

**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 Thursday, November 30, 2016 at 6:30 p.m. at the Town Center, 1201 Black Lake Boulevard, Winter Garden, Florida.

Present were:

Hector Clemente
Tom White
Daniel Dennis
Gabriella Branco

Chairman
Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Gary L. Moyer
Scott Clark
Brian Smith
Mike Piazza
Leandra Dean

Moyer Management Group
Attorney
Field Operations Manager
Community Association Manager
Golf Club Representative

The following is a summary of the minutes and actions taken at the November 30, 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

Approval/Additions to Agenda

There not being any, the next item followed.

FOURTH ORDER OF BUSINESS

Public Comment Period

- Concern was voiced with the abundance of acorns falling from trees and their effect on the storm drains and the infrastructure. Discussion ensued and Mr. Smith commented he has not seen any negative effects.
- An open door on an abandoned house was addressed.

FIFTH ORDER OF BUSINESS

Organization Matters

A. Oath of Office of Elected Supervisor – T. White

Mr. Moyer noted Mr. White qualified for Seat #5 and ran unopposed in the General Election.

Mr. Moyer, a Notary of the State of Florida administered the Oath of Office to Mr. Thomas White; a copy of which is attached for the record.

B. Appointment of Supervisor and Oath of Office

Mr. Moyer commented there are two vacancies on the Board; one two year term and one four year term.

Ms. Gabriella Branco gave a brief summary of her qualifications and interest in serving on the CDD Board of Supervisors. She prefers to serve the two year term.

On MOTION by Mr. White seconded by Mr. Clemente with all in favor a vacancy for Seat #4 with a four year term which no one qualified for was declared.

On MOTION by Mr. Clemente seconded by Mr. Dennis with all in favor Ms. Gabriella Branco was appointed to Seat #3 with a two year term.

Mr. Moyer, a Notary of the State of Florida administered the Oath of Office to Ms. Gabriella Branco; a copy of which is attached for the record.

C. Election of Officers – Resolution 2017-1

Mr. Moyer commented that at this time the Board can designate a change in officers or keep the same officer structure which is as follows: Hector Clemente, Chairman; Tom White, Secretary; Gary Moyer, Treasurer; Stephen Bloom, Assistant Treasurer; and Daniel Dennis, Assistant Secretary. There is no Vice Chairman at this time.

On MOTION by Mr. White seconded by Mr. Dennis with all in favor Resolution 2017-1 keeping the current officer structure with the addition of Ms. Branco as an Assistant Secretary was adopted.

SIXTH ORDER OF BUSINESS

Resolution 2017-2, Designating Registered Agent

On MOTION by Mr. White seconded by Mr. Dennis with all in favor Resolution 2017-2 designating Scott D. Clark as the District's registered agent, and further designating the District's registered office for service of process as Clark, Albaugh & Rentz, LLP, 700 W. Morse Boulevard, Suite 101, Winter Park, Florida 32789 was adopted.

SEVENTH ORDER OF BUSINESS

Approval of the Meeting Minutes

A. July 27, 2016

Mr. Moyer stated each Board member received a copy of the minutes of the July 27, 2016 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 July 27, 2016 meeting were approved.

- Mr. White commented on new ownership of the golf course and their relationship with the District.
- Discussion ensued with Leandra Dean, the representative of the new golf course owners, *Knight 39*, on a positive relationship with the District; golf course landscape maintenance and the golf ball retrieval Hold Harmless Agreement.

EIGHTH ORDER OF BUSINESS

District Manager's Report

A. Financial Statements

Mr. Moyer reviewed the September 30, 2016 and October 31, 2016 financial statements which were included in the agenda package.

- The September financials indicate the Expenditures were \$8,641 over budget due to out of scope work. There was a Fund Balance of \$251,000 at the end of the fiscal year.
- In October as anticipated no non ad valorem assessments were collected. None are expected to be collected until mid-December. On the expenditure side we are \$3,500

under budget for the first month of our fiscal year. On the field side we are \$950 under budget.

B. Check Register and Invoices

The check register for the periods July 1, 2016 to September 30, 2016 and October 31, 2016 were included in the agenda package.

On MOTION by Mr. Clemente seconded by Mr. White with all in favor the July 1, 2016 – September 30, 2016 and October 1, 2016 - October 31, 2016 check registers were approved.

C. Budget Amendment, Resolution 2017-3

Mr. Moyer presented a budget amendment allocating funds to contingencies.

- He commented Mr. Florio notified him that the engineering firm will submit their resignation from the Board effective January, 2017. This will be addressed at the next meeting as the District will need to go through replacing the engineer.

On MOTION by Mr. Clemente seconded by Mr. Dennis with all in favor Resolution 2017-3 amending the general fund budget for fiscal year 2016 was adopted.

D. Motion Assigning Fund Balance

- Assigning \$60,294 of the Fund Balance to Operating Reserves was addressed.

On MOTION by Mr. Dennis seconded by Mr. Clemente with all in favor the motion assigning Fund Balance Reserves as of September 30, 2016 was approved.

E. Ratification of Engagement Letter with Berger, Toombs, Elam, Gaines & Frank to Perform Fiscal Year 2016 Audit

On MOTION by Mr. Clemente seconded by Mr. Dennis with all in favor approval of the Engagement Letter with Berger, Toombs, Elam, Gaines & Frank to perform the audit for fiscal year 2016 was ratified.

F. Arbitrage Rebate Report Series 2008 Bonds

Mr. Moyer presented the Arbitrage Rebate Report from LLS Tax Solutions to the Board for informational purposes.

G. Termination of Dissemination Agreement with Prager & Co.

- A letter from Prager & Co. regarding their Termination of Dissemination Agreement was presented. They no longer provide this service.

H. Consideration of Agreement with Severn Trent for Dissemination Agent Services

- An Agreement with Severn Trent for Dissemination Agent Services was presented for consideration. The fee is the same as the amount in the Prager & Co. agreement

On MOTION by Mr. Clemente seconded by Mr. Dennis with all in favor to accept the Prager & Co. Dissemination Agreement Termination Letter dated September 26, 2016; and accept the Agreement with Severn Trent for Dissemination Agent Services was approved.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Clark commented on documents relating to the liability status of the golf course versus the community.

B. Engineer

There not being any, the next item followed.

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. Brightview Landscape Report**
 - vii. Southern Mosquito Control Services Report**
- The monthly Field Management Reports were included in the agenda package.
 - Fountain replacement was discussed.
 - Questions and comments from the Board were addressed.

TENTH ORDER OF BUSINESS

Other Business

- The parking of vehicles in the location where children are dropped off for the school bus was discussed.

ELEVENTH ORDER OF BUSINESS

Supervisor Comments

There not being any, the next item followed

TWELFTH ORDER OF BUSINESS

Adjournment

There being no further business,

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



Tom White
Secretary



Hector Clemente
Chairman