

**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, **May 29, 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
Tiffany McVeigh Acireale	Vice Chair
Jennifer Odom	Assistant Secretary
Nicolas Matthew	Assistant Secretary
George Morgan	Assistant Secretary

Also present were:

Tricia Adams	District Manager, GMS
Rob Szozda	Field Manager, GMS
Pete Glasscock	District Engineer
Scott Clark	District Counsel

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order. Five Board members were present in person constituting a quorum.

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.

- Resident (Diane Buechler – 1425 Priory Circle) made comments on vegetation issues and the fence issue.

May 29, 2024

Stoneybrook West CDD

THIRD ORDER OF BUSINESS

Acceptance of Minutes of the February 28, 2024 Board of Supervisors Meeting

Ms. Adams presented the minutes from the February 28, 2024 Board of Supervisors meeting. She noted they were reviewed by staff.

On MOTION by Mr. Alexander, seconded by Mr. Morgan, with all in favor, the Minutes of the February 28, 2024 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Discussion of Preparation of Memorandum of Understanding Regarding Maintenance of Stormwater System with Stoneybrook West Master Association

Ms. Adams stated this was a discussion item in order to receive Board member input regarding maintenance responsibilities for the stormwater system. She noted there had been confusion on who is responsible and recommended an agreement that identifies the maintenance responsibilities for entities such as CDD and HOA. Mr. Clark noted this has been a long-time point of confusion. He reviewed the history of the areas and the ownership of the stormwater system and the HOA of the responsibility of the roads.

He presented options for the Board and noted the residents are the source of funding the issue. He suggested an agreement with the HOA/CDD/City of Winter Garden and discussed the potential impact to future budgets. Other discussion was held on gates, areas of responsibility, roadways, maps, pump repairs, specific responsibilities and how to proceed if the Board wishes to do so.

After discussion the Board wanted to see documents from other sources. They discussed the October 1 deadline and that they would like more information before making a decision to move forward on entering into an agreement. The Board had a question on the infrastructure repair plan. The Board wanted to have the process started with all 3 associations.

May 29, 2024

Stoneybrook West CDD

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2024-07
Approving Fiscal Year 2025 Proposed
Budget and Setting Public Hearing to
Adopt**

Ms. Adams stated that this resolution will approve a proposed budget for FY 2025 which starts October 1, 2024 and runs through September 30, 2025. She added these would be CDD operations and maintenance fees that are collected with the tax bill issued in November 2024. She stated an approved proposed budget is required by June 15th each year. The suggested public hearing is for July 31st at 6:30 p.m. The authorization will allow sending a copy of the proposed budget to the city, publication on the website, publication of notices, and a required mailed notice for the proposed increase in operations and maintenance fees.

Ms. Adams reviewed the proposed budget. She noted the Board had authorized the transfer of surplus funds to the money market account and that is earning interest. She noted the administrative expenditures for operating the District for including audit costs, bond expenses, and administration costs, and noted this is a proposed decrease. She noted the field item expenses has a slight decrease. Capital outlay item is in the operation budget for installation of aerators in the past. She discussed options for the board for line items and a transfer out to the reserves in accordance with the reserve study. Board questioned the \$62,000 and a contingency that will be reviewed before the public hearing. Capital outlay is expected to be at \$60,000.

Ms. Adams stated the balanced budget includes the total revenue at \$506,752 and the total expenditures are at \$506,752. She explained other specifics of the proposed budget to include the debt service payments and pointed out the amortization schedules shows the bond maturity date in 2032. She reviewed the product types and the proposed maintenance assessment and new assessment methodology rate. The debt assessments were imposed at the time bonds were issued. The collection of debt fees is approved with the budget. She discussed the mailed notice requirement.

Ms. Adams explained the ability to decrease the budget but not increase before final approval. She asked for board adoption.

On MOTION by Mr. Alexander, seconded by Ms. Acireale, with all in favor, Resolution 2024-07 Approving Fiscal Year 2025 Proposed Budget and Setting the Public Hearing to Adopt for July 31, 2024 at 6:30 p.m., was approved.

May 29, 2024

Stoneybrook West CDD

SIXTH ORDER OF BUSINESS

Consideration of Access Easement Agreement for Pool Construction

Ms. Adams stated this was brought to our attention by a resident installing a pool. He needs to access CDD property for the construction of the pool. The agreement was presented by Mr. Clark. He used the format to permit the contractor to cross the common area parcel and created the specific path, included insurance, and other specifics. The cost for the resident is for \$500..

On MOTION by Mr. Morgan, seconded by Ms. Acireale, with all in favor, the Access Easement Agreement for Pool Construction, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Clark & Albaugh Rate Letter

Mr. Clark noted the letter to Brightview and added a follow-up email that was ignored. He explained the options for the board and asked for questions from the board.

Mr. Morgan noted he reviewed the work completed by the company. The landscaping vendors and the discussion of BrightView agreement to complete their work was discussed. Discussion ensued on termination of Brightview and other options for landscape vendors.

Mr. Scott noted an increase for hourly rate for attorney fees and other associated costs to take effect in October.

On MOTION by Mr. Morgan, seconded by Mr. Odom, with all in favor, the Increase of Hourly Rate Letter for Attorney Services, was approved.

B. Engineer

Mr. Glasscock reviewed the Engineer’s report.

C. Field Manager’s Report

Mr. Szozda presented the field manager’s report to the Board. He introduced himself to the Board and provided contact information. He discussed the aerator installation at the ponds, the broken fence, ruts near the ponds, broken pipe, sink hole, midge control services,

May 29, 2024

Stoneybrook West CDD

and landscape maintenance. He suggested to allow the current landscape vendor a chance and if the Board wasn't happy to have staff issue an RFP for landscape services.

On MOTION by Mr. Morgan, seconded by Ms. Acireale, with all in favor, Authorizing Staff to Issue an RFP for Landscape Services and Bring Back Proposals to the July Meeting, was approved.

D. District Manager's Report

i. Approval of Check Register

Ms. Adams stated the check totaled \$1,184,307.80. Immediately following the register is a detailed summary. She explained transfer funds and general fund balance.

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

ii. Balance Sheet and Income Statement

Ms. Adams noted the unaudited financial statements are included through the end of April for review. She reviewed the debt service funds. No action is required.

iii. Presentation of Registered Voters – 3,367

Ms. Adams noted there were 3,367 registered voters residing in the district as of April 15, 2024. She explained the transition to the general election process.

iv. Reminder of Form 1 Filing Deadline – July 1, 2024

Ms. Adams noted the Form 1 filing deadline is July 1, 2024. She added it is filed electronically with the Florida Commission on Ethics. Ethics training was reviewed.

EIGHTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

May 29, 2024

Stoneybrook West CDD

NINTH ORDER OF BUSINESS

Supervisor's Request

Mr. Morgan announced his retirement from the Board effective after this meeting.

TENTH ORDER OF BUSINESS

Adjournment

Ms. Adams asked for a motion to adjourn the meeting.

On MOTION by Ms. Odom, seconded by Ms. Acireale, with all in favor, the meeting was adjourned.

Signed by:


Secretary/Assistant Secretary

DocuSigned by:


Chairman/Vice-Chairman