

**MINUTES OF MEETING
CHEVAL WEST
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Cheval West Community Development District was held on Wednesday, March 18, 2015 at 9:00 a.m. at the Cheval Golf and Country Club - Sunset Room, 4310 Cheval Blvd, Lutz, Florida.

Present and constituting a quorum were:

Rohn Harmer	Chairman
Lori J. Lencioni	Vice Chairperson
Scott Hostler	Assistant Secretary
Tim McClain	Assistant Secretary

Also present were:

Mark Vega	District Manager
Truett Gardner	Attorney
Shelly Bramm	Greenacre Properties
Paul Wills	Community Services
Several Residents	

The following is a summary of the discussions and actions taken at the March 18, 2015 Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Harmer called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

Mr. Harmer reviewed changes and additions to the agenda.

FOURTH ORDER OF BUSINESS

Field Staff Reports

A. Community Services

i. No Parking Signs on Terrain de Golf

Mr. Wills reported the following:

- The *no parking* signs have been installed. FHP will enforce the signs beginning with a warning and further enforcement will include ticketing if necessary.
- US Securities can ask people to move. If they do not comply, they will provide vehicle information so courtesy letters can be sent.

- A resident complained about the District not allowing parents to pick up their children in this area.
- Another resident is in favor of enforcing no parking.
- A resident addressed safety issues with regard to picking up children in this area.
- Mr. Hostler expressed concern over condoning parking in this area as a safety hazard and obstruction of traffic flow.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the
February 18, 2015 Meeting**

Mr. Harmer stated each Board member received a copy of the minutes of the February 18, 2015 meeting and requested any corrections, additions or deletions.

Changes were made and will be incorporated into the amended copy of the minutes.

On MOTION by Mr. McClain seconded by Ms. Lencioni with all in favor the minutes of the February 18, 2015 meeting were approved as amended.
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FOURTH ORDER OF BUSINESS

Field Staff Reports (Continued)

A. Community Services (Continued)

- There have been several incidents with items being stolen out of unlocked vehicles.
- A Maisons resident called Community Services and reported someone was trying to kick in the door. She called the police, but they did not arrive in time to catch the perpetrator. Community Services changed its procedure for these calls, including alarm responses. The rover will be dispatched, just to the street in front of the house, stay in the vehicle and wait for the Sheriff's response. This will avoid contamination to possible crime scenes.
- Mr. Wills noted several residents report incidents well after the fact. He reiterated the importance of calling the Sheriff's office.
- The Sheriff's office is not providing details on incidents under investigation.
- Mr. Wills suggested implementing the same notification system he uses in Cheval East. Important notifications are sent via several forms of communication (ie: phone, text, email) to all residents.
- Rover patrol has been increased and the Sheriff will have a deputy do a drive through when available and in the area.
- Mr. Wills is updating the hurricane preparedness plan for 2015.

- Gate equipment and other items associated with the gatehouses will be cleaned up and/or painted.
- A resident was angry because she insisted the Lutz Lake Gatehouse attendant keep a lost dog there until its owner claimed it. Mr. Wills explained they could not do that because if the dog bights a US Securities' employ, it is not covered under worker's compensation.
- There were two calls for missing children. One of them ran away from home and both children were found safely.

SIXTH ORDER OF BUSINESS

Attorney's Report

E. Approval of Bar Codes for Renters

Mr. Gardner reviewed the agreement renters and owners need to sign in Cheval East and revised it to comply with Cheval West's guidelines for renters. The second page includes a list of 'hot button' issues.

Ms. Lencioni MOVED to approve the first page of the barcode form for renters and Mr. McClain seconded it.

The content of the list will be discussed at the CWCA meeting.

On VOICE vote with all in favor the motion as previously outline passed.

B. Landscaper

There being no report, the next item followed.

C. OLM

i. Valley Crest Tree Work

Mr. Vega reported there was a final inspection of the punch list. Payment is being held until OLM gives the final approval for payment. Ms. Lencioni stated each light needs to be looked at to verify they are not askew.

ii. Landscape Quotes

Mr. Vega reported the sealed bid opening will be held at the Severn Trent Services office on March 19, 2015 at 11:00 p.m. He will scan and email them to the Board after they are opened.

Mr. McClain noted the access area Greenvew uses is always unkempt. He also suggested future landscape maintenance vendors pay for use of this area.

D. Community Association Manager's Report

i. Painting of Monuments

Ms. Bramm reported one monument still needs to be touched up.

Mr. Hostler noted there is a chip in the Chardonnay monument. Ms. Bramm will look into it.

ii. Sidewalks – Mrs. Schwartz

Ms. Bramm reported the last set of sidewalk replacements are finalized and everything should be completed by this Friday. The sidewalks in front of Mrs. Schwartz house are being done. The District's portion of the repairs is \$348 and she is paying the balance of the work.

Ms. Bramm also reviewed her report and discussed the following:

- She reviewed bids to paint the gatehouses inside and outside, as well as repair holes in the drywall. The Lutz Lake Fern gatehouse will cost \$2,000, the Van Dyke entrance will cost \$1,600 and there is the additional option of \$300 to clean the roofs.

Ms. Lencioni MOVED to approve repainting of the guardhouses and roof cleaning at a cost of \$3,900 and Mr. McClain seconded it.

- The Board discussed other items needing to be addressed in the guardhouses.

Ms. Lencioni MOVED to amend the previous motion to include additional repairs and cleaning at total expense not to exceed \$4,500 and Mr. Hostler seconded it.

- Mr. Hostler noted there is heavy window condensation at the gatehouses in the morning.

On VOICE vote with all in favor the motion as previously stated passed.

- Notification was received regarding a missing backflow at Lutz Lake Fern. Ms. Bramm is waiting for a quote.
- The tot lot was pressure washed.
- The cost to pressure wash the sidewalks at Chambord from the TPC gate to where the houses begin is \$1,850. The Board requested they pressure wash one section as a sample before a decision is made.

FIFTH ORDER OF BUSINESS

Engineer's Report

A. NPDES

Mr. Harmer reported the final report has been signed and submitted to the State. The State acknowledged receipt of the report. The next report will be due in two years.

B. Water Levels of Lake 20

Mr. Harmer reported Ms. Stewart requested the field engineer inspect marsh lands on the north and south sides of Lutz Lake Fern Road. The inspection has not been conducted yet. Mr. Harmer also requested a written report of the first inspection, but has not received it yet.

C. Road Surface on St. Laurent

This item was not discussed.

SIXTH ORDER OF BUSINESS

Attorney's Report

Mr. Gardner discussed the following:

- Commissioner Higginbotham's office is handling illegal parking at 5512 Lutz Lake Fern Road. Code Enforcement has been called in to handle the situation.
- He spoke with Commissioner Higginbotham's office regarding the emergency access and was directed to the same person he previously spoke to in development. He spoke with the County representative and reminded him of previous conversations. They will look into it again.
- Mr. Gardner will set up a meeting with Commissioner Higginbotham to discuss several issues.

A. Gate on St. Laurent

Mr. Gardner indicated the County was contacted.

B. Gas Tanks

Mr. Gardner will send Heritage Propane another letter.

C. School Parking

This item was addressed under the *Community Services* report.

D. Pink Palace

This item was not discussed.

SEVENTH ORDER OF BUSINESS

Manager's Report

A. Follow-Up Items

Mr. Vega stated everyone looked at the area in Chambord and asked how the Board wanted to proceed. This item will be discussed under old business.

B. Consideration of Records Retention Policy, Resolution 2015-3

Mr. Vega reviewed resolution 2015-3, which is a housekeeping item to keep the District in compliance with State Statute.

On MOTION by Ms. Lencioni seconded by Mr. McClain with all in favor Resolution 2015-3, appointing a RMLO and the GS1-SL schedule as a records retention policy, was adopted.

EIGHTH ORDER OF BUSINESS

Old Business

A. Chambord Chain Fence and New Wall/Fence

There was discussion regarding fencing options. Mr. Vega suggested black or brown chain link fencing to blend in with foliage and planting ligustrums at the corner where it is most visible.

On MOTION by Ms. Lencioni seconded by Mr. Hostler with all in favor a black chain link fence and plantings were approved for Chambord at a cost not to exceed \$4,000

B. Gate Management System

The following was discussed:

- Cheval East approved cost sharing in the amount of 44%. Cheval West will pay 56%.
- Mr. McClain is obtaining one more quotes.

C. Shredding Date Saturday, April 25, 2015, 10:00 a.m. to 12:00 p.m. Near Lutz Lake Fern Gate

Mr. Harmer reported on the second annual shredding event taking place in conjunction with Cheval East. It is scheduled for April 25th from 10:00 a.m. to 12:00 p.m. and will be advertised in the newsletter.

D. Enabling Resolutions Guide

Mr. Harmer discussed creating one document listing pre-approved expenditure authorizations for District staff. Mr. Vega will draft something to be approved by the Board.

NINTH ORDER OF BUSIENSS

Supervisors' Requests

The following was discussed:

- Ms. Lencioni stated Mr. Wills had some issues with the credit card issued to him. It is imperative the credit card work. Mr. Vega explained the issue was a result of only having a \$500 limit.

On MOTION by Ms. Lencioni seconded by Mr. McClain with all in favor the limit on the credit card issued to Mr. Wills will be increased to \$1,000.

- Mr. McClain asked about the bollards behind Ramblewood Gate. Ms. Bramm reported Ms. Stewart pulled the code. It is considered a traffic area and cannot be removed. Landscape can be installed around the bollards.
- Mr. McClain expressed frustration that he had to ask for an update instead of it being provided in the engineer's report. He would like a "to do" list provided on the Friday after every meeting and would like weekly updates sent to the Board.

TENTH ORDER OF BUSINESS

**Approval of Financials Dated
February 28, 2015 and Greenacre
Properties' Invoice**

The Board reviewed the financials.

Ms. Lencioni MOVED to approve the financials and payment of the Greenacre Properties' invoice and Mr. McClain seconded it.

Mr. Harmer asked about delayed payments for onsite management. Mr. Vega explained it was an oversight in the payment system with his administrative assistant. Going forward Mr. Vega will handle the invoices directly.

There was discussion regarding expenses being over budget; however, the District has enough funds in reserves.

On VOICE vote with all in favor the motion as previously stated passed.

ELEVENTH ORDER OF BUSINESS

Audience Comments

The following was discussed:


- A resident thanked the Board for fixing the sign at Avenue Simone, but noted each of the four corners have silver screws. Ms. Bramm stated it will be taken care of.
- A resident reported he came home to find one of his sliding glass doors was shattered. He filed a mischief report with the police. He also discussed issues regarding Pure Pink Palace.
- A resident asked if anyone had input as to who she can contact to discuss school pickup issues. Mr. Vega will discuss this with her after the meeting.

TWELFTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Ms. Lencioni seconded by Mr. Hostler with all in favor the meeting was adjourned.



Mark Vega
Secretary



Rohn Harmer
Chairman