

**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, November 16, 2017 at 4:05 p.m. at the Cheval Athletic Club, 4142 Cheval Blvd, Lutz, Florida 33358

Present and constituting a quorum were:

|               |                     |
|---------------|---------------------|
| Tim McClain   | Chairperson         |
| Scott Hostler | Vice-Chairperson    |
| Butch Brown   | Assistant Secretary |
| David Bowman  | Assistant Secretary |
| Tracy Willsie | Assistant Secretary |

Also present were:

|                 |                               |
|-----------------|-------------------------------|
| Andy Mendenhall | 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 November 16, 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**

- There being none, the next agenda item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the October 19, 2017 Meeting**

- Mr. Brown expressed his concerns that the minutes were not detailed enough. Mr. Gardner informed him the Board can do what it wishes, however, this is contrary to what is generally recommended by counsel. The minutes are to reflect what actions were taken by the Board not all the discussions which transpired. The entire meeting is recorded and accessible at request.
- Corrections were requested and will be made 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 October 19, 2017 meeting were approved as amended. 5-0

**FOURTH ORDER OF BUSINESS**

**Engineer's Report**

- Ms. Stewart presented her report to the Board.
- Ms. Stewart discussed the speed bumps, humps and table with the Board.
- Ms. Stewart had a discussion with the contractors regarding the speed bumps and humps and will follow-up with the Board.
- Mr. Brown discussed the ambient noise as it relates to rumble strips. He indicated he polled the residents who would be impacted by the rumble strips and none of the residents wanted these installed.
- Mr. Brown suggested in order to maintain safety for the children and those who reside within the community, he suggests an effective speed bump or speed table installation would be helpful.
- Discussion ensued regarding the noise study along the Federal Expressway wall. With the expansion of the road in that area public meetings will occur. This would be an opportunity to discuss some of the concerns. Ms. Stewart requested she be informed of the next public meeting in order to attend.
- Discussion ensued regarding Ramblewood Road and Ms. Stewart stated she had a conversation with the traffic representatives in her office however, chose not to pursue a proposal internally to provide these services. Instead, she reached out to Steve Henry from Litton Associates for a proposal as he has had history as it relates to Ramblewood Road but has been extremely busy and has not been able to provide a proposal as yet.
- Mr. McClain indicated there might be an alternate resolution. He suggested, he can have a camera which points at the intersection and provide the video to Sheriffs' indicating the need for the area to be patrolled, then follow-up by sending it to the Commissioners' for support. Mr. McClain will follow-up with Ms. Stewart and provide her copies of the videos.
- Ms. Stewart will be doing the NPDES with the residents at the Community Association meeting which will be held directly after the CDD meeting.

**FIFTH ORDER OF BUSINESS**

**Field Staff Report**

**Landscapers' Report**

- Mr. Eastman introduced the new account manager to the District Mr. Rob Forante.
- Mr. Forante has been working closely with Mr. Eastman along with Ms. Bramm.
- Mr. Eastman indicated there was damage to the main line due to a car accident at the Vendome entrance.
- Mr. Eastman stated they waited until a completed inspection was done before providing the Board with a full report of the issues.

On MOTION by Mr. Brown seconded by Mr. Hostler with all in favor the proposal #6378 from Fieldstone for the irrigation repairs in the amount not to exceed \$2,100 was approved.5-0

- Mr. Eastman presented a number of proposals which he reviewed with the Board.
- Mr. Eastman discussed the work which will be done on a number of trees within the community.

On MOTION by Ms. Willsie seconded by Mr. Hostler with all in favor the proposal #6391 from Fieldstone for tree trimming and arbor care was approved.5-0

- Mr. Eastman discussed the mulch in the playground area. Ms. Bramm is working to have a playground inspection done. Mr. McClain indicated this item will be tabled for discussion at the next meeting.
- Mr. Eastman further discussed additional proposals as they relate to work that needs to be done within the community.

On MOTION by Ms. Willsie seconded by Mr. Brown with all in favor the proposal #5964 from Fieldstone for removing the pine straw and replacing it with mulch in the amount of not to exceed \$6,500 was approved.5-0

**Community Services Report**

- Mr. Wills presented his report to the Board.

- All residents who provided their emails during the process of updating the barcode, their information was inputted into the new Dwelling Lights system. This system will enable Mr. Wills to send mass email alerts during any crisis-type situation to the residents.
- The current database now includes Cheval East, Cheval West and non-resident members. The new system shows the barcode, tag number, address and the residents' name.

**Community Association Manager's Report**

- Ms. Bramm provided her report to the Board.
- She presented a proposal for pressure washing of a number of areas within the community at a cost of \$2,975.

On MOTION by Mr. Brown seconded by Mr. Hostler with all in favor the proposal for the power washing of the sidewalks on TPC from Lutz Lake Fern down to Chemille and TPC overpass as well as cleaning of all the signs from TPC out to Ramblewood in the amount of \$2,975 was approved. 5-0

**SIXTH ORDER OF BUSINESS**

**Attorney's Report**

- Mr. Gardner presented his report to the Board.
- The burrow pit; nothing has been refiled.
- 5307 Lutz Lake Fern Road application submitted yesterday was deemed out of order. This has now been scheduled to be continued on January 22, 2018.
- The Ramblewood rezoning; nothing has been refiled.
- Mr. Gardner questioned what the Board wished to do with regards to the maintenance agreement with OLM evaluation sheet. Mr. McClain indicated this will be discussed at the next meeting.

**SEVENTH ORDER OF BUSINESS**

**CDD Manager's Report**

○ **Consideration of Audit Engagement Letter for Fiscal Year 2017**

- Mr. Mendenhall reviewed the engagement letter and cost with the Board.

On MOTION by Mr. Hostler seconded by Ms. Willsie with all in favor engaging Berger, Toombs, Elam, Gaines & Frank to perform audit services for the FY 2017 audit was approved. 5-0

o **Motion for Assigning Fund Balance**

- Mr. Mendenhall reviewed the fund balance process with the Board.

ON MOTION by Mr. Bowman seconded by Mr. Hostler with all in favor the motion for assigning fund balance was approved. 5-0

**EIGHTH ORDER OF BUSINESS**

**Old Business**

o **Speed Bumps & Rumble Strips**

- This item was discussed during the engineers' report.

o **Trees & Sidewalk Funds**

- This item will be discussed at the December meeting.

o **Sound Barrier Study**

- This item was discussed during the engineers' report

o **Ramblewood Road Extension**

- This item was discussed during the engineers' report.

o **Landscape Contract and Scoresheet**

- This item was discussed during the Attorney's report and will be discussed further at the December meeting.

o **Survey Update**

- An update was not available at today's meeting.

o **TECO Update**

- Mr. Mendenhall indicated Mr. Vega will be meeting with TECO on December 5, 2017 and will provide an update at the December meeting.

**NINTH ORDER OF BUSINESS**

**New Business and Supervisors' Request**

- Mr. McClain discussed the following:
  - o The readers at Chambord.

- Reviewed the telephone system at Chambord and came to the realization this system is not wireless.
- Looking for a contractor who can perform wire work to rewire all the cameras. He is hoping to have a quote available at the next meeting.
- Found out the code 0911 was distributed to a number of individuals in Chambord. The code 0911 has since been deactivated, however, Mr. McClain will discuss this concern at the Community Associations' meeting.

**TENTH ORDER OF BUSINESS**

**Acceptance of Financials Dated  
September 30, 2017 & Greenacre  
Properties Invoice**

On MOTION by Mr. Hostler seconded by Mr. Bowman with all in favor the financials dated September 30, 2017 were accepted and the Greenacre Properties Invoice was approved. 5-0

**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. Hostler seconded by Ms. Willsie with all in favor the meeting was adjourned. 5-0



Tim McClain  
Chairperson