

**STONEYBROOK WEST  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MEETING  
NOVEMBER 20, 2019**

## Stoneybrook West Community Development District

### Board of Supervisors

Tom White, Chairman  
George Morgan, Vice Chairman  
Thomas Alexander, Secretary  
Haile Andarge, Secretary  
Hector O. Clemente, Assistant Secretary

Robert Koncar, District Manager  
Kristen Suit, District Manager  
Scott D. Clark, District Counsel  
Mark Vincutonis, District Engineer  
Ariel Medina, Field Supervisor  
Freddy Blanco, Asst. Field Service Manager  
Russell Simmons, Field Service Manager

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November 13, 2019

Board of Supervisors  
Stoneybrook West Community  
Development District

Dear Board Members:

A meeting of the Board of Supervisors of the Stoneybrook West Community Development District will be held on **Wednesday, November 20, 2019 at 6:30 p.m.** at the Town Center, 1201 Black Lake Boulevard, Winter Garden, Florida. Following is the advance agenda for this meeting:

1. **Call to Order**
2. **Roll Call**
3. **Approval/Additions to Agenda**
4. **Public Comment Period**
5. **Approval of the Minutes of the July 31, 2019 Meeting**
6. **District Manager's Report**
  - A. Financial Statements and Check Register
  - B. Motion to Assign Fund Balance
  - C. Resolution 2020-1, Amending FY 2019 Budget
  - D. Engagement Letter Fiscal Year 2019 Audit – Berger, Toombs, Elam, Gaines & Frank
7. **Staff Reports**
  - A. Attorney
  - B. Engineer
    - i. Discussion of Annual Outflow Structure Maintenance and Service
  - C. Field Operations Manager
    - i. Field Management Report
    - ii. SBW Fountains
    - iii. Proposals for Alternatives to Combat Midge
8. **Other Business**
9. **Supervisor Comments**
10. **Adjournment**

I look forward to seeing you at the meeting. Please call me if you have any questions.

Sincerely,  
*Robert Koncar*  
Robert Koncar  
District Manager

## **Fifth Order of Business**

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

The regular meeting of the Board of Supervisors of the Stoneybrook West Community Development District was held on Wednesday, July 31, 2019 at 6:30 p.m. at the Town Center, 1201 Black Lake Boulevard, Winter Garden, Florida.

Present were:

Tom White  
George Morgan  
Hector Clemente  
Thomas Alexander

Chairman  
Vice Chairman  
Assistant Secretary  
Assistant Secretary

Also present were:

Kristen Suit  
Scott Clark  
Ariel Medina  
Jon Gregorious  
Residents

District Manager  
District Attorney  
Field Supervisor  
BrightView Landscaping

*The following is a summary of the minutes and actions taken at the July 31, 2019 Stoneybrook West Board of Supervisors meeting.*

**FIRST ORDER OF BUSINESS**

**Call to Order**

**SECOND ORDER OF BUSINESS**

**Roll Call**

Mr. White called the meeting to order and called the roll. A quorum was established.

*The record will reflect Supervisor Andarge attempted to join the meeting which did not take place due to incorrect number.*

**THIRD ORDER OF BUSINESS**

**Approval/Additions to Agenda**

- None.

**FOURTH ORDER OF BUSINESS**

**Public Comment Period**

- A resident commented on drainage pond maintenance near Green 13.

**FIFTH ORDER OF BUSINESS**

**Approval of the Minutes of the May 29, 2019 Meeting**

Ms. Suit stated each Board member received a copy of the minutes of the May 29, 2019 meeting and requested any additions, corrections or deletions.

On MOTION by Mr. White seconded by Mr. Clemente with all in favor the Minutes of the May 29, 2019 meeting were approved.

**SIXTH ORDER OF BUSINESS**

**Public Hearing to Adopt Fiscal Year 2020 Budget**

On MOTION by Mr. Alexander seconded by Mr. Clemente with all in favor the Public Hearing to adopt Fiscal Year 2020 Budget was opened.

**A. Fiscal Year 2020 Budget**

- The modified tentative fiscal year 2020 budget was reviewed.
- Questions and comments were addressed.

**B. Resolution 2019-7 Adopting the Budget**

On MOTION by Mr. Morgan seconded by Mr. White with all in favor Resolution 2019-7 the annual appropriation resolution of the Stoneybrook West Community Development District (The "District") relating to the annual appropriations and adopting the budget for the fiscal year beginning October 1, 2019, and ending September 30, 2020 was adopted.

Mr. Morgan REVISED the prior motion and Mr. White seconded to include *with there being no further audience comments* and with all in favor Resolution 2019-7 the Annual Appropriation Resolution of the Stoneybrook West Community Development District (The "District") relating to the annual appropriations and adopting the budget for the fiscal year beginning October 1, 2019, and ending September 30, 2020 was adopted.

**C. Resolution 2019-8 Levying the Assessments**

On MOTION by Mr. Alexander seconded by Mr. Clemente with all in favor Resolution 2019-8 imposing special assessments and certifying an assessment roll; providing a severability clause; and providing an effective date was adopted.

On MOTION by Mr. White seconded by Mr. Alexander with all in favor the Public Hearing to adopt Fiscal Year 2020 Budget was closed.

## **SEVENTH ORDER OF BUSINESS**

### **District Manager's Report**

#### **A. Financial Statements and Check Register**

- The financial statements and check register through June 30, 2019 were reviewed.

On MOTION by Mr. Morgan seconded by Mr. Alexander with all in favor the June 30, 2019 Financial Statements and Check Register were accepted.

#### **B. Fiscal Year 2020 Meeting Schedule**

- The Fiscal Year 2020 meeting schedule was reviewed.
- The November 27, 2019 meeting date was changed to November 20, 2020.

On MOTION by Mr. Morgan seconded by Mr. Alexander with all in favor the Fiscal Year 2020 schedule for meetings on November 20, 2019, February 26, 2020, May 27, 2020 and July 29, 2020 was approved.

#### **C. ADA Website Compliance Proposals**

- VGlobaTech**
  - Campus Suite**
  - ADA Site Compliance**
- The ADA Website compliance proposals were reviewed.
  - Mr. Clark gave an update on ADA website compliance recommending the District move forward engaging the most economical vendor.

On MOTION by Mr. White seconded by Mr. Clemente with all in favor the Campus Suite proposal for ADA website management and compliance was accepted.

**D. Egis Insurance Proposals**

- i. FIA**
- ii. PGIT**
- It was noted that if the District engages Egis as insurer a dollar per page discount for website compliance will be provided.
- The proposals were discussed.

Mr. Clemente MOVED to approve Egis as Insurance provider and Mr. White seconded the motion.

On VOICE vote with Mr. Clemente and Mr. White in favor and Mr. Morgan and Mr. Alexander opposed the prior motion failed.

- The District will remain with their current insurance provider PGIT.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

- i. Golf Course Discussion**
- Mr. Clark reported on a meeting with the City of Winter Garden regarding landscape/pond maintenance and the golf course responsibilities noting the City is trying to obtain compliance with the golf course.
- The golf course owner contacted Mr. Clark that he was aware of the meeting with the City stating they cannot afford to maintain the landscape/ponds and could the District help with funding. Mr. Clark informed him the District did not budget for this expense and was not able to help.
- Further discussion ensued.

**B. Engineer**

There not being any, the next item followed.

**C. Field Operations Manager**

- The monthly Field Management Reports were included in the agenda package.
  - i. Consideration of BrightView Landscape 5% Contract Increase**
  - ii. Update on BrightView Landscaping Scope of Services and Inspection Matters**
- Mr. Gregorious of BrightView Landscaping provided an update on landscape services.
- Inflow and outflow maintenance issues were discussed.

- Discussion ensued with regard to the request from BrightView Landscape for a 5% contract increase.

On MOTION by Mr. Morgan seconded by Mr. Alexander with all in favor the BrightView Landscape 5% contract increase was approved.

**iii. Southern Mosquito Proposal for Alternatives to Combat Midges**

- Mr. Medina provided an update on proposal from Southern Mosquito for alternatives to combat midges.
- Discussion ensued with regard to proposal and services from Southern Mosquito.
- It was requested staff obtain proposals for midge control and that vendors be requested to attend the November meeting to discuss options.

On MOTION by Mr. Clemente seconded by Mr. Morgan with all in favor to continue with current services provided by Southern Mosquito was approved.

**NINTH ORDER OF BUSINESS**

**Other Business**

- None.

**TENTH ORDER OF BUSINESS**

**Supervisor Comments**

- Mr. Morgan commented on the sequence of agenda items; and ownership of the golf course.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Mr. White seconded by Mr. Clemente with all in favor the meeting was adjourned.

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Secretary

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Tom White  
Chairman



## **Sixth Order of Business**

**6A.**

**STONEBROOK WEST**  
**Community Development District**

*Financial Report*  
*September 30, 2019*

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**STONEYBROOK WEST**  
**Community Development District**

**Financial Statements**

**(Unaudited)**

**September 30, 2019**

**Balance Sheet**  
September 30, 2019

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>SERIES 2018 A-1 FUND</u>	<u>TOTAL</u>
<b><u>ASSETS</u></b>			
Cash - Checking Account	\$ 108,742	\$ -	\$ 108,742
Due From Other Funds	-	10,088	10,088
Investments:			
Money Market Account	148,253	-	148,253
Revenue Fund (A-1)	-	25,811	25,811
Revenue Fund (A-2)	-	179,937	179,937
Deposits	685	-	685
<b>TOTAL ASSETS</b>	<b>\$ 257,680</b>	<b>\$ 215,836</b>	<b>\$ 473,516</b>
<b><u>LIABILITIES</u></b>			
Accounts Payable	\$ 9,556	\$ -	\$ 9,556
Due To Other Funds	10,088	-	10,088
<b>TOTAL LIABILITIES</b>	<b>19,644</b>	<b>-</b>	<b>19,644</b>
<b><u>FUND BALANCES</u></b>			
<b>Nonspendable:</b>			
Deposits	685	-	685
<b>Restricted for:</b>			
Debt Service	-	215,836	215,836
<b>Assigned to:</b>			
Operating Reserves	60,570	-	60,570
<b>Unassigned:</b>	176,781	-	176,781
<b>TOTAL FUND BALANCES</b>	<b>\$ 238,036</b>	<b>\$ 215,836</b>	<b>\$ 453,872</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 257,680</b>	<b>\$ 215,836</b>	<b>\$ 473,516</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending September 30, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ 1,500	\$ 1,500	\$ 5,292	\$ 3,792
Interest - Tax Collector	-	-	2,139	2,139
Special Assmnts- Tax Collector	250,807	250,807	250,807	-
Special Assmnts- Discounts	(10,032)	(10,032)	(9,280)	752
<b>TOTAL REVENUES</b>	<b>242,275</b>	<b>242,275</b>	<b>248,958</b>	<b>6,683</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
P/R-Board of Supervisors	4,000	4,000	3,600	400
FICA Taxes	306	306	275	31
ProfServ-Arbitrage Rebate	600	600	-	600
ProfServ-Dissemination Agent	2,000	2,000	2,000	-
ProfServ-Engineering	5,000	5,000	2,883	2,117
ProfServ-Legal Services	10,000	10,000	10,197	(197)
ProfServ-Mgmt Consulting Serv	41,237	41,237	41,237	-
ProfServ-Property Appraiser	3,746	3,746	1,874	1,872
ProfServ-Special Assessment	5,150	5,150	5,150	-
ProfServ-Trustee Fees	8,000	8,000	5,421	2,579
Auditing Services	5,500	5,500	5,500	-
Postage and Freight	800	800	698	102
Insurance - General Liability	7,904	7,904	7,000	904
Printing and Binding	1,108	1,108	1,799	(691)
Legal Advertising	2,000	2,000	1,230	770
Miscellaneous Services	600	600	1,443	(843)
Misc-Assessmnt Collection Cost	3,762	3,762	836	2,926
Office Supplies	400	400	165	235
Annual District Filing Fee	175	175	175	-
<b>Total Administration</b>	<b>102,288</b>	<b>102,288</b>	<b>91,483</b>	<b>10,805</b>
<b><u>Field</u></b>				
ProfServ-Field Management	10,609	10,609	18,049	(7,440)
Contracts-Lake and Wetland	46,074	46,074	45,784	290
Contracts-Landscape	40,824	40,824	34,824	6,000

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending September 30, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Contracts-Pest Control	18,480	18,480	39,761	(21,281)
Electricity - General	18,000	18,000	19,773	(1,773)
Misc-Contingency	6,000	6,000	9,316	(3,316)
<b>Total Field</b>	<b>139,987</b>	<b>139,987</b>	<b>167,507</b>	<b>(27,520)</b>
<b>TOTAL EXPENDITURES</b>	<b>242,275</b>	<b>242,275</b>	<b>258,990</b>	<b>(16,715)</b>
Excess (deficiency) of revenues Over (under) expenditures	-	-	(10,032)	(10,032)
Net change in fund balance	\$ -	\$ -	\$ (10,032)	\$ (10,032)
<b>FUND BALANCE, BEGINNING (OCT 1, 2018)</b>	<b>248,068</b>	<b>248,068</b>	<b>248,068</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 248,068</b>	<b>\$ 248,068</b>	<b>\$ 238,036</b>	



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending September 30, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ -	\$ 78	\$ 78
Special Assmnts- Tax Collector	-	-	609,166	609,166
Special Assmnts- Discounts	-	-	(22,451)	(22,451)
<b>TOTAL REVENUES</b>	<b>-</b>	<b>-</b>	<b>586,793</b>	<b>586,793</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
Misc-Assessmnt Collection Cost	-	-	2,032	(2,032)
<b>Total Administration</b>	<b>-</b>	<b>-</b>	<b>2,032</b>	<b>(2,032)</b>
<b><u>Debt Service</u></b>				
Principal Debt Retirement	-	-	287,000	(287,000)
Interest Expense	-	-	115,454	(115,454)
Cost of Issuance	-	-	197,284	(197,284)
<b>Total Debt Service</b>	<b>-</b>	<b>-</b>	<b>599,738</b>	<b>(599,738)</b>
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>601,770</b>	<b>(601,770)</b>
Excess (deficiency) of revenues Over (under) expenditures	-	-	(14,977)	(14,977)
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Interfund Transfer - In	-	-	1,081,678	1,081,678
Loan/Note Proceeds	-	-	5,545,000	5,545,000
Operating Transfers-Out	-	-	(797,891)	(797,891)
Pymt to Escrow Acct-Refunding	-	-	(5,597,973)	(5,597,973)
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>230,814</b>	<b>230,814</b>
Net change in fund balance	\$ -	\$ -	\$ 215,837	\$ 215,837
<b>FUND BALANCE, BEGINNING (OCT 1, 2018)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 215,837</b>	<b>\$ 215,837</b>

## Notes to the Financial Statements

**September 30, 2019**

### Balance Sheet

#### General Fund

##### Assets

- **Cash and Investments** - See Cash and Investment Report for further details.
- **Deposits** - Duke Energy utility deposit.

##### Liabilities

- **Accounts Payable** - Outstanding Invoices paid in October.

#### Debt Service & Capital Funds

##### Assets

- **Investments** - See Cash and Investment Report for further details.

### Revenues, Expenditures and Change in Fund Balances

#### Financial Overview / Highlights

- ▶ The non-ad valorem assessments are 100% collected.
- ▶ The total expenditures are at approximately 107% of the YTD budget.
- ▶ Significant variances explained below.

### Variance Analysis

Account Name	YTD Budget	YTD Actual	% of Budget	Explanation
<b>Expenditures</b>				
<b><u>Administrative</u></b>				
ProfServ-Legal Services	\$ 10,000	\$ 10,197	102%	Clark & Albaugh LLP invoices through July 2019.
Printing and Binding	\$ 1,108	\$ 1,799	162%	Inframark Invoices through September 2019.
Miscellaneous Services	\$ 600	\$ 1,443	241%	Bank charges and ADA Compliance (website hosting)
<b><u>Field</u></b>				
ProfServ - Field Management	\$ 10,609	\$ 18,049	170%	Field contract services through July 2019, includes additional field ops services \$6,450.
Contracts - Pest Control	\$ 18,480	\$ 39,791	215%	Southern Mosquito invoices through September 2019.
Electricity - General	\$ 18,000	\$ 19,773	110%	Duke Energy invoices through September 2019.
Misc-Contingency	\$ 6,000	\$ 9,316	155%	Vertex Water & Solitude Lake Management - Fountain Repairs

**STONEYBROOK WEST**  
**Community Development District**

**Supporting Schedules**

**September 30, 2019**

**Non-Ad Valorem Special Assessments - Orange County Tax Collector  
(Monthly Collection Distributions)  
For the Fiscal Year Ending September 30, 2019**

					ALLOCATION BY FUND	
Date Received	Net Amount Received	Discount / (Penalty) Amount	(1) Collection Costs	Gross Amount Received	General Fund	Series 2018 Debt Service Fund
Assessments Levied				\$ 859,973	\$ 250,807	\$ 609,166
Allocation %				100%	29%	71%
11/13/18	\$ 1,844	\$ 87	\$ -	\$ 1,931	\$ 549	\$ 1,382
11/19/18	\$ 10,123	\$ 422	\$ -	\$ 10,544	\$ 3,262	\$ 7,282
12/03/18	\$ 38,269	\$ 1,594	\$ -	\$ 39,863	\$ 11,336	\$ 28,527
12/10/18	\$ 157,561	\$ 6,564	\$ -	\$ 164,125	\$ 47,474	\$ 116,651
12/21/18	\$ 129,579	\$ 5,398	\$ -	\$ 134,977	\$ 38,637	\$ 96,340
12/24/18	\$ 348,658	\$ 14,525	\$ -	\$ 363,183	\$ 108,620	\$ 254,563
01/14/19	\$ 22,696	\$ 946	\$ -	\$ 23,642	\$ 6,525	\$ 17,117
02/19/19	\$ 29,321	\$ 1,310	\$ 2,901	\$ 33,533	\$ 9,613	\$ 23,920
03/18/19	\$ 41,571	\$ 1,235	\$ -	\$ 42,806	\$ 12,099	\$ 30,706
04/11/19	\$ 10,220	\$ 107	\$ -	\$ 10,327	\$ 3,077	\$ 7,250
05/09/19	\$ 17,455	\$ 14	\$ -	\$ 17,469	\$ 4,729	\$ 12,740
06/13/19	\$ 4,065	\$ (51)	\$ -	\$ 4,014	\$ 1,090	\$ 2,924
07/15/19	\$ 9,618	\$ (286)	\$ -	\$ 9,332	\$ 2,589	\$ 6,743
08/15/19	\$ 4,395	\$ (135)	\$ (33)	\$ 4,228	\$ 1,208	\$ 3,020
<b>TOTAL</b>	<b>\$ 825,375</b>	<b>\$ 31,730</b>	<b>\$ 2,868</b>	<b>\$ 859,973</b>	<b>\$ 250,807</b>	<b>\$ 609,166</b>
% COLLECTED					100.00%	100.00%
<b>TOTAL OUTSTANDING</b>					<b>\$ -</b>	<b>\$ -</b>

Note (1) Collection costs from the Tax Collector are based on the number of items on the tax roll and are paid once during the year.

**Cash and Investment Report**  
**September 30, 2019**

**GENERAL FUND**

<u>Description</u>	<u>Bank Name</u>	<u>Maturity</u>	<u>Yield</u>		<u>Balance</u>
Checking Account - Operating	BBVA Compass	n/a	n/a	\$	108,742
			<b>Subtotal</b>	\$	108,742
Money Market Account	BankUnited	n/a	1.75%	\$	148,253
			<b>Subtotal</b>	\$	148,253

**DEBT SERVICE FUND**

<u>Description</u>	<u>Bank Name</u>	<u>Maturity</u>	<u>Yield</u>		<u>Balance</u>
<b>Series 2018 A-1 Revenue Account</b>					
Fidelity Institutional Prime MA Portfolio	US Bank	n/a	0.05%	\$	25,811
<b>Series 2018 A-2 Revenue Account</b>					
Fidelity Institutional Prime MA Portfolio	US Bank	n/a	0.05%	\$	179,937
			<b>Subtotal</b>	\$	205,749
			<b>Total</b>	\$	462,743

# Stoneybrook West CDD

## Bank Reconciliation

Bank Account No. 0948 BBVA Compass Checking - GF  
Statement No. 09-19  
Statement Date 9/30/2019

G/L Balance (LCY)	108,742.33	Statement Balance	130,045.25
G/L Balance	108,742.33	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	130,045.25
Subtotal	108,742.33	Outstanding Checks	21,302.92
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	108,742.33	Ending Balance	108,742.33
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
<b>Outstanding Checks</b>						
9/24/2019	Payment	2864	INFRAMARK, LLC	7,770.42	0.00	7,770.42
9/24/2019	Payment	2865	INNERSYNC STUDIO, LTD	1,037.50	0.00	1,037.50
9/26/2019	Payment	2866	BRIGHTVIEW LANDSCAPE SVC, INC	2,902.00	0.00	2,902.00
9/26/2019	Payment	2867	AQUATIC SYSTEMS INC	6,036.00	0.00	6,036.00
9/26/2019	Payment	2868	BRIGHTVIEW LANDSCAPE SVC, INC	2,902.00	0.00	2,902.00
9/30/2019	Payment	DD152	Payment of Invoice 002085	655.00	0.00	655.00
<b>Total Outstanding Checks.....</b>				<b>21,302.92</b>		<b>21,302.92</b>

**STONEYBROOK WEST**  
**Community Development District**

**CHECK REGISTER**

**September 30, 2019**

**STONEYBROOK WEST**  
**Community Development District**

Payment Register by Fund  
For the Period from 9/1/2019 to 9/30/2019  
(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>GENERAL FUND - 001</b>								
001	2862	09/05/19	SOLITUDE LAKE MGMT	PI-A00293437	FOUNTAIN SVC-GFI REPLACEMENT	R&M-Fountain	546032-53901	\$343.43
001	2863	09/17/19	SOLITUDE LAKE MGMT	PI-A00298237	SEPT FOUNTAIN MAINT SVCS	Contracts-Lake and Wetland	534021-53901	\$653.00
001	2864	09/24/19	INFRAMARK, LLC	44611	SEPT MGMT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$3,436.42
001	2864	09/24/19	INFRAMARK, LLC	44611	SEPT MGMT FEES	ProfServ-Special Assessment	531038-51301	\$429.17
001	2864	09/24/19	INFRAMARK, LLC	44611	SEPT MGMT FEES	ProfServ-Field Management	531016-53901	\$884.08
001	2864	09/24/19	INFRAMARK, LLC	44611	SEPT MGMT FEES	Postage and Freight	541006-51301	\$6.50
001	2864	09/24/19	INFRAMARK, LLC	44611	SEPT MGMT FEES	Printing and Binding	547001-51301	\$24.25
001	2864	09/24/19	INFRAMARK, LLC	44611	SEPT MGMT FEES	ProfServ-Dissemination Agent	531012-51301	\$2,000.00
001	2864	09/24/19	INFRAMARK, LLC	44611	SEPT MGMT FEES	WO 0771002	531016-53901	\$990.00
001	2865	09/24/19	INNERSYNC STUDIO, LTD	17686	ONBOARDING OF ADA COMPLIANT WEBSITE	Misc-Contingency	549900-53901	\$1,037.50
001	2866	09/26/19	BRIGHTVIEW LANDSCAPE SVC, INC	6419466	AUG LANDSCAPE MAINT	Contracts-Landscape	534050-53901	\$2,902.00
001	2867	09/26/19	AQUATIC SYSTEMS INC	0000451591	AUG LAKE/WETLAND SVCS	Contracts-Lake and Wetland	534021-53901	\$3,018.00
001	2867	09/26/19	AQUATIC SYSTEMS INC	0000454472	SEPT LAKE/WETLAND SVCS	Contracts-Lake and Wetland	534021-53901	\$3,018.00
001	2868	09/26/19	BRIGHTVIEW LANDSCAPE SVC, INC	6465397	SEPT LANDSCAPE MAINT	Contracts-Landscape	534050-53901	\$2,902.00
001	2869	09/26/19	SOUTHERN MOSQUITO CONTROL SVCS INC	MC073119E	JULY MOSQUITO CONTROL	Contracts-Pest Control	534125-53901	\$4,677.76
001	2869	09/26/19	SOUTHERN MOSQUITO CONTROL SVCS INC	MC083119F	AUG MOSQUITO CONTROL	Contracts-Pest Control	534125-53901	\$5,847.20
001	DD150	09/09/19	DUKE ENERGY	081619 ACH	7/18-8/19/19 ELEC ACH	Electricity - General	543006-53901	\$632.06
001	DD151	09/18/19	DUKE ENERGY	082719 ACH	BILL PRD 7/27-8/27/19	Electricity - General	543006-53901	\$611.45
001	DD152	09/30/19	DUKE ENERGY	091319 ACH		Electricity - General	543006-53901	\$655.00
001	DD155	09/30/19	DUKE ENERGY	092519 ACH	BILL PRD 8/27-9/25/19	Electricity - General	543006-53901	\$655.00
<b>Fund Total</b>								<b>\$34,722.82</b>

<b>Total Checks Paid</b>	<b>\$34,722.82</b>
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**6B.**

**STONEYBROOK WEST  
COMMUNITY DEVELOPMENT DISTRICT**

**Motion: Assigning Fund Balance as of 9/30/19**

The Board hereby assigns the FY 2019 Reserves per the FY19 Adopted Budget and the September 2019 Financial Statement.

Operating Reserve	\$ 60,570
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**6C.**

BUDGET AMENDMENT RESOLUTION 2020-01

**A BUDGET AMENDMENT AMENDING THE STONEYBROOK  
WEST COMMUNITY DEVELOPMENT DISTRICT GENERAL FUND  
BUDGET FOR FISCAL YEAR 2019**

**WHEREAS**, the Board of Supervisors, hereinafter referred to as the “Board”, of Stoneybrook West Community Development District, hereinafter referred to as “District”, adopted a General Fund Budget for Fiscal Year 2019, and

**WHEREAS**, the Board desires to reallocate funds budgeted to re-appropriate Revenues and Expenses approved during the Fiscal Year.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF STONEYBROOK WEST COMMUNITY DEVELOPMENT DISTRICT THE FOLLOWING:

1. The General Fund is hereby amended in accordance with Exhibit “A” attached.
2. This resolution shall become effective this 20<sup>th</sup> day of November, 2019 and be reflected in the monthly and Fiscal Year End 9/30/2019 Financial Statements and Audit Report of the District.

**Stoneybrook West  
Community Development District**

By: \_\_\_\_\_  
Chairman/ Vice Chairman

Attest:

By: \_\_\_\_\_  
Secretary

**Proposed Budget Amendment**  
**Exhibit A**  
**For the Period Ending September 30, 2019**

ACCOUNT DESCRIPTION	CURRENT BUDGET	PROPOSED AMENDMENT	FINAL BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>					
Interest - Investments	\$ 1,500	\$ -	\$ 1,500	\$ 5,292	\$ 3,792
Interest - Tax Collector	-	-	-	2,139	2,139
Special Assmnts- Tax Collector	250,807	-	250,807	250,807	-
Special Assmnts- Discounts	(10,032)	-	(10,032)	(9,280)	752
<b>TOTAL REVENUES</b>	<b>242,275</b>	<b>-</b>	<b>242,275</b>	<b>248,958</b>	<b>6,683</b>
<b><u>EXPENDITURES</u></b>					
<b><u>Administration</u></b>					
P/R-Board of Supervisors	4,000	-	4,000	3,600	400
FICA Taxes	306	-	306	275	31
ProfServ-Arbitrage Rebate	600	-	600	-	600
ProfServ-Dissemination Agent	2,000	-	2,000	2,000	-
ProfServ-Engineering	5,000	-	5,000	2,883	2,117
ProfServ-Legal Services	10,000	-	10,000	10,197	(197)
ProfServ-Mgmt Consulting Serv	41,237	-	41,237	41,237	-
ProfServ-Property Appraiser	3,746	-	3,746	1,874	1,872
ProfServ-Special Assessment	5,150	-	5,150	5,150	-
ProfServ-Trustee Fees	8,000	-	8,000	5,421	2,579
Auditing Services	5,500	-	5,500	5,500	-
Postage and Freight	800	-	800	698	102
Insurance - General Liability	7,904	-	7,904	7,000	904
Printing and Binding	1,108	-	1,108	1,799	(691)
Legal Advertising	2,000	-	2,000	1,230	770
Miscellaneous Services	600	-	600	1,443	(843)
Misc-Assessmnt Collection Cost	3,762	-	3,762	836	2,926
Office Supplies	400	-	400	165	235
Annual District Filing Fee	175	-	175	175	-
<b>Total Administration</b>	<b>102,288</b>	<b>-</b>	<b>102,288</b>	<b>91,483</b>	<b>10,805</b>
<b><u>Field</u></b>					
ProfServ-Field Management	10,609	-	10,609	18,049	(7,440)
Contracts-Lake and Wetland	46,074	-	46,074	45,784	290
Contracts-Landscape	40,824	-	40,824	34,824	6,000
Contracts-Pest Control	18,480	20,000	38,480	39,761	(1,281)

**Proposed Budget Amendment**  
Exhibit A  
For the Period Ending September 30, 2019

ACCOUNT DESCRIPTION	CURRENT BUDGET	PROPOSED AMENDMENT	FINAL BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Electricity - General	18,000	-	18,000	19,773	(1,773)
Misc-Contingency	6,000	18,000	24,000	9,316	14,684
<b>Total Field</b>	<u>139,987</u>	<u>38,000</u>	<u>177,987</u>	<u>167,507</u>	<u>10,480</u>
<b>TOTAL EXPENDITURES</b>	<b>242,275</b>	<b>38,000</b>	<b>280,275</b>	<b>258,990</b>	<b>21,285</b>
Excess (deficiency) of revenues					
Over (under) expenditures	-	(38,000)	(38,000)	(10,032)	27,968
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	-	(38,000)	(38,000)	(10,032)	27,968
<b>FUND BALANCE, BEGINNING (OCT 1, 2018)</b>	<b>248,068</b>	<b>-</b>	<b>248,068</b>	<b>248,068</b>	<b>-</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 248,068</b>	<b>\$ (38,000)</b>	<b>\$ 210,068</b>	<b>\$ 238,036</b>	<b>\$ 27,968</b>

**6D.**



**Berger, Toombs, Elam,  
Gaines & Frank**

Certified Public Accountants PL

600 Citrus Avenue  
Suite 200  
Fort Pierce, Florida 34950

772/461-6120 // 461-1155  
FAX: 772/468-9278

September 12, 2019

Stoneybrook West Community Development District  
c/o Inframark Infrastructure Management Services  
210 North University Drive, Suite 702  
Coral Springs, FL 33071

### **The Objective and Scope of the Audit of the Financial Statements**

You have requested that we audit the financial statements of Stoneybrook West Community Development District, which comprise governmental activities, a discretely presented component unit and each major fund for the General Fund as of and for the year ended September 30, 2019 which collectively comprise the basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter for the year ending September 30, 2019 and thereafter for two annual renewals if mutually agreed by Stoneybrook West Community Development District and Berger, Toombs, Elam, Gaines, & Frank, Certified Public Accountants, PL.

Our audit will be conducted with the objective of expressing an opinion on the financial statements.

### **The Responsibility of the Auditor**

We will conduct the audit in accordance with auditing standards generally accepted in the United States of America and "Government Auditing Standards" issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with generally accepted auditing standards. Also, an audit is not designed to detect errors or fraud that are immaterial to the financial statements.

Fort Pierce / Stuart

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Private Companies Practice Section

Member FICPA



Stoneybrook West Community Development District  
September 12, 2019  
Page 2

In making our risk assessments, we consider internal control relevant to Stoneybrook West Community Development District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate to the Board any fraud involving senior management and fraud that causes a material misstatement of the financial statements that becomes known to us during the audit, and any instances of noncompliance with laws and regulations that we become aware of during the audit.

The funds that you have told us are maintained by Stoneybrook West Community Development District and that are to be included as part of our audit are listed below:

1. General Fund
2. Debt Service Fund 2005
3. Debt Service Fund 2008
4. Capital Projects Fund 2005

Stoneybrook West Community Development District  
September 12, 2019  
Page 3

### **The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework**

Our audit will be conducted on the basis that management acknowledges and understands that it has responsibility:

1. For the preparation and fair presentations of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that it will not evaluate subsequent events earlier than the date of the management representation letter referred to below;
3. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and
4. To provide us with:
  - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters;
  - b. Additional information that we may request from management for the purpose of the audit; and
  - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit, including among other items:

1. That management has fulfilled its responsibilities as set out in the terms of this letter; and
2. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Stoneybrook West Community Development District  
September 12, 2019  
Page 4

Management is responsible for identifying and ensuring that Stoneybrook West Community Development District complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the entity involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements. Management is also responsible for informing us of its knowledge of any allegations of fraud, or suspected fraud affecting the entity received in communications from employees, former employees, analysts, regulators, or others.

The Board is responsible for informing us of its views about the risks of fraud within the entity, and its knowledge of any fraud, or suspected fraud affecting the entity.

Stoneybrook West Community Development District agrees that it will not associate us with any public or private securities offering without first obtaining our consent. Therefore, Stoneybrook West Community Development District agrees to contact us before it includes our reports or otherwise makes reference to us, in any public or private securities offering.

Because Berger, Toombs, Elam, Gaines & Frank will rely on Stoneybrook West Community Development District and its management and Board of Supervisors to discharge the foregoing responsibilities, Stoneybrook West Community Development District holds harmless and releases Berger, Toombs, Elam, Gaines & Frank, its partners, and employees from all claims, liabilities, losses and costs arising in circumstances where there has been a known misrepresentation by a member of Stoneybrook West Community Development District's management, which has caused, in any respect, Berger, Toombs, Elam, Gaines & Frank's breach of contract or negligence. This provision shall survive the termination of this arrangement for services.

### **Records and Assistance**

If circumstances arise relating to the condition of the Stoneybrook West Community Development District's records, the availability of appropriate audit evidence, or indications of a significant risk of material misstatement of the financial statements, because of error, fraudulent financial reporting, or misappropriation of assets, which, in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including: declining to express an opinion, issuing a report, or withdrawing from engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the Stoneybrook West Community Development District's books and records. The District will determine that all such data, if necessary, will be so reflected. Accordingly, the District will not expect us to maintain copies of such records in our possession.

Stoneybrook West Community Development District  
September 12, 2019  
Page 5

The assistance to be supplied, including the preparation of schedules and analyses of accounts, will be discussed and coordinated with an Inframark accountant. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

### **Other Relevant Information**

In accordance with Government Auditing Standards, a copy of our most recent peer review report has been provided to you, for your information.

### **Fees, Costs, and Access to Workpapers**

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Invoices for fees will be submitted in sufficient detail to demonstrate compliance with the terms of this engagement. Billings are due upon submission. Our fee for the services described in this letter for the year ending September 30, 2019, will not exceed \$5,500, unless the scope of the engagement is changed, the assistance which Stoneybrook West Community Development District has agreed to furnish is not provided, or unexpected conditions are encountered, in which case, we will discuss the situation with you before proceeding. All other provisions of this letter will survive any fee adjustment. The two annual renewals must be mutually agreed and approved by the Board of Supervisors.

In the event we are requested or authorized by Stoneybrook West Community Development District or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for Stoneybrook West Community Development District, Stoneybrook West Community Development District will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The audit documentation for this engagement is the property of Berger, Toombs, Elam, Gaines, & Frank and constitutes confidential information. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to requested documentation will be provided under the supervision of Berger, Toombs, Elam, Gaines, & Frank audit personnel and at a location designated by our Firm.

Stoneybrook West Community Development District  
September 12, 2019  
Page 6

### **Information Security – Miscellaneous Terms**

Berger, Toombs, Elam, Gaines & Frank is committed to the safe and confidential treatment of Stoneybrook West Community Development District's proprietary information. Berger, Toombs, Elam, Gaines & Frank is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. Stoneybrook West Community Development District agrees that it will not provide Berger, Toombs, Elam, Gaines & Frank with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of Stoneybrook West Community Development District's information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

If any term or provision of this arrangement letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

### **Reporting**

We will issue a written report upon completion of our audit of Stoneybrook West Community Development District's financial statements. Our report will be addressed to the Board of Stoneybrook West Community Development District. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In addition to our report on Stoneybrook West Community Development District's financial statements, we will also issue the following types of reports:

- Reports on internal control and compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any internal control findings and/or noncompliance which could have a material effect on the financial statements;
- Management letter required by the Auditor General, State of Florida; and
- Attestation reports required by the Auditor General, State of Florida.

This letter constitutes the complete and exclusive statement of agreement between Berger, Toombs, Elam, Gaines & Frank and Stoneybrook West Community Development District, superseding all proposals, oral or written, and all other communication, with respect to the terms of the engagement between the parties.



Stoneybrook West Community Development District  
September 12, 2019  
Page 7

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

*Berger Toombs Elam  
Gaines & Frank*

Berger, Toombs, Elam, Gaines & Frank  
J. W. GAINES, CPA

Confirmed on behalf of the addressee:

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Judson B. Baggett  
MBA, CPA, CVA, Partner  
Marci Reutimann  
CPA, Partner

6815 Dairy Road  
Zephyrhills, FL 33542  
(813) 788-2155  
(813) 782-8606

## System Review Report

To the Directors

November 2, 2016

Berger, Toombs, Elam, Gaines & Frank, CPAs PL  
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs PL (the firm), in effect for the year ended May 31, 2016. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control, and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards and audits of employee benefit plans*.

In our opinion, the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs PL in effect for the year ended May 31, 2016 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Berger, Toombs, Elam, Gaines & Frank, CPAs PL, has received a peer review rating of *pass*.

*Baggett, Reutimann & Associates*

Baggett, Reutimann & Associates, CPAs, PA

(BERGER\_REPORT16)

**ADDENDUM TO ENGAGEMENT LETTER BETWEEN BERGER, TOOMBS,  
ELAM, GAINES AND FRANK AND STONEYBROOK WEST COMMUNITY  
DEVELOPMENT DISTRICT  
(DATED SEPTEMBER 12, 2019)**

**Public Records.** Auditor shall, pursuant to and in accordance with Section 119.0701, Florida Statutes, comply with the public records laws of the State of Florida, and specifically shall:

- a. Keep and maintain public records required by the District to perform the services or work set forth in this Agreement; and
- b. Upon the request of the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law; and
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the Auditor does not transfer the records to the District; and
- d. Upon completion of the Agreement, transfer, at no cost to the District, all public records in possession of the Auditor or keep and maintain public records required by the District to perform the service or work provided for in this Agreement. If the Auditor transfers all public records to the District upon completion of the Agreement, the Auditor shall destroy any duplicate public records that are exempt or confidential and exempt from public disclosure requirements. If the Auditor keeps and maintains public records upon completion of the Agreement, the Auditor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

Auditor acknowledges that any requests to inspect or copy public records relating to this Agreement must be made directly to the District pursuant to Section 119.0701(3), Florida Statutes. If notified by the District of a public records request for records not in the possession of the District but in possession of the Auditor, the Auditor shall provide such records to the District or allow the records to be inspected or copied within a reasonable time. Auditor acknowledges that should Auditor fail to provide the public records to the District within a reasonable time, Auditor may be subject to penalties pursuant to Section 119.10, Florida Statutes.



**IF THE AUDITOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AUDITOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT/CONTRACT, THE AUDITOR MAY CONTACT THE CUSTODIAN OF PUBLIC RECORDS FOR THE DISTRICT AT:**

**INFRAMARK  
INFRASTRUCTURE MANAGEMENT SERVICES  
210 NORTH UNIVERSITY DRIVE, SUITE 702  
CORAL SPRINGS, FL 33071  
TELEPHONE: 954-603-0033  
EMAIL: \_\_\_\_\_**

**Auditor: J.W. Gaines**

**District: Stoneybrook West CDD**

**By: \_\_\_\_\_**

**By: \_\_\_\_\_**

**Title: Director**

**Title: \_\_\_\_\_**

**Date: September 12, 2019**

**Date: \_\_\_\_\_**

## **Seventh Order of Business**

**7Ci.**

# **STONEBROOK WEST COMMUNITY DEVELOPMENT DISTRICT FIELD MANAGEMENT REPORT**

**STONEYBROOK WEST COMMUNITY DEVELOPMENT DISTRICT**

**FIELD MAINTENANCE HIGHLIGHT REPORT**

**November 2019**

**COMPLETED ITEMS:**

- Meet with contractors on a monthly basis and performed a drive through
- Followed up with vendors on pending items
- Reviewed and processed invoices on a weekly basis
- Returned phone calls
- Solved resident inquiries made by phone and email
- Respond to emails and communications as needed
- Contact vendors as needed to perform work within the community
- Followed up with additional vendors to provide proposals for Mosquito Control

**ATTACHMENTS**

- ❖ Landscape Review
- ❖ Brightview Report
- ❖ Southern Mosquito Report
- ❖ Solitude/Fountain Services Report
- ❖ Aquatic Systems/Lake Services Report

# **STONEBROOK WEST COMMUNITY DEVELOPMENT DISTRICT LANDSCAPE REVIEW**

**Stoney Brook West Landscaping Review**

Issue	Location	thru	Status	Field Manager Comments	Photos
Trimming service	Balforn Tower Way	11/6/2019	Not Completed	Trimming service next to the PVC fence.	 
Trimming service	Metal Fence section behind condos area at Avalon Rd. Next to the trap P	11/6/2019	Not Completed	Trimming was not completed accordingly	 
Edging	At Portcastle Cir.	11/6/2019	Completed	Small sidewalk section need the edging.	 

# **STONEBROOK WEST COMMUNITY DEVELOPMENT DISTRICT BRIGHVIEW REPORT**



## Brightview Landscape Services

### **Stoney Brook West CDD Pond Mowing Report**

Brightview performed and is scheduled to perform mowing service on the following dates:

- August 5,12,19 and 26th
- September 3,9,16,23 and 30th
- October 7,14,21 and 28th

The Portcastle pond is too wet to mow presently but will be mowed as it dries out. Waiting on decision on proposal submitted for tree trimming at Portcastle pond. New executed contract will be submitted this week with a November 1, 2019 start date.

*Thank you,*

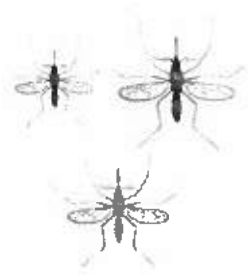
*Jon Gregorius*

Branch Manager-Windermere

**STONEBROOK WEST COMMUNITY  
DEVELOPMENT DISTRICT  
SOUTHERN MOSQUITO CONTROL  
SERVICES, INC REPORT**

# Southern Mosquito Control Services, Inc.

*Protecting what's important to you*



## Stoneybrook West CDD Midge Activity Report Mid-July through October 2019

- July 13, 2019; Technician arrived on site at 7:00am, observed weather conditions to be 73-deg. with SE winds at 4 mph. Technician provided Adulticide treatments to identified ponds GC 4, 5A, 5C, 7, 8, 9, 10, 11, 17, tract PP, S, G and T. All ponds were observed to be very quiet with respect to midge activity no supplemental or additional treatments were conducted. Technician completed treatments at 8:15am.
- July 21, 2019; Technician arrived on site at 7:00am, observed weather conditions to be 76-deg. with E winds at 3 mph. Technician provided Adulticide treatments to identified ponds GC 4, 5A, 5C, 7, 8, 9, 10, 11, 17, tract PP, S, G and T. All ponds were observed to be very quiet with respect to midge activity no supplemental or additional treatments were conducted. Technician completed treatments at 8:10am.
- July 27, 2019; Technician arrived on site at 7:00am, observed weather conditions to be 72-deg. with NNW winds at 1 mph. Technician provided Adulticide treatments to identified ponds GC 4, 5A, 5C, 7, 8, 9, 10, 11, 17, tract PP, S, G and T. All ponds were observed to be very quiet with respect to midge activity no supplemental or additional treatments were conducted. Technician completed treatments at 8:10am.
- August 3, 2019; Technician arrived on site at 7:00am, observed weather conditions to be 74-deg. with SE winds at 2 mph. Technician provided Adulticide treatments to identified ponds GC 4, 5A, 5C, 7, 8, 9, 10, 11, 17, tract PP, S, G and T. All ponds were observed to be very quiet with respect to midge activity no supplemental or additional treatments were conducted. Technician completed treatments at 8:10am.
- August 10, 2019; Technician arrived on site at 7:00am, observed weather conditions to be 78-deg. with SW winds at 3 mph. Technician provided Adulticide treatments to identified ponds GC 4, 5A, 5C, 7, 8, 9, 10, 11, 17, tract PP, S, G and T. All ponds were observed to be very quiet with respect to midge activity no supplemental or additional treatments were conducted. Technician completed treatments at 8:10am.

- August 17, 2019; Technician arrived on site at 7:00am, observed weather conditions to be 75-deg. with SSW winds at 6 mph. Technician provided Adulticide treatments to identified ponds GC 4, 5A, 5C, 7, 8, 9, 10, 11, 17, tract PP, S, G and T. All ponds were observed to be very quiet with respect to midge activity no supplemental or additional treatments were conducted. Technician completed treatments at 8:10am.
- August 24, 2019; Technician arrived on site at 7:00am, observed weather conditions to be 77-deg. with NNE winds at 4 mph. Technician provided Adulticide treatments to identified ponds GC 4, 5A, 5C, 7, 8, 9, 10, 11, 17, tract PP, S, G and T. All ponds were observed to be very quiet with respect to midge activity no supplemental or additional treatments were conducted. Technician completed treatments at 8:10am.
- August 31, 2019; Technician arrived on site at 7:00am, observed weather conditions to be 77-deg. with NE winds at 6 mph. Technician provided Adulticide treatments to identified ponds GC 4, 5A, 5C, 7, 8, 9, 10, 11, 17, tract PP, S, G and T. All ponds were observed to be very quiet with respect to midge activity no supplemental or additional treatments were conducted. Technician completed treatments at 8:10am.
- September 7, 2019; Technician arrived on site at 7:00am, observed weather conditions to be 71-deg. with S winds at 2 mph. Technician provided Adulticide treatments to identified ponds GC 4, 5A, 5C, 7, 8, 9, 10, 11, 17, tract PP, S, G and T. All ponds were observed to be very quiet with respect to midge activity no supplemental or additional treatments were conducted. Technician completed treatments at 8:10am.
- September 14, 2019; Technician arrived on site at 7:00am, observed weather conditions to be 76-deg. with NNE winds at 8 mph. Technician provided Adulticide treatments to identified ponds GC 4, 5A, 5C, 7, 8, 9, 10, 11, 17, tract PP, S, G and T. All ponds were observed to be very quiet with respect to midge activity no supplemental or additional treatments were conducted. Technician completed treatments at 8:10am.
- September 21, 2019; Technician arrived on site at 7:00am, observed weather conditions to be 70-deg. with NE winds at 6 mph. Technician provided Adulticide treatments to identified ponds GC 4, 5A, 5C, 7, 8, 9, 10, 11, 17, tract PP, S, G and T. All ponds were observed to be very quiet with respect to midge activity no supplemental or additional treatments were conducted. Technician completed treatments at 8:10am.

- September 28, 2019; Technician arrived on site at 7:00am, observed weather conditions to be 73-deg. with NE winds at 3 mph. Technician provided Adulticide treatments to identified ponds GC 4, 5A, 5C, 7, 8, 9, 10, 11, 17, tract PP, S, G and T. All ponds were observed to be very quiet with respect to midge activity no supplemental or additional treatments were conducted. Technician completed treatments at 8:15am.
- October 5, 2019; Technician arrived on site at 6:55am, observed weather conditions to be 73-deg. with NE winds at 4 mph. Technician provided Adulticide treatments to identified ponds GC 4, 5A, 5C, 7, 8, 9, 10, 11, 17, tract PP, S, G and T. All ponds were observed to be very quiet with respect to midge activity no supplemental or additional treatments were conducted. Technician completed treatments at 8:05am.  
Note: Technician started 5 minutes early due to a community garage sale, trying to get ahead of the crowds and vehicles.
- October 12, 2019; Technician arrived on site at 7:00am, observed weather conditions to be 67-deg. with N winds at 2 mph. Technician provided Adulticide treatments to identified ponds GC 4, 5A, 5C, 7, 8, 9, 10, 11, 17, tract PP, S, G and T. All ponds were observed to be very quiet with respect to midge activity no supplemental or additional treatments were conducted. Technician completed treatments at 8:15am.
- October 19, 2019; No treatment due to tropical storm Hector
- October 26, 2019; Technician arrived on site at 7:00am, observed weather conditions to be 75-deg. with E winds at 6 mph. Technician provided Adulticide treatments to identified ponds GC 4, 5A, 5C, 7, 8, 9, 10, 11, 17, tract PP, S, G and T. All ponds were observed to be very quiet with respect to midge activity no supplemental or additional treatments were conducted. Technician completed treatments at 8:10am.

**STONEBROOK WEST COMMUNITY  
DEVELOPMENT DISTRICT  
SOLITUDE REPORT  
Fountain Services**



## Service History Report

November 7, 2019  
50097

### Stoneybrook West CDD

Date Range: 10/01/19..10/31/19

Toll Free: (888) 480-5253  
Fax: (888) 358-0088  
www.solitudelakemanagement.com

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<b>Service Date</b>	<b>10/24/2019</b>	<b>0516780</b>
<b>No.</b>	PI-A00316295	
<b>Order No.</b>	SMOR-280178	
<b>Contract No.</b>	SVR14134	
<b>Technician Name and State License #s</b>	Greg Baxter Carl Abinuman Billy Edwards	

Service Item #	Description	Lake No.	Lake Name
<b>0516780-FOUNTAIN-001</b>	<b>Stoneybrook AQUA Fountain 1 GC-11</b>		GC-11
Technician's Comments:	10/24/19 Completed fountain service. Thank you, Greg and Billy		
General Comments:	Serviced Fountain		
Fountain Amps	24	Fountain Voltage	240
GFCI Breaker Test	OK	Control Breaker	OK
Contactors (Starter)	OK	Motor Overload	OK
Fountain Power Cable	OK	Fuses	OK
Fountain-Timer	OK	Shaft Propeller Impeller	OK
Clean Debris Screen	OK	Clean Nozzles	OK
Fountain Disconnect	OK	Lighting Amps	
Lighting Voltage		No. of Lights Burned Out	
No. of Lights Replaced		Clean Lights	OK
Lighting Timer	OK	Lighting Power Cable	OK
Fixtures	OK	Lenses/Seals	OK
Lighting Disconnect	OK		

Service Item #	Description	Lake No.	Lake Name
<b>0516780-FOUNTAIN-002</b>	<b>Stoneybrook VTX Fountain 2 Tract G</b>		Tract G
Technician's Comments:	10/24/19 Completed fountain service. Thank you, Greg and Billy		
General Comments:	Serviced Fountain		
Fountain Amps	41	Fountain Voltage	240
GFCI Breaker Test	OK	Control Breaker	OK
Contactors (Starter)	OK	Motor Overload	OK
Fountain Power Cable	OK	Fuses	OK
Fountain-Timer	OK	Shaft Propeller Impeller	OK
Clean Debris Screen	OK	Clean Nozzles	OK
Fountain Disconnect	OK	Lighting Amps	1.72
Lighting Voltage	120	No. of Lights Burned Out	0
No. of Lights Replaced	0	Clean Lights	OK
Lighting Timer	OK	Lighting Power Cable	OK
Fixtures	OK	Lenses/Seals	OK

Lighting Disconnect

OK

Service Item #	Description	Lake No.	Lake Name
<b>0516780-FOUNTAIN-003</b>	<b>Stoneybrook LakeFtn Fountain 3 Tract GC-10</b>		Tract GC-10
Technician's Comments:	10/28/19 Completed fountain service. Thank you, Greg and the crew		
General Comments:	Serviced Fountain		
Fountain Amps	13.9	Fountain Voltage	240
GFCI Breaker Test	OK	Control Breaker	OK
Contactor (Starter)	OK	Motor Overload	OK
Fountain Power Cable	OK	Fuses	OK
Fountain-Timer	OK	Shaft Propeller Impeller	OK
Clean Debris Screen	OK	Clean Nozzles	OK
Fountain Disconnect	OK	Lighting Amps	4.1
Lighting Voltage	119	No. of Lights Burned Out	0
No. of Lights Replaced	0	Clean Lights	OK
Lighting Timer	OK	Lighting Power Cable	OK
Fixtures	OK	Lenses/Seals	OK
Lighting Disconnect	OK		

Service Item #	Description	Lake No.	Lake Name
<b>0516780-FOUNTAIN-004</b>	<b>Stoneybrook VTX Fountain 4 Tract GC-16</b>		Tract GC-16
Technician's Comments:	10/24/19 Completed fountain service. Thank you, Greg and Billy		
General Comments:	Serviced Fountain		
Fountain Amps	23.7	Fountain Voltage	242
GFCI Breaker Test	OK	Control Breaker	OK
Contactor (Starter)	OK	Motor Overload	OK
Fountain Power Cable	OK	Fuses	OK
Fountain-Timer	OK	Shaft Propeller Impeller	OK
Clean Debris Screen	OK	Clean Nozzles	OK
Fountain Disconnect	OK	Lighting Amps	12.3
Lighting Voltage	121	No. of Lights Burned Out	0
No. of Lights Replaced	0	Clean Lights	OK
Lighting Timer	OK	Lighting Power Cable	OK
Fixtures	OK	Lenses/Seals	OK
Lighting Disconnect	OK		

Service Item #	Description	Lake No.	Lake Name
<b>0516780-FOUNTAIN-005</b>	<b>Stoneybrook LakeFtn Fountain 5 Tract GC-17</b>		Tract GC-17
Technician's Comments:	10/24/19 Completed fountain service. Thank you, Greg and Billy		
General Comments:	Serviced Fountain		
Fountain Amps	13.1	Fountain Voltage	246
GFCI Breaker Test	OK	Control Breaker	OK
Contactor (Starter)	OK	Motor Overload	OK
Fountain Power Cable	OK	Fuses	OK
Fountain-Timer	OK	Shaft Propeller Impeller	OK
Clean Debris Screen	OK	Clean Nozzles	OK
Fountain Disconnect	OK	Lighting Amps	8.4
Lighting Voltage	123	No. of Lights Burned Out	0
No. of Lights Replaced	0	Clean Lights	OK



Lighting Timer	OK	Lighting Power Cable	OK
Fixtures	OK	Lenses/Seals	OK
Lighting Disconnect	OK		

Service Item #	Description	Lake No.	Lake Name
<b>0516780-FOUNTAIN-006</b>	<b>Stoneybrook VTX Fountain 6 Tract GC-1C</b>		Tract GC-1C
Technician's Comments:	10/24/19 Fountain has no power. Cleaned float, screen and lights. Thank you, Greg and Billy		
General Comments:	Serviced Fountain		
Fountain Amps	N/A	Fountain Voltage	N/A
GFCI Breaker Test	OK	Control Breaker	OK
Contactora (Starter)	OK	Motor Overload	OK
Fountain Power Cable	OK	Fuses	OK
Fountain-Timer	OK	Shaft Propeller Impeller	OK
Clean Debris Screen	OK	Clean Nozzles	OK
Fountain Disconnect	OK	Lighting Amps	N/A
Lighting Voltage	N/A	No. of Lights Burned Out	
No. of Lights Replaced		Clean Lights	OK
Lighting Timer	OK	Lighting Power Cable	OK
Fixtures	OK	Lenses/Seals	OK
Lighting Disconnect	OK		

Service Item #	Description	Lake No.	Lake Name
<b>0516780-FOUNTAIN-007</b>	<b>Stoneybrook VTX Fountain 7 Tract PP</b>		Tract PP
Technician's Comments:	10/24/19 Completed fountain service. Thank you, Greg and Billy		
General Comments:	Serviced Fountain		
Fountain Amps	13	Fountain Voltage	241
GFCI Breaker Test	OK	Control Breaker	OK
Contactora (Starter)	OK	Motor Overload	OK
Fountain Power Cable	OK	Fuses	OK
Fountain-Timer	OK	Shaft Propeller Impeller	OK
Clean Debris Screen	OK	Clean Nozzles	OK
Fountain Disconnect	OK	Lighting Amps	8.2
Lighting Voltage	120	No. of Lights Burned Out	
No. of Lights Replaced		Clean Lights	OK
Lighting Timer	OK	Lighting Power Cable	OK
Fixtures	OK	Lenses/Seals	OK
Lighting Disconnect	OK		

Service Item #	Description	Lake No.	Lake Name
<b>0516780-FOUNTAIN-008</b>	<b>Stoneybrook LakeFtn Fountain 8 Tract T</b>		Tract T
Technician's Comments:	10/24/19 Completed fountain service. Thank you, Greg and Billy		
General Comments:	Serviced Fountain		
Fountain Amps	14.1	Fountain Voltage	240
GFCI Breaker Test	OK	Control Breaker	OK
Contactora (Starter)	OK	Motor Overload	OK
Fountain Power Cable	OK	Fuses	OK
Fountain-Timer	OK	Shaft Propeller Impeller	OK
Clean Debris Screen	OK	Clean Nozzles	OK
Fountain Disconnect	OK	Lighting Amps	8.5
Lighting Voltage	120	No. of Lights Burned Out	
No. of Lights Replaced		Clean Lights	OK

Lighting Timer	OK	Lighting Power Cable	OK
Fixtures	OK	Lenses/Seals	OK
Lighting Disconnect	OK		

**STONEYBROOK WEST COMMUNITY  
DEVELOPMENT DISTRICT  
AQUATIC SYSTEMS  
Lakes Services Report**

# Stoneybrook West Field Report

## July 2019

1. Site inspection performed
2. Site inspection performed
3. Treated for shoreline grasses
4. Site inspection performed
5. Treated for algae and shoreline grasses
6. Site inspection performed
7. Treated for shoreline grasses
8. Treated for planktonic algae and shoreline grasses
9. Treated filamentous algae
10. Treated for filamentous algae and shoreline grasses
11. Treated shoreline grasses
12. Site inspection performed
13. Treated filamentous algae and shoreline grasses
14. Site inspection performed
15. Site inspection performed
16. Site inspection performed
17. Site inspection performed
18. Treated filamentous algae, submersed vegetation, and shoreline grasses
19. Treated filamentous algae and shoreline grasses
20. Site inspection performed
21. Site inspection performed
22. Treated shoreline grasses
23. Site inspection performed
24. Site inspection performed
25. Site inspection performed

## August 2019

1. Treated for filamentous algae and shoreline grasses
2. Site inspection performed
3. Site inspection performed
4. Treated for filamentous algae and shoreline grasses
5. Site inspection performed
6. Treated filamentous algae and shoreline grasses
7. Site inspection performed
8. Site inspection performed
9. Treated shoreline grasses
10. Treated for shoreline grasses
11. Treated for shoreline grasses
12. Site inspection performed
13. Treated for shoreline grasses
14. Treated for shoreline grasses
15. Treated for shoreline grasses

# Stoneybrook West Field Report

16. Treated for shoreline grasses
17. Site inspection performed
18. Site inspection performed
19. Site inspection performed
20. Site inspection performed
21. Treated for filamentous algae and shoreline grasses
22. Site inspection performed
23. Site inspection performed
24. Treated for filamentous algae and shoreline grasses
25. Site inspection performed

## September 2019

1. Site inspection performed
2. Treated for shoreline grasses
3. Treated for filamentous algae, planktonic algae, and shoreline grasses
4. Site inspection performed
5. Treated for filamentous algae, planktonic algae, and shoreline grasses
6. Site inspection performed
7. Site inspection performed
8. Site inspection performed
9. Site inspection performed
10. Site inspection performed
11. Treated for filamentous algae and shoreline grasses
12. Treated for filamentous algae and shoreline grasses
13. Site inspection performed
14. Treated for filamentous and shoreline grasses
15. Site inspection performed
16. Site inspection performed
17. Treated for filamentous algae and shoreline grasses
18. Treated for filamentous algae, planktonic algae, and shoreline grasses
19. Site inspection performed
20. Treated for filamentous algae
21. Site inspection performed
22. Treated for filamentous algae, planktonic algae, and shoreline grasses
23. Treated filamentous algae, planktonic algae, and shoreline grasses
24. Treated filamentous algae
25. Site inspection performed

## October 2019

1. Treated for filamentous algae and shoreline grasses
2. Site inspection performed
3. Site inspection performed
4. Treated for planktonic algae and shoreline grasses
5. Site inspection performed

## Stoneybrook West Field Report

6. Site inspection performed
7. Treated for shoreline grasses
8. Treated for shoreline grasses
9. Treated for shoreline grasses
10. Treated filamentous algae
11. Treated for shoreline grasses
12. Treated for filamentous algae and planktonic algae
13. Treated filamentous algae, submersed vegetation, and shoreline grasses
14. Site inspection performed
15. Site inspection performed
16. Site inspection performed
17. Site inspection performed
18. Treated filamentous algae, planktonic algae, submersed vegetation, and shoreline vegetation
19. Treated shoreline grasses
20. Treated shoreline grasses
21. Treated for filamentous algae and shoreline grasses
22. Site inspection performed
23. Treated for filamentous algae and shoreline grasses
24. Treated for filamentous algae and shoreline grasses
25. Treated for shoreline grasses

**7Cii.**



August, 2019

Ms. Ariel Medina  
**Stoneybrook West CDD- FC**  
c/o Inframark Infrastructure Management  
210 North University Drive #702  
Coral Springs, Florida 33071

**VIA EMAIL: ariel.medina@inframark.com**

**RE: Account #0516780**  
Notice of Automatic Renewal

Dear Ms. Medina:

The anniversary date of your **FOUNTAIN CLEANING** program is **November 1, 2019**.

**Reminder:** If bulb replacement is required during our scheduled fountain cleaning, **SOLitude** will automatically replace the bulb and charge its customers for parts cost only. If, however, a customer supplies the bulbs, **SOLitude** will charge a fee for bulb replacement.

Under the terms of your “**automatic renewal**” agreement, we will extend your program for an additional twelve months.

We are pleased to report that your fountain cleaning program has been successful; therefore, we are extending our scheduled visits for the next successive twelve months at the SAME investment: \$653.00 Monthly.

*Please note that sales/surtax will be added upon invoicing.*

You will find that the continuity of this program will help extend the life of your fountain and prevent the high cost of repair.

If you have any questions regarding your cleaning program, please give me a call on or before **October 1**. Otherwise, no action is required at this time and your contract will renew automatically on **November 1**.

We appreciate your business and look forward to another successful year ahead!

Sincerely,

A handwritten signature in black ink, appearing to read "Oliver C. Bond".

Oliver C. Bond  
Sales Manager/Biologist  
OCB/dk

**Competitively Sensitive & Proprietary Materials** – The information contained herein is the intellectual property of SOLitude Lake Management. Recipient may not disclose to any outside party any proprietary information, processes, or pricing contained in this document or any of its attachments without the prior written consent of SOLitude Lake Management. This document is provided to the recipient in good faith and it shall be the responsibility of the recipient to keep the information contained herein confidential.



Agreement Page 1 of 1

**Vertex Water Features**  
A Division of Aquatic Systems, Inc.  
2100 N.W. 33<sup>rd</sup> Street  
Pompano Beach, Florida 33069  
www.vertexwaterfeatures.com

1-800-432-4302

Fax (954) 977-7877

**Fountain Cleaning Agreement--Addon**

This Agreement made the date set forth below, by and between **Vertex Water Features**, a division of Aquatic Systems, Inc., a Florida Corporation, hereinafter called "Vertex", and

Ms. Diana Alvez-Martins  
Stoneybrook West CDD  
c/o Severn Trent Services  
313 Campus Street  
Celebration, Florida 34747  
(407) 566-4122  
diana.alvez-martins@stservices.com

**Addon To Master Agreement: #3897-8**

Master Agreement's Anniversary Date: 10/31/16

Month Service is to Commence: W/16



**Date of this proposal:** August 22, 2016 JTO-AO

hereinafter called "Customer". The parties hereto agree as follows:

1. Vertex agrees to perform inspection and cleaning in accordance with the terms and conditions of this Agreement at the above-named site.
2. Cleaning Schedule To Correspond With Master Agreement:
3. CUSTOMER agrees to pay **Vertex**, its agents or assigns, the following sum for inspection and cleaning

**Site G:** One 7.5HP TriTier Floating Fountain  
Includes Management Reporting

\$74.00 ~~Quarterly~~ Monthly  
**TAX EXEMPT**

*(Spoke to Diana on 8/30. She requested monthly cleanings in line w/ existing agreement) Dh*

**Our service includes the inspection and cleaning of the following:**

Submersible Pump	Lights & Lenses	The Float	Display Heads, Jets & Rings
Vertex will clean the pump intake screens.	Vertex will scrape, clean and polish the lights.	Vertex will clean all surfaces of the float.	Vertex will clean each part and disassemble the parts, as needed to clean orifice impediments.
BULB REPLACEMENT: If bulb replacement is required during our scheduled fountain cleaning, Vertex will automatically replace the bulb and charge its Customers for parts cost only. If, however, a Customer supplies the bulbs, Vertex will charge a fee for bulb replacement.			
No parts or special repairs are included in our cleaning agreement. By charging for cleaning, Vertex does not assume responsibility for parts failure and repair costs. Any parts or repair costs, including replacement of light bulbs or gaskets will be invoiced separately.			

*The above price is effective for 6 months from the date of this proposal.*

This Agreement shall have as its effective date the first day of the month in which services are first rendered to CUSTOMER. Collection terms are net 30 days from invoice date.

This Addon Fountain Cleaning Agreement and its Terms & Conditions (as per your Master Agreement) are entered into in Broward County, Florida, which the parties agree is the place of payment and the situs jurisdiction in the event of dispute.

*[Signature]*  
Vertex Water Features' Signature  
A Division of Aquatic Systems, Inc.

Date

*[Signature]*  
Customer/Authorized Agent's Signature

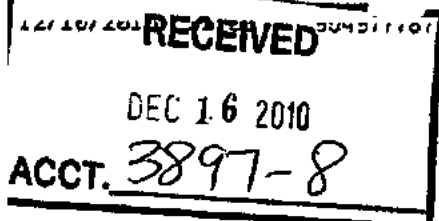
Title

*[Signature]*  
Print Name

Date

*Stoneybrook West CDD*  
Print Company Name

Checks made payable to **Aquatic Systems, Inc.**  
**TAX EXEMPT:** If you are tax exempt, please provide a copy of your Tax Exemption Certificate.



MOUNTAIN SYSTEMS INC

PAGE 03

Agreement Page 1 of 2

**Vertex Water Features**  
 A Division of Aquatic Systems, Inc.  
 2100 N.W. 33<sup>rd</sup> Street  
 Pompano Beach, Florida 33069  
 www.vertexwaterfeatures.com

1-800-432-4302

Fax (954) 977-7877

### Fountain Cleaning Agreement

This Agreement made the date set forth below, by and between Vertex Water Features, a division of Aquatic Systems, Inc., a Florida Corporation, hereinafter called "Vertex", and

Mr. Randy Miller  
 Stonybrook West  
 1201 Black Lake Boulevard  
 Winter Garden, Florida 34787  
 407-654-1500

One-Year Agreement - Automatic Renewal  
 #3897-8

SUPERCED: Customer is requesting a new contract. Addon 4 fountains, change to bimonthly.

Start Date: 12.1.10

Date of proposal: December 10, 2010 NLM-SUPERCED/AO

hereinafter called "Customer". The parties hereto agree as follows:

1. Vertex agrees to perform inspection and cleaning in accordance with the terms and conditions of this Agreement at the above-named site.
2. BIMONTHLY (6) cleanings as required (approximately once every 60 days). Additional cleanings will be billed at time and materials.
3. CUSTOMER agrees to pay Vertex, its agents or assigns, the following sum for inspection and cleaning:

<u>Seven Floating Fountains:</u>		\$560.00	Bimonthly
Three Lake Doctors 3HP RingJet	6% Sales Tax	\$33.60	
One 5HP Aquamaster Crown GeyserJet	5% Surtax	\$ 2.80	
Two 5HP Vertex TwoTier		\$596.40	Bimonthly
One 3HP Vertex TwoTier Floating Fountains			
includes Management Reporting			

#### Our service includes the inspection and cleaning of the following:

Submersible Pump	Lights & Lenses	The Float	Display Heads, Jets & Rings
Vertex will clean the pump intake screens.	Vertex will scrape, clean and polish the lights.	Vertex will clean all surfaces of the float.	Vertex will clean each part and disassemble the parts, as needed to clean orifices/impediments.
BULB REPLACEMENT: If bulb replacement is required during our scheduled fountain cleaning, Vertex will automatically replace the bulb and charge its Customers for parts cost only. If, however, a Customer supplies the bulbs, Vertex will charge a fee for bulb replacement.			
No parts or special repairs are included in our cleaning agreement. By charging for cleaning, Vertex does not assume responsibility for parts failure and repair costs. Any parts or repair costs, including replacement of light bulbs or gaskets will be invoiced separately.			

The above price is effective for 30 days from the date of this proposal.

1. If CUSTOMER requires ASI to enroll in any special third-party compliance programs involving or payment plans that charge ASI, those charges will be invoiced back to CUSTOMER.
2. This transaction is subject to the terms and conditions quoted below, notwithstanding any conflicting provisions submitted by BUYER.
3. This Agreement shall have as its effective date the first day of the month in which services are first rendered to CUSTOMER. If this cleaning/maintenance agreement is part of a corresponding installation agreement, the cleaning/maintenance services will not begin until the installation is complete. If this is the case, then a notice will be sent to confirm commencement of service.
4. Customer agrees that the services to be provided are for the benefit of CUSTOMER regardless of whether CUSTOMER has direct legal ownership of the work areas specified. In the event that CUSTOMER does not directly own the areas where services are to be provided, CUSTOMER warrants and represents that he has control of these areas to the extent that he may authorize the specified services and agrees to hold VERTEX harmless for the consequences of such services not arising out of VERTEX sole negligence.

## Agreement Page 2 of 2

unavailability, governmental order and/or regulations. Upon termination, any advance payments made for services which would have been rendered CUSTOMER after date of terminate shall include, without limitation, increased material and transportation costs resulting from the supplementary supply conditions.

6. VERTEX, at its expense, shall maintain the following insurance coverages: Workman's Compensation (statutory limits), General Liability, Property Damage, Products and Completed Operations Liability, and Automobile Liability.

7. If at any time during the term of this Agreement, CUSTOMER feels VERTEX is not performing in a satisfactory manner, or in accordance with the terms of this Agreement, CUSTOMER shall inform VERTEX by certified mail, return receipt requested, stating with particularity the reasons for CUSTOMER's dissatisfaction. VERTEX shall investigate and attempt to cure the defect. If, after thirty (30) days from the giving of the original notice, CUSTOMER continues to feel VERTEX's performance is unsatisfactory, CUSTOMER may terminate this Agreement by giving notice ("second Notice") to VERTEX and paying all monies owing to the effective date of termination. In this event, the effective date of termination shall be the last day of the month in which said second notice is received by VERTEX.

8. VERTEX agrees to hold CUSTOMER harmless from any loss, damage or claims arising out of the sole negligence of VERTEX; however, VERTEX shall in no event be liable to CUSTOMER, or others, for indirect, special or consequential damages resulting from any cause whatsoever.

9. Collection terms are net 30 days from invoice date. In consideration of VERTEX's providing services and/or products, the CUSTOMER agrees to pay its statements within 30 days of the statement date. All amounts remaining due and owing 30 days after billing by SELLER shall bear interest at the rate of 1.5% per month until paid in full. The CUSTOMER also agrees to pay all costs of collection, including reasonable attorneys' fees. ASI may cancel this Agreement, if CUSTOMER is delinquent more than sixty (60) days on their account. *Checks should be made payable to Aquatic Systems, Inc.*

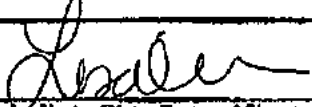
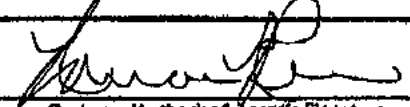
10. Automatic Extension. Upon the anniversary date, this Agreement shall automatically be extended for successive twelve month periods, unless notice of non-renewal has been received by VERTEX, in writing, at least thirty (30) days prior to the anniversary date. The anniversary date shall be the first day of the month in which services were first rendered under this Agreement. Prices specified are firm throughout the original term of the contract; but, thereafter, VERTEX may, with thirty (30) days' pre-notification, change pricing effective upon the next anniversary date. If you do not agree with a proposed price change, you must notify us in writing within twenty-one (21) days after receipt of our price change notice. VERTEX shall then have the option of terminating this Agreement without penalty to you.

11. If this Agreement is signed by owner's agent, a change in agent will not void the terms of this Agreement.

12. This Agreement constitutes the entire agreement of the parties hereto and no oral or written alterations or modifications of the terms contained herein shall be valid unless made in writing and accepted by an authorized representative of both VERTEX and the CUSTOMER.

13. In the event of any dispute arising hereunder, the prevailing party shall be entitled to an award of reasonable attorney's fees and court costs against the non-prevailing party including appellate level.

14. The sole and exclusive jurisdiction and venue for the determination of any disputes arising hereunder between the parties hereto shall be the 17th Judicial Circuit in and for Broward County, Florida and the undersigned agrees that said court shall have jurisdiction over the undersigned for determination of any disputes between the parties to this Agreement.

	12/16/10		V.P.
Vertex Water Features' Signature A Division of Aquatic Systems, Inc.	Date	Customer/Authorized Agent's Signature	Title
		NORMAN REIN	12/15/10
		Print Name	Date
		SBW HOA	
		Print Company Name	

### Summary of Repairs - Vertex Water Features/Solitude Lake Management

Date	Tract	Cost	Comment
4/26/2019	Tract PP	\$ 135.50	Fountain Repair - Fountain motor breaker tripped at arrival. Technician reset and energized. Checked appropriate levels and found all to be within expected parameters. Technician noted that motor control box is severely rusted and no longer capable of keeping weather conditions out.
5/3/2019	Tract PP	\$ 449.25	Installed new 3 horsepower motor control box on Fountain tract PP existing flex conduit not long enough to reach between motor control box and control panel. Replaced with new flex and replaced wires from control panel to motor control box to account for increase length.
5/22/2019	Tract T	\$ 2,090.51	Install new single-phase motor, motor control box and re-splice cable.
5/22/2019	Tract T	\$ 925.97	Install 275' new 10/4 cable to replace faulty motor cable found during motor replacement.
7/31/2019	Tract GC-17	\$ 1,926.00	Install new phase motor, motor control box and re-splice cable.
9/30/2019	Tract GC-10	\$ 1,926.00	Install new phase motor, motor control box and re-splice cable.
10/31/2019	Tract GC-10	\$ 1,515.32	Fountain Repair: 3HpGrundfos pump and power cable
<b>Total Repair cost as of 11/1/19</b>		<b>\$ 8,968.55</b>	

Annual contract amount is \$7,836.00  
R & M Fountains amount is \$2,000.00

Monthly Payment is \$653.00

**7Ciii.**

# PROJECT PROPOSAL

PROFESSIONAL SERVICE PACKAGE







# ABOUT US

WHO WE ARE AND WHAT WE DO

## WHO WE ARE.

*Sitex Aquatics Inc. is a Full Service Aquatic Management Company that specializes in the control and prevention of nuisance aquatic weeds, underwater vegetation and various types of algae.*

Including in our general service package our options for monthly maintenance programs suitable for CDD's, HOA's, Golf Courses, Municipalities & more! In addition to the aquatic weed control, our services address everything that typically needs to be done around a pond including:

- Fountain Installation & Maintenance
- Wetland/Mitigation Maintenance,
- Fish Stocking
- Mechanical Removal of Plant Material
- Installation of Beneficial Aquatic Plants
- Pond Dye Applications
- Mosquito/Midge Fly Control
- Clarification of Muddy Water

*Our staff members are all licensed applicators and regularly update their knowledge through seminars and continuing education programs. We continue to stay current in the latest advancements in our area of expertise and pass the benefits of the knowledge to our many clients.*

Servicing the whole state of Florida, we offer fast, efficient, reliable and affordable service that will meet your needs and assure your satisfaction. Our customer base has grown steadily over time because our clients have come to trust us and have experienced the benefits of our services.

*We are excited about the opportunity to partner with you!*





## OUR COMMITMENT TO YOU & YOUR PROJECT.

Our greatest commitment to our clientele is the short and long term beauty, enjoyment and health of their lake and waterways.

*We accomplish this through a three-fold approach that ensures an unbeatable partnership:*



### 1. WE ARE COMMITTED TO ANSWER.

The health and presentation of your property is what keeps your business running smoothly day to day. That is why we are committed to being available to make sure that your needs are met promptly and professionally with a smile.



### 2. WE ARE COMMITTED TO SHARE.

The success of your business is the success of ours. That is why we are committed to transparency and detailed reports tracking our ongoing progress. When you know and understand that immediate and forthcoming challenges, wins and losses, we all win.



### 2. WE ARE COMMITTED TO INVEST.

Pristine lake environments are the result of carefully planned and executed project goals and requirements. That is why we are committed to investing the time required to be available for company and governing agency meetings and presentations.







# OUR SERVICES

LAKE & FOUNTAIN MANAGEMENT

## WHAT WE DO.

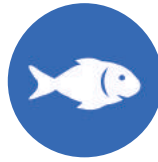
*For over 15 years, our staff has been dedicated to the work, maintenance and advancement of waterways across the entire state of Florida. Much specialized training, onsite experience and ongoing education have allowed us to operate at the highest levels of professionalism and client satisfaction in each of the below service categories:*



### AQUATIC WEED CONTROL

We have taken great care and spent much time learning how to control and eliminate weeds in your ponds and lakes. Various methods include:

- Biological Control
- Nutrient Deactivation
- Product Treatments



### FISH STOCKING

Don't forget one of the most important line items on your budget for next year: fish stocking for your pond! Benefits of having a stocked pond include:

- Reduce Insect Larvae
- A Balanced Fishery
- Less Unsightly Vegetation



### ALGAE TREATMENTS

Sitex Aquatics has invested in the understanding of the underlying causes of harmful algae flora. Improve Algae conditions with Treatments:

- Oxygen Injection
- Nutrient Cancellation
- Product Treatments



### FOUNTAINS & AERATION

A striking water feature enhances the landscape of any property, be it for your own small backyard oasis or a planned community.

- Otterbine Certified
- Underwater Aeration
- Fountain Aeration



### NATIVE PLANTINGS

Maintaining dense beneficial vegetation around your lake or pond is extremely important for improving water quality and preventing erosion.

- Proper Buffer Management
  - Mosquito Control
  - Visually Beautifying



### WATER CLARIFICATION

Add oxygen to your waterway aeration to reduce the growth of algae and thereby accelerate the breakdown of organic matter.

Treatments Include:

- Water Aeration
- Oxygen Injections
- Product Treatments





5273 Giron Cir  
Kissimmee, FL 34758  
407.717.5851

## Aquatic Management Agreement

This agreement is between Sitex Aquatics, LLC. Hereafter called Sitex and Stoneybrook West CDD hereafter called "customer"

Customer: Stoney Brook West CDD  
C/O: Inframark  
Contact: Mr. Ariel Medina  
Address: 313 Campus St, Celebration, FL 34747  
Email: Ariel.Medina@inframark.com  
Phone: 407.566.4122

- Sitex agrees to provide aquatic management services for a period of 12 months  
In accordance with the terms and conditions of this agreement in the following sites:

**Twenty-Three (23) Ponds located @ Stoney Brook in Winter Garden, FL (see attached map)**

- Customer agrees to pay Sitex the following amounts during the term of this agreement for the specific service:
 

1. Shoreline Grass and Brush Control	Included
2. Underwater, Floating and Algae Treatment	Included
3. All Services Performed by State Licensed Applicator	Included
4. Treatment Report Issued After Each Visit	Included
5. Use of EPA Regulated Materials Only	Included
6. Algae callback service as needed	Included

Service shall consist of Twelve (12) applications per year

- Customer agrees to pay Sitex the following amount during the term of this agreement

The terms of this agreement shall be: 1/01/2020 thru 1/01/2021  
Agreement will automatically renew as per Terms & Condition

Monthly Service Amount:	\$2,770.00
Annual investment:	\$33,240.00

Invoice is due and payable within 30 days. Overdue accounts may accrue a service charge.

- Customer acknowledges that he/she has read and is familiar with the additional terms and conditions printed on the reverse side, which are incorporated in this agreement.

Submitted: Joe Craig

Date: 11/6/19

Accepted

Date:



5273 Giron Cir  
Kissimmee, FL 34758  
407.717.5851

## Aquatic Management Agreement

This agreement is between Sitex Aquatics, LLC. Hereafter called Sitex and Stoneybrook West CDD hereafter called "customer"

Customer: Stoney Brook West CDD  
C/O: Inframark  
Contact: Mr. Ariel Medina  
Address: 313 Campus St, Celebration, FL 34747  
Email: Ariel.Medina@inframark.com  
Phone: 407.566.4122

- Sitex agrees to provide aquatic management services for a period of 12 months  
In accordance with the terms and conditions of this agreement in the following sites:

**Twenty-Three (23) Ponds located @ Stoney Brook in Winter Garden, FL (see attached map)**

- Customer agrees to pay Sitex the following amounts during the term of this agreement for the specific service:
  - Monthly Larvicide treatment for Aquatic Midges Included
  - Additional calls will be priced per occurrence

Service shall consist of Twelve (12) applications per year

- Customer agrees to pay Sitex the following amount during the term of this agreement

The terms of this agreement shall be: 1/01/2020 thru 1/01/2021  
Agreement will automatically renew as per Terms & Condition

Monthly Service Amount: **\$2,080.00**  
Annual investment: **\$24,960.00**

Invoice is due and payable within 30 days. Overdue accounts may accrue a service charge.

- Customer acknowledges that he/she has read and is familiar with the additional terms and conditions printed on the reverse side, which are incorporated in this agreement.

Submitted: Joe Craig

Date: 11/6/19

Accepted

Date:

Joseph T. Craig  
President

\_\_\_\_\_  
Customer

### Terms and Conditions

- Sitex agrees to provide all labor, supervision, and equipment necessary to carry out the work. There shall be no variance from these specifications unless expressly stated though an addendum.
- The Annual Cost will be paid to Sitex in Twelve (12) equal payments, which are due and payable in advance of each month in which the service will be rendered and will be considered late on the 30<sup>th</sup> of that month. A surcharge of two percent (2%) per month will be added for delinquent payments. The Customer is responsible for any collection or attorney's fees required to collect on this agreement.
- This Agreement will be for a twelve (12) month period. This Agreement shall be automatically renewed at the end of the twelve (12) months. The monthly service amount may be adjusted, as agreed upon by both Parties, and set forth in writing to Customer. Both parties agree that service shall be continuous without interruption.
- Additional Services requested by the customer such as trash clean up, physical cutting or paint removal, and other additional services performed will be billed separately at the current hourly equipment and labor rates.
- Cancellation by either the Customer or Sitex may terminate the Agreement without cause at any time. Termination shall be by written notice, received by either the customer or Sitex at least thirty (30) days prior to the effective date of the termination.
- Neither party shall be responsible for damage, penalties or otherwise for any failure or delay in performance of any of its obligations hereunder caused by strikes, riots, war, acts of Nature, accidents, governmental orders and regulations, curtailment or failure to obtain sufficient material, or other force majeure condition (whether or not of the same class or kind as those set forth above) beyond its reasonable control and which, by the exercise of due diligence, it is unable to overcome.
- Sitex agrees to hold Customer harmless from any loss, damage or claims arising out of the sole negligence of Sitex. However, Sitex shall in no event be liable to Customer or other for indirect, special or consequential damage resulting from any cause whatsoever.
- It is agreed by both Parties that the work performed under this Agreement will be done on a schedule that is sensitive to the overall function of the property. Additionally, it is understood that all work will be performed during the normal business week (Monday-Friday) unless otherwise stipulated.
- Sitex shall maintain the following insurance coverage and limits; (a) Workman's Compensation with statutory limits; (b) Automobile Liability; (c) Comprehensive General Liability including Property Damage, Completed Operations, and Product Liability. A Certificate of insurance will be provided upon request. Customers requesting special or additional insurance coverage and/or language shall pay resulting additional premium to Sitex to provide such coverage.
- This Agreement shall be governed by the laws of the state of Florida.