

**MINUTES OF MEETING  
WATERCHASE  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Waterchase Community Development District was held on Tuesday, December 8, 2015 at 6:00 p.m. at the Waterchase Clubhouse, 14401 Waterchase Boulevard, Tampa, Florida.

Present and constituting a quorum were:

Ginger Perkins	Vice Chairman
Salvatore Mancini	Assistant Secretary
Rick Wintheiser	Supervisor
Becky Winters	Supervisor

Also present were:

Andy Mendenhall	District Manager
-----------------	------------------

*The following is a summary of the discussions and actions taken at the December 8, 2015 Board of Supervisors meeting.*

**FIRST ORDER OF BUSINESS    Roll Call**

Mr. Mendenhall called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

Mr. Mendenhall presented the following organizational matters for consideration.

**A.    Acceptance of Resignation – Jim Terry – Seat #1**

On MOTION by Ms. Perkins seconded by Mr. Wintheiser to accept the resignation of Jim Terry from Seat #1.

On VOICE VOTE with Ms. Perkins, Mr. Wintheiser, and Mr. Mancini voting AYE to accept the resignation of Jim Terry from Seat #1. Motion passes 3-0.

Approved

**B. Appointment of Supervisor to Fill the Unexpired Term of Office (Seat #1 – 11/2016)**

Mr. Mendenhall will contact the individuals who recently requested consideration for appointment to the Board. In addition, if you know of any other registered voters in the community who may be interested, they also will be contacted regarding the vacant seat on the Board.

**C. Oath of Office of Newly Appointed Supervisors**

No supervisor was appointed at this meeting.

**D. Election of Officers, Resolution 2016-1**

Mr. Mendenhall informed the Board they can reconstitute the Board at this time; address this matter after appointing a new Supervisor; or address it at this time and again after appointing a new Supervisor. Currently Ms. Perkins, Vice Chairman will be fulfilling the duties of the Chairman.

*Ms. Winters joined the meeting.*

Mr. Mendenhall explained the duties of the Chairperson, and with Board consensus it was determined the Election of Officers, Resolution 2016-1 will be addressed after the appointment of a new Supervisor to Seat #1.

**FOURTH ORDER OF BUSINESS**

**Consent Agenda**

Mr. Mendenhall presented the consent agenda for approval.

**A. Approval of the Minutes from the September 8, 2015 Meeting**

**B. September 30, 2015 Financials, Invoices and Check Register**

On MOTION by Mr. Mancini seconded by Mr. Wintheiser to approve the Consent Agenda as presented.

Discussion followed.

On VOICE VOTE with Ms. Perkins, Mr. Mancini, Mr. Wintheiser, and Ms. Winters voting AYE to approve the Consent Agenda as presented. Motion Passes 4-0.

**FIFTH ORDER OF BUSINESS**

**Manager's Report**

**A. Motion Assigning Fund Balance as of 9/30/15**

Mr. Mendenhall provided an explanation of the assignment of fund balances and reviewed the report details.

On MOTION by Mr. Wintheiser seconded by Ms. Perkins to assign the fund balance as of September 30, 2015 as follows: Operating Reserve \$ 65,776; Reserves – Lake Embank/Drainage \$430,863; Reserves – Streetlights \$240,349; Total Assigned \$736,988.

Discussion followed on the streetlight reserves.

MOTION to AMEND by Mr. Mancini seconded by Mr. Wintheiser to assign the fund balance as of September 30, 2015 as follows: Operating Reserve \$ 65,776; Reserves – Lake Embank/Drainage \$521,212; Reserves – Streetlights \$150,000; Total Assigned \$736,988.

On VOICE VOTE with Ms. Perkins, Mr. Mancini, Mr. Wintheiser, and Ms. Winters voting AYE to approve the amended motion to assign the fund balance as of September 30, 2015 as follows: Operating Reserve \$ 65,776; Reserves – Lake Embank/Drainage \$521,212; Reserves – Streetlights \$150,000; Total Assigned \$736,988 was approved. Motion Passes 4-0

**B. Discussion of Process for Easement Requests**

Mr. Mendenhall reviewed the current process in responding to easement requests and suggested a change in the process.

Discussion followed on the cost for engineering and legal review which is currently paid by the CDD. Consideration was given to charging an application fee to recover the associated professional review costs and to approve applications based solely on the written Engineer’s report.

A fee of \$250 could be charged until a more accurate determination of costs is obtained, at which time the amount can be modified to more accurately reflect the average professional costs.

On MOTION by Mr. Wintheiser seconded by Mr. Mancini to recover professional expenses for Easement Requests by charging a \$250 application fee to residents; the Board will defer approval of all requests to the District’s engineer and attorney.

On VOICE VOTE with Ms. Perkins, Mr. Mancini, Mr. Wintheiser, and Ms. Winters voting AYE to recover professional expenses for Easement Requests by charging a \$250 application fee to residents; the Board will defer approval of all requests to the District’s engineer and attorney. Motion Passes 4-0.

**C. A& B Aquatics Contract for Aerating Fountains**

The A&B Aquatics Contract for aerating fountains was reviewed. Discussion followed on the purpose, priority and implementation on the various ponds.

On MOTION by Mr. Mancini seconded by Ms. Perkins to approve the A&B Aquatics Contract for installation of aerating fountains and lights as specified on ponds #5 and #11 in an amount NTE \$40,000; and authorizing an additional \$2,000 for use by the District manager at his discretion.

On VOICE VOTE with Ms. Perkins, Mr. Mancini, Mr. Wintheiser, and Ms. Winters voting AYE the A&B Aquatics Contract for installation of aerating fountains and lights as specified on ponds #5 and #11 in an amount NTE \$40,000; and authorizing an additional \$2,000 for use by the District manager at his discretion was approved 4-0.

Mr. Mendenhall suggested since it is the dry season, the Board may want to consider directing the District Engineer to perform a review of the ponds to identify any erosion issues.

By consensus of the Board, the District Engineer is to review the ponds for erosion issues.

Mr. Mendenhall stated Severn Trent receives requests for Estoppel Letters from mortgage companies, developers and realtors. For producing those Estoppel Letters, Severn Trent is seeking authorization from the Board to charge \$75 for the service. There is no District involvement. The \$75 fee is billed to the requesting party and is paid directly to Severn Trent.

On MOTION by Mr. Wintheiser seconded by Ms. Winters to authorize Severn Trent to charge a \$75 fee for Estoppel Letters which will be billed directly to the party requesting the letters and paid directly to Severn Trent.

On VOICE VOTE with Ms. Perkins, Mr. Mancini, Mr. Wintheiser, and Ms. Winters voting AYE to authorize Severn Trent to charge a \$75 fee for Estoppel Letters which will be billed directly to the party requesting the letters and paid directly to Severn Trent. 4-0.

**SIXTH ORDER OF BUSINESS**

There being none, the next item followed.

**Attorney's Report**

**SEVENTH ORDER OF BUSINESS**

There being none, the next item followed.

**Engineer's Report**

**EIGHTH ORDER OF BUSINESS**

**Supervisor Requests**

- Mr. Mancini:** Inquired about the Debt Service Fund.
- Ms. Perkins:** Nothing further at this time.
- Ms. Winters:** Nothing further at this time.
- Mr. Wintheiser:** Nothing further at this time.

**NINTH ORDER OF BUSINESS**

**Audience Comments**

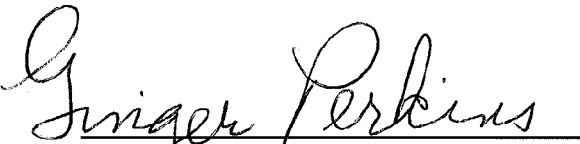
There not being any, the next item followed.

**TENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Ms. Perkins seconded by Mr. Mancini with all in favor the meeting was adjourned. 4-0

  
Ginger Perkins  
Vice Chairman