

**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, **December 18, 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
Tiffany McVeigh Acireale
Jennifer Odom
Luke Smith
Lori Naegele

Chairman
Vice Chair
Assistant Secretary
Appointed as Assistant Secretary
Appointed as Assistant Secretary

Also present were:

Tricia Adams
Scott Clark
Pete Glasscock
Rob Szozda
Devon Craig *by Zoom*

District Manager
District Counsel
District Engineer
Field Manager
Sitex

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the meeting to order at 6:30 p.m. Three Board members were in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Adams opened the public comment period for any public comments to the Board.

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THIRD ORDER OF BUSINESS**Acceptance of Minutes of the July 31, 2024
Audit Committee and Board of
Supervisors Meetings**

Ms. Adams presented the minutes from the July 31, 2024 Audit Committee and Board of Supervisors meetings. She noted that these minutes have been reviewed by District Management staff and District Counsel.

On MOTION by Ms. Odom, seconded by Mr. Alexander, with all in favor, the Minutes of the July 31, 2024 Audit Committee and Board of Supervisors Meetings, were approved.

FOURTH ORDER OF BUSINESS**Administration of Oath of Office to Newly
Elected Supervisor, Seat 4**

Ms. Adams stated Supervisor Acireale had a new term that started November 19, 2024. She was elected for a 4-year term. The Oath of Office was administered to Ms. Acireale prior to the beginning of today's meeting.

FIFTH ORDER OF BUSINESS**Organizational Matters****A. Consideration of Resolution 2025-01 Declaring Seat 5 Vacant**

Ms. Adams stated Resolution 2025-01 declares seat 5 vacant. There were no qualified electors who qualified through the Supervisor of Elections office.

On MOTION by Mr. Alexander, seconded by Ms. Odom, with all in favor, Resolution 2025-01 Declaring Seat 5 Vacant, was approved.

B. Review of Resumes for the Position of Supervisor

- i. **Eli Gray**
- ii. **Lori Naegele**
- iii. **Luke Smith**

Ms. Acireale noted Ms. Naegele and Mr. Smith are in attendance. Ms. Adams noted both have confirmed that they are qualified electors.

C. Appointment of Individuals to Fulfill Board Vacancies (Seats 3 and 5)

Mr. Alexander nominated Luke Smith to fill the vacancy in Seat 3.

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On MOTION by Mr. Alexander, seconded by Ms. Odom, with all in favor, the Appointment of Luke Smith to Seat 3, was approved.

Ms. Acireale appointed Lori Naegele to seat 5.

On MOTION by Ms. Acireale, seconded by Mr. Alexander, with all in favor, the Appointment of Lori Naegele to Seat 5, was approved.

D. Administration of Oath of Office to Newly Appointed Supervisors

Ms. Adams administered the oath of office to Luke Smith and Lori Naegele. Mr. Clark reviewed the Sunshine Law, Public Records Law, Ethics Law, Form 1, and Ethics training.

E. Consideration of Resolution 2025-02 Electing Officers

Ms. Adams noted currently Tom Alexander is Chairperson, Tiffany Acireale is Vice Chairperson and remaining Board members are Assistant Secretaries, as well as George Flint as Secretary, Tricia Adams as Assistant Secretary, Rich Hans as Assistant Treasurer & Assistant Secretary, Jill Burns as Treasurer, Darrin Mossing & Katie Costa as Assistant Treasurer.

On MOTION by Ms. Odom, seconded by Mr. Smith, with all in favor, Resolution 2025-02 Electing Officers – Keeping the Same Slate of Officers and Adding Ms. Naegele and Mr. Smith as Assistant Secretaries, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Fiscal Year 2024 Audit Engagement Letter

Ms. Adams stated CDDs are required to undergo an annual independent audit of all of the District's financial records. Grau & Associates was selected as the auditor. They have provided an audit engagement letter for 5 years of services. The audit fee for FY24 is \$3,800.

On MOTION by Mr. Alexander, seconded by Ms. Acireale, with all in favor, the Fiscal Year 2024 Audit Engagement Letter, was approved.

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SEVENTH ORDER OF BUSINESS

Ratification of Non-Ad Valorem Agreement with Orange County Property Appraiser

Ms. Adams stated this is an agreement that was effect in October 1, 2024. This agreement is between the District and the Orange County property appraiser's office and allows the District to use the Orange County property tax bill as a method to collect the CDD fees.

On MOTION by Ms. Acireale, seconded by Mr. Alexander, with all in favor, the Non-Ad Valorem Agreement with Orange County Property Appraiser, was ratified.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Clark discussed coming up with a type of agreement or memorandum of understanding the CDD could use to lay out what each entity is responsible for maintenance and repairs of the stormwater system. A chart and map would be attached. The Board agreed for the attorney to proceed with the preparation of the document.

B. Engineer

Mr. Glasscock spoke about repairs that are still needed in the dry pond and plans to meet with a contractor after the first of the year.

C. Field Manager's Report

Mr. Szozda reviewed the Field Management Report on page 44 of the agenda packet. Board members discussed the use of clams and aerators to improve the water quality.

D. District Manager's Report

Ms. Adams reminded Board members to complete the 4 hours of ethics training by December 31, 2024 and report the training when filing Form 1 in July 2025. Mr. Szozda is coordinating for maintenance of the area between ponds 25 & 26 since it is owned by the CDD. A Board member recommended running future legal notices in the West Orange Times instead of Orlando Sentinel.

i. Approval of Check Register

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Ms. Adams presented the check register from July 1st through November 30th totaling \$166,263.90. A detailed run summary follows the check register.

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

ii. Balance Sheet and Income Statement

Ms. Adams presented the unaudited financials through November 30, 2024.

NINTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Supervisor's Request

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Adjournment

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

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

Signed by:

Tricia Adams

Secretary/Assistant Secretary

DocuSigned by:

[Signature]

Chairman/Vice Chairman