

MINUTES OF MEETING  
STONEYBROOK SOUTH AT CHAMPIONSGATE  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Stoneybrook South at ChampionsGate Community Development District was held Monday, August 5, 2019 at 11:30 a.m. at the Oasis Club at ChampionsGate, 1520 Oasis Club Blvd., ChampionsGate, Florida 33896.

Present and constituting a quorum were:

Adam Morgan	Chairman
Lane Register	Vice Chairman
Rob Bonin	Assistant Secretary
Tim Smith	Assistant Secretary

Also present were:

George Flint	District Manager
Andrew d'Adesky	District Counsel
Dave Reid	District Engineer
Alan Scheerer	Field Manager
Nora Schuster	Lennar Homes

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Flint called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. Flint: This is an opportunity to provide comments on anything on the agenda or not on the agenda that you would like to bring to the Board's attention. We have a budget hearing on the agenda, so if you have comments regarding the budget it would be better to hold those until that time.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the July 1, 2019 Meeting**

Mr. Flint: Included in your agenda package is a copy of the minutes of the July 1, 2019 meeting. Are there any additions, corrections or deletions? Hearing none.

Mr. Morgan: They looked accurate.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor the Minutes of the July 1, 2019 Meeting were approved.

#### **FOURTH ORDER OF BUSINESS**

#### **Consideration of Recommendation of Landscape RFP Evaluation Committee and Selection of Vendor to Provide Landscape Maintenance Services**

Mr. Flint: We did a joint request for proposals with Stoneybrook South CDD, Stoneybrook South at ChampionsGate, and the Master Association. The Master Association also retained a consultant, Mark Yahn with Sunscape Consulting, to assist in the preparation of some of the bid documents including the scope of work and evaluation of responses. We issued the RFP on June 21<sup>st</sup>, and it is a sealed public bid process. We had a mandatory pre bid meeting in this location a couple weeks later and then the bids themselves were due on July 22<sup>nd</sup> at 2:00 p.m. We had 11 companies pull copies of the RFP, 9 attend the pre bid, and 8 submit proposals. The evaluation committee which was comprised of representatives of the CDDs and HOA and consultants, held an advertised Evaluation Committee meeting on July 26<sup>th</sup>. We reviewed all 8 responses and shortlisted the 8 to 3 for purposes of conducting interviews. The meeting was continued to July 31<sup>st</sup> and Down to Earth, Floralawn, and Yellowstone were interviewed. As a result of that process the RFP committee prepared a recommended ranking based on the criteria that was in the RFP. I have one copy of the ranking. The evaluation criteria includes personnel's experience, understanding of the scope, financial capability, and price. You can see the 8 companies there listed. As a result of the interviews Down to Earth was ranked number one, Floralawn number two, and Yellowstone number three. Stoneybrook South CDD met prior to our meeting, and they made a motion to accept the Evaluation Committee's rankings. We are presenting this to you all for consideration and discussion. There is a 30 day termination provision in the proposed contract, if there are issues with Down to Earth it can be terminated without cause. Michelle Barr with Lennar was discussing the possibility of Mark Yahn assisting for the first 90 days of the implementation of the new contract to do some review and monitoring. The scope of work also includes an increased level of service on detailing. The prior scope had 12 details once a month, this one has 17 so it ends up being every 3 weeks.

Mr. Morgan: This is the total for the entire year?

Mr. Flint: Yes, but it only includes parcel K.

Mr. Morgan: Only parcel K. Thank you.

Mr. Flint: It's only the areas that are existing under contract. We will negotiate the new areas.

Mr. Scheerer: It is standard procedure to do it that way.

Mr. Morgan: What pond in Tract K was in the original?

Mr. Scheerer: The Phase 2 pond, the one you asked us about. On the map, all of the pink is going to be part of the new scope and contract. As George said, we didn't do anything with Whistling or North.

Mr. Flint: We have a request for audience comments. Please state your name and address.

Mr. Neil Roberts (8867 Backspin Lane): This contract includes the pond behind my property at Backspin Lane, is that correct?

Mr. Scheerer: The contract includes it, but it is not executed yet.

Mr. Morgan: That's the Phase 2 pond we were talking about. The new contract will include that pond.

Mr. Flint: We are in a transition period between the developer maintaining it and us taking it over.

Mr. Roberts: My second question, as Down to Earth is already the existing landscaping provider for the community, do we need to have someone oversee them?

Mr. Flint: Alan meets with them once a week, he is the Field Manager. The oversight is probably only going to be on an interim basis. It's really for continuing quality control.

Mr. d'Adesky: When you have an extra set of eyes looking at it, the quality tends to go up.

Resident (1364 Olympic Club Blvd): I am new to this community. My understanding is the lawn maintenance is under the CDD?

Mr. Flint: No, for you home it is under the Homeowner's Association. The CDD is responsible for the ponds and some of the common area. Are there any other questions on the evaluation committee's recommendation?

Mr. Morgan: I don't have anything.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor, the Recommendation of Landscape RFP Evaluation Committee and Selection of Down to Earth to Provide Landscape Maintenance Services, was approved.

**FIFTH ORDER OF BUSINESS****Review and Acceptance of Fiscal Year 2018 Audit Report**

Mr. Flint: The CDD is a governmental entity and required to have an annual independent audit. You selected Berger, Toombs to perform those services. If there were any findings or recommendations, those would be reflected in the management letter that starts on page 32. There are no current or prior year findings, so it is a clean audit. Are there any questions?

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor the Fiscal Year 2018 Audit Report was accepted.

**SIXTH ORDER OF BUSINESS****Public Hearing**

Mr. Flint: First I'll ask for a motion to open the public hearing.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor the Public Hearing was opened.

**A. Consideration of Resolution 2019-10 Adopting the Fiscal Year 2020 Budget and Relating to the Annual Appropriations**

Mr. Flint: The Board previously approved a proposed budget and set the date, place, and time of the public hearing for today. The Operating and Maintenance Assessments, Lennar has been funding the operational costs through the developer funding agreement. In Fiscal Year 2020, it will be the first year that the Operations and Maintenance assessments will actually be on the tax bill. As a result of that, we did have to perform a mailed notice letting the current owners of property within the District know the date, place, and time and the proposed amount of those assessments. Resolution 2019-10 will adopt the fiscal year 2020 budget, then Resolution 2019-11 will impose the Operations and Maintenance assessment and authorize the Assessment Roll to be certified to the County for collection. The proposed budget is attached to the resolution. The proposed budget is \$480,918. We do take into account in landscape maintenance the future areas that are going to come online. We anticipate that a number of areas will be coming online very soon, possibly before the end of this fiscal year.

Mr. d'Adesky: The parcels that are on the roll are only the platted parcels. We still have the unplatted parcels being direct billed off the roll.

Mr. Flint: Correct. This is a public hearing, so I will ask now if there are any public comments on the budget or the assessments.

Resident (Unidentified): What are all these fees for?

Mr. Flint: There's two components of your CDD assessment. One is Debt Service and depending on what size lot you have, it will vary. Those assessments have already been imposed when the bonds were issued. The District is a government entity, and it issued tax exempt municipal bonds to fund the stormwater system, the water and sewer lines, and some of the common areas. Those were funded through a bond issue which is paid back through an annual Debt Service assessment. The Operations and Maintenance assessment funds the maintenance of that infrastructure.

Resident (Unidentified): Is there a point in time when one of these will go away?

Mr. Flint: The Debt Service will go away, but it's a 30 year bond. You can pay off the outstanding principal at any time if you chose to do that. The remaining debt could be prepaid and that would come off your tax bill. As long as the District is in place and has infrastructure it has to maintain, the Operations and Maintenance will not go away. There are over 600 CDD's in Florida, this is not unusual. When you bought your home there were disclosures in there, and in your sales contract there is a disclosure next to the signature line.

Mr. Morgan: In the Resolution 2019-10 proposed budget, we see that the landscape maintenance through 9/30/19 is 48. The number for the new contract is 38. In the proposed 2020 budget it jumps to 130. I am assuming that's because we're adding the North Tract.

Mr. Flint: Yes, if you look on page 5 of the budget you can see the addition of Baxter and Whistling.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor, Resolution 2019-10 Adopting the Fiscal Year 2020 Budget and Relating to the Annual Appropriations, was approved.

**B. Consideration of Resolution 2019-11 Imposing Special Assessments and Certifying an Assessment Roll**

Mr. Flint: There are two exhibits for Resolution 2019-11. One is the budget you just approved and the other is the Assessment Roll. Is there any further discussion from the Board?

Mr. Morgan: We've discussed this very thoroughly.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor, Resolution 2019-11 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

Mr. Flint: Is there a motion to close the public hearing?

On MOTION by Mr. Register seconded by Mr. Morgan with all in favor the Public Hearing was closed.

## **SEVENTH ORDER OF BUSINESS**

### **Ratification of Series 2019 Requisition #1 & Consideration of Series 2019 Requisition #2 – Item Revised**

Mr. Flint: When the bonds were issued under the Master Trust Indenture, the funds are held by the Trustee. There's a requisition form that must be signed by an officer of the District and the consulting Engineer certifying the work is complete and in accordance with the Engineer's Report. Requisition #1 is acquiring completed improvements from Lennar, and Requisition #2 is for engineering services for Hamilton Engineering related to review and preparation of that requisition. These are not required to be approved by the Board prior to processing, but as a matter of course we put them on after to be ratified so they are in the public record.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor, the Ratification of Series 2019 Requisition #1 and Series 2019 Requisition #2, was approved.

## **EIGHTH ORDER OF BUSINESS**

### **Discussion of Landscape Turnover of Whistling Straights Landscaping and Phase 2 Tract K Pond**

Mr. Flint: Are we ready to do that today?

Mr. Reid: We have a turnover walk scheduled for next Monday morning at 10:00 a.m. with Down to Earth.

Mr. Flint: We want to make sure the maintenance gets transitioned over to the CDD.

Mr. Register: When will 3 get added to the mix?

Mr. Reid: We can do Phase 3 at the same time, it's a short stretch of road.

Mr. Register: There's no reason not to include it, it's 300 feet.

Mr. Flint: The new contract goes into effect October 1<sup>st</sup>. Maybe the Board needs to consider delegating authority to the Chairman to execute an amendment to the landscape contract contingent upon the findings of the walk through.

Mr. d'Adesky: I suggest giving authority to the Chairman any other necessary documents.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor the, the Landscape Turnover of Whistling Straights Landscaping and Phase 2 Tract K Pond and Delegating Authority to Chairman to Execute Required Documents to Convey Property and Infrastructure, was approved.

## **NINTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Mr. d'Adesky: I have nothing further to report.

#### **B. Engineer**

Mr. Reid: I don't have anything either.

#### **C. District Manager's Report**

##### **i. Balance Sheet and Income Statement**

Mr. Flint: You have the unaudited financial statements through June 30<sup>th</sup>, there is no action required. If you have any questions I can answer those.

##### **ii. Ratification of Funding Request #10**

Mr. Flint: Included in your agenda package is Funding Request #10 totaling \$28,734.36. This was transmitted to the developer under the funding agreement.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor Funding Request #10 was ratified.

##### **iii. Approval of Fiscal Year 2020 Meeting Schedule**

Mr. Flint: We suggest you meet the first Monday of each month at 11:30 a.m. with the exception of July. July has been excluded because it usually conflicts with the 4<sup>th</sup> of July. In September there is a conflict as well with Labor Day. We do not have to meet monthly if there is no action required we can cancel it.



Mr. d'Adesky: This is the cheapest way to advertise it.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor, the Fiscal Year 2020 Meeting Schedule, was approved.

**TENTH ORDER OF BUSINESS**

**Other Business**

Mr. Reid: Regarding the Fox parcel, which is currently just beginning in development, we are going to need written agreement from the CDD that they will be the entity responsible for the maintenance of the storm water management system.

Mr. Flint: They've never required that in the past.

Mr. Reid: They are requiring it now for the permit.

Mr. d'Adesky: For a parcel that is not within the CDD right now? We cannot do that. We can say we anticipate in the future it might happen, but we can't guarantee it.

Mr. Flint: What pond is this?

Mr. Reid: It is going to be multiple ponds.

Mr. Register: I believe you are going to have to talk to a private reviewer.

Mr. Reid: Okay, I will do that.

**ELEVENTH ORDER OF BUSINESS**

**Supervisor's Requests**

There being none, the next item followed.

**TWELTH ORDER OF BUSINESS**

**Adjournment**

Mr. Flint adjourned the meeting at 12:06 p.m.

On MOTION by Mr. Morgan seconded by Mr. Register with all in favor the meeting was adjourned at 12:06 p.m.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman