition of the same*

On MOTION by Mr. Gretton seconded by Mr. Matin with all in favor Resolution 2015-2 designating a records management liaison officer adopting a records retention schedule so as to retain all public records relating to District business was adopted.

**D. Arbitrage Services Agreement – LLS Tax Solutions Inc.**

Mr. Moyer presented the Arbitrage Services Agreement with LLS Tax Solutions Inc. for approval; a copy of which is attached for the record.

On MOTION by Mr. Gretton seconded by Mr. Matin with all in favor the Arbitrage Services Agreement with LLS Tax Solutions Inc. was approved.

**E. Report on the Number of Registered Voters (3,169)**

- A report from the Orange County Supervisor of Elections indicates as of April 15, 2015 there were 3,169 registered voters within the District.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Clark reported that the easement with the golf course authorized by the Board is completed and ready for execution by the Chairman.

**B. Engineer**

Mr. Florio addressed the following:

- He reported on a meeting with Stoneybrook West residents and the City of Winter Garden regarding the proposal of the City to redo rear yard drainage. The project which was initiated, monitored and funded by the City is presently in the close-out punch list stage.
- Mr. Smith is completing the authorized erosion repair work for closing out transferring the permits.
- Mr. Florio is working on the Public Facilities Report as required by statute which should be available for the next meeting.

- Mr. Clark commented on the statute regarding requirement of a Public Facilities Report.
- Mr. Clemente questioned road access for the new hospital building. Mr. Florio commented he has not seen a design but it is his understanding that it was all going to be contained within the public right-of-way of Stoneybrook West Parkway and would not affect the District’s fencing or wall sections. He can follow up with the City.
- Mr. Clemente questioned if there was an update on widening the Avalon Road; and providing access so children can walk to school. Mr. Florio noted he has not heard anything on this item.

**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**

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

- Mr. Clemente reported there is a dead tree near the Black Lake Boulevard pump station on the left hand side which can be dangerous if it falls. Mr. Smith will follow up on this.
- Questions and comments on lake maintenance were addressed.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

There not being any, the next item followed.

**NINTH ORDER OF BUSINESS**

**Supervisor Comments**

- Mr. White commented that the golf course is sending vendors/divers to retrieve golf balls from the bottom of the pond near the bridge without posting notices and questioned the District’s liability on this.
- Mr. Clark recalls a provision in the covenants to permit them to retrieve golf balls from the ponds.
- There was Board consensus to direct District Counsel to prepare a *Hold Harmless Agreement* on this item for review at the next meeting.

**TENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

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



Tom White  
Secretary



Hector Clemente  
Chairman