

**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 December 14, 2017 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:

Tim McClain	Chairperson
Butch Brown	Assistant Secretary
David Bowman	Assistant Secretary
Tracy Willsie	Assistant Secretary

Also present were:

Mark Vega	District Manager
Steven Gardner	District Counsel
Tonja Stewart	District Engineer
Shelly Bramm	Property Manager
Paul Wills	Community Association Manager

The following is a summary of the discussions and actions taken at the December 14, 2017 Cheval West Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

- Residents presented comments on the agenda to the Board.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the November 16, 2017 Meeting

- Mr. McClain requested any corrections, additions or deletions to the minutes.

On MOTION by Mr. Bowman seconded by Mr. Brown with all in favor the minutes of the November 16, 2017 meeting were approved as presented. 4-0
--

FOURTH ORDER OF BUSINESS**Engineer's Report**

- Ms. Stewart presented her report to the Board.
- Ms. Stewart received the proposal from Lincks Associates regarding Ramblewood Road. The data will be collected at a cost of \$3,000.
- Mr. McClain questioned if there was an additional cost to analyze the data. Ms. Stewart indicated they will collect the data and provide a report at no additional cost. Mr. McClain suggested to contact the County as this may save the District money.
- The next item discussed was the pavement preservation which the Board discussed briefly. Ms. Stewart is uncertain if she had mentioned to the Board that a pilot test project on the parking lot at the Meadow Pointe IV clubhouse had been done and was treated with the pavement preservation product. She had the opportunity to see it installed as well as to monitor it and would like to give the Board an opportunity to see it if they wish. She will review the available funds in the reserves. Mr. Vega will provide Ms Stewart with the numbers which she will review and prepare and present a proposal to the Board for discussion at the next meeting.
- She will provide the specs to Mr. Vega which he will share with the Board members so they can do their own research. Ms. Stewart has gotten good background on the product and it looks like it is something which will save the District money in the long term. The good news is the Districts' roads have been milled and resurfaced unlike Meadow Pointe IV which have 12 to 13 year roads, the District has what they consider new roads and putting this product on it will provide long-term results better than those which are 12 to 13 years old.
- Discussion ensued regarding speed, bumps, humps, tables.
- Mr. Brown indicated that he drove over the speed humps/tables on Crystal Lake Road and essentially it is not any different than what they have now. The rumble strips would be the ideal thing but this is unacceptable to the residents. His only recommendation to the Board is to do something to protect the kids.
- Ms. Stewart was questioned if she had a price for the speed tables and she indicated the last one she received was for a speed bump.
- Mr. Brown suggested painting the speed humps yellow so that they can be seen as a barrier and will cause vehicles to slow down and this would be pretty cheap to do. Mr. Brown

entertained a motion to have the humps in front of the playground painted the color to match the color of the speed bumps, a safety yellow.

- Ms. Stewart shared that she discovered the latex paint she thought would last three to five years only lasts a year, so she suggested a thermo plastic which will give them five years instead of getting the latex paint.
- Mr. McClain questioned what the painting around the community looks like in terms of street mark. He suggested a survey be done to see what else in the community needs to be painted so it can all be done at the same time as it will be cost effective. Ms. Stewart will get the survey for the speed bumps to be painted and Mr. Vega will obtain some pricing to present at the next meeting.
- The next item presented by Ms. Stewart was regarding the repair of the curbing done on Maison Road. Ms. Bramm will follow-up in the spring to see if additional work needs to be done.
- Ms. Bramm indicated she had received some complaints from residents on Maison Road so this is an ongoing issue. Ms. Stewart will drive by the area and have a look but as per Ms. Bramm it has improved but not fixed.
- Discussion ensued regarding a home on Chemile just several houses past TPC, which has a pond at the back and a conservation area. The backyards are CDD property and it has never been maintained. Mr. McClain questioned whether the pond is draining properly and whether any of this growth affects the efficiency of the pond or is it just esthetics only.
- The resident presented his concerns to the Board as well as providing pictures.
- Mr. Vega indicated they need to look at the plat and find out if it is a preserve, conservation land and if there is an easement or no easement.
- It was suggested that Mr. Gardner write a letter to the neighbor indicating the nuisance and it being CDD property they need to cease and desist. However, Mr. McClain indicated a record of dates of these incidents would be helpful when providing a nuisance letter.
- Mr. McClain asked Ms. Stewart to check the area to see if there is any damage and asked Ms. Bramm to put up a no trespassing sign in the area discussed.

FIFTH ORDER OF BUSINESS
Landscapers' Report

Field Staff Report

- Mr. Forante presented his report to the Board.

- Mulch was installed yesterday and this should be finished next Wednesday or Thursday. Mr. Forante asked the Board if they could mulch on Saturday at the TPC entrance at Lutz Lake Fern.
- All the flowers, annuals, marigolds will be planted tomorrow and they are going to install red and white geraniums for Christmas.
- The irrigation repairs which were approved at the last meeting are now complete but they still have one irrigation repair to be done as a big pipe broke underneath the sidewalk at Maddoc. Mr. McClain would like a quote for irrigation which Mr. Vega will obtain and present to the Board.
- Fertilizer was completed last week so the turf is good for 2017. The week of Christmas they will be servicing on Wednesday since they are closed Monday and Tuesday. Mr. Forante presented more estimates for some plant replacements.
- Mr. McClain asked Mr. Vega if he can provide an update on where they stand with the enhancement budget as it relates to landscaping and what do they have left for the next nine months and present it at the next meeting.
- Mr. Forante revised his proposal for just the repair.
- Discussion ensued regarding the pipe breakage.
- Ms. Bramm indicated the playground inspector is coming out and she hopes to have this done before Christmas.

Ms. Willsie MOVED seconded by Mr. Brown have the irrigation company fix the corner of TPC and Maddoc in the amount of \$592.13.

On VOICE VOTE with Ms. Willsie seconded by Mr. Brown with Ms. Willsie, Mr. Brown and Mr. McClain voting AYE and Mr. Bowman voting NAY having the irrigation company fix the corner of TPC and Maddox in the amount of \$592.13 was approved. 3-1

- Discussion ensued regarding the sprinkler on TPC. For last few months every single evening at 9:00 p.m. the sprinkler is on and since there was discussion previously about the water cost it was suggested that this is something that should be looked at.

Community Services Report

- Mr. Wills presented his report to the Board.
- He indicated Cheval East approached him as they have had issue with a contract, Moore and Smith Tree Service who did some unapproved ARC work. The Cheval East attorney and the Board have banned this contractor from coming into Cheval East to do any type of work despite a Cheval East resident hiring and authorizing them to come in. Even though a resident of Cheval East has hired them, Cheval East would like Cheval West to deny access at Lutz Lake Fern gate entrance. Mr. McClain stated if the vendor has been authorized by a resident to come in, we have to let them in.
- Mr. Wills mentioned they are having problems with the exit gate at Lutz Lake Fern. He had Accurate Electronics come and assess and he was informed the motor had burnt out. Mr. Wills was provided with a bid of \$1030.83 to replace the motor.
- He also approached RSS and All American Access and requested a bid for replacing the motor. However, neither of these companies would provide a direct bid without coming out to provide a service call and diagnosing the problem. Discussion ensued regarding replacing the gate and the arm at Lutz Lake Fern.
- Mr. McClain stated once the motor has been replaced they need to look at some long-term solution for this gate.

On MOTION by Mr. Brown seconded by Mr. Bowman with all in favor the proposal from Accurate Electronics to replace the exit gate Lutz Lake Fern arm motor in the amount not to exceed \$1,100 was approved.

- Mr. Wills stated his company sent a letter to Ms. Bramm requesting the Board to review a rate increase. He explained to his company that the Districts' budget had already been approved for 2018 and maybe they should wait until the 2019 budget to present a rate increase. If the Board is comfortable, Mr. Wills will remain with the current rate and will wait until May 2018 to present this request.
- Ms. Willsie had a number of questions regarding the Community Services responsibilities and where would this information is located if someone was looking for it. Mr. McClain stated the easiest clarification is if it involves any kind of

enforcement contact the Sheriff's Department. Mr. Wills stated the SOP has only been provided to the Board but if they wish to approve anyone asking something about our security program he would be happy to provide the information.

- Discussion ensued regarding ticketing cars.

Community Association Manager's Report

- Ms. Bramm provided her report to the Board.
- Ms. Bramm presented a proposal to repair the monument which was run over by a resident.
- The resident was sent a bill but it is not complete as the landscape part of the bill was not included. Ms. Bramm will follow-up and present this part of the bill to the resident.

SIXTH ORDER OF BUSINESS

Attorney's Report

- Mr. Gardner presented his report to the Board.
- Mr. Gardner followed-up on the Ramblewood proposal discussed during Ms. Stewart discussed report. He feels the video is a good idea and will work with Mr. McClain.
- Mr. Gardner informed the Board Mr. Williams the Head of Public Works which includes transportation is a good contact he has worked with him on two situations lately where the County was involved and through working with him the County have done the study.
- He followed-up on the three rezonings.
 - The barn, nothing has happened there.
 - 5307 Lutz Lake Fern they keep trying but they keep being declared out of order and that has now been pushed to January 22, 2018
 - Ramblewood nothing has been refiled and lastly,
 - TPC and Chemile drainage issue, the Board approved \$800 to stop the inlet and, Ms. Stewart confirmed this was done.

SEVENTH ORDER OF BUSINESS

CDD Manager's Report

○ Trees & Sidewalk Funds

- Mr. Vega indicated the spreadsheet he presented will be included in the budget for the upcoming year. This item will be moved and remain on old business.

○ **Survey**

- Mr. Vega reviewed the survey with the Board. Mr. Vega read the email he received from the engineer to the Board.
- Further discussion ensued regarding the survey results.
- A resident presented a petition from the residents to this regard.

○ **Teco Update**

- Mr. Vega received the final response from Teco, selling of the wire is not an option.
- Mr. McClain asked that Mr. Gardner look at the easement of what rights Teco has or does not have. He would like to see if there is any legal precedence out there and what their rights are once service ceases. Being a public utility, do they have to give access to that of another.
- Mr. Vega questioned utilizing a Dropbox to hold all the RFP information. Mr. Gardner will follow-up on this.
- Mr. McClain questioned about the billing received from Dwelling Light. He questioned whether Cheval West was billing Cheval East for the Dwelling Light which Cheval West is being billed for. He also questioned where the funds go. Mr. Vega indicated the funds go into operating and shows up as miscellaneous revenue.
- Mr. Bowman suggested the Board look at Ms Bramm from Greenacres to work more than one day a week. He questioned why we could not have her or get another person to provide more services.
- Mr. McClain indicated they are not that far along in the process and the alternative is to get bids from Inframark, Greenacres and other companies to provide a five-day property manager. Discussion ensued regarding a property manager.
- Mr. Vega indicated a letter will be sent to the Board informing them of the name change and Severn Trent will now be known going forward as Inframark.

EIGHTH ORDER OF BUSINESS

Old Business

○ **Speed Bumps & Rumble Strips**

- This item was discussed during the engineers' report.

- The TIC Committee met and discussed the speed bumps on Maison and what was recommended is have Ms. Stewart take a look, take a survey and put speed bumps in there

On MOTION by Mr. Bowman seconded by Mr. Brown with all in favor TIC recommends speed calming devices study for entire road for Stantec to do a study in the amount not to exceed the amount of \$5,000 and determine the locations was approved. 4-0

- **Sound Barrier Study**

- **Ramblewood Road Extension**

- This item was discussed during the engineers' report.

- **Landscape Contract and Scoresheet**

- A brief discussion ensued regarding the landscape contract and scoresheet and changing from OLM. This item will be discussed further at the next meeting.

NINTH ORDER OF BUSINESS

New Business and Supervisors' Request

- Mr. Brown informed the Board that sometime in the first quarter of next year that he will be tendering his resignation due to a purchase of a home in Vero Beach.
- Mr. Bowman has been working on the irrigation and has about six potential companies to do an overhaul of the entire irrigation system. Mr. Bowman will provide the company names to Ms. Bramm to obtain quotes from these companies.
- Mr. McClain brought up the electronic signs which they had been previously discussed. He mentioned currently Ramblewood has no sign. Discussion ensued regarding obtaining the electronic sign and pillars to hold the signs.
- Mr. Brown indicated to those present that there will no longer be the Cheval Living newsletter so there is not going to be a common way of obtaining information from our community.

On MOTION by Mr. Brown seconded by Mr. Bowman with all in favor purchase of two electronic LED signs and two pillars to hold the electronic signs in the amount not to exceed \$13,000 was approved. 4-0

- Mr. McClain questioned Mr. Wills about Rapid Security Solutions invoice dated June 26, 2017 as they just received this. The total charges were for \$1,720 and he questioned if these charges were repair of one camera. Mr. Wills indicated it was for more than one camera and for the equipment at the Lutz Lake Fern gatehouse.

TENTH ORDER OF BUSINESS

Acceptance of Financials Dated October 31, 2017 & Greenacre Properties Invoice

On MOTION by Mr. Bowman seconded by Mr. Brown with all in favor the financials dated October 31, 2017 were accepted and the Greenacre Properties Invoice was approved. 4-0

ELEVENTH ORDER OF BUSINESS

Audience Comments

- Resident comments were received by the Board.

TWELFTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Brown seconded by Mr. Bowman with all in favor the meeting was adjourned. 4-0

