

**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, November 3, 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.
Brian Smith	Field Manager
Several Residents	

The following is a summary of the minutes and actions taken at the November 3, 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 all Supervisors were present.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the August 4, 2011 Meeting

Mr. Moyer stated that each Board member received a copy of the minutes of the August 4, 2011 meeting and requested any additions, corrections or deletions.

Ms. Borders pointed out on Page 2 under the Resident Owner Association Report, "Mr. Kuiper" should be "Mr. Borg".

On MOTION by Mr. Fertic seconded by Mr. Griffin with all in favor the minutes of the August 4, 2011 meeting were approved as amended.

FOURTH ORDER OF BUSINESS

Resident Owner Association Report

There not being any, the next item followed.

FIFTH ORDER OF BUSINESS

District Manager's Report

A. Approval of Financials

Mr. Moyer reviewed the financials through September 30, 2011, which were included in the agenda package and available for public review.

B. Implementation of GASB 54

Mr. Moyer addressed the following:

- GASB stands for Governmental Accounting Standards Board, which promulgates rules on how governments report their financial activity and accounting. GASB-54 addresses how to handle the Fund Balance. In the past, if the Board designated the use of a Fund Balance, it would show as a designated use. Otherwise, everything was categorized as unassigned or available Fund Balance.
- The Governmental Accounting Standards Board requested each CDD to break the Fund Balance into the following categories:
 - *Non-Spendable Fund Balance* - Deposits with utility companies
 - *Restricted Fund Balance* - Reserve Fund for the bonds, which the CDD does not have access to
 - *Committed Fund Balance* - Projects the board of supervisor's would set aside money for
 - *Assigned Fund Balance* - Working capital to cover first three months of the fiscal year
 - *Unassigned Fund Balance*
- Committed, assigned and unassigned funds are under the control of the Board. Monies can be moved around by a motion of the Board.
- The Board was provided with two Balance Sheets this month to show the difference and what the Board will be seeing on an ongoing basis.

- On Page 1 of the financials, the Balance Sheet shows the Fund Balance, which deals with debt service, capital projects, designated reserves and undesignated reserves. Page 2, breaks the Fund Balance into restricted, assigned and unassigned funds.
- The residents and landowners of Stevens Plantation should be commended as all of the non-ad valorem assessments have been collected.
- Under expenditures, the District is slightly under for administrative and \$82,000 under for field operations. The District was slightly over on the ROA line item, which is the Districts contribution to the ROA for the Embarc invoices. This was hard to predict in terms of the budget because this amount depends on the number of people moving in.
- Overall, \$73,000 was added to the Fund Balance and the total Fund Balance at the end of the year was \$439,000.

C. Check Register and Invoices

Mr. Moyer reviewed the invoices for the period July 1, 2011 to September 30, 2011 in the amount of \$158,488.11, which were included in the agenda package and available for public review.

- Mr. Fertic questioned why the Verandah Lakes pond had to be repaired.
- Mr. Smith confirmed there was some erosion along the edge of the pond in Verandah Lakes and they brought in a contractor to re-establish the slope and add sod.
- Mr. Fertic questioned whether this occurred because the aquatic company was spraying too high.
- Mr. Smith confirmed the cause was runoff from the road.

On MOTION by Mr. Griffin seconded by Mr. Rabb with all in favor the September 30, 2011 financials and the July 1, 2011 to September 30, 2011 invoices in the amount of \$158,488.11 were approved.

D. Consideration of Engagement Letter with Keefe, McCullough & Co. to Perform the Audit for the District for Fiscal Year Ended September 20, 2011

Mr. Moyer addressed the following:

- Every year the District enters into a contract with the Auditor. For several years, the District has been using Keefe, McCullough & Co. These contracts are usually for three years to save the District from going through a cumbersome RFP process.
- Their standard form Engagement Letter was included in the Board’s agenda package. The fee for this work is \$7,250, which is consistent with the budget.
- Given the complexity of the CDD bond issue, this was a fair price. The amount would not be less than \$5,000 if there was no bond issue.
 - Mr. Fertic questioned the length of time the District has used Keefe, McCullough.
 - Mr. Moyer confirmed they were coming to the end of the three year period and next year they will need to go out for an RFP.

On MOTION by Mr. Griffin seconded by Mr. Rabb with all in favor the Engagement Letter with Keefe, McCullough & Co. to perform the Audit for Fiscal Year Ended September 30, 2011 in an amount not to exceed \$7,250 was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

- Mr. Moyer spoke to Mr. Mantzaris who reported the Dependent Special District recently engaged Square, Sanders. The CDD board engaged Squire, Sanders in August to do some financing work on the bonds.

B. Engineer

There not being any, the next item followed.

C. Field Manager

- i. Field Maintenance Report**
- ii. Aquatic Weed Control Report**

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

- Staff is refurbishing the signs as several contractors who came out to look at them did not know what to do. They have been using rubbing compound on the Stevens

Plantation sign and a car wax on top of the granite. Mr. Smith was pleased with how it looks.

- He questioned whether the board wanted to leave the Stevens Plantation signs the aluminum color or use the same color as the fixtures. *This issue was tabled until it could be addressed at the next HOA meeting.*
- Staff will be working on the Canoe Creek sign on Monday.

Ms. Fernandez addressed the following:

- She questioned whether the storm drains providing runoff into the ponds included all of the storm drains or just the ones in the street.
 - Mr. Smith confirmed the runoff from the storm drains flow to the retention ponds, which outfall into the wetlands.
- She reported dead fish in one storm drain.
 - Mr. Smith confirmed there was a small fish kill due to lack of oxygen at the bottom of the retention ponds. Fortunately, they have not any large fish kills.
- She complimented Mr. Smith on the look of the Estates sign.
- She questioned why there were algae blooms in the ponds.
 - Mr. Smith confirmed fertilizer creates the algae blooms.
- She reported the landscapers were not using catches on their mowers and residents were getting hit with pebbles. There was concern about children walking on West New Nolte getting hit with pebbles.
- Mr. Fertic questioned whether Mr. Mantzaris reviewed the plans to see if the common areas between parcels could be used for amenities.
 - Mr. Moyer did not believe so.
 - Ms. Fernandez pointed out lack of amenities was the number one complaint from homeowners.
 - Mr. Fertic reminded the Board to stay on top of this as there was a lot of vacant land, which could be used for amenities.

SEVENTH ORDER OF BUSINESS

Other Business

There not being any, the next item followed.

EIGHTH ORDER OF BUSINESS

Supervisor Requests

There not being any, the next item followed.

NINTH ORDER OF BUSINESS

Audience Comments

There not being any, the next item followed.

TENTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Griffin seconded by Mr. Rabb with all in favor, the meeting was adjourned.

Gary L. Moyer
Secretary

Rebecca Borders
Chair