

**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 on Wednesday, **November 19, 2025**, at 7:00 p.m. at 1201 Black Lake Blvd., Winter Garden, Florida.

Present and constituting a quorum:

Tom Alexander	Chairman
Tiffany McVeigh Acireale	Vice Chair
Jennifer Odom	Assistant Secretary
Lori Naegele	Assistant Secretary
Eli Gray	Assistant Secretary

Also present were:

Katie O'Rourke	District Manager, GMS
Tricia Adams	District Manager, GMS
Scott Clark	District Counsel
Pete Glasscock	District Engineer
Rob Szozda	Field Manager, GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. O'Rourke called the meeting to order at 6:30 p.m. Five Board members were present in person constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. O'Rourke opened the public comment period for the Board.

Resident (PJ Rebovich) addressed the Board regarding conditions at the Fox Glove pond (pond 2). He referenced the prior decision to replace fountains with bubblers, which were intended to improve aeration and reduce midge activity. While he acknowledged a decrease in midge presence, he expressed concern about the increased frequency of chemical spraying and noted that residents do not receive advance notice, describing instances where spraying occurred while

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families were outside or using their pools. He also reported significant algae growth from July through October and explained that prevailing winds push algae and debris toward his property, causing accumulation and decay in his corner of the pond. He questioned whether the bubblers are sufficiently effective, requested that the CDD consider further research or a study to evaluate solutions, and noted that previously discussed aquatic plantings have not yet been installed. He suggested reconsidering fountains as a possible alternative. Staff responded that the pond issue is included on the agenda for discussion.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the July 30, 2025  
Board of Supervisors Meeting**

Ms. O'Rourke presented the minutes from the July 30, 2025, Board of Supervisors meetings. She noted that these minutes have been reviewed by District staff and District Counsel.

On MOTION by Mr. Alexander, seconded by Mr. Gray, with all in favor, the Minutes of the July 30, 2025 Board of Supervisors Meetings, were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Hanson Walter Work  
Authorization for Annual Stormwater  
System Inspection**

Ms. O'Rourke reviewed the Hansen Walter work authorization for annual stormwater inspection, as outlined in the email included on page 19 of the agenda packet. She explained that this annual inspection of the entire stormwater system is considered a best practice and provides a report to both staff and the Board identifying any needed repairs. Conducting the inspection during the dry season allows the Board to plan and budget for potential repairs in the upcoming fiscal year. The proposed not-to-exceed amount is \$3,750, with the goal of receiving the report by the end of February to assist with budget planning. It was clarified that the inspection includes a visual, above-ground review of the CDD's common area stormwater systems, including ponds, outfall structures, and pond banks to identify erosion or other issues.

On MOTION by Mr. Gray, seconded by Ms. Naegele, with all in favor, the Hanson Walter Work Authorization for Annual Stormwater System Inspection not to exceed \$3,750, was approved.

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**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-01  
Authorizing Chair Spending Limit**

Ms. O’Rourke presented Resolution 2026-01, authorizing Chair spending limits as outlined in the agenda package. The resolution establishes thresholds for expenditures outside of regular Board meetings. The District Manager may individually authorize expenses up to \$2,500; the Chair, or Vice Chair if the Chair is unavailable, may individually authorize expenses up to \$10,000, and jointly, the District Manager and Chair or Vice Chair may authorize expenses up to \$25,000. Any such expenditures must be presented to the Board at next meeting for ratification.

Board members discussed whether the proposed limits were appropriate, particularly in light of potential future operational responsibilities and emergency scenarios. Questions were raised regarding the ratification process and what would occur if the Board declined to ratify an expense. District counsel explained that the resolution provides policy authority for the Chair and staff to act within defined limits and that ratification serves as an accountability mechanism. In the event of disagreement, the Board retains authority to revisit the policy, clarify parameters, or take governance actions as necessary.

The Board also discussed communication expectations, agreeing that while ratification occurs at the next meeting, the full Board should be notified by email when large and significant expenditures or operational disruptions arise.

On MOTION by Ms. Odom, seconded by Mr. Alexander, with all in favor, Resolution 2026-01 Authorizing Chair Spending Limit, was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2026-02  
Adding Assistant Secretary**

Ms. O’Rourke presented Resolution 2026-02, adding an Assistant Secretary. The resolution authorizes the appointment of an additional Assistant Secretary to allow for the attestation of the Chair’s signature on District documents and other official records. It was noted that while an Assistant Secretary is already in place, this action would add Ms. O’Rourke to facilitate administrative processes.

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On MOTION by Mr. Alexander, seconded by Ms. Odom, with all in favor, Resolution 2026-02 Adding Katie O'Rourke as Assistant Secretary, was approved.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Non-Ad Valorem Agreement with Orange County**

Ms. O'Rourke reviewed the annual agreement with Orange County for collection of the District's CDD assessments through the non-ad valorem section of the annual property tax bill. The agreement, included beginning on page 27 of the agenda package, was time-sensitive and required submission by November 18. As such, it was executed by the Chair outside of a meeting to meet the county's deadline. This agreement authorizes Orange County to continue collecting the District's assessments via the tax bill.

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

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Clark reported that, as discussed during the workshop, he will prepare and circulate a revised draft of the Memorandum of Understanding to the association parties. Management will distribute the draft to the Board for review at the same time. The goal is to finalize the agreement in advance of the upcoming budget process so the Board can appropriately account for any related financial obligations.

Mr. Clark reminded Board members of the annual ethics training requirement. Supervisors must complete the required ethics training by the end of the calendar year in order to properly report compliance on next year's financial disclosure forms. Board members appointed after March 30 of the current year are not required to complete training until the following year.

Mr. Clark commended the Board for its understanding and adherence to Sunshine Law requirements.

**B. Engineer**

Mr. Glasscock reported that following up on the prior annual inspection, a contractor has provided a proposal to address the void identified beneath the weir structure between the dry pond

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and the wet pond. The total cost for the repair is \$25,675, which includes pressure grouting (flowable fill) to stabilize and fill the void beneath the structure. The method avoids the need for full demolition and construction and is expected to be effective in the vast majority of cases.

An alternate option was included in the proposal. For \$3,100 less, the District could omit the installation of additional one-foot trenches designed to help redirect standing water away from the structure and improve drainage into the dry pond. Mr. Glasscock recommended proceeding with the full scope, including the additional drainage work, noting that completing it now would be more practical than attempting to contract a smaller standalone job later. Access for the work would be from Avalon, minimizing impact to residential property.

After discussion regarding timing, cost, and the difficulty of securing contractors for smaller follow-up work, a motion was made to approve the proposal in the amount of \$25,675.

<p>On MOTION by Mr. Alexander, seconded by Ms. Odom, with all in favor, the Proposal for the Repair of the Structure between the Dry Pond and Wet Pond for a Total Cost of \$25,675, was approved.</p>
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### **C. Field Manager's Report**

#### **i. Review of Pond Complaint Log**

Mr. Szozda stated that Pond 27 (near the school) has improved following sonar treatment, and Pond 6 has stabilized after golf course maintenance trimmed overgrowth along the bank. The dry retention area between Holes 12 and 13 was addressed, with clarification that it is a CDD stormwater facility and should be maintained to CDD standards despite golf course input regarding aesthetics. The Board affirmed that stormwater infrastructure must be maintained in accordance with CDD responsibilities.

Additional updates include: Pond 9 aerator remains down due to failed compressor and will require repair pricing, Pond 2 drainage concerns showed no new blockages this year; staff will continue monitoring, minor depressions along ponds banks (including Pond 23) will be filled and monitored, with more permanent sod work planned during growing season, aquatic planting continues to be delayed due to plant availability and seasonal timing; Sitex is working to source appropriate materials, and the complaint log was updated to include two new October entries related to Pond 9 aerator issues.

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**ii. Discussion of Algae on Pond 2**

Mr. Szozda stated a resident expressed ongoing concerns regarding algae buildup and spraying. Mr. Szozda noted that dead material had been removed and that ongoing biweekly treatments by Sitex have improved conditions. The Board discussed long-term nutrient management strategies, including prior unsuccessful attempts to establish aquatic plants in certain ponds. It was noted that water lilies have performed well in three test ponds and that clams have successfully reduced nutrient levels in several ponds by naturally filtering the water.

After discussion, the Board agreed to proceed with adding clams to Pond 2 (and potentially additional ponds) to improve water clarity and reduce algae blooms. A motion was made to authorize a not-to-exceed amount of \$3,500 for clam installation as soon as possible.

On MOTION by Mr. Gray, seconded by Mr. Alexander, with all in favor, the Proposal NTE \$3,500 to Add Clams to Pond 2, was approved.

**Mr. Szozda reported that the fountain at the entrance (left side) is currently not functioning and will be addressed Friday, potentially requiring a reset rather than a breaker issue.**

**D. District Manager's Report**

**i. Approval of Check Register**

Ms. O'Rourke reviewed the check register for the period July 1, 2025 through October 31, 2025 totaling \$116,105.31, along with a detailed run summary of all check issued. Staff confirmed that all payments had been reviewed for accuracy. With no questions from the Board, a motion was made and seconded to approve the check register as presented.

On MOTION by Mr. Gray, seconded by Mr. Alexander, with all in favor, the Check Register totaling \$116,105.31, was approved.

**ii. Balance Sheet and Income Statement**

Ms. O'Rourke presented the unaudited financial statements, including the balance sheet and income statement. As this reflects the first month of the fiscal year, there were no significant variances to report. The District is currently operating under budget, and interest income has been

