

**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, August 2, 2012 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

Also present were:

Gary L. Moyer	Moyer Management Group, Inc.
Daniel Mantzaris	De Beaubien, Knight, Simmons & Mantzaris
Brian Smith	Field Manager

The following is a summary of the minutes and actions taken at the August 2, 2012 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**

A. Acceptance of Resignation of Mr. Rabb

- Mr. Moyer reported receiving a resignation from Mr. Rabb.
- Under Chapter 190, the Board was required to accept the resignation to establish a vacancy and appointment someone to fill the unexpired term.

On MOTION by Mr. Griffin seconded by Ms. Fernandez with all in favor, the resignation of Mr. Rabb was accepted.

- B. Appointment of Supervisor for Seat 2**
- C. Oath of Office for Newly Elected Supervisor**
- D. Election of Officers – Resolution 2012-04**

These items were tabled until the next meeting.

FOURTH ORDER OF BUSINESS

Approval of the Minutes of the May 3, 2012 Meeting

Mr. Moyer stated each Board member received a copy of the minutes of the May 3, 2012 meeting and requested any additions, corrections or deletions.

There not being any,

On MOTION by Mr. Griffin seconded by Ms. Borders with all in favor the minutes of the May 3, 2012 meeting were approved.

FIFTH ORDER OF BUSINESS

Resident Owner Association Report

- Ms. Fernandez reported the following:
 - Meritage Homes purchased 11 lots within The Estates.
 - A new builder just purchased 16 lots. According to their website, their largest floor plan is 2,200 square feet. However, the minimum amount of square feet of a home in The Estates is 2,500 square feet.
 - Mr. Mantzaris will make sure the Planning Department is aware of this as The Estates has special square footage requirements as part of its Planned Unit Development Plan (PUD), which is enforced by the City. He will also look into this matter further and send an email to Mr. Moyer.
 - Sprinklers are running throughout the night.
 - Mr. Smith reported repairs were made to a four inch line. The irrigation has to run 12 hours to go through the entire cycle. One zone backing up to The Grove had a valve issue, which was corrected.
 - Several flags are tattered and old.
 - Mr. Smith reported ten black flags were replaced. Until they receive new black flags, Christmas flags would remain in place. The HOA BOD requested a cost estimate to replace all flags. Mr. Smith will provide.
 - The pavers were repaired.

SIXTH ORDER OF BUSINESS

Public Hearing to Consider Adoption of the Budget for Fiscal Year 2013

A. Fiscal Year 2013 Budget

- Mr. Moyer reviewed the General and Debt Service Fund Budgets for fiscal year 2013, which were provided to the Board in the May agenda package and the following was discussed:
 - This meeting was advertised as a public hearing for the purpose of the Board adopting the final budgets for the fiscal year beginning on October 1, 2012 and ending on September 30, 2013.
 - Non ad-valorem assessments will remain the same as last year.
 - There were no significant increases, although there was a minor change to the Embarq line item.
- The public hearing was opened. There not being any, questions or comments, the public hearing was closed.

B. Consideration of Resolution 2012-05 Adopting the Final Budget

- Mr. Moyer read the following Resolution into the record:

“A RESOLUTION OF THE STEVENS PLANTATION COMMUNITY DEVELOPMENT DISTRICT RELATING TO THE ANNUAL APPROPRIATIONS OF THE DISTRICT AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2012 AND ENDING SEPTEMBER 30, 2013 AND REFERENCING THE MAINTENANCE AND BENEFIT SPECIAL ASSESSMENTS TO BE LEVIED BY THE DISTRICT FOR SAID FISCAL YEAR.”
- Mr. Moyer pointed out staff will fill in the blanks in the resolution for the General and Debt Service Funds.

On MOTION by Mr. Griffin seconded by Ms. Fernandez with all in favor Resolution 2012-05 as stated above was adopted.

C. Consideration of Resolution 2012-06 Levying the Assessments

- Mr. Moyer read the following Resolution into the record:

“A RESOLUTION LEVYING AND IMPOSING A NON-AD VALOREM MAINTENANCE SPECIAL ASSESSMENT FOR THE STEVENS PLANTATION COMMUNITY DEVELOPMENT DISTRICT FOR FISCAL YEAR 2013”

- Mr. Moyer indicated staff will fill in the blanks in the resolution and provide it to the Tax Collector along with the applicable electronic media.
- Mr. Griffin requested Mr. Moyer fill in the numbers.
- Mr. Moyer indicated the total General Fund levy was \$624,007 and the Debt Service Fund levy was \$607,714.
- Mr. Griffin questioned how those amounts compared to last year's numbers.
- Mr. Moyer explained there were two components to the O&M assessment. The first covers the operations and maintenance of the District, which is exactly the same as last year [\$458,177]. Embarq increased to \$165,830 due to added units.
- Ms. Fernandez questioned who approves the Embarq bills.
- Mr. Moyer indicated the Embarq invoices go directly to the Accounting Department.
- Ms. Fernandez pointed out a representative from Embarq presented a bundle plan to the HOA, which she was against. Mr. Moyer suggested having the HOA collect these revenues at the closing of new homes.

On MOTION by Ms. Fernandez seconded by Mr. Griffin with all in favor Resolution 2012-06 as stated above was adopted.

SEVENTH ORDER OF BUSINESS

District Manager's Report

A. Approval of Financials

- Mr. Moyer reviewed the financials through June 30, 2012, which were included in the agenda package and available for public review and discussed the following:
 - As of this date, the District collected all of their non ad-valorem assessments.
 - The District is \$4,500 ahead in total revenues for this fiscal year due to the District receiving more interest on the investments than what was budgeted for this year.
 - On the operations and maintenance side, expenditures were under budget by \$5,000. Field operations were to the good by \$30,257.
 - ROA expenses were under budget by \$21,688.
 - Overall, the District is in good shape and will have some monies to add to Fund Balance at the end of the year.

B. Check Registers and Invoices

- Mr. Moyer reviewed the invoices for the period April 1, 2012 to June 30, 2012, which were included in the agenda package and available for public review. These were routine items.
- It was pointed out at the last meeting some of the Embarq bills included user fees. Those will be removed and there will be a credit.

On MOTION by Mr. Griffin seconded by Ms. Borders with all in favor the June 30, 2012 financials and April 1, 2012 to June 30, 2012 invoices in the amount of \$172,564.74 were approved.

C. Consideration of Engagement Letter with Carr, Riggs & Ingram to Perform the Audit for the District for Fiscal Year Ended September 20, 2012

- Mr. Moyer addressed the following:
 - Every year the District enters into a contract with the Auditor. Carr, Riggs & Ingram was selected by the Board to perform this year's Audit.
 - Their standard form Engagement Letter was included in the Board's agenda package. The fee for this work is \$4,000, which is reasonable; given the fact the District has a complex bond issue.

On MOTION by Mr. Griffin seconded by Mr. Rabb with all in favor the Engagement Letter with Carr, Riggs & Ingram to perform the Audit for Fiscal Year Ended September 30, 2012 in an amount not to exceed \$4,000 was approved.

D. Report on Number of Registered Voters - 711

- Mr. Moyer reviewed the requirement under Chapter 190 to obtain the number of registered voters within the District from the Supervisor of Elections.
 - According to the Supervisor of Elections, the District has 711 registered voters.
 - Under Chapter 190, when the District reaches six years and has 250 registered voters, there is a conversion process transitioning from landowner elections to registered voters.
 - Mr. Griffin's term expires in November and a resident will either be elected or appointed. The Mayor will be replaced in 2014.

- This information will be provided to the Board every year and is for informational purposes.

E. Meeting Dates for Fiscal Year 2013

- Mr. Moyer discussed the following:
 - Under Chapter 189, the District is required annually to advertise their monthly meeting dates in the newspaper.
 - If the Board decides to continue meeting on a quarterly basis, meetings will be scheduled for November 1, 2012, February 7, 2013, May 2, 2013 and August 1, 2013. Special meetings can be called at any time.

On MOTION by Mr. Griffin seconded by Ms. Fernandez with all in favor the meeting date schedule for fiscal year 2013 as stated above was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

- Mr. Mantzaris reported he does not have any update on the bond negotiations and will provide a report to the Board in the near future.
- Ms. Fernandez indicated several owners contacted the Tax Collector and were told there could be a one time buy out of the CDD for \$6,000.
- Mr. Mantzaris confirmed owners could buy out of the assessment by paying their pro-rata share in advance.
- Mr. Moyer indicated there was no effect as there was an allocation of the principle to every property within the District.
- Ms. Fernandez questioned whether the bondholders could go after the owners, if the City or CDD defaulted on the bonds.
- Mr. Moyer indicated the bondholders would only go after owners who defaulted or developers of undeveloped property who defaulted.
- Mr. Mantzaris confirmed individual owners of property in the CDD were in good standing as long as they paid their assessments and the default on the bond would not impact them.

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 July, which was included in the agenda package and available in the District Office for public review during normal business hours.

iv. Consideration of Renewal of Landscape Contract with Landcare Specialists

- Mr. Smith indicated the landscape maintenance contract with Landcare Specialists was up for renewal.
- When Landcare Specialists originally bid the contract, they agreed to lower their price to \$99,588 to match the Tru-Green bid.
- They agreed to continue their contract for an additional two years at \$99,588 with the same full scope of services.
 - Ms. Fernandez requested the scope of services be placed on the website.

On MOTION by Mr. Griffin seconded by Ms. Borders with all in favor, the landscape contract with Landcare Specialists was renewed for two years in the amount of \$99,588.

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

Gary L. Moyer
Secretary

Rebecca Borders
Chair