

**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, November 19, 2014 at 6:30 p.m. at the Town Center, 1201 Black Lake Boulevard, Winter Garden, Florida.

Present were:

Hector Clemente  
Matthew Matin  
Thomas White  
Todd Gretton  
Daniel Dennis

Chairman  
Vice Chairman  
Secretary  
Assistant Secretary  
Assistant Secretary

Also present were:

Gary L. Moyer  
Scott Clark  
Brian Smith  
John Florio  
Victor Treutel  
HOA Manager  
Residents

Moyer Management Group  
Attorney  
Field Operations Manager  
Engineer (via telephone)  
Stoneybrook West HOA Director

*The following is a summary of the minutes and actions taken at the November 19, 2014 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 we have all of our supervisors present for the meeting.

**THIRD ORDER OF BUSINESS**

**Public Comment Period**

Mr. Moyer stated item three is public comment. Anyone who wants to bring an item up before the Board on the agenda or not on the agenda feel free to do that.

Janice DeSalvio requested a fountain be installed in the pond and that the aquatic plants be cut.

Mr. Smith noted he has a proposal from ValleyCrest for that pond which is located southeast of GC13PH for a one time clean up in the amount of \$260.

On MOTION by Mr. Clemente seconded by Mr. Gretton with all in favor to proceed with one time clean up in the amount of \$260 as discussed was approved.

- The request for installation of a fountain was addressed and it was recommended quotes be obtained for discussion at the next meeting.
- Mr. Treutel commented the culvert is overgrown near the pond behind 2406 Black Lake. Mr. Smith noted maintenance is ongoing.
- Mr. Clemente commented on a proposal from the city for a drainage plan for the houses adjacent to the wetland in order to get the water out of their backyards and into the stormwater system GC13; then back into the lake.
- Mr. Treutel noted the city engineering plan to fix this area was presented to homeowners and he questioned who will own this when it is completed. He feels the CDD owns the stormwater outfall so the CDD would own it.
- It was requested Mr. Florio review this. Mr. Florio noted that SJRWMD needs to be a part of this discussion regardless of its outcome.

## **EIGHTH ORDER OF BUSINESS**

### **Staff Reports**

#### **B. Engineer**

Mr. Florio completed site observations and investigations of all pond systems constructed on property; a copy of the Field Observation Memo and Walk Through Punch List is attached for the record.

- Mr. Florio reported the system is in good shape and only a handful of the items found as potentially deficient as it relates to the civil portion of the ponds are going to involve capital outlay other than maintenance.
- Mr. Smith will review the report and determine what and if any of the improvements that Mr. Florio necessitated by the report will be a capital outlay and come back to the Board with a program.
- The report does not cover environmental issues.

- Mr. Florio is evaluating permit by permit to process paperwork and then he will meet with the water management district.

*The record will reflect Mr. Florio left the meeting.*

**FOURTH ORDER OF BUSINESS**

**Organizational Matters**

**A. Oath of Office – Elected Supervisor (Mr. Clemente – Seat 2)**

Mr. Moyer commented that three seats were up for election in November. Mr. Clemente ran unopposed and no one qualified for seats 1 and 3 which were previously occupied by Mr. Dennis and Mr. Gretton.

Mr. Clemente noted that he subscribed to the Oath of Office and will submit it to the state for processing.

**B. Appointment of Supervisors to Fill Expired Terms of Office (Seats 1 and 3)**

On MOTION by Mr. Matin seconded by Mr. Clemente with all in favor Seat 1 previously held by Mr. Dennis and Seat 3 previously held by Mr. Gretton were declared vacant.

On MOTION by Mr. Matin seconded by Mr. Clemente with all in favor Mr. Gretton was nominated and appointed to Seat 3.

On MOTION by Mr. Clemente seconded by Mr. Matin with all in favor Mr. Dennis was nominated and appointed to Seat 1.

*Mr. Moyer being a notary public of the state of Florida administered the oaths of office to Mr. Todd Gretton and Mr. Daniel Dennis.*

**C. Election of Officers – Resolution 2015-1**

Mr. Moyer stated currently the slate of officers of the District consists of Mr. Clemente as Chairman, Mr. Matin as Vice Chairman, Mr. White as Secretary, and Mr. Gretton and Mr. Dennis as Assistant Secretaries. I serve as Treasurer and Mr. Bloom as Assistant Treasurer. The Board by motion can keep the same slate of officers if they so desire.

On MOTION by Mr. Gretton seconded by Mr. White with all in favor to keep the slate of officers as noted was approved and Resolution 2015-1 was adopted.

**FIFTH ORDER OF BUSINESS**

**Approval of the July 30, 2014 Meeting Minutes**

Mr. Moyer stated each Board member received a copy of the minutes of the July 30, 2014 meeting and requested any additions, corrections or deletions.

There not being any,

On MOTION by Mr. White seconded by Mr. Dennis with all in favor the minutes of the July 30, 2014 meeting were approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Request to Deed Property to Dr. Wardlaw**

Discussion ensued with regard to maintenance and transfer of a small piece of property behind the home of Dr. Wardlaw, 1157 Hawkslade Ct.

- Setting a precedent was a concern.
- It was noted a survey and legal description may be required and review of ownership was requested.

On MOTION by Mr. Gretton seconded by Mr. Clemente with all in favor District Counsel was authorized to review ownership of property behind 1157 Hawkslade Ct.

**SEVENTH ORDER OF BUSINESS**

**District Manager's Report**

**A. Financial Statements – September 30, 2014 and October 31, 2014**

Mr. Moyer reviewed the financial statements through September 30, 2014 and October 31, 2014, which were included in the agenda package.

- All non ad valorem assessment was collected and the District was under budget on expenditures by \$36,286.

**B. Check Register and Invoices**

The check register for the period July 1, 2014 to October 31, 2014 was included in the agenda package

On MOTION by Mr. White seconded by Mr. Clemente with all in favor the July 1, 2014 - October 31, 2014 check register and invoices were approved.

**C. Assigning Fund Balance as of September 30, 2014**

Mr. Moyer stated the amount of monies we do not spend on an annual basis goes to fund balance and we are recommending the Board allocate \$60,445 to the Operating Reserves; which covers the operation of the District from October thru the middle part of December for expenditures. This is working capital.

On MOTION by Mr. Gretton seconded by Mr. Dennis with all in favor assigning a \$60,445 fund balance as of 9/30/14 to Operating Reserves was approved.

**D. Engagement Letter – Fiscal Year 2014 Audit**

An Engagement Letter with Berger, Toombs, Elam, Gaines & Frank to perform the fiscal year 2014 audit was presented; a copy of which is attached for the record.

- The audit fee will not exceed \$5,500.

On MOTION by Mr. White seconded by Mr. Clemente with all in favor the Engagement Letter with Berger, Toombs, Elam, Gaines & Frank to perform the fiscal year 2014 audit was accepted.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports (continued)**

**A. Attorney**

Mr. Clark reported a letter was sent to the golf course regarding the condition of the bridge. No response has been received.

Discussion ensued with regard to the golf course giving the District indemnification in exchange for an easement for them to use the bridge.

- Mr. Clark noted we wanted them to get insurance and indemnify us from any liability; and wanted them to address the maintenance standards of the bridge.

- The bridge is not currently a safety concern; but given the lack of an easement if the bridge became a serious safety concern he would recommend blocking it off and notifying them they are not allowed to cross it.
- Mr. Clark suggested sending another letter informing them the CDD Board meets on February 25th and is likely to close the bridge at that meeting if there is no response from them. There was consensus to proceed in this direction.

**B. Engineer**

Mr. Florio’s report was previously discussed.

**C. Field Operations Manager**

- i. **Field Management Report**
- ii. **Resident Call Log**
- iii. **Aquatic Systems Report**
- iv. **Vertex Water Features**
- v. **Southern Mosquito Control Report**
- vi. **ValleyCrest Landscape Report**

Mr. Smith requested approval of proposal from ValleyCrest for the following:

- Install pine straw beneath magnolia trees along road to extend existing mulch beds in Tract GC4 - \$504.
- Tract GC13PH one time clean up of detention pond located between golf course and pond - \$650
- Tract A/AA one time cut of turf along pond edge in Tract A; mow overgrown turf/brush behind homes in Tract AA - \$260

On MOTION by Mr. Gretton seconded by Mr. Dennis with all in favor to approve the first item on first page and first and third items on the second page of ValleyCrest proposal as noted was approved.

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

**NINTH ORDER OF BUSINESS**

**Other Business**

There not being any, the next item followed.

**TENTH ORDER OF BUSINESS**

**Supervisor Comments**

Mr. Matin commented that all is going well and thanked Mr. Smith and staff.

Mr. Clemente noted residents are complimenting him on the pond maintenance.

Mr. Treutel commented the CDD is doing a great job and thanked them for taking the burden off of the HOA. He noted that the HOA has a contract with a new management company, First Service Residential, beginning December 1.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

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

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Tom White  
Secretary

  
Hector Clemente  
Chairman