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**MINUTES OF MEETING
STONEBRIER
COMMUNITY DEVELOPMENT DISTRICT**

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The Regular Meeting of the Board of Supervisors of the Stonebrier Community Development District was held on Thursday, July 10, 2014 at 10:00 a.m. at the Lutz Branch Library, 101 W. Lutz Lake Fern Road, Lutz, Florida.

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FIRST ORDER OF BUSINESS - Roll Call

Mr. St. Denis called the meeting to order.

The Board members introduced themselves for the record.

Present and constituting a quorum were:

Carlos Gregory	Chairman
Parker Hirons	Vice Chairman
Chris Fisher	Supervisor
Avelino Vide	Supervisor

Also present were:

Bruce St. Denis	District Manager
Tucker Mackie	District Counsel
Patricia Comings-Thibault	District Accountant
Sandy Oram	DPFG
Sara Sandy	Hopping Green & Sams
Analina Medina	Resident
Brian Mahar	Austin Outdoor
Donald Snider	Resident
Aaron Conrad	Resident
David Howard	Resident
Bradley Cornelius	Resident
Several Additional District Residents	

Mr. St. Denis established a quorum of the Board was present.

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Landscape Report

Mr. Brian Mahar with Austin Outdoor presented a monthly report of the contractual services that Austin Outdoor does for the community. They have completed a conservation cutback across the street from the clubhouse, as requested by CDD, street tree trimming along County Line Boulevard, and have addressed well and clock issues with the irrigation

1 systems. Three out of six of the wells and clocks are running, and the others are down due to
2 electrical issues.

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4 **SECOND ORDER OF BUSINESS – Audience Comments on Agenda Items**

5 Resident Mr. Donald Snider wanted to know who was responsible for dead animal
6 pick-up; he reports that animal remains have been ignored. It was suggested that the resident
7 take photographs and send them to district management. Mr. Snider also expressed concern
8 over debris in storm retention ponds. Ms. Oram will follow-up with this resident. Are there
9 any other questions or comments? There being none, the next item followed.

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11 **THIRD ORDER OF BUSINESS – Vendor Reports**

12 **A. Aquatics**

13 There being no report, the next item followed.

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15 **B. Landscape**

16 This item was handled earlier in the meeting.

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18 **FOURTH ORDER OF BUSINESS – Administrative Matters**

19 **A. Approval of Minutes of June 12, 2014 Meeting**

20 Mr. St. Denis presented each Board member with a copy of the minutes of the June
21 12, 2014 Board Meeting and requested any comments or questions.

22 There being none,

23
24 **On MOTION by Mr. Gregory, SECONDED by Mr. Hiron, WITH ALL IN FAVOR, the**
25 **Board approved the Minutes for the June 12, 2014 Meeting.**

26
27 **B. Acceptance of May 2014 Financial Statements, and Requisitions**

28 Ms. Comings-Thibault stated that the general fund had an unreserved fund balance of
29 \$617,426. This is driven by the fact that the district is 98% collected on its assessments. At
30 this time, the fund balance will slowly decrease over the ensuing 5 months, as there will no
31 longer be any further assessments. The expenditures will then normalize to the revenues. In
32 review of the expenditures ending May 31, 2014, all expenditures are non-recurring. In
33 regards to the debt service, payments were made on time.

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35 **On MOTION by Mr. Gregory, SECONDED by Mr. Vide, WITH ALL IN FAVOR, the**
36 **Board accepted the Financial Statements and Requisitions of May 2014.**

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FIFTH ORDER OF BUSINESS – Discussion of Reserve Study

Mr. Steve Schwartz reviewed the revised Reserve Study. Landscaping was removed from the report, the plans for storm water drainage were explained, and a graduated schedule was prepared for the reserves for every year, for the next 10 years. The resulting proposed budgeted amount for reserves is \$176 per resident per year, with an annual funding amount of \$89,056 for the District.

On MOTION by Mr. Gregory, SECONDED by Mr. Hiron, WITH ALL IN FAVOR, the Board accepted the Reserve Study, as presented.

SIXTH ORDER OF BUSINESS – Public Hearing on Fiscal Year 2014-2015 Budget

A. Open Public Hearing

On MOTION by Mr. Fisher, SECONDED by Mr. Hiron, WITH ALL IN FAVOR, the Board opened the Public Hearing.

B. Presentation

Ms. Comings-Thibault presented the FY 2014-2015 budget to the Board stating the current budget does not reflect an increase in assessments. The revised Reserve Study adjusted the budget to prevent any increases. When examining the budget is it important to remember that it must adhere to Florida Statue 189.418; this statue states that the total amount available from taxation and other sources, including balances brought forward from prior fiscal years, must equal the total of appropriations for expenditures and reserves. The process for budget development means the Board must take a review of any actual expenditures of the prior fiscal year, review all the contracts and service levels provided under those contracts, and consider any future service needs of the district, as well as the impact of a reserve for renewal and replacement. For the FY 2014-2015, the expenditure summary is \$431,818. Ms. Comings-Thibault provided information on allocations and other details of the expenditure summary within the 2014-2015. The projected ending fund balance for FY 2015 is \$510, 609. From this amount, three months of operating capital, a reserve for renewal and replacement, and an unassigned fund balance will be distinguished. Are there any questions or comments? There being none, the next item followed.

1 **C. Public Comment**

2 A resident inquired on the outlook of assessments.

3 Ms. Comings-Thibault stated an increase is dependent upon the Board's decision to
4 establish a renewal and replacement, in future years.

5 Mr. Aaron Conrad inquired about the removal of landscaping from the budget.

6 Mr. St. Denis stated that there was a line item for future replacement of landscaping,
7 and it could not be suitably determined for the next 10 years; it was an operation expense that
8 must be reviewed on annual basis through a landscape replacement program, rather than an
9 allocation of a specific amount.

10 Mr. David Howard inquired on why contingencies for field operations went
11 unaccounted in past budgets.

12 Ms. Comings-Thibault stated it was not isolated as a line item, but they are becoming
13 more fiscally prudent. Any recurring costs are now separate line items.

14 Mr. David Howard inquired about line items regarding future restoration.

15 Mr. St. Denis stated that it was included in the homeowner's association reserves.

16 Ms. Analina Medina asked for clarification on the letter to residents regarding the
17 total assessment increases.

18 Ms. Comings-Thibault assured the resident there is no increase in assessments. The
19 fund balance is now allocated and earmarked on the financial statements in the agenda
20 packet. Clarification on the total assessments and allocations was provided by several parties.

21 A resident inquired about the relationship between lot size and payment, even though
22 it was not introduced during his initial move-in.

23 Ms. Comings-Thibault stated that a cover letter will be included with letters to
24 explicitly detail increases versus existing costs that are now listed as individual line items.

25 Ms. Comings- Thibault added that larger homes have more of an impact on the storm water
26 system; therefore, there is a difference in assessments.

27 A resident asked about contract termination notification regarding suppliers/vendors,
28 and if there were built-in increases in contracts. He also inquired about a termination for
29 convenience clause.

1 Mr. St. Denis stated that the Board can negotiate any contracts it finds suitable, but
2 the current contracts do not have built-in increases. There is a 30 or 60-day notification
3 period, addressing the termination for convenience clause.

4
5 **D. Close Public Hearing**

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7 On MOTION by Mr. Hiron SECONDED by Mr. Fisher, WITH ALL IN FAVOR, the Board
8 closed the Public Hearing.

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10 **E. Resolution 2014-10, Annual Appropriation and Adoption of Budget**
11 Mr. St. Denis presented Resolution 2014-10.

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13 On MOTION by Mr. Hiron, SECONDED by Mr. Gregory WITH ALL IN FAVOR, the
14 Board adopted the Resolution 2014-10, Annual Appropriation and Adoption of the Budget.

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16 **SEVENTH ORDER OF BUSINESS-Public Hearing on FY 2014-2015 Assessments**

17 **A. Open Public Hearing**

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19 On MOTION by Mr. Hiron, SECONDED by Mr. Gregory, WITH ALL IN FAVOR, the
20 Board opened the Public Hearing.

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22 **B. Discussion of Assessments**

23 Ms. Coming-Thibault reviewed the FY 2014-2015 Assessments and stated there will
24 not be an increase.

25 Mr. Gregory requested a simplified summary of today's meeting for disbursement among
26 participants.

27
28 **C. Public Comment**

29 A resident requested clarification on the operation and maintenance and debt service
30 portions of the assessments. Clarification on the assessments was provided by several parties.
31 The operation and maintenance is outlined in the Budget and the debt service amount never
32 changes. Are there any questions or comments? There being none, the next item followed.

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34 **D. Close Public Hearing**

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36 On MOTION by Mr. Hiron, SECONDED by Mr. Fisher, WITH ALL IN FAVOR, the
37 Board closed the Public Hearing.

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E. Resolution 2014-11, Assessment Levy Resolution
Mr. St. Denis presented Resolution 2014-11.

On MOTION by Mr. Gregory, SECONDED by Mr. Fisher, WITH ALL IN FAVOR, the Board approved Resolution 2014-11, Assessment Levy Resolution.

SEVENTH ORDER OF BUSINESS – Business Matters

A. General Election Update

➤ **Memorandum**

Ms. Mackie provided the information pertaining to the general election. In the agenda package, there was an update of qualification period results from June 2014. There are two seats up for general election. Mr. Bradley Cornelius ran unopposed and will fill Seat #4 on November 18, 2014.

➤ **Adoption of Resolution 2014-12, Declaring Seat #5 Vacant**

Ms. Mackie stated that no one has qualified for Seat #5. The Board is directed to search for a qualified elector within 90 days; a qualified elector must be a resident of the community and registered to vote. Mr. Fisher is currently filling Seat #5.

On MOTION by Mr. Gregory, SECONDED by Mr. Hirons WITH ALL IN FAVOR, the Board adopted Resolution 2014-12, Declaring Seat #5 Vacant as of November 18, 2014.

B. Ratification of Austin Outdoor Landscape Maintenance Services Agreement

Mr. St Denis stated modifications have been made to the Austin Outdoor Landscape Maintenance Services Agreement after discussion at the last meeting. It has been signed by the Chair. Mr. Gregory reviewed and executed the Austin Outdoor Landscape Maintenance Services Agreement prior to today’s meeting.

On MOTION by Mr. Gregory, SECONDED by Mr. Hirons, WITH ALL IN FAVOR, the Board ratified the Austin Outdoor Landscape Maintenance Services Agreement.

C. Additional Items

A Board member stated that the aquatics vendor, American Ecosystems, should be put on notice for absence.

1 **EIGHTH ORDER OF BUSINESS - Staff Reports**

2 **A. Manager**

3 There being no report, the next item followed.

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5 **B. Attorney**

6 There being no report, the next item followed.

7
8 **C. Engineer**

9 There being no report, the next item followed.

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11 **NINTH ORDER OF BUSINESS- Audience Comments**

12 A resident requested clarification about which vendor was absent from the meeting,
13 and information about their responsibilities.

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15 **TENTH ORDER OF BUSINESS – Supervisor Request**

16 There being none, the next item followed.

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18 Mr. St. Denis stated that he has extra business cards and copies of the budget, which
19 includes the debt service information.

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21 **ELEVENTH ORDER OF BUSINESS - Adjournment**

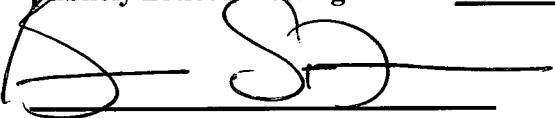
22 There being no further business,

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24 **On MOTION by Mr. Hirons, SECONDED by Mr. Gregory, WITH ALL IN FAVOR, the**
25 **Board adjourned the meeting.**

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28 **These minutes were prepared in summary format.*

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30 **Each person who decides to appeal any decision made by the Board with respect to any*
31 *matter considered at the meeting is advised that person may need to ensure that a verbatim*
32 *record of the proceedings is made, including the testimony and evidence upon which such*
33 *appeal is to be based.*

1 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a
2 publicly noticed meeting held on AUG 14 2014.

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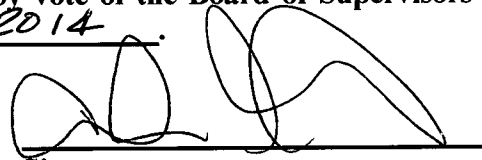
5
6 **Signature**

7 BRUCE ST. DENIS

8
9 **Printed Name**

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11 **Title:**

- 12 Secretary
13 Assistant Secretary
14



Signature

CARLOS ARROYO

Printed Name

Title:

- Chairman
 Vice Chairman