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**MINUTES OF MEETING**

*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

**MAGNOLIA WEST  
COMMUNITY DEVELOPMENT DISTRICT**

The **regular** meeting of the Board of Supervisors of Magnolia West Community Development District was held on **Tuesday, April 12, 2016 at 3:30 p.m.** at the Magnolia West Amenity Center located at 3490 Canyon Falls Drive, Green Cove Springs, and FL. 32043.

Present and constituting a quorum:

Bob Porter	<b>Board Supervisor, Chairman</b>
Curtis Hart	<b>Board Supervisor, Vice Chairman</b>
James Teagle	<b>Board Supervisor, Assistant Secretary</b>
Jan Doan	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Melissa Dobbins	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Lesley Gallagher	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
Katie Buchanan	<b>District Counsel, Hopping Green &amp; Sams</b>
Tony Shiver	<b>First Coast CMS</b>
Kyle Kubik	<b>Yellowstone Landscape</b>

Audience present

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Porter opened the Board of Supervisors Meeting at 3:30 p.m. and read the roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

There were no audience questions.

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of the Board  
of Supervisors' Regular Meeting held  
February 9, 2016**

On a motion by Mr. Teagle, seconded by Mr. Doan, with all in favor, the Board approved the minutes of the Board of Supervisors' regular meeting held February 9, 2016 for the Magnolia West Community Development District.

**FOURTH ORDER OF BUSINESS**

**Ratification of the Operation and  
Maintenance Expenditures for January  
2016 and February 2016**

On a motion by Mr. Doan, seconded by Mr. Teagle, with all in favor, the Board ratified the operations and maintenance expenditures for January 2016 in the amount of \$12,969.77 and February 2016 in the amount of \$20,364.07 for the Magnolia West Community Development District.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel  
Ms. Buchanan provided Legislature update which requires agendas to be posted on the website 7 days prior to meetings to go into effect October 2016.
- B. District Engineer  
Not Present.
- C. Field Report  
Mr. Shiver reviewed his report under Tab 3.
- D. Landscape Report  
Mr. Kubik reviewed his report under Tab 4.
- E. District Manager  
Ms. Gallagher noted that the 6<sup>th</sup> pond is now being serviced per amended contract that was approved. She also noted that the district office is moving forward with the annual Engineers Report for the district.

**SIXTH ORDER OF BUSIENSS**

**Consideration of Yellowstone Landscape Agreement**

Ms. Gallagher reviewed the renewal proposal for Yellowstone Landscape and noted the term would be for 19 months to bring the contract in line with the fiscal year. There would not be an increase in the cost with renewal but after the first 12 months the cost would drop to items that were not part of the 12 month schedule.

On a motion by Mr. Hart, seconded by Mr. Doan, with all in favor, the Board approved the 19 month renewal proposal with Yellowstone Landscape at a cost of \$2,025.00 per month for the first 12 months and \$1,716.00 a month for the next seven months for Magnolia West Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Fitness Equipment Proposal**

Mr. Shiver reviewed two (2) proposals for fitness equipment.

On a motion by Mr. Hart, seconded by Mr. Teagle, with all in favor, the Board approved the proposal from Fitness Pro in the amount of \$9,390.00 for Magnolia West Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Surveillance Camera System Extended Warranty**

On a motion by Mr. Doan, seconded by Mr. Hart, with all in favor, the Board approved the extended warranty proposal from Web Watch Dogs in the amount of \$250.00 per year for Magnolia West Community Development District.

**NINTH ORDER OF BUSINESS**

**Consideration of First Coast CMS  
Contract Renewal**

Mr. Shiver reviewed the renewal proposal for First Coast CMS.

On a motion by Mr. Doan, seconded by Mr. Teagle, with all in favor, the Board approved the Renewal in the amount of \$3,480.00 per month for on site personnel 30 hours per week and janitorial and pool maintenance with a minimum of three (3) visits per week for Magnolia West Community Development District.

**TENTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-03,  
Designating the Date, Time and Location  
of the Landowner Election**

Ms. Gallagher reviewed Resolution 2016-03; there are 3 seats up for election in the Landowner Election. Seat one (1) currently held by Curtis Hart, Seat four (4) currently held by Jan Doan and Seat five (5) currently held by James Teagle.

On a motion by Mr. Hart, seconded by Mr. Teagle, with all in favor, the Board approved Resolution 2016-03, Designating the Date, Time and Location of the Landowner Election for November 16, 2016 at 3:30 p.m. held at the Magnolia West Amenity Center for Magnolia West Community Development District.

**ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-04,  
Approving the Proposed Budget for Fiscal  
Year 2016/2017 and Setting the Public  
Hearing**

Ms. Gallagher reviewed Resolution 2016-04; and set the date for the Public Hearing on July 12, 2016 at 3:30 p.m. held at the Magnolia West Amenity Center.

On a motion by Mr. Hart, seconded by Mr. Doan, with all in favor, the Board approved Resolution 2016-04, Approving the Proposed Budget for Fiscal Year 2016/2017 and Setting the Public Hearing for July 12, 2016 at 3:30 p.m. at the Magnolia West Amenity Center for Magnolia West Community Development District.

**TWELFTH ORDER OF BUSINESS**

**Audience Comments and Supervisor  
Requests**

An audience member had a question regarding the towing sign.  
An audience member made a request for a no soliciting sign to be posted.  
An audience member had a question regarding gym/pool hours.  
An audience member had concerns about people parking on sidewalks.

There were no supervisor comments.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Mr. Hart, seconded by Mr. Teagle, with all in favor, the Board of Supervisors adjourned the meeting at 4:16 p.m. for the Magnolia West Community Development District.



Secretary/Assistant Secretary



Chairman/Vice Chairman