

**MINUTES OF MEETING
STONEBROOK
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Stoneybrook Community Development District held a Regular Meeting on January 28, 2025 at 9:00 a.m., at the Stoneybrook Community Center, 11800 Stoneybrook Golf Boulevard, Estero, Florida 33928.

Present were:

Eileen Huff	Chair
Chris Brady	Vice Chair
Adam Dalton	Assistant Secretary
Philip Simonson	Assistant Secretary
Phil Olive	Assistant Secretary

Also present:

Chuck Adams	District Manager
Lenore Brakefield	District Counsel
Mark Zordan	District Engineer
Kyle Schulte	Head Golf Pro
John Vuknic	Golf Superintendent
Lisa Paul	Property Manager
David Capinski (via telephone)	Grau & Associates
Joe Mongillo	Insurance Agent
Stan Dale	Resident
Joyce Cornwell	Resident/HOA Treasurer

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 9:00 a.m. All Supervisors were present.

- **Presentation of Stoneybrook Community Development District's Audited Financial Report for Fiscal Year Ended September 30, 2023, Prepared by Grau & Associates**
This item, previously the Fifth Order of Business, was presented out of order.

Mr. Capinski thanked the Board for choosing his firm to conduct the audit and thanked Management and Staff for providing the necessary financial data. He stated the Audited Financial Report for Fiscal Year Ended September 30, 2023 received an unmodified and clean opinion, which is the best opinion that can be given. There were no findings, recommendations,

deficiencies on internal control or instances of non-compliance. The Audit was submitted to District Management and subsequently submitted to the State.

Mr. Capinski and Mr. Adams responded to questions about a shift in the Balance Sheet, on Page 10, of by 10% to 15%; the “Operating expenses” line items, on Page 15, under the Net Position-Proprietary Fund; the \$34,880 in outstanding checks noted under “2023-01 Stale dated checks”; and expenditures exceeding appropriations, on Page 37, under “2023-03 Budget”. Mr. Adams will investigate the outstanding checks noted and email his findings to the Board.

▪ **Consideration of Resolution 2025-03, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2023**

This item, previously the Sixth Order of Business, was presented out of order.

Ms. Huff presented Resolution 2025-03.

On MOTION by Mr. Simonsen and seconded by Mr. Brady, with all in favor, Resolution 2025-03, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2023, was adopted.

SECOND ORDER OF BUSINESS

Public Comments (5 Minutes)

Resident Stan Dale voiced his opinion that roots from the berm are encroaching on the foundation of his home. He discussed the remediation actions he is taking to protect his home, including hiring a tree company to cut overhang and another vendor to mitigate the encroachment of the roots by digging a 4’ trench as close to the property line as possible, and backfilling it with concrete, while measuring the utilities.

Discussion ensued regarding tree removal, an Architectural Review Committee (ARC) request and hiring insured vendors.

Ms. Huff consented to the remediation work and urged Mr. Dale to contact Mr. Vuknic or email Mr. Brady if he needs anything.

Resident Joyce Cornwell thanked Mr. Vuknic for coordinating with her team to investigate an irrigation concern; specifically, related to water flowing from the HOA’s meter being used to irrigate CDD clocks and zones. She stated Mr. Vuknic has been working on identifying areas and quantifying the water flow and he expressed interest in the possible solutions. She looks forward to Mr. Vuknic’s report later in the meeting.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Newly Elected Supervisor Chris Brady - Seat 2 (the following to be provided in separate package)

Mr. Adams stated the Oath of Office was administered to Mr. Chris Brady prior to the meeting. As an experienced Board Member, Mr. Brady is familiar with the following:

- A. Required Ethics Training and Disclosure Filing**
 - **Sample Form 1 2023/Instructions**
- B. Membership, Obligations and Responsibilities**
- C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers**

FOURTH ORDER OF BUSINESS

Ratification of Resolution 2025-01, Electing and Removing Officers of the District and Providing for an Effective Date

Mr. Adams presented Resolution 2025-01. Mr. Dalton nominated the following:

Eileen Huff	Chair
Chris Brady	Vice Chair
Adam Dalton	Assistant Secretary
Phil Simonsen	Assistant Secretary
Phil Olive	Assistant Secretary

No other nominations were made.

The following prior appointments by the Board remain unaffected by this Resolution:

Chuck E. Adams, Jr.	Secretary
Craig Wrathell	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

On MOTION by Mr. Dalton and seconded by Mr. Brady, with all in favor, Resolution 2025-01, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

Presentation of Stoneybrook Community Development District's Audited Financial Report for Fiscal Year Ended September 30, 2023, Prepared by Grau & Associates

This item was presented following the First Order of Business.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2025-03, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2023

This item was presented following the First Order of Business.

SEVENTH ORDER OF BUSINESS

District Engineer Staff Report: Johnson Engineering, Inc.

Mr. Zordan reported the following:

- Regarding a prior inquiry about the possibility of constructing a sidewalk through the berm in the Duffy's parking lot, Staff feels it is doable. However, a proposal for a survey and design would include minimum berm elevation, tree removals and replacements, a parking lot island, lighting, landscape and irrigation, pedestrian pavement markings and LDO permitting from the Village of Estero and Lee County, at an estimated cost of \$30,000.

Discussion ensued regarding the scope of work, total project costs, including Engineering services, construction and LDO costs.

The Board's consensus was to reject the project.

On MOTION by Mr. Olive and seconded by Mr. Simonsen, with all in favor, deferring constructing a sidewalk through the berm at Duffy's from the parking lot to Corkscrew Road indefinitely a project, was approved.

- Regarding erosion wall repairs at Hole #18 to mitigate hydraulic pressure, Mr. Zordan stated, per his research, a good geotextile fabric is needed to facilitate wall repairs and curtain silt migration into the lake.

Discussion ensued regarding the geotextile fabric, golf course renovation, the remaining life span of the wall, temporary repair versus wall replacement costs and establishing a not-to-exceed amount for the repair.

On MOTION by Ms. Huff and seconded by Mr. Brady, with all in favor, allotting a not-to-exceed amount of \$10,000 for retaining wall repairs at Hole #18, was approved.

Mr. Zordan provided updates regarding removing the cypress trees at Hole #13, a previous proposal to remove a large oak tree near the gate house and the LDO for Duffy's drainage. He stated that construction of the Duffy's parking lot re-design is scheduled to commence after Easter.

Per Ms. Huff, Mr. Olive and Lisa will coordinate with Mr. Zordan to facilitate the landscaping around Duffy's.

▪ **Insurance Update: Joe Mongillo**

This item was an addition to the agenda.

Ms. Huff stated Mr. Mongillo is in attendance to present Stoneybrook's insurance coverage package and answer questions.

In response to Mr. Dalton's question regarding the CDD's insurance policies, Mr. Mongillo stated the CDD carries general liability, slip and fall, property umbrella, prime and employment practice coverage, in addition to employee benefits. He discussed golf ball injury claims, the increase in homeowner insurance policies, tee to green coverage not being renewed after Hurricane Ian and the lack of wind coverage on the commercial side. Staff was able to secure property coverage that is significantly less because there is no tee/green coverage, yet it covers debris removal, damage to the golf course, the bridges, pump houses and cart barns. If the Board would like tee/green coverage, he could re-book the green and wind insurance but the property premium will increase.

Mr. Mongillo responded to questions regarding tee/green, wind, general liability and tent coverage, along with whether golf camps are covered during tournaments and junior golfers.

EIGHTH ORDER OF BUSINESS

Golf Course Staff Reports

A. Golf Superintendent

Mr. Vuknic reported the following:

➤ Staffing: The common grounds are fully-staffed but the golf course is short one person. The job opening will be advertised.

➤ New flowers were recently installed. Staff is mulching the common grounds, the Duffy's area and the center median.

➤ The flooring project in the golf course restrooms is complete.

➤ Quotes received for office renovations were \$74,000 and \$77,000, instead of the anticipated \$18,000. This will need to be addressed at budget time.

➤ Waste Pro pickup will cost \$785 per month.

Discussion ensued regarding what the monthly HOA contribution should be for trash pickup. The Board agreed to charge the HOA \$1,800 annually for dumpster use, retroactive for one year, starting January 1, 2025.

➤ Mr. Vuknic suggested the CDD allocate \$150 per month for his cellular phone reimbursement, instead of submitting the monthly bill.

➤ The tree removal process was recently explained to an inquiring homeowner.

➤ Referencing a handout, Mr. Vuknic presented a \$429,550 Carter Fence estimate for a perimeter fence.

Discussion ensued regarding obtaining other quotes, compromised areas, linear footage, whether to repair or replace the perimeter fence, access funds and bond financing.

The consensus was to consider this item at a future meeting.

Discussion ensued regarding water meter readings, increased water usage, issuing credits to residents, the HOA, the irrigation fund, irrigation zones, the general fund, the golf course budget and Lee County water restriction.

B. Golf Pro

Mr. Schulte discussed improvements in round costs and the driving range from the prior year. He stated recent investments in benches, trash receptacles, water stations, restroom renovations.

Mr. Schulte reported the following:

➤ The radio and PA system on the driving range are contributing to increased revenue. Overall golf course conditions have improved and Staff has addressed the pace of play issue.

➤ Upcoming Events: beginning February 3, 2025, and every Monday going forward, there will be a 9-hole couples league at resident rates.

Mr. Schulte and Mr. Dalton responded to questions regarding league sign-ups, reduced league tee slots in the Golf Now system, pre-paid rounds, net profits, PGM rounds and range ball round usage numbers, the January numbers and the expenses versus revenue.

➤ Staffing: A new Second Assistant was recently hired.

Mr. Brady voiced his opinion that a recent golf staff trip to Orlando seemed like excess. He thinks a future re-opening of the Estero range might adversely-impact the CDD's range revenue.

NINTH ORDER OF BUSINESS**Board Member Reports****A. Phil Simonsen**

- **Update: Golf Course Redo**
- **Update: Golf Course Grounds**

Mr. Simonsen stated he met with Mr. Adams and Mr. Pires to prepare the Request for Qualifications (RFQ) for the golf design/renovation project and discussed a \$6 million estimated cost. Staff is anticipating three responses to the RFQ. Mr. Adams discussed modifying the selection criteria.

Mr. Simonsen provided updates regarding meeting with Mr. Vuknic and Mr. Schulte, asking Staff to compile a list of employees that need to be kept on when the golf course is closed, discussing blended tees to reduce the number of tees on the golf course and the aeration process.

Discussion ensued regarding an upcoming meeting scheduled with the VOE regarding the golf renovation, securing grant funds, renaming the golf course, the bond issue, contingency and the Engineer's Report.

B. Phil Olive

- **Update: Common Grounds**

Mr. Olive stated he recently met with Mr. Vuknic to discuss the common grounds, toured the community and observed a few areas of concern on Lancaster. He stated some of the roundabouts on Ms. Huff's street have either dead grass or dead plantings, a few areas are in need of sod replacement and, in his opinion, the shrubbery on the northwest side of the parking lot looks terrible and should be replaced with clusia. He stated that the common grounds are underway; the clubhouse looks great and is 95% complete.

- **Update: Duffy's**

Mr. Olive stated he conferred with Ms. Paul about the parking lot lights, the exhaust system in the kitchen and increasing concessions. Ms. Paul provided updates regarding the light poles the pavers and the balance report.

Mr. Olive will schedule a meeting with the Duffy's Managers regarding concessions.

Ms. Huff suggested he meet with Joe Webb and Chris Sanchez and suggested part of the conversation be about the lack of use of the outdoor patio.

Discussion ensued regarding the patio, using Duffy's liquor license and installing an overhead or over the top cover on the patio.

- **Repair of Fencing Surrounding Community to Lessen Opportunity of Bears/Hogs Encroachment on Golf Course**

Mr. Olive will contact Smith Fence and obtain a second bid for the perimeter fencing and present it at the next meeting.

C. Chris Brady

- **Update: Email and Other Communications**

Mr. Brady reported that he received emails regarding areas with dead vegetation, clogged filters due to snails, bear sightings and the lake banks being in need of maintenance. There were a few complaints about the phone system for residents who attend via telephone.

Mr. Olive will meet with Dorman regarding the landscaping on Lancaster and the landscaping project in general.

D. Adam Dalton

- **Update: Revenues**

Referencing a handout, Mr. Dalton reviewed three charts/graphs that he prepared, and discussed the monthly revenue; ACH payments coming in from Golf Now, the driving machine, any deposited checks, Cumulative Credit into Bank data and Year to date (YTD) revenue. The golf course is 5% ahead of last year's number through December.

- **Update: Roof with Wildcat and Insurance Issues**

Mr. Dalton presented a spreadsheet outlining the five buildings that need new roofs and discussed the Wildcat Roofing prices for the five buildings, the deductibles and the cost and benefit data. He suggested a budget breakdown. The CDD would be responsible for 23% of the new roofs and insurance would cover 77%. He stated there is an open claim.

Discussion ensued regarding the maintenance building, cart barn and pump house roofs, a denied claim, if an adjuster is involved, the Wildcat Agreement, litigation costs, an attorney cap, how long it will take to receive the settlement and what happens if a storm occurs during the litigation process.

Mr. Dalton will coordinate with Mr. Pires to confer with Wildcat Roofing and HL Law Group and report their findings at the next meeting.

E. Eileen Huff

- **Update: Expenses via QuickBooks**

Ms. Huff stated she is reviewing the expenses and working with Kyle and John going through each invoice to see who is paying which costs. She will have a more complete update on the expenses at the next meeting.

- **Update: Maintenance Department**

Ms. Huff met with Mr. Vuknic about this; the department is doing a good job.

Ms. Brakefield stated, regarding the Duffy’s Balance Report, Mr. Pires sent a request to Duffy’s and received a response that it is not their responsibility. Ms. Huff stated the CDD will proceed with the repairs to the exhaust system and charge Duffy’s.

TENTH ORDER OF BUSINESS

Consideration: Hurricane Ian Roof Claims Representation Agreement

This item was deferred to the next meeting.

ELEVENTH ORDER OF BUSINESS

Consideration of Community Development District Systems and Facilities Operation and Maintenance Agreement

Mr. Brady stated the Community Development District Systems and Facilities Operation and Maintenance Agreement is still in progress and the HOA recently followed up. Ms. Huff stated the Agreement will be discussed further at an upcoming meeting with the HOA.

TWELFTH ORDER OF BUSINESS

Continued Discussion: Lancaster Run Conveyance to District

Mr. Adams stated this item is ongoing; there was no real progress.

This item will be included on the next agenda.

THIRTEENTH ORDER OF BUSINESS

Consideration/Authorization to Pursue RFQ for Golf Course Design, Engineering and Construction Management Services for Golf Course Rehabilitation Project

Referencing a handout, Mr. Adams presented a sample RFQ for golf course design and discussed permitting, the Selection Criteria and point values.

Discussion ensued regarding golf course irrigation and TORO equipment and technology.

FOURTEENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of December 31, 2024

Ms. Huff presented the Unaudited Financial Statements as of December 31, 2024.

She requested the October, November and December 2024 financial, data under separate cover.

Discussion ensued regarding exporting Golf Now point data and engaging another point-of-sale vendor.

FIFTEENTH ORDER OF BUSINESS

Approval of December 10, 2024 Public Hearing and Regular Meeting Minutes

The following changes were made:

Line 19: Insert "Shane Willis" and "WHA"

Line 159: Change "Mr. Albani" to "Mr. Oldani"

Line 225: Change "Mr. Zordan" to "Mr. Simonsen"

On MOTION by Mr. Simonsen and seconded by Ms. Huff, with all in favor, the December 10, 2024 Public Hearing and Regular Meeting Minutes, as amended, were approved.

SIXTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Tony Pires, Esquire

- **Update: Duffy's Balance Report**

This item was addressed during Item 9E.

B. District Manager: Wrathell, Hunt and Associates, LLC

- I. Irrigation Reports**
 - a. High Irrigation Users**
 - b. Irrigation Disconnect**

These items were included for informational purposes.

II. UPCOMING MEETING/WORKSHOP

- **January 28, 2025 at 5:30 PM [Joint Workshop with Homeowner’s Association]**
- **February 25, 2025 at 6:00 PM [Regular Meeting]**
- **QUORUM CHECK**

SEVENTEENTH ORDER OF BUSINESS

Supervisors’ Requests

Mr. Simonsen asked about the flower changeout schedule.

Mr. Dalton asked if environmental services are set up and getting paid. Mr. Adams stated they generally provide services the first part of the month and forward their report by mid-month.

Mr. Brady asked to be updated about an incident involving children playing on the golf course. Ms. Huff explained what happened. Golf course staff was made aware of the incident and Mr. Schulte will order “No Children Playing on Cart Path” signage.

Discussion ensued regarding risks to the golf course and the Junior Golf Program.

EIGHTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Dalton and seconded by Ms. Huff, with all in favor, the meeting adjourned at 12:56 p.m.


Secretary/~~Assistant Secretary~~


Chair/~~Vice Chair~~