

**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 Thursday March 16, 2017 at 9:08 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
Shelly Bramm	Greenacre Properties
Amanda Uliano <i>for Truett Gardner</i>	District Counsel

The following is a summary of the discussions and actions taken at the March 16, 2017 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

None.

THIRD ORDER OF BUSINESS

Approval of the Minutes of February 16, 2017 Meeting

- Corrections were requested and will be part of the final minutes for the record.

On MOTION by Mr. Brown seconded by Ms. Willsie with all in favor the minutes of the February 16, 2017 meeting were approved as amended. 4-0

FOURTH ORDER OF BUSINESS

Engineer's Report

A. Speed Bump Quotes

- The engineer's report was tabled till April.
- Arkon provided the Board with a presentation on street light replacement.

FIFTH ORDER OF BUSINESS

Field Staff Report

A. Landscapers' Report

Mr. Joe Pichardo provided the following update:

- The OLM report was 88.3%.
- They retreated the fire ant mound situation and applied a new product.
- Turf color has improved and overall maintenance looks very good.

B. Community Services Report

- Three incidents have occurred during the month.
- All equipment, access system, gate equipment is working well.
- Chambord is quiet, there have been no issues with the gate or telephone entry system.
- Mr. Wills was questioned about a receipt in the amount of \$143.71. He will send an itemized copy to Mr. McClain and forward the receipt to his company for expenses.
- Discussion ensued regarding sales tax on purchases.
- Mr. McClain asked if it is possible for all of the community service invoices be in one section and the details placed at the end of the page. Mr. Vega will look into this.
- Mr. McClain discussed his concerns surrounding visitor gate usage and the importance of ID being shown prior to being allowed in. A letter will be sent to Mr. Wills to inform his team of the process and indicate what the consequences are for not following this process since numerous barcodes are getting ready to be deactivated.
- Mr. McClain would like to send a letter for the rover explaining to them the importance of their job.
- Consensus was provided from the Board regarding two S.O.P. letters.

C. Community Association Managers' Report

Ms. Bramm presented the following:

- Cheval East approved the \$5,500 for the 4th of July.
- The Board reviewed the breakdown of cost for the event.
- Discussion ensued regarding the newsletters items.
- Two proposals for landscape architect were provided. Both were reviewed and it was decided they were too costly.

D. Cheval East Liaison

None.

SIXTH ORDER OF BUSINESS

Attorney's Report

Ms. Amanda Uliano presented the following:

- o The Borrow Pit application was denied by the County.
- o 5307 Lutz Lane Fern Road rezoning, Mr. Gardner received confirmation from the company that the approved sole use will be a mini warehouse.
- o Ms. Uliano was asked about the definition of a mini warehouse. Ms. Uliano will speak with Mr. Gardner who will follow-up and obtain the information for the Board.
- o Discussion ensued regarding traffic on Ramblewood. The Transportation Department indicated there will be no impact to Ramblewood. Ms. Uliano will check to see if Mr. Gardner has a copy of the site plan.

SEVENTH ORDER OF BUSINESS

CDD Manager's Report

- o Mr. Vega indicated that he has contacted one of the banks STS works with on getting a tax free loan if needed. The rate would be 3¼% on a tax free loan.
- o Mr. Vega and Insight Irrigation drove through the community looking at the irrigation system. This project will begin on Monday with a crew of four people for three weeks.
- o Discussion ensued regarding mainline breaks, due to oak trees snapping the mainlines.
- o Discussion ensued regarding the maintenance fees paid.
- o Discussion ensued regarding responsibility for damage related to the heads and mainlines/valve breaks.
- o The Board would like to see a proposal for maintenance.

EIGHTH ORDER OF BUSINESS

Old Business

- o Mr. McClain would like to take a look at what it would take to have the gate house extended back. This was discussed some time ago about having the property manager onsite.
- o Mr. McClain would like to get some estimate of cost for this project. Mr. Vega will get in touch with a couple of General Contractors to get a proposal for this project.

NINTH ORDER OF BUSINESS

New Business and Supervisors' Requests

- o Ms. Willsie was informed by a resident regarding the oak trees which are encroaching her pool. The Board informed Ms. Willsie since this is on the residents' property it is the responsibility of the homeowner.
- o Mr. Bowman discussed the sidewalk near the house along Lutz Lane Fern Road which is sunken down and pools up with water. However, this is not the Districts' irrigation problem as it is coming from a resident's house. Mr. McClain suggested sending the resident a letter indicating his watering is causing flooding and to stop watering this area as it is currently maintained by the District.

TENTH ORDER OF BUSINESS

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

- o Mr. McClain questioned a charge of \$190 for shipping. He was informed this was the only way to receive this item.

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

ELEVENTH ORDER OF BUSINESS

Audience Comments

- o Resident comments were received by the Board.

TWELFTH ORDER OF BUSINESS

Adjournment

There being no further business,

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



Tim McClain
Chairperson