

**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, May 5, 2011 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
Tom Griffin	Assistant Secretary
Jarom Fertic	Assistant Secretary
Larry Rabb	Assistant Secretary

Also present were:

Gary L. Moyer	Moyer Management Group, Inc.
Tom Hurt	City Manager
Brian Smith	Field Manager
Several Residents	

The following is a summary of the minutes and actions taken at the May 5, 2011 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 that there was a quorum for this meeting.

THIRD ORDER OF BUSINESS

**Organizational Matters - Election of
Officers – Resolution 2011-02**

Mr. Moyer addressed the following:

- Two new resident Supervisors were elected to the Board at the last meeting.
- According to Chapter 190 of the Florida Statutes, the Board is required to have a Chairman and permitted to have a Vice Chairman.

- Mr. Moyer recommended that he serve as Secretary and Mr. Bob Koncar and Mr. Stephen Bloom from Severn Trent Services serve as Treasurer and Assistant Treasurer in order to sign checks and warrants.
- The Mayor has traditionally served as Chair of the CDD.

Mr. Fertic nominated Ms. Borders to serve as Chair. With no further nominations, with all in favor, Rebecca Borders was elected Chair.

- Mr. Moyer requested nominations for Vice Chairman.
 - Mr. Fertic questioned the turnover for these offices.
 - Mr. Moyer explained that the Mayor will serve until 2014 and Mr. Fertic and Mr. Griffin serve until 2012.

Mr. Griffin nominated Rebecca Fernandez to serve as Vice Chair. With no further nominations, with all in favor, Rebecca Fernandez was elected Vice Chair.

- Mr. Moyer requested nominations for Secretary, Treasurer and Assistant Treasurer.
- Mr. Fertic nominated Mr. Moyer as Secretary, Mr. Koncar as Treasurer and Mr. Bloom as Assistant Treasurer. Any other Board member will be appointed Assistant Secretary.

On MOTION by Mr. Griffin seconded by Mr. Fertic with all in favor, Mr. Moyer will serve as Secretary, Mr. Koncar will serve as Treasurer, Mr. Bloom will serve as Assistant Treasurer and the remaining Board members will serve as Assistant Secretaries.

- Mr. Moyer pointed out that the above slate will be memorialized in Resolution 2011-02.

On MOTION by Mr. Griffin seconded by Ms. Fernandez with all in favor, Resolution 2011-02 Designating the Officers of the CDD was adopted.

FIFTH ORDER OF BUSINESS**Resident Owner Association Report**

- Mr. Smith provided a proposal from the landscape company for plant enhancements at each entry as recommended by the Resident Owner Association. He requested the most minimal amount of landscaping at each entrance.
- There is no budget for landscaping other than the HOA maintenance. The proposal is for \$5,300. There is a budget of \$4,900 in the CDD budget for plant replacements, but that was for the common areas and he has already spent \$2,500. There are other areas in the budget where this money can be pulled from.
- Mr. Moyer clarified that the total budget was actually \$10,000, but Mr. Smith already spent \$4,900.
- Mr. Smith pointed out that there was money under the plant replacement line item, but they wanted to use this money for the CDD common areas. However, the need for common area maintenance was not as great as the need for the entrances because they are lacking and could use some enhancements.
- He will utilize his staff to enhance the signage.
- Mr. Moyer pointed out that in addition to the plant replacement line item, through the first six month of operations, the CDD is \$27,000 under budget and there are some funds that can be used from surplus funds for this item.
- Ms. Fernandez noticed that Verandah Lakes was not on the list of enhancements. Mr. Smith pointed out that Verandah Lakes was completed a year ago.
- Mr. Fertic questioned whether they were planning for each entrance to look the same.
- Mr. Smith acknowledged that this was the plan as they wanted to enhance what was already there to keep costs down. They were trying to add some color and moving some plants to different locations.
- He has a proposal to repair the erosion around the pond in Verandah Lakes for \$975 and for the replacement of sod.
- Mr. Fertic questioned if they could mark the areas that need sod and make them into beds. Mr. Smith pointed out that they were just moving irrigation to the top of the berms.

- Mr. Fertic expressed concern about how many times they were promised that the irrigation would be repaired and the sod would be filled in. Mr. Smith pointed out that the sod has been filled into many areas.
- Mr. Fertic pointed out if an area continued to have a problem, it should be filled in with a planter bed so they could do less maintenance. Mr. Smith agreed.
- Ms. Fernandez commented that most of the grass was dying because the irrigation system was shut off. Mr. Smith acknowledged that they were using re-use water because they could only water twice a week and one of the pumps was broken. The pump has now been replaced and the brown areas are starting to come back. This time of year, the turf is getting burned due to no rain and the high temperatures. They have been making improvements to the irrigation over the past several years.
- The HOA is asking the CDD to commit to \$5,300 for plant replacements on the entry features.
- Mr. Griffin questioned whether the current irrigation system was sufficient to support the landscaping and whether this investment is worthwhile. Mr. Smith pointed out that the company installing the landscaping will be maintaining it and will be responsible for the irrigation. There is currently a two year contract that started in January of this year.
- Overall they are doing a good job. They have done well with their fertilization as well as weed control. They are doing this in steps, which is encouraging the St. Augustine to come into those bad areas.
- Mr. Fertic questioned the color of the plantings. Mr. Smith confirmed that they were going to plant knockout roses, which seem to be doing well and flax lily.
- Mr. Griffin pointed out that some entrances were getting \$2,600 worth of landscaping while others were getting \$700 worth. He wanted each entrance to be equally attractive. There was no color in Verandah Lakes.
- Mr. Smith offered to obtain a proposal for knockout roses for the top of the berm and behind the sign in Verandah Lakes. He answered Mr. Griffin by saying that some entrances were smaller in size. Their goal was to make them look equally nice like The Estates.

On MOTION by Ms. Fernandez seconded by Ms. Borders with all in favor, the proposal from the landscape company for plant enhancements at each entry in the amount of \$5,300 was approved.

- Mr. Moyer pointed out that maintenance of the ponds was ongoing.
- Ms. Borders noted that some ponds were crystal clear while others were murky.
- Mr. Moyer explained that this does happen in the Spring because these are retention ponds that take stormwater off of the streets, which has nutrients. This happens year after year.

SIXTH ORDER OF BUSINESS

**Presentation of Fiscal Year 2012
Proposed Budget**

A. Discussion of Fiscal Year 2012 Proposed Budget

Mr. Moyer presented the proposed budget for the General Fund and Debt Service Fund and discussed the following:

- Under Chapter 190, the Manager is required to prepare and submit a budget to the Board for approval in June for the purpose of setting a public hearing for at least 60 days thereafter so the City can review the budget.
- This budget does not anticipate raising the assessments. It is the current work program the District is working under.
- The budget is comprised of the General Fund, which is the Operating Fund that the Board has control over. The other fund is the Debt Service Fund for the payment of principal and interest on the bonds, which the Board has no control over as it is set in the bond indenture.
- Mr. Moyer offered to make a more detailed presentation at the public hearing scheduled for August 4, 2011 at 6:00 p.m. at this location, which is evidenced by Resolution 2011-03.
- Ms. Fernandez pointed out that the internet service has not increased as much. Mr. Moyer explained that the internet service was based on the number of users. When the budget is prepared, it is hard to determine the number of units sold or occupied. Therefore, this budget does not anticipate a lot of activity. However, if more units are sold, Mr. Moyer will work with the ROA to have them pick up the fees when

the assessments are certified with the Tax Collector. Basically, those people will have to pay into the ROA and the ROA will then have to remit the payment to the CDD.

- Ms. Fernandez recalled reading in the minutes that there was a shortfall this year because not enough users were anticipated. Mr. Moyer pointed out that it was close this year.
- Mr. Fertic commented about the street lights being a large expenditure of \$105,000 per year and questioned whether it was for every light. Mr. Moyer explained that Page 6 shows the street light meters and offered to have Mr. Smith put together a map showing the location of the meters. Through six months, this \$105,000 estimate was accurate.

B. Consideration of Resolution 2011-03 Approving the FY 2012 Proposed Budget and Setting a Public Hearing

There being no further discussion,

On MOTION by Mr. Griffin seconded by Mr. Fertic with all in favor Resolution 2011-03 Approving the FY 2012 Proposed Budget and Setting a Public Hearing for August 4, 2010 at 6:00 p.m. at City Hall, 1300 Ninth Street, St. Cloud, Florida was adopted.

SEVENTH ORDER OF BUSINESS

District Manager's Report

A. Approval of Financials

Mr. Moyer reviewed the financials through March 31, 2011, which were included in the agenda package and available for public review.

The following was discussed:

- In non-ad valorem assessments, the District is 90.65% collected. There will be a distribution from the Tax Collector on April 11. This means that there are outstanding assessments after the time period for paying assessments expired.
- To the degree those assessments are not paid, because they are on the tax bill, in early June, the Tax Collector will start selling tax certificates. It is driven by interest rate on what the delinquent tax payers will pay.
- Historically, that has been a good vehicle for the District. The CDD usually receives all of their non-ad valorem assessments through that process, even in

difficult times. Mr. Moyer anticipates receiving the other 10% in mid-June or early July.

- On the expenditure side, the District is \$27,000 to the good.

B. Check Registers and Invoices

Mr. Moyer reviewed the invoices for the period January 1, 2011 to March 31, 2011, which were included in the agenda package and available for public review. These are routine items.

On MOTION by Ms. Borders seconded by Ms. Fernandez with all in favor the March 31, 2011 financials and January 1, 2011 to March 31, 2011 invoices in the amount of \$337,572.37 were approved.

C. Engagement Letter from American Municipal Tax-Exempt Compliance Corporation [AMTEC] to Provide Arbitrage Rebate Services for Series 2003 Bonds

Mr. Moyer highlighted the following regarding the Engagement Letter from AMTEC:

- This company will perform an arbitrage rebate calculation; which is performed when a City, County or Special District issues bonds.
- After the 1986 Tax Reform Act, to the degree that an issuer earns more on investments than they are paying on the bond rate [making positive arbitrage], it needs to be tracked and every five years, if there is a surplus, it goes to the Federal Treasury.
- AMTEC got into this business four years ago to do these calculations which had costs \$1,500 a year. They are now doing these calculations for \$600 per year.
- The bad news is that the District is obligated to make those calculations under the Trust Indenture, but at least the cost is not \$1,500 per year.
- This Engagement Letter covers several years at a total cost of \$2,100; with \$300 being the DSD's portion.

On MOTION by Mr. Griffin seconded by Mr. Rabb with all in favor the Engagement Letter from American Municipal Tax-Exempt Compliance Corporation [AMTEC] to Provide Arbitrage Rebate Services for Series 2003 Bonds was approved.

- Mr. Turner pointed out that according to the Engagement Letter, these calculations only have to be done once every five years as the Series 2003 bonds were 10 year bonds and the calculations do not need to be performed until 120 days after the date they were supposed to be paid down. As a result, there is no reason to do that calculation prior to 2013.
- Mr. Moyer explained that the Accounting Department wants to establish whether there is any rebate liability. Therefore, this was more of an accounting issue. If the District did this every year to establish the liability, the District would not pay any more than if this was deferred to every five years.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There not being any, the next item followed.

B. Engineer

- Mr. Moyer reported that he received an email from Mr. Kevin Rainey informing the District that he was no longer with Stantec. He will find out who replaced Mr. Rainey, although he has not been an integral part of the CDD for some time and he did not see the necessity to spend a lot of money on engineering.

C. Field Manager

i. Field Maintenance Report

ii. Landscape Report

iii. Aquatic Weed Control Report

Mr. Smith provided the Monthly Highlight Report for April, 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

- Ms. Borders commented on Spanish Moss.
- Mr. Fertic pointed out that the use of chemicals with copper should be discontinued in the ponds

- Mr. Smith explained that the copper kills the algae. The biggest problem was the stench when the algae dies. The biggest algae blooms were around the edge of the ponds and come from the bottom of the ponds. They are getting the brown algae, which is hard to kill. The aquatics contractor sprays what needs to be sprayed as this is a monthly service. This contractor responds fairly quickly.
- He requested that Mr. Smith make sure that the stormwater from the roads were not getting into the ponds. In the worst ponds, there was probably something going on.
 - Mr. Smith pointed out that coming into April or the first part of May, everyone was applying fertilizer, which goes from the yards straight into the ponds. Algae loves fertilizer.

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 Mr. Griffin seconded by Ms. Fernandez with all in favor, the meeting was adjourned.

Gary L. Moyer
Secretary

Rebecca Borders
Chair