

**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 Wednesday, **February 28, 2024** at 6:30 p.m. at Towne Center, 1201 Black Lake Blvd., Winter Garden, Florida and via Zoom.

Present and constituting a quorum:

Tom Alexander	Chairman
Jennifer Odom	Assistant Secretary
Nicolas Matthew <i>by Zoom</i>	Assistant Secretary
George Morgan	Assistant Secretary

Also present were:

Tricia Adams	District Manager, GMS
Pete Glasscock	District Engineer
Scott Clark	District Counsel
Andy Hatton	Field Services

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order. Three Board members were present in person constituting a quorum and one Board member joined by Zoom.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Adams stated this is an opportunity for any members of the public to make a statement to the Board of Supervisors. She asked if anyone would like to make a statement.

- Diane Buechler (1425 Priory Circle) – Reiterated that Westbrook has been paying more than its fair share since 2008 and on the reassessments two years ago, they were charged the same amount of the largest properties with the most services. She asked for fairness and stated that Westbrook gets zero services from the CDD.

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THIRD ORDER OF BUSINESS**Acceptance of Minutes of the November 29, 2023 Board of Supervisors and Audit Committee Meetings**

Ms. Adams presented the minutes from the November 29, 2023 Board of Supervisors and Audit Committee meetings. She stated Supervisor Nicolas Matthew's name needs to be corrected as the first and last name was transposed on some of the record. She asked for any other corrections.

On MOTION by Mr. Morgan, seconded by Mr. Alexander, with all in favor, the Minutes of the November 29, 2023 Board of Supervisors and Audit Committee Meetings, were approved.

FOURTH ORDER OF BUSINESS**Review of Stormwater Maintenance Responsibilities in the Vicinity of 15448 Amberbeam Blvd.**

Ms. Adams stated on page 16 of the agenda is an image of the area that is to be discussed. The HOA contacted field maintenance staff regarding a repair in the right of way. The stormwater system had an issue under the right of way. After discussion between field management staff, District Engineer and District Counsel, the attorney provided historical information regarding maintenance assignments. This information was then provided to the HOA asserting the responsibility for that repair falls to the HOA. She noted they have not heard back from the HOA. Mr. Clark stated this request is a repair that manifests itself as a street problem but is adjacent to a stormwater drain. There is probably something going on with the stormwater that is pulling the dirt in causing that to happen. US Home/Lennar made a decision to have private streets but to use bond funds to construct the stormwater systems. On Amberbeam, bond funds were used to construct internal stormwater drains but developer money was used to cap off the streets so they would be private. They are considered private roads. For the whole existence of the CDD, they have been considered to be maintained by the owner of the roads which is the HOA. In that regard there was a stormwater maintenance manual that shows maintenance responsibility for the tract that these roads are in is being in the Master Association. The ownership and maintenance chart says the same thing. The maintenance has been set up so the private streets and the stormwater facilities within those streets are assigned as an HOA responsibility. He recommended working with the maintenance structure that has been put together and advise the HOA this is their responsibility. He noted they can't just go fix this one based on history/protocol.

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Ms. Odom asked why it failed. Mr. Clark noted when something is caving in around a stormwater structure, it likely means there is a leak in the structure. When there is a leak, all the water flows through it and pulls dirt out from on top of it and caves it in. A Board member stated it was probably the pipe coming inside the structure box failed. Mr. Alexander stated a joint is broken.

FIFTH ORDER OF BUSINESS

Presentation of Operations & Maintenance Assessment Methodology Report

Ms. Adams stated at the last meeting the Board authorized GMS to prepare a report found on page 29 of the agenda package. This report looks at the expenses to operate and maintain the Districts assets and assigns a fair allocation for those expenses based on the benefit the property owners receive. She noted in the Executive Summary there are six different product types, townhomes, single family 40 ft, 40.5 ft, 50 ft, 60 ft, 75 ft, and 90 ft lots. She reviewed exhibit A on page 34 and exhibit B on page 35 of the agenda package. The approach taken with this report is to equalize the administration expenses across all product types. The field expenses, capital outlay and reserve amounts are allocated by the amount of estimated impervious area per product type. Mr. Morgan questioned impervious areas? Ms. Adams stated not dirt nor turf, but concrete, sidewalks, and rooftops are examples of impervious areas that do not allow water to soak into the ground.

Ms. Adams noted if this approach to O&M assessments is approved moving forward, there will be a formal process during the budget adoption where there is an additional public hearing for the Assessment Methodology to coincide with the budget adoption and to memorialize the discussion today. If the Board wants to accept this report and apply it to the proposed budget moving forward it would be appropriate to take that action. Mr. Clark stated this was brought today for preliminary action because the next meeting will involve looking at the budget and they need to know how to run the numbers. Mr. Morgan asked if the administrative is being allocated per tax payer? Ms. Adams noted that there is equal benefit for the operation of the District irrespective of the product type. Ms. Odom noted impervious surface is calculated because water can't move through it and the CDD is looking at water movement. The amount of surface area that water can or can't get through will affect how much of the CDD service they utilize from us. In theory, bigger properties will have bigger contribution to the stormwater system.

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- Resident Diane Buechler asked what is considered administrative? Ms. Adams noted there are District fees paid to the state every year to exist, professional fees, insurance, bond trustee fees, audit fees, cost of advertising meetings in advance to be compliant with Florida Statutes.

On MOTION by Mr. Alexander, seconded by Ms. Odom, with Mr. Alexander, Ms. Odom, and Mr. Matthew in favor and Mr. Morgan opposed, the Operations & Maintenance Assessment Methodology Report, was approved 3-1.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2024-03
Appointing Assistant Treasurer &
Assistant Secretaries**

Ms. Adams stated this adds the South Florida GMS team Patti Powers, Rich Hans, and Sheik Neerooa as Assistant Secretaries and Assistant Treasures for processing of the District’s administrative and financial records.

On MOTION by Ms. Odom, seconded by Mr. Alexander, with all in favor, Resolution 2024-03 Appointing Assistant Treasurer & Assistant Secretaries, was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2024-04
Updating Local Bank Account Signatories**

Ms. Adams stated instead of having individual names, this has the position that the Board approved as the bank signer so this appoints the Districts Treasurer, Assistant Treasurer, and Secretary as bank signers.

On MOTION by Mr. Alexander seconded by Ms. Odom, with all in favor, Resolution 2024-04, Updating Local Bank Account Signatories, was approved.

EIGHTH ORDER OF BUSINESS

**Consideration of Resolution 2024-05
Relating to General Election Seats &
Qualifying Period Procedures**

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Ms. Adams stated this resolution identifies seat #4 currently held by Tiffany Acireale and seat #5 held by Nicolas Matthew are scheduled for the general election process in November 2024. The qualifying period is noon on June 10, 2024 through noon on June 14, 2024.

On MOTION by Ms. Odom, seconded by Mr. Morgan, with all in favor, Resolution 2024-05 Relating to General Election Seats & Qualifying Period Procedures, was approved.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Clark noted at the last meeting the Board asked him to follow up with Brightview and send them a letter requesting a refund for the landscape area they have talked about. He noted he did that and the first certified letter came back unclaimed because the address changed so he went to the address on the contract and got the same response again. He stated he now has their general counsel’s office and sent another letter to that and waiting for a response.

i. Consideration of Resolution 2024-06 Related to Supervisor Ethics Training

Mr. Clark stated each Supervisor needs to complete a 4-hour course on ethics, Sunshine Law, and public records. You have until the end of this calendar year to finish it. It will be reported in the financial disclosure filing during 2025 checking the box that you have completed the training. Form 1 will be filed electronically. Since there is a cost associated with this, there is no current basis in the law for you to be reimbursed for that cost. This resolution authorizes the Board to reimburse each Supervisors for the cost of taking the training since it is required. He will send an email with site links to Mr. Morgan.

On MOTION by Mr. Morgan, seconded by Ms. Odom, with all in favor, Resolution 2024-06 Related to Supervisor Ethics Training, was approved.

B. District Engineer

Mr. Glasscock had nothing to report.

C. Field Manager’s Report

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Mr. Hatton presented the field manager’s report to the Board. He noted the aerators were pending electrical connection. The pump on 7 had motor and fan issues so the vendor replaced the parts so its operational. Fountains upfront 1 & 23 are running well, 18 had a clogged intake which was cleared. The new aerators on ponds 14, 16 and 17 have made progress. Trenches for 16 & 17 are dug, inspected, covered up and made connections to the aerator controllers. Once the trench at 14 is inspected it can be covered and Duke will be scheduled to make the final connection. Landscape maintenance is pretty good. Windy weather hampered pond spraying. Ponds will be treated Friday. Still spraying for midge control. Ms. Odom asked about pond plants. Mr. Hatton noted he is meeting with Bert to come up with a plan. Ms. Odom would like to see a proposal for pond plantings at the next meeting.

D. District Manager’s Report

i. Approval of Check Register

Ms. Adams stated on page 55 of the agenda packet is the check register from November 1, 2023 through January 31, 2024 totaling \$248,534.42. Immediately following the register is a detailed summary.

On MOTION by Mr. Morgan, seconded by Mr. Alexander, with all in favor, the Check Register, was approved.

ii. Balance Sheet and Income Statement

Ms. Adams noted on page 61 for informational purposes the unaudited financial statements are included through the end of January for review. This District runs on a fiscal year starting October 1st. No action is required.

TENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisor’s Request

There being no comments, the next item followed.

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TWELFTH ORDER OF BUSINESS Adjournment
Ms. Adams asked for a motion to adjourn the meeting.

On MOTION by Mr. Alexander, seconded by Mr. Morgan, with all in favor, the meeting was adjourned.

DocuSigned by:
Tricia Adams

Secretary/Assistant Secretary

DocuSigned by:
[Signature]

Chairman/Vice Chairman