

**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 24, 2017 at 6:30 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
Haile Andarge	

Also present were:

Gary L. Moyer	Moyer Management Group
Chuck Walter	Severn Trent
Scott Clark	Attorney
Russell Simmons	Field Operations Manager
Mike Piazza	Community Association Manager
Bob Kasch	HOA

*The following is a summary of the minutes and actions taken at the May 24, 2017 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**

- Haile Andarge submitted his resume for consideration by the Board to fill the vacant seat. He gave a brief summary of his qualifications.

On MOTION by Mr. Clemente seconded by Mr. White with all in favor Mr. Haile Andarge was appointed to fill vacant Seat #4.

- Discussion ensued with regard to the stormwater system; mowing clippings etc. in the catch basin; and cleaning of drains.
- It was noted more debris that goes into retention ponds inhibits the ponds capability to hold water from backing up into the streets.
- The CDD will provide information to the HOA for an article educating residents on this issue.
- Installing storm drain screens was discussed.
- It was noted the City should be contacted for information regarding placing Stoneybrook West on their schedule for drain maintenance and if a homeowner sees a possible blockage they should report it.

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

Mr. Clark gave a brief overview of the Sunshine Law.

- Control of midges and mosquitoes including the installation of fountains and aeration was discussed.
- It was suggested a representative from Southern Mosquito be invited to a meeting to make a presentation for educational purposes to the CDD and the HOA on how different options work.
- Mr. Clemente will contact the County Mosquito Control Manager to request he meet with Mr. Piazza to make arrangements for a presentation to the homeowners.

**FIFTH ORDER OF BUSINESS**

**Approval of the November 30, 2016 Meeting Minutes**

Mr. Moyer stated each Board member received a copy of the minutes of the November 30, 2016 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 November 30, 2016 meeting were approved.

**SIXTH ORDER OF BUSINESS**

**Discussion of Engineering Services**

Mr. Moyer commented that Mr. Florio's firm, Donald W. McIntosh Associates, Inc. has resigned as District Engineer.

- Since the District has no plans for new structures and anticipates engineering services will be under \$35,000 it was recommended proposals from engineering firms in the area be obtained and brought back to the Board for consideration. Their services will be on an as-needed basis at an hourly rate.

On MOTION by Mr. White seconded by Mr. Clemente with all in favor staff was authorized to obtain proposals from engineering firms for engineering services which will be on an as-needed basis.

**SEVENTH ORDER OF BUSINESS**

**Presentation of Fiscal Year 2018 Proposed Budget**

**A. Consideration of Resolution 2017-4 Approving the Fiscal Year 2018 Proposed Budget and Setting a Public Hearing**

Mr. Moyer reviewed the proposed fiscal year 2018 budget. An increase in non-ad valorem assessments is not anticipated.

On MOTION by Mr. White seconded by Mr. Clemente with all in favor Resolution 2017-4 approving a proposed budget for fiscal year 2017/2018 and setting a public hearing on July 26, 2017 at 6:30 p.m. in the Town Center was adopted.

**EIGHTH ORDER OF BUSINESS**

**District Manager's Report**

**A. Financial Statements and Check Register**

Mr. Moyer reviewed the April 30, 2017 financial statements which were included in the agenda package.

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

- Through the first seven months of the fiscal year, the District is \$26,000 under budget which at the end of the year falls back to the fund balance. This will give you the authority to do special projects.

The check register for the period February 1, 2017 to April 30, 2017 was included in the agenda package.

On MOTION by Mr. Clemente seconded by Mr. White with all in favor the February 1, 2017 – April 30, 2017 check register was approved.
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**B. Acceptance of Fiscal Year 2017 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, 2016. The following was noted:

- The auditor’s letter states, *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, 2016.*
- This is referred to as a clean audit opinion.
- The Report on Internal Control Over Financial Reporting 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 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, 2016 prepared by Berger, Toombs, Elam, Gaines & Frank was accepted and the District Manager was authorized to file with the appropriate state officials.

**C. Report on the Number of Registered Voters (3,325)**

- A report from the Orange County Supervisor of Elections indicated that as of April 17, 2017 there were 3,325 registered voters within the District.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

**i. Certification of Projects Substantial Completion**

Mr. Clark commented on two letters written by the engineer addressing the two bond issues which state that all of the construction improvement that were anticipated in the bond documents has been completed. The letters will be forwarded to the trustee.

**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**

- Mr. Moyer noted that Russ Simmons will succeed Brian Smith as Field Manager for the District.
- Mr. Moyer commented Mr. Chuck Walter is an addition to the Severn Trent team and will be working with him for a period of months. His departure is not immediate but it is time to start planning for it.
- The monthly Field Management Reports were included in the agenda package.
- Questions and comments from the Board were addressed.

**TENTH ORDER OF BUSINESS**

**Other Business**

There not being any, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Supervisor Comments**


- Mr. Clemente commented on the stormwater drainage debris and noted there has been improvement of golf course maintenance.
- It was reiterated golf course representative be invited to attend CDD meetings.

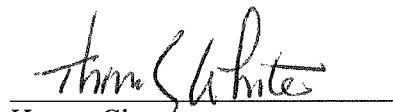
**TWELFTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

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

  
~~Tom White~~  
 Secretary *Hector Clemente.*

  
 Hector Clemente  
 Chairman