

**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, June 17, 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
Scott Hostler	Assistant Secretary
Tim McClain	Assistant Secretary

Also present were:

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

The following is a summary of the discussions and actions taken at the June 17, 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 noted the following:
 - Mr. Gardner has an urgent issue with the County and will arrive at 11:00 a.m.

- Item 5 will be moved further down the agenda until Mr. Gardner arrives.
- Mr. Larry King, Proprietor of the Club, will speak at 10:00 a.m. and discuss Independence Day celebration events.
- An audience member wanted to discuss the possibility of a night meeting. This will be addressed Audience Comments later in the meeting.
- Mr. Ron Nagy filed a complaint with the County Enforcement Board regarding activities over the past month.
- A resident asked if parking signs would be discussed.
- A resident asked about the lack of stop signs for pedestrians in the cross walk. There is one for westbound traffic, but not one for eastbound traffic.
- A resident asked about filling the vacant Supervisor seat.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the
May 20, 2015 Meeting**

Mr. Harmer stated each Board member received a copy of the minutes of the May 20, 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 Mr. Hostler with all in favor the minutes of the May 20, 2015 meeting were approved as amended.

Mr. Vega noted since there were changes on the signature page, they will be corrected and posted on the website.

FOURTH ORDER OF BUSINESS

**Discussion of Landscape Bids:
Update on Fieldstone and Cost for
Mulch**

The following was discussed:

- Mr. McClain met with Fieldstone. A quote was received from them. They adjusted the mulch price because their square footage was out of line. The second and third year they drop their increases and the price stays flat.
- He noted out of all bidders, Fieldstone is the lowest. Mr. McClain explained the bid summary.
- Ms. Bramm noted in most cases Fieldstone personnel are responsive.
- Mr. Hostler voiced concern when one supervisor is so intertwined with one vendor and have such a vested interest.
- The Chairman recommended waiting another month to make any decision on the landscaping issue. The Board agreed, but did not want to wait any longer than one month.

SEVENTH ORDER OF BUSINESS

Engineer's Report

Ms. Stewart reported the following:

A. Update on Flooding on TPC Boulevard

- TPC Boulevard has been cleaned from accumulated leaves and grass and is now ok.
- The sidewalk on St. Laurent Drive has sunk. An inspection and repair will be done.
- Ms. Stewart recommended doing a visual of all manholes to make sure they get anything that is rusting.
- Ms. Stewart updated the Board on the NPDES permit to be renewed in November.
- Water quality from the pond into the wetlands is the engineer's responsibility. It is important to educate residents that wetlands are not

swimming pools and when residents see wetland plants, they are there for a reason.

- Articles can be provided to *Cheval Living* for publication as well as information posted on the website.

SIXTH ORDER OF BUSINESS

Field Staff Reports

A. Community Services

- Mr. Paul Wills reported the following:
 - During this reporting period, there were seven medical emergencies.
 - On May 26th after being warned not to do so, two children jumped the new fence in Chambord. The police were called for trespassing. The children were ID'd and told not to come back. Their parents were called.
 - Database update is going well.
 - As of this morning, 229 update forms were turned in from Cheval West.

B. Landscaper

There being no report, the next item followed.

C. Community Association Manager's Report

• Update on Video Camera Installation

- Ms. Bramm noted the video cameras were worked on all weekend. The Ramblewood camera is up. Four cameras are now working.
- All electrical work at Chambord was authorized. The county is involved and a permit has to be pulled for the camera at this location.
- Ms. Bramm noted they are \$1,700-\$1,800 under budget. She wants to put new exterior lights at the gatehouse with this money.
- Mr. Harmer noted articles will be published to inform residents about the installations. On July 22nd, there will be a Residents Workshop to review cameras and the gate software. The vendor will be attending this meeting.

Let the record reflect, Mr. Larry King, arrived and was introduced.

- Mr. King wanted to publicize the July 4th celebration at the entryways and wanted to be certain all residents know what is happening.
- Security for the July 4th event was discussed.

Let the record reflect, Mr. Larry King left the meeting.

NINTH ORDER OF BUSINESS

CDD Manager's Report

Mr. Vega reported on the following:

A. Follow-Up Items

- He discussed the fence installed in Chambord. He noted people are already jumping that fence.

B. Acceptance of the Audit for Fiscal Year 2014

- The financial audit was reviewed. It was indicated it is a clean audit.

On MOTION by Mr. McClain seconded by Mr. Hostler with all in favor the Audit performed by Berger, Toombs, Elam, Gaines & Frank for Fiscal Year 2014 was accepted.

C. Review and Discussion of Fiscal Year 2016 Budget

- The proposed Fiscal Year 2016 was reviewed.
- The assessments are increasing by 9%.
- The Chairman requested \$600 a month for software and a separate line item for the Internet be included in the budget.
- The budget public hearing is scheduled for Thursday, August 20, 2015.

D. Direct Deposit

- Direct deposit is available to the Board and an enrollment form needs to be filled in.

TENTH ORDER OF BUSINESS

Old Business

- A. **Gate Access Management System: Summary of Key Points in Meeting Package**
- B. **Community Workshop: Wednesday, July 22, 2015 at 7:00 p.m. in the Sunset Room**
- C. **Cost Sharing Agreement with Cheval East**
- D. **Chambord Pedestrian Gate: ScanSys Quote**
- E. **Palace**
- A handout was distributed on the Gate Access Management System.
- Key Points were discussed. Four companies submitted quotes. Two were eliminated. It is now down to ScanSys and Florida Door Control (FDC).
- Several meetings were held with Cheval East Board on this issue.
- The differences between the two vendors was highlighted.
- The hardware and software that is exclusive for the Chambord gate system will be paid 100% by Cheval West.
- Barcodes were discussed. It was recommended residents get involved with the barcodes and provide personal information with phone number, email address and rental information.
- Approximately 4 to 6 weeks will be needed to install, test, inspect and approve final operation.
- Long-term maintenance was discussed. After the one year warranty period, maintenance can be provided by any qualified company. Cheval West is not obligated to obtain service from the vendor who did the initial installation.
- A resident asked the Chairman to address security for the system.
- Mr. Harmer explained the security system noting the database is entered into a cloud computing system. It is owned by a national company.

Mr. Hostler **MOVED** to approve the ScanSys proposal to install the new gate access software system in the amount of \$36,602 and a not-to-exceed amount of \$550 for the monthly software fee which includes Chambord gate and Mr. McClain seconded the motion.

- o Mr. Harmer and Mr. Wills spoke about ScanSys and their qualities and work ethics.
- o Mr. McClain discussed trade-in values.
- o The Board agreed to include \$5,000 for Contingency for unforeseen expenses.

On **VOICE** vote with all in favor the prior motion was amended to include \$5,000 Contingency.

- o Letter of Understanding between Cheval West and Cheval East was discussed.

FIFTH ORDER OF BUSINESS

Drainage Easement: 18912 Chaville Road - Lanai Enters into Easement by Approximately Two Feet

- o Mr. Gardner noted this issue has come up in the past. There was a situation where a lanai went into the drainage easement which impacted one of the storm water pipes below. This one barely encroaches.

On **MOTION** by Mr. McClain seconded by Mr. Hostler with all in favor the drainage easement variance requested for 18912 Chaville Road was approved.

EIGHTH ORDER OF BUSINESS

Attorney's Report

- A. **Meeting with County Commissioner**
 - i. **Parking Lot on Lutz Lake Fern**

- ii. Gate on St. Laurent
- iii. Ramblewood Wall
- iv. Other

- o After the last meeting, he and Mr. Hostler met with Commissioner Higginbotham and his aide on three issues: (1) the Ramblewood right-of-way easement; (2) the parking issue at 5512 Lutz Lake Fern, and (3) emergency access at St. Laurent and Lutz Lake Fern. (4) and the Pink Palace
- o On the 5512 Lutz Lake Fern and the St Laurent emergency access issues he spoke to Mr. Higginbothan and his aide and other top brass at the County for utilities, transportation and zoning, who are all on the same page.
- o The St Laurent emergency access may have to be modified and may need to be re-platted instead of rezoning.
- o Re-platting avoids some liability issues but may be more expensive.
- o Regarding 5512 Lutz-Lake Fern, a complaint was filed with Code Enforcement.
- o The Commissioner will meet with the Transportation Department regarding the Ramblewood issue after which he will contact Mr. Gardner to discuss the outcome.
- o Regarding the request from a Cheval East resident on Access to TPC Boulevard, this is a CDD issue since the CDD will be granting the access to its road. It is not an ARC issue.

On MOTION by Mr. McClain seconded by Mr. Hostler with all in favor the CDD granting access to TPC Boulevard for the resident pending final site plan with the acceptance of CWC'A's approval and ARC' Committee, was approved.

- o Mr. Gardner will prepare a contract with ScanSys for gate access.

- On Monday, another complaint was filed against Pink Palace for conducting a private party on June 6th. Code Enforcement was called.

TENTH ORDER OF BUSINESS

Old Business (Continued)

F. Parking Signs

Ms. Bramm noted the signs are in. We already have the poles. Since school is already out, it has taken a back seat. We have been dealing with rains, but it is on the schedule and will be done before the end of the summer.

ELEVENTH ORDER OF BUSIENSS

New Business

A. Emergency Plan: Mark Vega and Rohn Harmer

Mr. Harmer discussed the following:

- In the last month, Mr. Vega sent out a request for information from any HOAs or CDDs that have emergency plans. Five plans were received.
- Col Burley has recommended that a committee be formed to address an emergency plan.
- Mr. Ron Nagy will provide input. Other residents will be asked to join.

B. Reclaimed Water: Rohn Harmer

- He spoke to people in the Public Works Department. In previous years, the Board was told there was a long waiting list. But there is no current waiting list because all SFWMD and county supplemental funding has been eliminated and communities are rejecting all County projects.

TWELFTH ORDER OF BUSINESS

Supervisors' Requests

- Mr. Harmer explained the process for filling the vacant seat on the Board.

THIRTEENTH ORDER OF BUSINESS

Approval of Financials Dated June 30, 2015 and Greenacre Properties' Invoice

The Board reviewed the financials.

On MOTION by Mr. McClain seconded by Mr. Hostler with all in favor the financials and the Greenacre Properties invoice were approved.


FOURTEENTH ORDER OF BUSINESS Audience Comments

- An audience member asked about the possibility of conducting night meetings; asked about Golf Carts, which will be on the July agenda and asked about stop signs.

FIFTEENTH ORDER OF BUSINESS Adjournment

There being no further business,

On MOTION by Mr. McClain seconded by Mr. Hostler with all in favor the meeting was adjourned at 11:47 a.m.



Rohn Harmer
Chairman