

**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, **July 31, 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

Also present were:

Tricia Adams	District Manager, GMS
Monica Virgen	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. Three Board members were present 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 comment regarding any items on the agenda or not on the agenda. There will be a separate comment period regarding the proposed budget.

- Jim (Lake Hurst) commented on annoying humming noise from electric meter box for aerator placed near his patio and the post. Asked the Board to have the post and box removed.

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- Diane Buechler – (1425 Priory Circle) commented on taxes and asked when the grass will be cut, Brightview is not doing it.
- Sharon Wistmer (2608 Blake Lake)
- Luke Smith (1216 Priory Circle)
- Cheryl Smith Cohen (15332 Starleigh Rd)
- Margret Rhins (114052 Fox Glove St)

THIRD ORDER OF BUSINESS

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

Ms. Adams presented the minutes from the May 28, 2024 Board of Supervisors meeting. These minutes were reviewed by District staff and District Counsel.

On MOTION by Ms. Acireale, seconded by Ms. Odom, with all in favor, the Minutes of the May 28, 2024 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Public Hearing

Ms. Adams asked for a motion to open the public hearings.

On MOTION by Mr. Alexander, seconded by Ms. Odom, with all in favor, Opening the Public Hearing, was approved.

A. Consideration of Resolution 2024-08 Adopting Operations and Maintenance Assessment Methodology

Ms. Adams presented Resolution 2024-08 on page 67 of the agenda packet. The Board was reviewing the methodology regarding how O&M fees were portioned out for the properties that benefit within the District. Her firm was asked to review the assessment methodology and propose an assessment methodology that better serves this District and better portions the fees according to the benefit that the properties receive. A copy of the assessment methodology for the O&M fees that the Board previously approved in substantial form is provided. This Resolution approves the O&M assessment methodology. The Assessment Methodology Report is attached as an exhibit on page 70 of the agenda packet. She reviewed the executive summary, section 1.2. The

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administration portion has been equalized among the number of units and the field expenses are portioned out based on impervious surface.

Ms. Adams asked for any public comments.

- Diane Buechler commented on the budget. Ms. Adams noted it's the same budget that was reviewed in May. The last payment on the debt service fee will be paid in May 2035.
- Resident asked if the assessment is based on the size of the lot. Ms. Adams noted it's based on the impervious surface and amount of hardscape and building vs. the amount of turf on the lot.

Ms. Adams asked for a motion to adopt Resolution 2024-08.

On MOTION by Mr. Alexander, seconded by Ms. Acireale, with all in favor, Resolution 2024-08 Adopting Operations and Maintenance Assessment Methodology, was approved.

B. Consideration of Resolution 2024-09 Adopting the Fiscal Year 2025 Proposed Budget and Appropriating Funds

Ms. Adams presented Resolution 2024-09 on page 78 of the agenda packet. Approval of this resolution memorializes that the District approved the proposed budget 60 days prior to today's public hearing. The budget resolution also provides for appropriations of the general fund, debt service fund, capital reserve fund and has provisions for budget amendments if needed. There have been no changes to the proposed numbers other than the actual expenses and revenues have been updated through the end of June 2024.

- Diane Buechler - Asked about amount of proposals versus what was budgeted. Ms. Adams noted all proposals came in less than what is budgeted based on what the current service provider is being paid.
- Resident – Received letter stating she has a 40 ft lot. Ms. Adams noted her annual fee on the tax bill would be \$201.50. She will speak with her after the meeting.

Ms. Adams asked for a motion to adopt Resolution 2024-09.

On MOTION by Mr. Alexander, seconded by Ms. Odom, with all in favor, Resolution 2024-09 Adopting the Fiscal Year 2025 Proposed Budget and Appropriating Funds, was approved.

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C. Consideration of Resolution 2024-10 Imposing Fiscal Year 2025 Special Assessments and Certifying Assessment Roll

Ms. Adams stated Resolution 2024-10 memorializes that the Board is authorizing collection of the debt service fees and imposing the special assessment for the maintenance fee on the property tax bill. The adopted budget and a copy of the tax roll will be attached to the resolution.

On MOTION by Ms. Odom, seconded by Ms. Acireale, with all in favor, Resolution 2024-10 Imposing Fiscal Year 2025 Special Assessments and Certifying Assessment Roll, was approved.

Ms. Adams asked for a motion to close the public hearings.

On MOTION by Mr. Alexander, seconded by Ms. Acireale, with all in favor, Closing the Public Hearing, was approved.

FIFTH ORDER OF BUSINESS

Organizational Matters

A. Acceptance of Resignation of Supervisor Morgan, Seat No. 3

Ms. Adams asked for a motion to accept the resignation of Supervisor Morgan from Seat No. 3.

On MOTION by Mr. Alexander, seconded by Ms. Odom, with all in favor, Accepting the Resignation of Supervisor Morgan, Seat No. 3, was approved.

B. Appointment of Individual to Fulfill the Board Vacancy of Seat No. 3

C. Administration of Oath of Office to Newly Appointed Supervisor

D. Consideration of Resolution 2024-11 Electing Officers

Ms. Adams stated the appointment would need to be a qualified elector and asked if the Board would like to appoint anyone. Ms. Acireale asked Ms. Adams to reach out to the HOA within the District and ask if anyone would be interested. Mr. Alexander noted no one qualified for Seat No. 5 so that will be a vacant seat to deal with at the November meeting. Items B through D were tabled to a future meeting.

SIXTH ORDER OF BUSINESS

Acceptance of Ranking of the Audit Committee and Authorizing Staff to Send

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**a Notice of Intent to Award Number 1
Ranked Firm**

Ms. Adams stated the Audit Committee selected Grau & Associates as the #1 ranked firm. Ms. Adams asked for a motion to accept the ranking and authorize staff to send notice of intent to award.

On MOTION by Ms. Odom, seconded by Mr. Alexander, with all in favor, the Acceptance of Ranking of the Audit Committee and Authorizing Staff to Send a Notice of Intent to Award Number 1 Ranked Firm – Grau & Associates, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Clark doesn't have anything that is not otherwise somewhere on the agenda. He will make comments as they go along unless the Board has questions for him.

B. Engineer

i. Presentation of Annual Engineer's Report

Mr. Glasscock reviewed the Engineer's report. Ms. Adams noted this document is required by the Trust Indenture and is an inspection of the assets of the District to confirm they are being maintained, that there are adequate funds to maintain the Districts infrastructure and that there is proper insurance in place. There were items in the letter that need maintenance or other attention. These items were brought to the attention of field management and Rob has been working on this. A Supervisor questioned additional items in the letter other than the punch list items and if that is because of the landscaping not being done routinely or something that's not being addressed on a timely basis. Field services staff has reached out to Sitex for information and documentation that they have been performing this service and so far, those documents have not been provided.

On MOTION by Ms. Acireale, seconded by Ms. Odom, with all in favor, the Annual Engineer's Report, was approved.

C. Field Manager's Report

Mr. Szozda reviewed the Field Management Report on page 141 of the agenda packet.

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- i. Consideration of Landscape Services Proposals**
 - a. Blade Runners Commercial Landscaping Orlando**
 - b. Duval Landscape Maintenance**
 - c. Maddie & Daddie Landscaping**

Mr. Szozda presented the landscape proposals. There will be a legal agreement with any service provider and they are required to maintain the areas that they say they will be maintaining based on this bid package, the scope and maps. The Board agreed on the proposal from Blade Runners Commercial Landscaping Orlando.

On MOTION by Ms. Acireale seconded by Mr. Alexander, with all in favor, the Proposal from Blade Runners Commercial Landscaping Orlando for Landscape Services for \$54K and Authorizing Staff to Prepare Agreement, was approved.

Ms. Adams asked for a motion to terminate BrightView.

On MOTION by Mr. Alexander, seconded by Ms. Acireale, with all in favor, the Termination of BrightView, was approved.

Ms. Adams opened up public comment based on direction from the Board.

Resident Jim addressed the Board about the disruptive humming noise from the meter aerator box as well as the post that was installed for the meter and wants it fixed, worried about property value. Ms. Adams noted options for the Board to consider are relocating the aerator for \$5,500 that would leave the power meter on District property. Installing a noise dampening device, cost not determined but would be well under \$5,500 then test/monitor and report results at the next Board meeting. Limiting run times is another option but aerators need to run 24/7 to be effective.

Ms. Adams closed the public comment period.

Ms. Adams noted direction by staff is for Rob and his team to install a noise dampening device and if the noise decibel cannot be within the noise ordinance tolerance of 55, a NTE \$6,500 to relocate the aerator.

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On MOTION by Ms. Acireale, seconded by Mr. Alexander, with all in favor, NTE \$6,500 to Relocate the Aerator if needed, was approved.

The Board discussed clam installation for 24-28 acres of ponds. Rob will bring back proposals to a future meeting.

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- ii. Consideration of Proposals from Sitex**
 - a. Midge Management**
 - b. Fountain Maintenance**
 - c. Stormwater Pond Aquatic Maintenance**

Ms. Adams presented the Sitex proposals. The first proposals are for midge management including the weekly ULV fogging for \$38,600 annually and the larvicide monthly treatment for \$26,460 annually. Annually the Board would be approving a proposal for \$65,148. This is the amount budgeted for the current fiscal year and Sitex did not propose increasing the cost. The fountain maintenance is proposing quarterly maintenance at \$2,800. It can be budgeted quarterly and then call Sitex if needed for additional service or trouble shooting fountains. The stormwater pond aquatic maintenance amount is \$39,060 annually which is in line with the amount approved for the budget. This Stormwater Pond Agreement puts all of the ponds into one agreement.

On MOTION by Mr. Alexander, seconded by Ms. Odon, with all in favor, the Sitex Proposals for Midge Management, Fountain Maintenance, and Stormwater Pond Aquatic Maintenance, were approved.

- d. Stormwater Structure Maintenance**

Ms. Adams noted they are asking the Board not to take action on this item today. She recommended the Sitex agreement be terminated due to the items on the Annual Engineer’s Inspection being related to lack of service. She recommended field staff ensures that Sitex bring their maintenance of the structures up to standard before they are given the 30 day notice. Rob bring back options to a future meeting.

On MOTION by Mr. Alexander, seconded by Ms. Acireale, with all in favor, Terminating Stormwater Structure Maintenance, was approved.

D. District Manager’s Report

- i. Approval of Check Register**

Ms. Adams presented the check registers for May and June 2024 totaling \$35,932.55. Immediately following the register is a detailed run summary. She would be happy to answer any questions. If no questions, asked for a motion to approve as presented.

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On MOTION by Ms. Acireale, seconded by Mr. Alexander, with all in favor, the Check Register totaling \$35,932.55, was approved.

ii. Balance Sheet and Income Statement

Ms. Adams presented the unaudited financials through the end of June for Board review. On page 212 she reviewed the combined balance sheet.

iii. Adoption of District Goals and Objectives

Ms. Adams updated the Board on new Florida law that requires CDDs to adopt goals and objectives by October 1, 2024. GMS has put together some goals and objectives for the District with a performance sheet. By December 2025 the District will need to report on their performance standards and measures.

On MOTION by Ms. Odom, seconded by Ms. Acireale, with all in favor, the Adoption of District Goals and Objectives, was approved.

iv. Approval of Fiscal Year 2025 Meeting Schedule

Ms. Adams noted this Board typically meets the fourth Wednesday of the month and have been meeting in November, February, May and July. She suggested moving the November meeting to the week before Thanksgiving which is the third Wednesday of the month. The proposed schedule is November 20, 2024, February 26, 2025, May 28, 2025 & July 30, 2025 at 6:30 p.m. at the Stoneybrook West Town Center.

On MOTION by Mr. Alexander, seconded by Ms. Odom, with all in favor, the Fiscal Year 2025 Meeting Schedule, was approved.

EIGHTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

NINTH ORDER OF BUSINESS

Supervisor’s Request

Ms. Odom noted there was a question several years ago that they might have done an infrastructure correction for a storm drain similar to what was discussed at the last meeting

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where it was underneath the street near the outlet. This resident is confident the CDD paid for it about eight years ago. He is in Lake Hurst. He said that exact same one was paid for by the CDD. Mr. Clark stated he would look into it. He kind of remembers it happened around the time the developer was exiting. Also, with replacement of the esthetic fountains, there is nothing in the documents that requires to have that. Their role is to control midge and the stormwater maintenance system, correct?

TENTH ORDER OF BUSINESS

Adjournment

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

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

Signed by:
Tricia Adams
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Secretary/Assistant Secretary

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[Signature]
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Chairman/Vice Chairman