

**STONEYBROOK WEST
COMMUNITY DEVELOPMENT
DISTRICT**

**MEETING
MAY 26, 2021 – 6:30 P.M.**

Town Center 1201 Black Lake Blvd, Winter Garden, FL

Call In: 646 838-1601
Access Code: 846156254#

Stoneybrook West Community Development District

Board of Supervisors

Tom Alexander, Chairman
Tom White, Vice Chairman
Tiffany Acireale, Assistant Secretary
George Morgan, Assistant Secretary
Jennifer Odom, Assistant Secretary

Bob Koncar, District Manager
Scott D. Clark, District Counsel
Mark Vincutonis, District Engineer
Freddy Blanco, Asst. Field Services Manager

May 19, 2021

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, May 26, 2021 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. Organizational Matters**
 - A. Resolution 2021-4 Designating Robert Koncar as Secretary
- 5. Public Comment Period**
- 6. Approval of the Minutes of the February 24, 2021 Meeting**
- 7. Presentation of the Fiscal Year 2021/2022 Proposed Budget**
- 8. Consideration of Resolution 2021-3 Approving the Fiscal Year 2021/2022 Proposed Budget and Setting a Public Hearing for July 28, 2021 at 6:30 P.M.**
- 9. District Manager's Report**
 - A. Financial Statements and Check Register
 - B. Ratification of E-Verify MOU with Homeland Security
 - C. Auditing Services
 - i. Appointment of Committee Members
 - ii. Establishment of RFP Evaluation Criteria
 - iii. Authorization to Proceed with RFP's to be Provided at July 28th Meeting
 - D. Memo from the Orange County Supervisor of Elections-Number of District Registered Voters – 3,608
 - E. Ratification of Chair Authorized Brightview Landscape Work Authorization Agreement for One Time Clean Up of Tract B Fence Line
- 10. Staff Reports**
 - A. Attorney
 - B. District Engineer

i. Discussion and Consideration of Proposals for Tract G Drainage

- Terry Roberts Site Work, Inc. Bid – Balforn Tower Way
- Terry Roberts Site Work, Inc. Bid – Tenbury Wells Way
- Camcor Site LLC. Bid – Tenbury Wells Way

C. Field Manager's Report

- Brightview Landscape Proposal for On Going Maintenance of Stoneybrook West CDD-Tract B Fence Line- \$400 Monthly
- Stoneybrook West Field Inspection Report

11. Other Business

12. Supervisor Comments

13. Adjournment

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

Sincerely,

Bob Koncar, District Manager

Fourth Order of Business

4A.

RESOLUTION 2021-4

**A RESOLUTION REMOVING KRISTEN SUIT AS
SECRETARY AND DESIGNATING ROBERT KONCAR AS
SECRETARY OF THE STONEYBROOK WEST
COMMUNITY DEVELOPMENT DISTRICT**

WHEREAS, the Board of Supervisors of the Stoneybrook West Community Development District desire to remove Kristen Suit as Secretary and appoint Robert Koncar as Secretary;

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

1. Robert Koncar is appointed Secretary; and

Adopted this 26th day of May, 2021

Chairman

Assistant Secretary

Sixth 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, February 24, 2021 at 6:30 p.m. via communications media technology

Present were:

Tom Alexander
Tom White
George Morgan
Jennifer Odom
Tiffany Acireale

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present were:

Kristen Suit
Scott Clark
Peter Glasscock
Angel Montagna
Brian Fackler

District Manager
District Attorney
District Engineer
Field Manager
Sitex Aquatics

Residents

The following is a summary of the minutes and actions taken at the February 24, 2021 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.

THIRD ORDER OF BUSINESS

Approval/Additions to Agenda

- Mr. Alexander requested to discuss ponds.

On MOTION by Mr. Alexander seconded by Mr. Morgan with all in favor the agenda was approved as amended. 5-0

FOURTH ORDER OF BUSINESS

Public Comment Period

- A resident addressed the Board regarding algae and midge flies in the pond behind his house, which is the main pond.
A representative from Sitex and Ms. Odom addressed the resident's concerns.
A resident commented, via zoom, on a District monument.
Other zoom participants were called on for comments and there were none.

FIFTH ORDER OF BUSINESS

Organizational Matters

- A. Oath of Office for Newly Elected Supervisors Via General Election (Seat 2, Seat 4 and Seat 5)
 - Ms. Suit being a Notary of the State of Florida administered the Oath of Office to Mr. Tom White, Ms. Tiffany Acireale and Ms. Jennifer Odom.
- B. Resolution 2021-2 Designating Officers
 - Mr. Tom Alexander nominated himself to serve as Chairman.

On MOTION by Mr. Alexander Seconded by Ms. Acireale the nomination of Tom Alexander to serve as Chairman was approved.
5-0

- Mr. Tom White nominated himself to serve as Vice Chairman

On MOTION by Mr. Tom White Seconded by Mr. Alexander the nomination of Tom White to serve as Vice Chairman was approved.
5-0

- The remaining Supervisors were appointed to serve as Assistant Secretaries.

On MOTION by Mr. Alexander Seconded by Ms. Acireale Resolution 2021-2 Designating Officers of the District as follows: Tom Alexander, Chair, Tom White, Vice Chair, George Morgan, Tiffany Acireale, and Jennifer Odom serving as Assistant Secretaries, Kristen Suit, Secretary, Alan Baldwin, Treasurer and Stephen Bloom, serving as Assistant Treasurer was adopted. 5-0

SIXTH ORDER OF BUSINESS

Approval of the Minutes of the July 29, 2020 Meeting

Ms. Suit stated each Board member received a copy of the minutes of the July 29, 2020 meeting and requested any additions, corrections or deletions.

On MOTION by Mr. Alexander seconded by Mr. Morgan with all in favor the Minutes of the July 29, 2020 meeting were approved. 5-0

SEVENTH ORDER OF BUSINESS

District Manager's Report

A. Financial Statements and Check Registers

- The financial statements and check register through January 31, 2021 were reviewed.

Mr. Morgan inquired about a financial item regarding the General Fund Statement of Revenue's and Expenditures indicating a shortfall in Special Assessments and Tax Collector. He also inquired about a Capital Outlay item.

Ms. Acireale inquired about bond items in the financials.

Ms. Suit responded to the Supervisors questions.

On MOTION by Mr. Morgan seconded by Mr. Alexander with all in favor the January 31, 2021 Financial Statements and Check Register were accepted. 5-0

B. Motion to Assign Fund Balance

On MOTION by Mr. Morgan seconded by Mr. Alexander with all in favor assigning fund balance as of 9.30.20 Operating Reserve in the amount of \$63,219 was approved. 5-0

C. Ratification of Resolution 2021-1 Budget Amendment

On MOTION by Mr. Alexander seconded by Ms. Acireale with all in favor ratification of the adoption of Resolution 2021-1 was approved. 5-0

D. Ratification of Berger Toombs FY2020 Audit Engagement Letter

On MOTION by Mr. Alexander seconded by Mr. Morgan with all in favor ratification of the acceptance of the FY 2020 Audit Engagement Letter from Berger, Toombs in the amount of \$5,500 was approved. 5-0

E. Ratification of Chair Authorized Expenses Between Meetings

Sitex Proposal Pond #9 Fountain Removal & Pond #23 Fountain Install \$1,330.00
O&M Services Proposal New Control Panel & Capacitor Box \$2,150.00
O&M Services Proposal Electric Start Up Service for Pump \$550.00
Inframark LLC Work Order Pond #9 Electric Panel Replacement \$250.00

On MOTION by Mr. Alexander seconded by Mr. Morgan with all in favor ratification of the Chair Authorized Expenses between Meetings was approved. 5-0

F. Ratification of Board Meetings Expenses

- i. Amazon – Equipment \$459.83 and \$197.39

On MOTION by Ms. Acireale seconded by Ms. Odom with all in favor ratification of Board Meeting Expenses for Amazon Equipment in the amounts of \$459.83 and \$197.39 was approved. 5-0

It was explained that the CDD now owns the equipment purchased from Amazon and as long as the pandemic continues and the HOA allows the District to hold virtual meetings this equipment will be used without having to spend any additional funds again.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Attorney

- i. Memo with Attachments Regarding Legends Golf Status
- ii. Letter to Legends Golf Regarding Fishing Rules
- iii. Memo with Attachments Regarding Maintenance Responsibility Related to Westbrook Townhomes Unit 8

Mr. Scott Clark commented on the items listed above, which were included in today's agenda package.

On MOTION by Mr. Morgan seconded by Mr. White with all in favor District Counsel's recommendation for the two properties, to respond to Lennar by declining to take title of lot 142 and to further investigate the wetland was approved. 5-0

B. District Engineer

There were no items to discuss.

C. Field Manager's Report

Ms. Suit introduced Ms. Angel Montagna, an Inframark District Manager also serving as the District's Field Manager.

The discussion that followed was inaudible.

- i. Proposal to Replace Fountain in Pond #18 (under separate cover)

On MOTION by Ms. Acireale seconded by Mr. Alexander with all in favor the Sitex proposal for the new fountain at pond #18 in the amount of \$9,570 was approved. 5-0

Midge control was discussed.

NINTH ORDER OF BUSINESS

None.

Other Business

TENTH ORDER OF BUSINESS

Supervisor Comments

- Mr. Alexander thanked the HOA for working with the Board for use of the room and he looks forward to a more fruitful relationship between the two bodies in the future. He also thanked the new Board members.

ELEVENTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Alexander seconded by Ms. Acireale with all in favor the meeting was adjourned. 5-0

Secretary

Tom Alexander
Chairman

SEVENTH ORDER OF BUSINESS

STONEYBROOK WEST
Community Development District

Annual Operating and Debt Service Budget
Fiscal Year 2022

Version 1 - Proposed Budget FY22
(Printed on 05/18/21 4pm)

Prepared by:



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Stoneybrook West
Community Development District

Operating Budget
Fiscal Year 2022

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2022 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	ADOPTED BUDGET FY 2021	ACTUAL THRU APR-2021	PROJECTED MAY- SEP-2021	TOTAL PROJECTED FY 2021	ANNUAL BUDGET FY 2022
REVENUES							
Interest - Investments	\$ 5,290	\$ 1,477	\$ 3,000	\$ 104	\$ 150	\$ 254	\$ 250
Interest - Tax Collector	2,139	1,471	-	109	-	109	-
Special Assmnts- Tax Collector	250,807	250,647	455,471	434,716	20,755	455,471	455,471
Special Assmnts- Delinquent	10	3	-	2,486	-	-	-
Special Assmnts- Discounts	(9,280)	(9,326)	(18,219)	(17,182)	-	(17,182)	(18,219)
Other Miscellaneous Revenues	-	81	-	3,202	-	3,202	-
TOTAL REVENUES	248,966	244,353	440,252	423,435	20,905	441,854	437,502
EXPENDITURES							
<i>Administrative</i>							
P/R-Board of Supervisors	3,600	3,200	5,000	800	1,600	2,400	5,000
FICA Taxes	275	245	383	61	122	183	383
ProfServ-Arbitrage Rebate	-	600	600	-	600	600	600
ProfServ-Dissemination Agent	2,000	-	2,000	-	2,000	2,000	2,000
ProfServ-Engineering	2,883	9,338	7,000	2,294	2,917	5,211	6,500
ProfServ-Legal Services	10,197	26,455	20,000	11,323	8,333	19,656	20,000
ProfServ-Mgmt Consulting Serv	41,237	42,274	46,000	26,833	19,167	46,000	46,000
ProfServ-Property Appraiser	1,874	3,746	3,747	3,746	-	3,746	3,747
ProfServ-Special Assessment	5,150	5,150	5,150	3,004	2,146	5,150	5,150
ProfServ-Trustee Fees	5,421	6,734	7,000	6,734	-	6,734	6,800
Auditing Services	5,500	5,500	5,500	-	5,500	5,500	5,500
Contract-Website Hosting	-	2,977	3,000	1,316	776	2,092	3,000
Postage and Freight	698	1,900	650	394	256	650	650
Insurance - General Liability	7,000	7,000	7,700	7,500	-	7,500	8,250
Printing and Binding	1,799	261	2,500	219	1,042	1,261	1,500
Legal Advertising	1,230	3,069	1,000	-	417	417	1,000
Miscellaneous Services	1,443	487	600	341	259	600	6,000
Misc-Assessmnt Collection Cost	846	894	6,832	1,295	311	1,606	6,832
Office Supplies	165	33	350	831	146	977	1,000
Annual District Filing Fee	175	175	175	175	-	175	175
Total Administrative	91,493	120,038	125,187	66,866	45,592	112,458	130,087
<i>Field</i>							
ProfServ-Field Management	18,049	11,647	15,000	8,750	6,250	15,000	15,000
Contracts-Lake and Wetland	45,784	35,779	33,240	19,390	13,850	33,240	33,240
Contracts-Fountain	-	6,018	4,200	2,100	2,100	4,200	4,200
Contracts-Landscape	34,824	36,420	36,565	21,330	15,236	36,565	36,565
Contracts-Pest Control	39,761	37,300	63,648	33,904	29,000	62,904	63,648
Electricity - General	19,773	16,522	18,000	5,520	7,500	13,020	17,000
R&M-Fountains	-	6,933	10,000	7,995	2,005	10,000	10,000
Misc-Contingency	9,316	47,503	3,817	3,430	387	3,817	3,817
Capital Outlay	-	-	30,595	26,929	-	26,929	30,595
Reserves - Other	-	-	100,000	-	-	-	93,350
Total Field	167,507	198,122	315,065	129,348	76,328	205,676	307,415
TOTAL EXPENDITURES	259,000	318,160	440,252	196,214	121,919	318,133	437,502
Excess (deficiency) of revenues							
Over (under) expenditures	(10,034)	(73,807)	-	227,221	(101,014)	123,721	-
Net change in fund balance	(10,034)	(73,807)	-	227,221	(101,014)	123,721	-
FUND BALANCE, BEGINNING	248,069	238,035	164,228	164,228	-	164,228	287,949
FUND BALANCE, ENDING	\$ 238,035	\$164,228	\$ 164,228	\$ 391,449	\$ (101,014)	\$ 287,949	\$ 287,949

Budget Narrative
Fiscal Year 2022

REVENUES

Interest-Investments

The District earns interest on their operating accounts and other investments.

Special Assessment-Tax Collector

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the Fiscal Year.

Special Assessment-Discounts

Per Section 197.162, Florida Statutes, discounts are allowed for early payments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

EXPENDITURES

Administrative

P/R-Board of Supervisors

Chapter 190, Florida Statutes, allows for members of the Board of Supervisors to be compensated \$200 per meeting in which they attend. The budgeted amount for the fiscal year is based on all supervisors attending all the meetings.

FICA Taxes

Payroll taxes on Board of Supervisor's compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

Professional Services-Arbitrage Rebate

The District contracted with an independent certified public accountant to annually calculate the District's Arbitrage Rebate Liability on the Series of Benefit Special Assessment Bonds. The budgeted amount for the fiscal year is based on an engagement letter.

Professional Services-Dissemination Agent

The District is required by the Securities and Exchange Commission to comply with rule 15c2-12(b)-(5), which relates to additional reporting requirements for unrelated bond issues. The budgeted amount for the fiscal year is based on standard fees charged for this service.

Professional Services-Engineering

The District's engineer will provide general engineering services to the District, i.e. attendance and preparation for board meetings, review of invoices, and other specifically requested assignments.

Budget Narrative
Fiscal Year 2022

EXPENDITURES

Administrative (continued)

Professional Services-Legal Services

The District's legal counsel will provide general legal services to the District, i.e. attendance and preparation for meetings, review of operating and maintenance contracts, and other specifically requested assignments.

Professional Services-Management Consulting Services

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Inframark.

Professional Services-Property Appraiser

The Property Appraiser provides the District with a listing of the legal description of each property parcel within the District boundaries, and the names and addresses of the owners of such property. The District reimburses the Property Appraiser for necessary administrative costs incurred to provide this service. Per Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The budget for property appraiser costs is based on a flat fee.

Professional Services-Special Assessment

Fees paid to Inframark to prepare the Assessment roll each year.

Professional Services-Trustee Fees

The District pays US Bank an annual fee for trustee services on the Series 2018 Bond.

Auditing Services

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on last year's actual costs for this service.

Contract – Website Hosting

This category provides funds for ADA Compliance.

Postage & Freight

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Budget Narrative
Fiscal Year 2022

EXPENDITURES

Administrative (continued)

Insurance-General Liability

The District's General Liability & Public Officials Liability Insurance policy is with Public Risk Insurance agency which specializes in providing insurance coverage to governmental agencies. The budgeted amount for the fiscal year is based on prior year premium. The budgeted amount for the fiscal year is based on prior year premium, plus 10% in order to be conservative.

Printing & Binding

Copies used in the preparation of agenda packages, required mailings, and other special projects.

Legal Advertising

The District is required to advertise various notices for Board meetings and other public hearings in a newspaper of general circulation.

Miscellaneous Services

This category provides funds for administrative expenditures that may not have been budgeted anywhere else.

Misc.-Assessment Collection Cost

The District reimburses the Orange County Tax Collector for applicable necessary administrative costs. Per Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The budget is based on 1.5% of the anticipated assessment collections.

Office Supplies

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

Annual district filling fee

The District is required to pay an annual fee of \$175 to the Department of Economic Opportunity.

Budget Narrative
Fiscal Year 2022

EXPENDITURES

Field

ProfServ-Field Management

Includes payroll and overhead costs associated with the services being provided under a management consulting contract with Inframark. This includes employees utilized in the field and office management of all District assets.

Contracts-Lake and Wetland

The District has a contract with Aquatic Systems, Inc. for the aquatic weed control, and storm water systems maintenance.

Contracts-Fountains

The District has a contract with Vertex, Inc. for the maintenance of the fountains.

Contracts-Landscape

The District has a contract with Brightview Landscape Services, Inc. for the pond mowing.

Contracts-Pest Control

The District has a contract with Southern Mosquito Control Services, Inc. for the midge control.

Electricity-General

The District has utility accounts with Duke Energy for electrical usage for the District's fountains.

Misc-Contingency

This represents any additional unanticipated expenditures that are incurred during the year, which may not have been provided for in the other budget categories.

R&M Fountains

This is for repairs and maintenance of the fountains throughout the District.

Capital Outlay

This represents Capital Improvement Expenses for the District.

Reserve – Other

This represents reserves for any expenses that may arise around the District.

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2022	\$ 287,949
Net Change in Fund Balance - Fiscal Year 2022	-
Reserves - Fiscal Year 2022 Additions	93,350
Total Funds Available (Estimated) - 9/30/2022	381,299

ALLOCATION OF AVAILABLE FUNDS

Assigned Fund Balance

Operating Reserve - First Quarter Operating Capital	86,038	(1)
Prior Years Reserves	63,219	(2)
Reserves - Other FY21	100,000	
Reserves - Other FY22	93,350	
Subtotal	<u>342,607</u>	
Total Allocation of Available Funds	342,607	

Total Unassigned (undesignated) Cash	<u>\$ 38,692</u>
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Notes

(1) Represents approximately 3 months of operating expenditures.

Stoneybrook West
Community Development District

Debt Service Budgets
Fiscal Year 2022

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2022 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	ADOPTED BUDGET FY 2021	ACTUAL THRU APR-2021	PROJECTED MAY- SEP-2021	TOTAL PROJECTED FY 2021	ANNUAL BUDGET FY 2022
REVENUES							
Interest - Investments	\$ 78	\$ 902	\$ 1,000	\$ 7	\$ 20	\$ 27	\$ 50
Special Assmnts- Tax Collector	609,166	529,117	529,456	503,224	26,232	529,456	529,456
Special Assmnts-Delinquent	23	198	-	1,062	-	-	-
Special Assmnts- Discounts	(22,451)	(19,588)	(21,178)	(19,875)	-	(19,875)	(21,178)
TOTAL REVENUES	586,816	510,629	509,278	484,418	26,252	509,608	508,328
EXPENDITURES							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	2,055	1,887	7,942	1,506	393	1,899	7,942
Total Administrative	2,055	1,887	7,942	1,506	393	1,899	7,942
<i>Debt Service</i>							
Principal Debt Retirement Series 2018A-1	-	29,000	30,000	-	30,000	30,000	31,000
Principal Debt Retirement Series 2018A-2	-	285,000	296,000	-	296,000	296,000	307,000
Interest Expense Series 2018A-1	-	22,677	21,622	10,811	10,811	21,622	20,530
Interest Expense Series 2018A-2	-	165,006	154,860	77,430	77,430	154,860	144,322
Bond Series 2008	6,092,454	-	-	-	-	-	-
DS Costs-Miscellaneous	146,958	-	-	-	-	-	-
Cost of Issuance	197,284	-	-	-	-	-	-
Total Debt Service	6,436,696	501,683	502,482	88,241	414,241	502,482	502,852
TOTAL EXPENDITURES	6,438,751	503,570	510,424	89,747	414,634	504,381	510,794
Excess (deficiency) of revenues							
Over (under) expenditures	(5,851,935)	7,059	(1,146)	394,671	(388,382)	5,227	(2,466)
OTHER FINANCING SOURCES (USES)							
Interfund Transfer - In	522,772	-	-	-	-	-	-
Loan/Note Proceeds	5,545,000	-	-	-	-	-	-
TOTAL OTHER SOURCES (USES)	6,067,772	-	(1,146)	-	-	-	(2,466)
Net change in fund balance	215,837	7,059	(1,146)	394,671	(388,382)	5,227	(2,466)
FUND BALANCE, BEGINNING	215,837	215,837	222,896	222,896	-	222,896	228,123
FUND BALANCE, ENDING	\$ 214,490	\$ 222,896	\$ 221,750	\$ 617,567	\$ (388,382)	\$ 228,123	\$ 225,657

Amortization Schedule

DATE	OUTSTANDING PRINCIPAL BALANCE	PRINCIPAL	RATE	INTEREST	TOTAL
11/1/2021	\$564,000	\$0	3.64%	\$10,265	\$10,265
5/1/2022	\$564,000	\$31,000	3.64%	\$10,265	\$41,265
11/1/2022	\$533,000	\$0	3.64%	\$9,701	\$9,701
5/1/2023	\$533,000	\$33,000	3.64%	\$9,701	\$42,701
11/1/2023	\$500,000	\$0	3.64%	\$9,100	\$9,100
5/1/2024	\$500,000	\$34,000	3.64%	\$9,100	\$43,100
11/1/2024	\$466,000	\$0	3.64%	\$8,481	\$8,481
5/1/2025	\$466,000	\$35,000	3.64%	\$8,481	\$43,481
11/1/2025	\$431,000	\$0	3.64%	\$7,844	\$7,844
5/1/2026	\$431,000	\$36,000	3.64%	\$7,844	\$43,844
11/1/2026	\$395,000	\$0	3.64%	\$7,189	\$7,189
5/1/2027	\$395,000	\$38,000	3.64%	\$7,189	\$45,189
11/1/2027	\$357,000	\$0	3.64%	\$6,497	\$6,497
5/1/2028	\$357,000	\$39,000	3.64%	\$6,497	\$45,497
11/1/2028	\$318,000	\$0	3.64%	\$5,788	\$5,788
5/1/2029	\$318,000	\$41,000	3.64%	\$5,788	\$46,788
11/1/2029	\$277,000	\$0	3.64%	\$5,041	\$5,041
5/1/2030	\$277,000	\$42,000	3.64%	\$5,041	\$47,041
11/1/2030	\$235,000	\$0	3.64%	\$4,277	\$4,277
5/1/2031	\$235,000	\$44,000	3.64%	\$4,277	\$48,277
11/1/2031	\$191,000	\$0	3.64%	\$3,476	\$3,476
5/1/2032	\$191,000	\$45,000	3.64%	\$3,476	\$48,476
11/1/2032	\$146,000	\$0	3.64%	\$2,657	\$2,657
5/1/2033	\$146,000	\$47,000	3.64%	\$2,657	\$49,657
11/1/2033	\$99,000	\$0	3.64%	\$1,802	\$1,802
5/1/2034	\$99,000	\$49,000	3.64%	\$1,802	\$50,802
11/1/2034	\$50,000	\$0	3.64%	\$910	\$910
5/1/2035	\$50,000	\$50,000	3.64%	\$910	\$50,910
Total		\$564,000		\$166,057	\$730,057

Amortization Schedule

DATE	OUTSTANDING PRINCIPAL BALANCE	PRINCIPAL	RATE	INTEREST	TOTAL
11/1/2021	\$4,054,000	\$0	3.56%	\$72,161	\$72,161
5/1/2022	\$4,054,000	\$307,000	3.56%	\$72,161	\$379,161
11/1/2022	\$3,747,000	\$0	3.56%	\$66,697	\$66,697
5/1/2023	\$3,747,000	\$318,000	3.56%	\$66,697	\$384,697
11/1/2023	\$3,429,000	\$0	3.56%	\$61,036	\$61,036
5/1/2024	\$3,429,000	\$329,000	3.56%	\$61,036	\$390,036
11/1/2024	\$3,100,000	\$0	3.56%	\$55,180	\$55,180
5/1/2025	\$3,100,000	\$341,000	3.56%	\$55,180	\$396,180
11/1/2025	\$2,759,000	\$0	3.56%	\$49,110	\$49,110
5/1/2026	\$2,759,000	\$353,000	3.56%	\$49,110	\$402,110
11/1/2026	\$2,406,000	\$0	3.56%	\$42,827	\$42,827
5/1/2027	\$2,406,000	\$366,000	3.56%	\$42,827	\$408,827
11/1/2027	\$2,040,000	\$0	3.56%	\$36,312	\$36,312
5/1/2028	\$2,040,000	\$380,000	3.56%	\$36,312	\$416,312
11/1/2028	\$1,660,000	\$0	3.56%	\$29,548	\$29,548
5/1/2029	\$1,660,000	\$393,000	3.56%	\$29,548	\$422,548
11/1/2029	\$1,267,000	\$0	3.56%	\$22,553	\$22,553
5/1/2030	\$1,267,000	\$407,000	3.56%	\$22,553	\$429,553
11/1/2030	\$860,000	\$0	3.56%	\$15,308	\$15,308
5/1/2031	\$860,000	\$422,000	3.56%	\$15,308	\$437,308
11/1/2031	\$438,000	\$0	3.56%	\$7,796	\$7,796
5/1/2032	\$438,000	\$438,000	3.56%	\$7,796	\$445,796
Total		\$4,054,000		\$917,056	\$4,971,056

Budget Narrative
Fiscal Year 2022

REVENUES

Interest- Investments

The District earns interest income on their trust accounts with US Bank.

Special Assessment-Tax Collector

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the Debt Service expenditures during the Fiscal Year.

Special Assessment-Discounts

Per Section 197.162, Florida Statutes, discounts are allowed for early payments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

EXPENDITURES

Administrative

Misc.-Assessment Collection Cost

The District reimburses the Orange County Tax Collector for applicable necessary administrative costs. Per Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The budget is based on 1.5% of the anticipated assessment collections.

DEBT SERVICE

Principal Debt Retirement

The District pays regular principal payments annually in order to pay down/retire the debt.

Interest Expense

The District pays interest expense on the debt twice a year.

Stoneybrook West
Community Development District

Supporting Budget Schedules
Fiscal Year 2022

**Comparison of Assessment Rates
Fiscal Year 2022 vs. Fiscal Year 2021**

Product	General Fund			Debt Service Series 2018A-1			Debt Service Series 2018A-2			Total			Total	Prepaid
	FY 2022	FY 2021	Percent	FY 2022	FY 2021	Percent	FY 2022	FY 2021	Percent	FY 2022	FY 2021	Percent	Units	Units
40.5	\$168.09	\$168.09	0.0%	\$185.65	\$185.65	0.0%	\$0.00	\$0.00	n/a	\$353.74	\$353.74	0.0%	112	1
TH	\$267.57	\$267.57	0.0%	\$185.65	\$185.65	0.0%	\$0.00	\$0.00	n/a	\$453.22	\$453.22	0.0%	186	0
40	\$168.09	\$168.09	0.0%	\$0.00	\$0.00	n/a	\$194.49	\$194.49	0.0%	\$362.59	\$362.59	0.0%	350	0
50	\$267.57	\$267.57	0.0%	\$0.00	\$0.00	n/a	\$267.65	\$267.65	0.0%	\$535.22	\$535.22	0.0%	589	1
60	\$267.57	\$267.57	0.0%	\$0.00	\$0.00	n/a	\$350.62	\$350.62	0.0%	\$618.19	\$618.19	0.0%	472	0
75	\$267.57	\$267.57	0.0%	\$0.00	\$0.00	n/a	\$475.52	\$475.52	0.0%	\$743.10	\$743.10	0.0%	138	0
90	\$267.57	\$267.57	0.0%	\$0.00	\$0.00	n/a	\$657.53	\$657.53	0.0%	\$925.10	\$925.10	0.0%	27	0
													1874	2

EIGHTH ORDER OF BUSINESS

RESOLUTION 2021-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE STONEYBROOK WEST COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET FOR FISCAL YEAR 2021/2022 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Stoneybrook West Community Development District (“**District**”) prior to June 15, 2021, proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2021 and ending September 30, 2022 (“**Fiscal Year 2021/2022**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2021/2022 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE:	July 28, 2021
HOUR:	6:30 p.m.
LOCATION:	Town Center 1201 Black Lake Boulevard Winter Garden, FL

At the time of adoption of this Resolution 2021-03, there is currently in place federal, state, and local emergency declarations (“**Declarations**”). In the event the **Declarations** remain in effect or if future orders or declarations authorize, the hearing may be conducted remotely, using communications media technology pursuant to Executive Orders 20-52 and 20-69 issued by Governor DeSantis on March 9, 2020, and March 20, 2020, as such orders may be extended, respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes. Information regarding participation in any remote hearing may be found at the District’s website www.stoneybrookwestcdd.org

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL-PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Orange County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 26th DAY OF MAY 2021.

ATTEST:

**STONEYBROOK WEST COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

Chairman

Exhibit A: Approved Proposed Budgets for Fiscal Year 2021/2022

NINTH ORDER OF BUSINESS

9A

STONEYBROOK WEST
Community Development District

Financial Report

April 30, 2021

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**STONEYBROOK WEST
Community Development District**

Financial Statements

(Unaudited)

April 30, 2021

Balance Sheet
April 30, 2021

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2018 A-1 & A-2 FUND	TOTAL
<u>ASSETS</u>			
Cash - Checking Account	\$ 403,098	\$ -	\$ 403,098
Assessments Receivable	1,267	2,677	3,944
Allow-Doubtful Collections	(160)	(339)	(499)
Due From Other Funds	-	45,240	45,240
Investments:			
Money Market Account	49,549	-	49,549
Reserve Fund (A-1)	-	12,957	12,957
Reserve Fund (A-2)	-	108,352	108,352
Revenue Fund (A-1)	-	50,003	50,003
Revenue Fund (A-2)	-	398,677	398,677
Prepaid Items	50	-	50
Deposits	685	-	685
TOTAL ASSETS	\$ 454,489	\$ 617,567	\$ 1,072,056
<u>LIABILITIES</u>			
Accounts Payable	\$ 17,800	\$ -	\$ 17,800
Due To Other Funds	45,240	-	45,240
TOTAL LIABILITIES	63,040	-	63,040
<u>FUND BALANCES</u>			
Nonspendable:			
Prepaid Items	50	-	50
Deposits	685	-	685
Restricted for:			
Debt Service	-	617,567	617,567
Assigned to:			
Operating Reserves	63,219	-	63,219
Unassigned:	327,495	-	327,495
TOTAL FUND BALANCES	\$ 391,449	\$ 617,567	\$ 1,009,016
TOTAL LIABILITIES & FUND BALANCES	\$ 454,489	\$ 617,567	\$ 1,072,056

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2021

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 3,000	\$ 1,750	\$ 104	\$ (1,646)
Interest - Tax Collector	-	-	109	109
Special Assmnts- Tax Collector	455,471	455,471	434,716	(20,755)
Special Assmnts- Delinquent	-	-	2,486	2,486
Special Assmnts- Discounts	(18,219)	(18,219)	(17,182)	1,037
Other Miscellaneous Revenues	-	-	3,202	3,202
TOTAL REVENUES	440,252	439,002	423,435	(15,567)

EXPENDITURES

Administration

P/R-Board of Supervisors	5,000	2,500	800	1,700
FICA Taxes	383	193	61	132
ProfServ-Arbitrage Rebate	600	-	-	-
ProfServ-Dissemination Agent	2,000	2,000	-	2,000
ProfServ-Engineering	7,000	4,083	2,294	1,789
ProfServ-Legal Services	20,000	11,667	11,323	344
ProfServ-Mgmt Consulting Serv	46,000	26,833	26,833	-
ProfServ-Property Appraiser	3,747	3,747	3,746	1
ProfServ-Special Assessment	5,150	3,004	3,004	-
ProfServ-Trustee Fees	7,000	5,000	6,734	(1,734)
Auditing Services	5,500	5,500	-	5,500
Contract-Website Hosting	3,000	1,750	1,316	434
Postage and Freight	650	379	394	(15)
Insurance - General Liability	7,700	7,700	7,500	200
Printing and Binding	2,500	1,458	219	1,239
Legal Advertising	1,000	583	-	583
Miscellaneous Services	600	350	341	9
Misc-Assessmnt Collection Cost	6,832	6,832	1,295	5,537
Office Supplies	350	204	831	(627)
Annual District Filing Fee	175	175	175	-
Total Administration	125,187	83,958	66,866	17,092

Field

ProfServ-Field Management	15,000	8,750	8,750	-
Contracts-Lake and Wetland	33,240	19,390	19,390	-
Contracts-Fountain	4,200	2,450	2,100	350
Contracts-Landscape	36,565	21,330	21,330	-
Contracts-Pest Control	63,648	37,128	33,904	3,224

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2021

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Electricity - General	18,000	10,500	5,520	4,980
R&M-Fountain	10,000	5,833	7,995	(2,162)
R&M-Other Reserves	100,000	-	-	-
Misc-Contingency	3,817	2,227	3,430	(1,203)
Capital Outlay	30,595	-	26,929	(26,929)
Total Field	315,065	107,608	129,348	(21,740)
TOTAL EXPENDITURES	440,252	191,566	196,214	(4,648)
Excess (deficiency) of revenues				
Over (under) expenditures	-	247,436	227,221	(20,215)
Net change in fund balance	\$ -	\$ 247,436	\$ 227,221	\$ (20,215)
FUND BALANCE, BEGINNING (OCT 1, 2020)	164,228	164,228	164,228	
FUND BALANCE, ENDING	\$ 164,228	\$ 411,664	\$ 391,449	

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 2021

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>				
Interest - Investments	\$ 1,000	\$ 583	\$ 7	\$ (576)
Special Assmnts- Tax Collector	529,456	529,456	503,224	(26,232)
Special Assmnts- Delinquent	-	-	1,062	1,062
Special Assmnts- Discounts	(21,178)	(20,991)	(19,875)	1,116
TOTAL REVENUES	509,278	509,048	484,418	(24,630)
<u>EXPENDITURES</u>				
<u>Administration</u>				
Misc-Assessmnt Collection Cost	7,942	7,942	1,506	6,436
Total Administration	7,942	7,942	1,506	6,436
<u>Debt Service</u>				
Principal Debt Retirement A-1	30,000	-	-	-
Principal Debt Retirement A-2	296,000	-	-	-
Interest Expense Series A-1	21,622	10,811	10,811	-
Interest Expense Series A-2	154,860	77,430	77,430	-
Total Debt Service	502,482	88,241	88,241	-
TOTAL EXPENDITURES	510,424	96,183	89,747	6,436
Excess (deficiency) of revenues				
Over (under) expenditures	(1,146)	412,865	394,671	(18,194)
<u>OTHER FINANCING SOURCES (USES)</u>				
Contribution to (Use of) Fund Balance	(1,146)	-	-	-
TOTAL FINANCING SOURCES (USES)	(1,146)	-	-	-
Net change in fund balance	\$ (1,146)	\$ 412,865	\$ 394,671	\$ (18,194)
FUND BALANCE, BEGINNING (OCT 1, 2020)	222,896	222,896	222,896	
FUND BALANCE, ENDING	\$ 221,750	\$ 635,761	\$ 617,567	

Notes to the Financial Statements

April 30, 2021

Balance Sheet

General Fund

Assets

- **Cash and Investments** - See Cash and Investment Report for further details.
- **Assessment Receivable** - Prior years uncollected assessments.
- **Prepaid Items** - Complete IT - Zoom Meeting May 2021
- **Deposits** - Duke Energy utility deposit.

Liabilities

- **Accounts Payable** - Outstanding invoices paid in May.

Revenues, Expenditures and Change in Fund Balances

Financial Overview / Highlights

- ▶ The non-ad valorem assessments are 95% collected.
- ▶ The total expenditures are 45% of the YTD budget.
- ▶ Special Assmnts-Delinquent - Prior year assessments (FY20).
- ▶ Other Misc Revenue - Prior year vendor refund; Sitex Aquatics FY20.
- ▶ Collection costs from the Tax Collector are based on the number of items on the tax roll and are paid once during the year.
- ▶ Significant variances explained below.

Variance Analysis

Account Name	YTD Budget	YTD Actual	% of Budget	Explanation
Expenditures				
<u>Administrative</u>				
ProfServ-Legal Services	\$ 20,000	\$ 11,323	57%	Clark & Albaugh, LLP legal services through current month.
ProfServ-Property Appraiser	\$ 3,747	\$ 3,746	100%	Property Appraiser Fee FY21.
ProfServ - Trustee Fees	\$ 7,000	\$ 6,734	96%	US Bank Trustee Fees for Series 2018.
Postage and Freight	\$ 650	\$ 394	61%	Postage through current month.
Insurance - General Liability	\$ 7,700	\$ 7,500	97%	General Liability Insurance - FY 21.
Miscellaneous Services	\$ 600	\$ 341	57%	BBVA Account Analysis Fees & Complete IT (Zoom Meetings) through current month.
Office Supplies	\$ 350	\$ 831	237%	Includes Amazon (Meeting Equipment) through current month.
Annual District Filing Fee	\$ 175	\$ 175	100%	Paid in full FY21.
<u>Field</u>				
R&M-Fountain	\$ 10,000	\$ 7,995	80%	Sitex Aquatics fountain maintenance, pump and installation.
Misc-Contingency	\$ 3,817	\$ 3,430	90%	Includes drain cleaning (Brightview Landscape).
Capital Outlay	\$ 30,595	\$ 26,929	88%	Sitex Deposits (Pond Projects).

STONEYBROOK WEST
Community Development District

Supporting Schedules

April 30, 2021

**Non-Ad Valorem Special Assessments - Orange County Tax Collector
(Monthly Collection Distributions)
For the Fiscal Year Ending September 30, 2021**

						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				\$ 984,923		\$ 455,466	\$ 529,456
Allocation %				100%		46%	54%
11/09/20	\$ 3,130	\$ 169	\$ -	\$ 3,299		\$ 1,463	\$ 1,835
11/16/20	\$ 13,575	\$ 566	\$ -	\$ 14,141		\$ 6,597	\$ 7,544
11/23/20	\$ 30,810	\$ 1,284	\$ -	\$ 32,094		\$ 14,524	\$ 17,569
12/07/20	\$ 42,377	\$ 5,216	\$ -	\$ 47,593		\$ 19,546	\$ 24,596
12/14/20	\$ 124,217	\$ 2,467	\$ -	\$ 126,684		\$ 59,112	\$ 70,280
12/21/20	\$ 56,632	\$ 919	\$ -	\$ 57,551		\$ 27,213	\$ 31,778
01/11/21	\$ 467,954	\$ 19,496	\$ -	\$ 487,451		\$ 229,171	\$ 258,280
02/03/21	\$ 79,566	\$ 3,430	\$ 2,801	\$ 85,797		\$ 39,414	\$ 46,383
03/03/21	\$ 37,831	\$ 1,547		\$ 39,378		\$ 18,396	\$ 20,982
04/19/21	\$ 41,990	\$ 1,265		\$ 43,255		\$ 19,279	\$ 23,976
TOTAL	\$ 898,083	\$ 36,359	\$ 2,801	\$ 937,243		\$ 434,716	\$ 503,224
% COLLECTED				95.16%		95.44%	95.05%
TOTAL OUTSTANDING				\$ 47,680		\$ 20,750	\$ 26,233

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
April 30, 2021

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	\$	403,098
			Subtotal	\$	403,098
Money Market Account	BankUnited	n/a	0.30%	\$	49,549
			Subtotal	\$	49,549

DEBT SERVICE FUND

<u>Description</u>	<u>Bank Name</u>	<u>Maturity</u>	<u>Yield</u>		<u>Balance</u>
Series 2018 A-1 Reserve Fund					
Fidelity Institutional Prime MA Portfolio	US Bank	n/a	0.02%	\$	12,957
Series 2018 A-2 Reserve Fund					
Fidelity Institutional Prime MA Portfolio	US Bank	n/a	0.02%	\$	108,352
Series 2018 A-1 Revenue Account					
Fidelity Institutional Prime MA Portfolio	US Bank	n/a	0.02%	\$	50,003
Series 2018 A-2 Revenue Account					
Fidelity Institutional Prime MA Portfolio	US Bank	n/a	0.02%	\$	398,677
			Subtotal	\$	569,990
			Total	\$	1,022,636

Stoneybrook West CDD

Bank Reconciliation

Bank Account No. 0948 BBVA Compass Checking GF
Statement No. 04-21
Statement Date 4/30/2021

G/L Balance (LCY)	403,097.76	Statement Balance	403,097.76
G/L Balance	403,097.76	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	403,097.76
Subtotal	403,097.76	Outstanding Checks	0.00
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	403,097.76	Ending Balance	403,097.76
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
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STONEYBROOK WEST
Community Development District

CHECK REGISTER

02/01/21-04/30/21

STONEYBROOK WEST COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund
For the Period from 02/1/2021 to 04/30/2021
(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERAL FUND - 001								
001	3019	02/05/21	CLARK & ALBAUGH, LLP	17343	GEN MATTERS THRU JAN 2021	ProfServ-Legal Services	531023-51401	\$370.50
001	3022	02/15/21	HOME DEPOT	012121-8825	MISC CONTINGENCIES	Misc-Contingency	549900-53901	\$46.97
001	3023	02/22/21	INFRAMARK, LLC	60517	FEB 2021 MGMT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$3,833.33
001	3023	02/22/21	INFRAMARK, LLC	60517	FEB 2021 MGMT FEES	ProfServ-Special Assessment	531038-51301	\$429.17
001	3023	02/22/21	INFRAMARK, LLC	60517	FEB 2021 MGMT FEES	ProfServ-Field Management	531016-53901	\$1,250.00
001	3023	02/22/21	INFRAMARK, LLC	60517	FEB 2021 MGMT FEES	Postage and Freight	541006-51301	\$7.06
001	3023	02/22/21	INFRAMARK, LLC	60517	FEB 2021 MGMT FEES	Printing and Binding	547001-51301	\$24.42
001	3028	03/02/21	FEDEX	7-278-91104	FEB POSTAGE	Postage and Freight	541006-51301	\$74.34
001	3029	03/02/21	BRIGHTVIEW LANDSCAPE SVC, INC	7191609	FEB LANDSCAPE MAINT	Contracts-Landscape	534050-53901	\$3,047.10
001	3030	03/02/21	SITEX AQUATICS	4549B	FEB LAKE MAINT/MIDGE FLY	Contracts-Lake and Wetland	534021-53901	\$2,770.00
001	3030	03/02/21	SITEX AQUATICS	4549B	FEB LAKE MAINT/MIDGE FLY	Contracts-Pest Control	534125-53901	\$2,080.00
001	3030	03/02/21	SITEX AQUATICS	4573B	JAN - PEST CONTROL MIDGE/MOSQUITO	Contracts-Pest Control	534125-53901	\$2,976.00
001	3031	03/05/21	CLARK & ALBAUGH, LLP	17386	GEN MATTERS THRU FEB 2021	ProfServ-Legal Services	531023-51401	\$2,267.00
001	3032	03/05/21	FEDEX	7-285-88758	FEB POSTAGE	Postage and Freight	541006-51301	\$156.06
001	3033	03/05/21	SITEX AQUATICS	4684B	50% DEPOSIT - 1 3HP 230/1PH EQUINOX MOTOR	Contracts-Fountain	534023-53901	\$4,785.00
001	3034	03/12/21	FEDEX	7-293-32595	FEB POSTAGE	Postage and Freight	541006-51301	\$19.48
001	3035	03/17/21	HANSON WALTER & ASSOCIATES, INC	5277291	ENGG SVCS THRU FEB 2021	ProfServ-Engineering	531013-51501	\$637.50
001	3036	03/22/21	INFRAMARK, LLC	61610	MARCH 2021 MGMT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$3,833.33
001	3036	03/22/21	INFRAMARK, LLC	61610	MARCH 2021 MGMT FEES	ProfServ-Special Assessment	531038-51301	\$429.17
001	3036	03/22/21	INFRAMARK, LLC	61610	MARCH 2021 MGMT FEES	ProfServ-Field Management	531016-53901	\$1,250.00
001	3036	03/22/21	INFRAMARK, LLC	61610	MARCH 2021 MGMT FEES	Postage and Freight	541006-51301	\$3.06
001	3036	03/22/21	INFRAMARK, LLC	61610	MARCH 2021 MGMT FEES	Printing and Binding	547001-51301	\$127.70
001	3036	03/22/21	INFRAMARK, LLC	61610	MARCH 2021 MGMT FEES	Office Supplies	551002-51301	\$75.00
001	3037	03/29/21	HANSON WALTER & ASSOCIATES, INC	5276868	ENG'G SVCS THRU JAN 2021	ProfServ-Engineering	531013-51501	\$475.00
001	3038	03/29/21	SITEX AQUATICS	4680B	FEB ULV FOGGING/MIDGE MOSQUITO CONTROL	Contracts-Pest Control	534125-53901	\$2,976.00
001	3039	04/02/21	BRIGHTVIEW LANDSCAPE SVC, INC	7245673	MARCH LANDSCAPE MAINT	Contracts-Landscape	534050-53901	\$3,047.10
001	3040	04/02/21	SITEX AQUATICS	4657B	LAKE MAINT 23 WATERWAYS/MIDGE FLY	Contracts-Lake and Wetland	534021-53901	\$2,770.00
001	3040	04/02/21	SITEX AQUATICS	4657B	LAKE MAINT 23 WATERWAYS/MIDGE FLY	Contracts-Pest Control	534125-53901	\$2,080.00
001	3040	04/02/21	SITEX AQUATICS	4682B	BI MONTHLY FOUNTAIN MAINT	Contracts-Fountain	534023-53901	\$700.00
001	3041	04/02/21	INNERSYNC STUDIO, LTD	19374	WEBSITE/COMPLIANCE SVCS	Contracts-Website Hosting	534384-51301	\$388.13
001	3042	04/06/21	CLARK & ALBAUGH, LLP	17434	GEN MATTERS THRU MARCH 2021	ProfServ-Legal Services	531023-51401	\$1,428.50
001	3045	04/19/21	INFRAMARK, LLC	62662	APRIL MGMT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$3,833.33
001	3045	04/19/21	INFRAMARK, LLC	62662	APRIL MGMT FEES	ProfServ-Special Assessment	531038-51301	\$429.17
001	3045	04/19/21	INFRAMARK, LLC	62662	APRIL MGMT FEES	ProfServ-Field Management	531016-53901	\$1,250.00
001	3045	04/19/21	INFRAMARK, LLC	62662	APRIL MGMT FEES	Postage and Freight	541006-51301	\$5.10
001	3045	04/19/21	INFRAMARK, LLC	62662	APRIL MGMT FEES	Printing and Binding	547001-51301	\$0.40
001	3045	04/19/21	INFRAMARK, LLC	62662	APRIL MGMT FEES	MTG EQUIP	551002-51301	\$755.80
001	3046	04/23/21	SITEX AQUATICS	4797B	PEST CONTROL	Contracts-Pest Control	534125-53901	\$2,976.00
001	DD188	02/08/21	DUKE ENERGY	011521 ACH	BILL PRD 12/15-1/15/21	Electricity - General	543006-53901	\$359.16
001	DD189	02/17/21	DUKE ENERGY	012621 ACH	BILL PRD 12/23-1/26/21	Electricity - General	543006-53901	\$582.07

STONEYBROOK WEST COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund
For the Period from 02/1/2021 to 04/30/2021
(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	DD190	03/10/21	DUKE ENERGY	021621 ACH	BILL PRD 1/15-2/16/21	Electricity - General	543006-53901	\$368.33
001	DD191	03/18/21	DUKE ENERGY	022421 ACH	BILL PRD 1/26-2/24/21	Electricity - General	543006-53901	\$213.12
001	DD192	04/09/21	DUKE ENERGY	031821 ACH	BILL PRD 2/16-3/18/21	Electricity - General	543006-53901	\$413.14
001	DD193	04/19/21	DUKE ENERGY	032621 ACH	BILL PRD 2/24-3/26/21	Electricity - General	543006-53901	\$432.29
001	3024	02/26/21	THOMAS C. WHITE	PAYROLL	February 26, 2021 Payroll Posting			\$184.70
001	3025	02/26/21	GEORGE MORGAN	PAYROLL	February 26, 2021 Payroll Posting			\$184.70
001	3026	02/26/21	THOMAS N. ALEXANDER	PAYROLL	February 26, 2021 Payroll Posting			\$184.70
001	3027	02/26/21	TIFFANY M. ACIREALE	PAYROLL	February 26, 2021 Payroll Posting			\$184.70
Fund Total								\$56,713.63

SERIES 2018 A-1 & A-2 FUND - 204

204	3020	02/15/21	STONEYBROOK WEST C/O US BANK NA	020921-SER 2018A-2	TRFR FY21 ASSMNTS SER 2018 A-2	Due From Other Funds	131000	\$362,839.50
204	3021	02/15/21	STONEYBROOK WEST C/O US BANK NA	020921 0948	TRFR FY21 ASSMNTS SER 2018 A1	Due From Other Funds	131000	\$42,160.50
204	3043	04/16/21	STONEYBROOK WEST C/O US BANK NA	040621 0948	TRFR FY21 ASSMNTS SERIES 2018 A1	Due From Other Funds	131000	\$4,164.00
204	3044	04/16/21	STONEYBROOK WEST C/O US BANK NA	040621-SER 2018A-2	TRFR FY21 ASSMNTS SER 2018 A2	Due From Other Funds	131000	\$35,836.00
Fund Total								\$445,000.00

Total Checks Paid	\$501,713.63
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9B.

Florida Legislature recently enacted Section 448.095, *Florida Statutes*, which, generally speaking, requires that all employers verify employment eligibility using the United States Department of Homeland Security's "E-Verify" system. Specifically, Section 448.095(2)(a) provides:

"Beginning January 1, 2021, every public employer, contractor, and subcontractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public employer, contractor, or subcontractor may not enter into a contract unless each party to the contract registers with and uses the E-Verify system."

Section 448.095(1), F.S., defines "public employer" to be any "regional, county, local, or municipal government . . . that employs persons who perform labor or services for that employer in exchange for salary, wages, or other remuneration or that enters or attempts to enter into a contract with a contractor." Because all CDDs and stewardship districts (together, "Special Districts") enter into contracts with contractors (and many Special Districts have employees), all Special Districts are subject to the new E-Verify requirements.

E-VERIFY REQUIREMENTS

The Contractor shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, beginning January 1, 2021, to the extent required by Florida Statute, Contractor shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees. The District may terminate this Agreement immediately for cause if there is a good faith belief that the Contractor has knowingly violated Section 448.091, *Florida Statutes*.

If the Contractor anticipates entering into agreements with a subcontractor for the Work, Contractor will not enter into the subcontractor agreement without first receiving an affidavit from the subcontractor regarding compliance with Section 448.095, *Florida Statutes*, and stating that the subcontractor does not employ, contract with, or subcontract

with an unauthorized alien. Contractor shall maintain a copy of such affidavit for the duration of the agreement and provide a copy to the District upon request.

In the event that the District has a good faith belief that a subcontractor has knowingly violated Section 448.095, *Florida Statutes*, but the Contractor has otherwise complied with its obligations hereunder, the District shall promptly notify the Contractor. The Contractor agrees to immediately terminate the agreement with the subcontractor upon notice from the District. Further, absent such notification from the District, the Contractor or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated s. 448.09(1), *Florida Statutes*, shall promptly terminate its agreement with such person or entity.

By entering into this Agreement, the Contractor represents that no public employer has terminated a contract with the Contractor under Section 448.095(2)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.

9Cii

AUDITOR SELECTION EVALUATION CRITERIA

1. Ability of Personnel. (20 Points)

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing workload; proposed staffing levels, etc.)

2. Proposer's Experience. (20 Points)

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation, of respondent, etc.)

3. *Understanding of Scope of Work.* (20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. *Ability to Furnish the Required Services.* (20 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required (E.g., the existence of any natural disaster plan for business operations).

5 *Price.* (20 Points)

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.

9D.

Bill Cowles													
Date		Supervisor of Elections							Orange County, FL				
Time		District List Report											
District	Nbr	DistrictType	Description	Registered Voters					Inactive Voters				
				Total	Dems	Reps	NPA	Other	Total	Dems	Reps	NPA	Other
PC	1		BONNET CREEK RESORT	0	0	0	0	0	0	0	0	0	0
PC	2		EAST PARK	1,718	672	419	592	35	38	12	8	17	1
PC	3		FALCON TRACE	1,994	927	376	665	26	52	16	10	25	1
PC	4		NARCOOSSEE	1,925	713	513	661	38	157	57	24	72	4
PC	5		STONEBROOK WEST	3,608	1,263	1,163	1,111	71	128	53	32	41	2
PC	6		URBAN ORLANDO	6,276	2,268	2,113	1,750	145	538	160	173	202	3
PC	7		VISTA LAKES	4,341	1,772	1,001	1,506	62	180	60	37	83	0
PC	8		RANGER DRAINAGE	6,417	2,005	2,374	1,900	138	158	45	47	62	4
PC	9		BOGGY CREEK	0	0	0	0	0	0	0	0	0	0
PC	10		GREENEWAY	4,529	1,563	1,309	1,546	111	112	35	29	44	4
PC	11		MYRTLE CREEK	2,342	782	679	829	52	129	43	26	60	0
PC	13		RANDAL PARK	1,444	491	450	471	32	34	6	15	13	0
PC	15		FOWLERS GROVE WG VIL	0	0	0	0	0	0	0	0	0	0
PC	20		STOREY PARK	1,596	613	351	587	45	21	9	4	7	1
PC	22		GROVE RESORT	0	0	0	0	0	0	0	0	0	0
PC	23		DOWDEN WEST	98	49	22	24	3	0	0	0	0	0
PC	24		FRERC	1	0	1	0	0	0	0	0	0	0
PC	25		POITRAS EAST	10	5	2	3	0	0	0	0	0	0
PC	26		GRANDE PINES CDD	0	0	0	0	0	0	0	0	0	0
PC	27		WESTWOOD CDD	0	0	0	0	0	0	0	0	0	0
PC	28		VALENCIA WATER CONTROL D	0	0	0	0	0	0	0	0	0	0
				36,299	13,123	10,773	11,645	758	1,547	496	405	626	20

9E.

Proposal for Extra Work at Stoneybrook West CDD

Property Name	Stoneybrook West CDD	Contact	Freddy Blanco
Property Address	15501 Towne Center Blvd Winter Garden, FL 34787	To	Stoneybrook West CDD
		Billing Address	313 Campus St Celebration, FL 34747
Project Name	Clean up of Tract B overgrowth		
Project Description	Clean up of Tract B overgrowth that was identified with Freddy B.		

Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	LUMP SUM	Clean up of Tract B overgrowth that was identified with Freddy B.	\$2,400.00	\$2,400.00

For internal use only

SO# 7472337
JOB# 341504041
Service Line 130

Total Price \$2,400.00

THIS IS NOT AN INVOICE

This proposal is valid for 60 days unless otherwise approved by BrightView Landscape Services, Inc.
12211 Regency Village Dr., Ste 3, Orlando, FL 32821 ph. (407) 292-9600 fax (407) 291-4966

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only, contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license and permit requirements of the City, State and Federal Governments, as well as all other requirements of law.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales tax where applicable on material supplied.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Client/Owner, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall indemnify the Client/Owner and its agents and employees from and against any third party liabilities that arise out of Contractor's work to the extent such liabilities are adjudicated to have been caused by Contractor's negligence or willful misconduct. Contractor shall not be liable for any damage that occurs from Acts of God are defined as those caused by windstorm, hail, fire, flood, earthquake, hurricane and freezing, etc. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this agreement within sixty (60) days. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Client/Owner or not under Client/Owner management and control shall be the sole responsibility of the Client/Owner.
7. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
8. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
9. **Access to Jobsite:** Client/Owner shall provide all utilities to perform the work. Client/Owner shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the owner makes the site available for performance of the work.
10. **Invoicing:** Client/Owner shall make payment to Contractor within fifteen (15) days upon receipt of invoice. In the event the schedule for the completion of the work shall require more than thirty (30) days, a progress bill will be presented by month end and shall be paid within fifteen (15) days upon receipt of invoice.
11. **Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) work days advance written notice. Client/Owner will be required to pay for all materials purchased and work completed to the date of termination and reasonable charges incurred in demobilizing.
12. **Assignment:** The Owner/Client and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Owner/Client nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
13. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Owner. If the Client/Owner must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Client/Owner directly to the designer involved.

14. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Client/Owner will be liable for a minimum travel charge of \$150.00 and billed to Client/Owner.

The following sections shall apply where Contractor provides Customer with tree care services:

15. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Client/Owner. Defined backfill and landscape material may be specified. Client/Owner shall be responsible for contacting Underground Service Alert to locate underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Client/Owner's expense.
16. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (international Society of Arboricultural) standards will require a signed waiver of liability.

Acceptance of this Contract

Contractor is authorized to perform the work stated on the face of this Contract. Payment will be 100% due at time of billing. If payment has not been received by BrightView within fifteen (15) days after billing, BrightView shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Client/Owner. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 30 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

Customer

Property Manager

Signature

Title

Freddy Blanco

March 24, 2021

Printed Name

Date

BrightView Landscape Services, Inc. "BrightView"

Account Manager

Signature

Title

Christopher D Carey

March 24, 2021

Printed Name

Date

Job #: 341504041

Proposed Price: \$2,400.00

SO # 7472337

TENTH ORDER OF BUSINESS

10Bi

Terry Roberts Site Work, Inc.

1491 Orange Ave.

St. Cloud, FL 34769

(O) 407-892-0807

(F) 407-892-6729

May 13,2021

Stoney Brooke West

2867 Balforn Tower Way

Mobilization:	\$1,200.00
Stripping's 3 loads:	\$1,500.00
Silt Fence 50 LF:	\$150.00
Sidewalk Demo/Repair 50 SF:	\$750.00
Sod Bahia 2,000 SF:	<u>\$1,460.00</u>
 *Total:	 \$5,060.00

No survey or as-builts (By others)

Not responsible for irrigation (By others)

Not responsible for permits, trees, fences or water (By others)

*If cones needed, \$500.00

Terry Roberts Site Work, Inc.

1491 Orange Ave.

St. Cloud, FL 34769

(O) 407-892-0807

(F) 407-892-6729

May 13,2021

Stoney Brooke West

13518 Tenbury Wells Way

Mobilization: \$1,200.00

Silt Fence 200 LF: \$600.00

Stripping/Haul off 116 CY yard spoils: \$2,900.00

Sidewalk Demo/Repair 50 SF: \$750.00

Grade 531 SF: \$3,186.00

Sod Bahia 4,800 SF: \$2,944.00

*Total: \$11,580.00

No survey or as-builts (By others)

Not responsible for irrigation (By others)

Not responsible for permits, trees, fences or water (By others)

*If cones needed, \$500.00



PH: 321-624-9555

1711 EASTERN AVE SAINT CLOUD FL

FAX: 407- 891 - 9679

BID PROPOSAL

BID #: 51121

DATE: May 11, 2021

PROPOSAL SCOPE:
 PROPOSAL REVISED:
 PROJECT NAME:
 JOB LOCATION:

POND SLOPE GRADING AND RE-SOD

13518 TENBURY WELLS WAY
 WINTER GARDEN FL

GENERAL CONTRACTOR:

ATT:

MARK V.


WWW.CAMCORSITE.COM

SCOPE OF WORK AND COST

		NOT BID
PERFORMANCE & PAYMENT BOND		
MOBILIZATION & GENERAL EXPENSE	1 LS	\$1,500.00
STRIP AND GRUB (REMOVE FROM SITE)	88 CY	\$2,200.00
EXPORT FILL	85 CY	\$2,125.00
GRADE SLOPE	3066 SF	\$1,174.00
SILT FENCE	110 LF	\$550.00
SIDEWALK REPLACEMENT IF NEEDED	100 SF	\$1,500.00
ST. AUGUSTINE SOD REPLACEMENT	6000 SF	\$6,000.00
M.O.T. AND CLEAN UP	1 LS	\$1,200.00

TOTAL	\$16,249.00
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ALTERNATES / EXCLUSIONS

- | | | |
|---|--------------------------|---------------|
| 1 | ADDITIONAL MOBILIZATIONS | \$1,500.00 EA |
| 2 | IRRIGATION BY OTHERS | |



PH: 321-624-9555

1711 EASTERN AVE SAINT CLOUD FL

FAX: 407- 891 - 9679

BID PROPOSAL

BID #: 51121

DATE: May 11, 2021

PROPOSAL SCOPE:
 PROPOSAL REVISED:
 PROJECT NAME:
 JOB LOCATION:

SWELL GRADING AND RE-SOD

2876 BALFORN TOWER WAY
 WINTER GARDEN FL

GENERAL CONTRACTOR:

ATT:

MARK V.



WWW.CAMCORSITE.COM

SCOPE OF WORK AND COST

		NOT BID
PERFORMANCE & PAYMENT BOND	1 LS	\$1,500.00
MOBILIZATION & GENERAL EXPENSE	20 CY	\$700.00
STRIP AND GRUB (REMOVE FROM SITE)	37 CY	\$925.00
EXPORT FILL	1174 SF	\$1,174.00
GRADE SWELL	50 LF	\$200.00
SILT FENCE	100 SF	\$1,500.00
SIDEWALK REPLACEMENT IF NEEDED	3000 SF	\$3,000.00
ST. AUGUSTINE SOD REPLACEMENT	1 LS	\$1,200.00
M.O.T. AND CLEAN UP		

TOTAL **\$10,199.00**

ALTERNATES / EXCLUSIONS

- 1 ADDITIONAL MOBILIZATIONS
- 2 IRRIGATION BY OTHERS

\$1,500.00 EA

10Ci

Proposal for Extra Work at Stoneybrook West CDD

Property Name	Stoneybrook West CDD	Contact	Freddy Blanco
Property Address	15501 Towne Center Blvd Winter Garden, FL 34787	To	Stoneybrook West CDD
		Billing Address	313 Campus St Celebration, FL 34747
Project Name	Maintenance of Tract B fence line		
Project Description	Maintenance of Tract B fence line that was identified with Freddy B. to be performed Monthly		

Scope of Work

QTY	UoM/Size	Material/Description	Unit Price	Total
1.00	LUMP SUM	Maintenance of Tract B fence line that was identified with Freddy B. to be performed Monthly. To be billed Monthly or we can amend the contract to reflect the amount.	\$400.00	\$400.00

For internal use only

SO# 7472773
JOB# 341504041
Service Line 130

Total Price \$400.00

THIS IS NOT AN INVOICE

This proposal is valid for 60 days unless otherwise approved by BrightView Landscape Services, Inc.
12211 Regency Village Dr., Ste 3, Orlando, FL 32821 ph. (407) 292-9600 fax (407) 291-4966

TERMS & CONDITIONS

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only, contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades or when applicable in tree management. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license and permit requirements of the City, State and Federal Governments, as well as all other requirements of law.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales tax where applicable on material supplied.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Client/Owner, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall indemnify the Client/Owner and its agents and employees from and against any third party liabilities that arise out of Contractor's work to the extent such liabilities are adjudicated to have been caused by Contractor's negligence or willful misconduct. Contractor shall not be liable for any damage that occurs from Acts of God are defined as those caused by windstorm, hail, fire, flood, earthquake, hurricane and freezing, etc. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this agreement within sixty (60) days. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Client/Owner or not under Client/Owner management and control shall be the sole responsibility of the Client/Owner.
7. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
8. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
9. **Access to Jobsite:** Client/Owner shall provide all utilities to perform the work. Client/Owner shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the owner makes the site available for performance of the work.
10. **Invoicing:** Client/Owner shall make payment to Contractor within fifteen (15) days upon receipt of invoice. In the event the schedule for the completion of the work shall require more than thirty (30) days, a progress bill will be presented by month end and shall be paid within fifteen (15) days upon receipt of invoice.
11. **Termination:** This Work Order may be terminated by the either party with or without cause, upon seven (7) work days advance written notice. Client/Owner will be required to pay for all materials purchased and work completed to the date of termination and reasonable charges incurred in demobilizing.
12. **Assignment:** The Owner/Client and the Contractor respectively, bind themselves, their partners, successors, assignees and legal representative to the other party with respect to all covenants of this Agreement. Neither the Owner/Client nor the Contractor shall assign or transfer any interest in this Agreement without the written consent of the other provided, however, that consent shall not be required to assign this Agreement to any company which controls, is controlled by, or is under common control with Contractor or in connection with assignment to an affiliate or pursuant to a merger, sale of all or substantially all of its assets or equity securities, consolidation, change of control or corporate reorganization.
13. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. Contractor cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results. Professional engineering, architectural, and/or landscape design services ("Design Services") are not included in this Agreement and shall not be provided by the Contractor. Any design defects in the Contract Documents are the sole responsibility of the Owner. If the Client/Owner must engage a licensed engineer, architect and/or landscape design professional, any costs concerning these Design Services are to be paid by the Client/Owner directly to the designer involved.

14. **Cancellation:** Notice of Cancellation of work must be received in writing before the crew is dispatched to their location or Client/Owner will be liable for a minimum travel charge of \$150.00 and billed to Client/Owner.

The following sections shall apply where Contractor provides Customer with tree care services:

15. **Tree & Stump Removal:** Trees removed will be cut as close to the ground as possible based on conditions to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to concrete brick filled trunks, metal rods, etc. If requested mechanical grinding of visible tree stump will be done to a defined width and depth below ground level at an additional charge to the Client/Owner. Defined backfill and landscape material may be specified. Client/Owner shall be responsible for contacting Underground Service Alert to locate underground utility lines prior to start of work. Contractor is not responsible damage done to underground utilities such as but not limited to, cables, wires, pipes, and irrigation parts. Contractor will repair damaged irrigation lines at the Client/Owner's expense.
16. **Waiver of Liability:** Requests for crown thinning in excess of twenty-five percent (25%) or work not in accordance with ISA (international Society of Arboricultural) standards will require a signed waiver of liability.

Acceptance of this Contract

Contractor is authorized to perform the work stated on the face of this Contract. Payment will be 100% due at time of billing. If payment has not been received by BrightView within fifteen (15) days after billing, BrightView shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Client/Owner. Interest at a per annum rate of 1.5% per month (18% per year), or the highest rate permitted by law, may be charged on unpaid balance 30 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY

Customer

Property Manager

Signature

Title

Freddy Blanco

March 24, 2021

Printed Name

Date

BrightView Landscape Services, Inc. "BrightView"

Account Manager

Signature

Title

Christopher D Carey

March 24, 2021

Printed Name

Date

Job #: 341504041

Proposed Price: \$400.00

SO # 7472773

10Cii



STONEYBROOK WEST CDD FIELD INSPECTION REPORT

May 18, 2021

FREDDY BLANCO

FIELD SERVICES MANAGER



STONEYBROOK WEST

GENERAL UPDATES

- Overgrown vegetation was removed at Black Leon Way.
- All ponds have been treated for algae, grasses, and other invasive species.
- Broken branches were picked up from Stone Creek
- Reviewed and processed invoices on a weekly basis.
- Returned phone calls as necessary.
- Respond to emails and communications as needed

Please refer to the item # in your response listing action already taken or anticipated time of completion. **Red text** indicates deficient from previous report. **Bold Red text** indicates deficient for more than a month. **Green text** indicates a proposal has been requested. **Blue** indicates irrigation. **Bold, underlined is info. or questions for the BOS.**

APRIL LANDSCAPE REVIEW

Trimming Service hasn't been completed at Black Leon Way - **Pending**



Edging service is needed at Post Castle Cir.
Pending



The Lake at Port Castle Cir.

The tree was removed but the landscape crew left the tree at the lake.

The fountain's starter box from Pond # 3 stopped working – Proposal from Sitex has been included for review.



Stoneybrook West CDD



Monthly Report
Inspection Date: 5/1/2021

Prepared For:
Freddy Blanco
Inframark

Prepared By:
Brian Fackler
P: 407-402-6536
E: bfackler@sitexaquatics.com



Monthly Report

Ponds 3, 18



Ponds received treatment for shoreline grasses and invasive species as needed. Pond 3 fountain currently not working, Pond 18 installation of new fountain complete and algae treated

Pond 4, 23



Ponds received treatment for shoreline grasses and invasive species as needed. Pond 4 treated for algae and planted, Pond 23 fountain nozzle replaced and treated for algae



Monthly Report

Ponds

- 1- Algae, Duckweed and Grasses treated
- 2- Algae treated
- 3- Algae and Grasses treated
- 4- Algae and Spike rush treated Native Planting
- 5- Algae and Cattails treated
- 6- Algae and Duckweed treated
- 7- Algae and Grasses treated, Native Planting
- 8- Algae Treated
- 9- Algae and grasses treated, Native Planting
- 10- Grasses treated
- 11- Algae treated
- 12- Algae and grasses treated
- 13- Algae and Duckweed treated
- 14- Algae and Grasses treated
- 15- Grasses treated
- 16- Algae treated
- 17- Algae treated
- 18-Algae and Lilly pads treated
- 19-Algae and Grasses treated
- 20- Grasses and Algae treated
- 21- Algae treated
- 22- Algae and Grasses treated
- 23- Algae treated



Monthly Report

MONTHLY SUMMARY

All ponds were treated for shoreline vegetation and algae as needed. Please don't hesitate to reach out to me or my staff. Have a great day!

Regards
Brian Fackler
Field Operations Manager
Sitex Aquatics llc

MONTHLY MIDGE REPORT STONEBROOK WEST



May 2021

- 1- pond has been treated with adulticide and larvicide
- 2- pond has been treated with adulticide and larvicide
- 3- pond has been treated with adulticide and larvicide
- 4- pond has been treated with adulticide and larvicide
- 5- pond has been treated with adulticide and larvicide
- 6- pond has been treated with adulticide and larvicide
- 7- pond has been treated with adulticide and larvicide
- 8- pond has been treated with adulticide and larvicide
- 9- pond has been treated with adulticide and larvicide
- 10- pond has been treated with adulticide and larvicide
- 11- pond has been treated with adulticide and larvicide
- 12- pond has been treated with adulticide and larvicide
- 13- pond has been treated with adulticide and larvicide
- 14- pond has been treated with adulticide and larvicide
- 15- pond has been treated with adulticide and larvicide
- 16- pond has been treated with adulticide and larvicide
- 17- pond has been treated with adulticide and larvicide
- 18- pond has been treated with adulticide and larvicide
- 19- pond has been treated with adulticide and larvicide
- 20- pond has been treated with adulticide and larvicide
- 21- pond has been treated with adulticide and larvicide
- 22- pond has been treated with adulticide and larvicide
- 23- pond has been treated with adulticide and larvicide

Comments: Adulticide is scheduled every Thursday. We have also larvicided once a month

As always please feel free to reach out to me and my staff anytime.

STONEBROOK WEST FOUNTAIN MAINTENANCE

OPERATIONS & MAINTENANCE HIGHLIGHT

SITEX AQUATICS FOUNTAINS REPORT



January 2020-May 2021

March 16th 2020 locks were placed on all fountain breaker/timer panels

POND1-

July 23rd 2020 Report of fountain non on. Fountain inspected and operating properly, timers reset

February 25th 2021 Fountain inspected and running. Picture below



POND 2-

July 10th 2020 report of fountain not working.

July 14th 2020 Report of fountain not working. Breakers and timer reset

July 20th 2020 Report of the lights not working. Technician tested lights and they work

Aug 4th 2020 Report of lights not working. Lights were tested and timers reset

Aug 18th 2020 Light timers were reset

Sept 15th 2020 Sitex recommended replacing the light timer as it is not operating properly

February 25th 2021 Fountain inspected and running properly. Picture below



POND3-

March 6th 2020 Breakers and timers were reset twice

March 8th 2020 valve was broken and repaired

March 22nd 2020 volt meter read open line. Sitex fixed a grounding issue in the panel

March 24th 2020 timers were reset

April 1st 2020 Reset breakers and timers

May 5th 2020Reset breakers and timers

May 27th 2020 timers were reset again

May 8th 2020 fountain Breaker and timer were reset.

June 11th 2020 found fountain off while onsite and reset the breaker and cleaned the ground connection

Aug 11th 2020 While onsite found fountain off. Timer was reset and fountain was working

Sept 24th 2020 Breakers were tripped and reset

February 25th 2021 Fountain inspected and running properly. Picture below

March 26th 2021 Met with Freddy Blanco onsite and confirmed fountain was running

May 5th 2021 Fountain is down and scheduled for Diagnostics



POND4-

May 15th 2020 received email the fountain was off. The grounding block was corroded causing poor connection. Electrician was called to perform repair.

June 4th 2020 timer was reset for the fountain and the lights

June 19th 2020 responded to service request for the fountain being off. Breakers and timer were reset

July 21st 2020 the fountain timers were reset do to loss of power

Aug 20th 2020 Fountain stopped working. Electrician came out to repair.

Aug 25th 2020 photo cell for lights received a lightning strike. Operating on timer now

November 17th 2020 Aerators installed

February 15th 2021 confirmed power was restored

February 16th 2021 Aerators were turned on and operational

POND7-

April 15th 2020 received estimate to replace the pump panel

May 13th 2020 electrical repairs were completed and fountain is running

June 12th 2020 responded to a service call and reset breakers and timer

June 16th 2020 responded to a service call that fountain was off. When technician arrived onsite fountain was on and running.

Aug 25th 2020 Electrician was sent back to inspect panel as fountain was found off while tech was onsite

November 17th 2020 Aerators installed

February 19th 2021 Aerator floated to the top and reinstalled

POND9-

June 11th 2020 Responded to a service call. Fountain inspected and operating properly

Aug 11th 2020 Breakers were tripped and technician reset

Aug 18th 2020 Fountain was off and breakers were reset

October 19th 2020 fountain was removed and placed in pond 23 successfully

November 17th 2020 Aerators installed

February 3rd 2021 Aerator loose and reinstalled

POND18-

Aug 17th 2020 fountain was struck by lightning and is currently not working

Aug 25th 2020 electrician confirmed heavy damage to both the fountain motor and the electrical panel from lightning strike

November 19th 2020 Proposal for fountain replacement was submitted

March 29th 2021 New fountain installed



POND23-

March 9th 2020 fountain not running reset breaker and timer

May 8th 2020 Fountain timers were reset and Breaker reset

Oct 19th 2020 Fountain 9 was removed and placed into pond 23 successfully

December 10th 2020 fountain nozzle was replaced at the request of the board President. No cost to the CDD

February 16th 2021 Breaker was bad and has been replaced.

February 25th 2021 Fountain inspected and running. Picture below.



PROPOSALS



5273 Giron Cir
Kissimmee, FL 34758

407-717-5851
www.sitexaquatics.com

Fountain Repair Proposal

May 11, 2021

Submitted by: Joe Craig

Customer: StoneyBrook West CDD
Contact: Mr. Freddy Blanco
Address: 313 Campus st. Celebration, FL 34747
Email: fblanco@inframark.com
Phone: 407.566.4122

The following bid is for replacement of a Starter Box replacement in pond #3 at the StoneyBrook West community located in Winter Garden, Florida.

Service		Cost
1-3hp/230v/1phase Starter Box replacement	—	\$895.00
Labor	—	Included
2 year warranty	—	Included
Total	—	\$895.00