

**MINUTES OF MEETING
STEVENS PLANTATION
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Stevens Plantation Community Development District was held on Thursday, February 7, 2013 at 6:00 P.M. at City Hall, 1300 Ninth Street, St. Cloud, Florida.

Present and constituting a quorum were:

Rebecca Borders	Chair
Rebecca Fernandez	Vice Chair
Terence Connors	Assistant Secretary

Also present were:

Gary L. Moyer	Moyer Management Group, Inc.
Daniel Mantzaris	De Beaubien, Knight, Simmons, Mantzaris
Brian Smith	Field Manager
Jim Endicott	Landcare Specialists

The following is a summary of the minutes and actions taken at the February 7, 2013 Stevens Plantation Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Moyer called the meeting to order at 6:00 P.M.

SECOND ORDER OF BUSINESS

Roll Call

Mr. Moyer called the roll and stated all Supervisors were present with one vacant seat. Since there were no qualified electors for Mr. Connors and Mr. Griffin's seats, Ms. Borders and Ms. Fernandez constituted a quorum.

THIRD ORDER OF BUSINESS

Administrative Matters

A. Appointment of Supervisor for Seat 2

- Under Chapter 190, the Board was required to fill the vacancy for the unexpired term.
- Ms. Fernandez nominated Mr. Terrance Connors to Seat 2.

Ms. Fernandez appointed Mr. Terence Connors to Seat 2. With no further nominations, with all in favor, Mr. Connors was appointed to Seat 2.

B. Oath of Office for Newly Elected Supervisor

Mr. Moyer being a Notary Public of the State of Florida, administered the oath of office to Mr. Connors and a copy of the signed oath will be made a part of the public record.

C. Consideration of Resolution 3013-01 Declaring a Vacancy in Seats 4 and 5

- Mr. Moyer indicated there were no qualified electors for Seats 4 and 5 and the Board needs to formally declare the seats vacant.

On MOTION by Ms. Fernandez seconded by Ms. Borders with all in favor Resolution 3013-01 Declaring a Vacancy in Seats 4 and 5 was adopted.

D. Nominations for Seats 4 and 5

E. Oath of Office for Newly Elected Supervisor

F. Election of Officers – Resolution 2013-02

- These items were tabled.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the November 1, 2012 Meeting

Mr. Moyer stated each Board member received a copy of the minutes of the November 1, 2012 meeting and requested any additions, corrections or deletions.

There not being any,

On MOTION by Ms. Borders seconded by Ms. Fernandez with all in favor the minutes of the November 1, 2012 meeting were approved.

FIFTH ORDER OF BUSINESS

Public Hearing on Adoption of the District Rules of Procedure

- Mr. Moyer reported the District was required by Chapter 190 to adopt Rules of Procedure, which follow the Florida Statutes. A copy of the rules was provided to the Board.

- Rules of Procedure are amended periodically to incorporate changes made to the Florida Statutes.
- The rules identify the following:
 - Conduct of the meetings
 - Organization of the Board
 - Officers of the Board
 - Competitive bidding and solicitations
- This meeting was noticed as a public hearing. Hearing no questions or comments from the floor;

On MOTION by Ms. Fernandez seconded by Mr. Connors with all in favor the Rules of Procedure were adopted.

SIXTH ORDER OF BUSINESS

Resident Owner Association Report

- Ms. Fernandez reported the following:
 - A map was provided to the Board identifying trees missing on private/common property. According to the guidelines, the developer should have planted Oak trees every 20 to 40 feet in common areas and easements owned by the CDD. The HOA and ARC were trying to abide by the guidelines to require owners to maintain their trees.
 - Mr. Moyer acknowledged there would be difficulty planting trees on private property, but not on property owned by the City, which was public property.
 - Mr. Mantzaris believes it would be difficult for the ROA to force an owner to abide by the rules if there was no tree on their property when they purchased the home. There would also be an issue using CDD money to plant trees on private property.
 - Ms. Fernandez indicated they would continue to send violation letters to private property owners.
 - Mr. Smith questioned whether the trees were in the CDD ROW or City of St. Cloud ROW. *Ms. Fernandez confirmed areas where trees were missing on common property were maintained by the CDD.*

- *Mr. Smith will determine how many trees they need.*
- The bottoms of several doggy pots are rotted.
 - Mr. Smith pointed out some were still operational, but he will have staff examine all doggy pots.
- The preserve areas should be mowed more frequently.
- There is a foul smell in the retention ponds.
 - Mr. Smith explained the retention ponds have an odor when they get stagnant.
- The broken pipe in The Estates has not been repaired.
 - Mr. Smith indicated there was an issue with the portion of pipe going under a road. They isolated the area and were in the process of re-piping the entire system.
- Questioned whether they were looking at more indigenous plants to replace the Holly.
 - Mr. Smith indicated they were not going to replace all of the Holly, but only a group with one or two large Magnolia trees. The Cedars in the center median, closest to the road will be removed.
- The rose bushes and Juniper in Verandah Lakes should be trimmed.
 - *Mr. Smith will handle this.*

THIRD ORDER OF BUSINESS

Administrative Matters (Con't)

D. Nominations for Seats 4 and 5

- Mr. Gary Clegg introduced himself to the Board.
- Mr. Moyer explained the purpose of the CDD and Chapter 190.
- Ms. Fernandez nominated Mr. Clegg to Seat 4.

Ms. Fernandez appointed Mr. Gary Clegg to Seat 4. With no further nominations, with all in favor, Mr. Clegg was appointed to Seat 4.
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- Ms. Fernandez requested portable signs showing the next meeting date. *Mr. Smith will obtain proposals.*

E. Oath of Office for Newly Elected Supervisor

Mr. Moyer being a Notary Public of the State of Florida, administered the oath of office to Mr. Clegg and a copy of the signed oath will be made a part of the public record.

- Mr. Moyer congratulated Mr. Clegg and welcomed him to the Board. He provided the following documents:
 - *Form 1 – Statement of Financial Interests*, which is the financial disclosure form asking for a source of income. This form needs to be sent to the Supervisor of Elections within 30 days.
 - *Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees*. According Chapter 286 of the Florida Statutes, no two elected officials serving on the same Board can meet outside of a publicly noticed meeting. There is also Chapter 119, which is the Public Records Law. He suggested Mr. Connors either keep his meeting materials separate from other files or dispose of them since there was no requirement to retain them. He also suggested Mr. Clegg have a separate email address.
- Mr. Moyer offered to post the Supervisors email addresses on the CDD website. Mr. Mantzaris suggested the Board copy any resident emails they receive to the CDD website email system.

SEVENTH ORDER OF BUSINESS**District Manager's Report****A. Approval of Financials**

- Mr. Moyer reviewed the financials through December 31, 2012, which were included in the agenda package and available for public review and discussed the following:
 - The District collected \$251,903 of the \$458,177 non-ad valorem assessment, which represents 55 percent.
 - On the administrative side, the District is \$2,428 over budget on collection costs. This was due to discounts in collections as they collected \$100,000 more than anticipated. They also had to pay more for insurance.
 - The Field Budget is \$1,000 under budget and the ROA Budget is \$3,600 under budget.

B. Check Registers and Invoices

- Mr. Moyer reviewed the invoices for the period October 1, 2012 to December 31, 2012, which were included in the agenda package and available for public review. These were routine items.

On MOTION by Ms. Fernandez seconded by Mr. Connors with all in favor the December financials and October 1, 2012 to December 31, 2012 invoices in the amount of \$513,807.60 were approved.

C. Acceptance of the Fiscal Year 2012 Audit

Mr. Moyer highlighted the following regarding the Audit, which was prepared by Carr, Riggs & Ingram:

- On Page 1, under the Independent Auditor's Report, the Auditor provided a clean audit opinion as the financial records the STS Accounting Department turned over to the Auditor as of September 30, 2012, fairly represented the financial position of the District.
- Letters to the Board from the Auditor were included at the end of the report. On Page 22, under Internal Control Over Financial Reporting, the Auditor did not identify any deficiencies in internal control they consider to be material weaknesses, as defined in the Audit. This means there were sufficient checks and balances in place.
- Under Compliance and Other Matters, the Auditor indicated the results of their tests disclosed no instances of noncompliance or other matters required to be reported under Government Auditing Standards.
- The Management Letter on Page 24 abides by the rules of the Auditor General. No recommendations were made by the Auditor.
- In regards to this year's Audit, the Auditor did not suggest any changes to make the District's accounting system better.
- According to Page 26, the District was not in the state of financial emergency as defined in Section 218.503(1).

- The District routinely makes principal and interest payments on their bonds. The Trustee directed the Accountant not to make the November 1, 2012 payment at the direction of the bondholders.
- This was a clean Audit with no recommendations or findings of non-compliance or material weaknesses.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There not being any, the next item followed.

B. Engineer

There not being any, the next item followed.

C. Field Manager

i. Field Maintenance Report

ii. Landscape Report

iii. Aquatic Weed Control Report

- Mr. Smith provided the Monthly Highlight Report for January 2013, which was included in the agenda package and available in the District Office for public review during normal business hours.

NINTH ORDER OF BUSINESS

Other Business

There not being any, the next item followed.

TENTH ORDER OF BUSINESS

Supervisor Requests

There not being any, the next item followed.

ELEVENTH ORDER OF BUSINESS

Audience Comments

There not being any, the next item followed.

TWELFTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Ms. Borders seconded by Ms. Fernandez with all in favor, the meeting was adjourned.

Gary L. Moyer
Secretary

Rebecca Borders
Chair