

**MINUTES OF MEETING
STONEBROOK
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Stoneybrook Community Development District held a Regular Meeting on September 26, 2023 at 6:00 p.m., at the Stoneybrook Community Center, 11800 Stoneybrook Golf Boulevard, Estero, Florida 33928.

Present were:

Eileen Huff
Chris Brady
Phil Olive
Adam Dalton

Chair
Vice Chair
Assistant Secretary
Assistant Secretary

Also present:

Chuck Adams
Tony Pires
John Vuknic
Jeff Nixon
Members of the Public

District Manager
District Counsel
Golf Superintendent
Golf Pro

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 6:01 p.m.

Supervisors Huff, Brady, Olive and Dalton were present. Supervisor Simonsen was not present.

SECOND ORDER OF BUSINESS

Public Comments (5 Minutes)

There were no public comments.

THIRD ORDER OF BUSINESS

Golf Course Staff Reports

A. Golf Superintendent

Mr. Vuknic reported the following:

➤ Bridge Repairs: Several bridges on the golf course have rotted wood, are unsafe and in urgent need of repairs. Mr. Vuknic explained what needs to be done and stated the materials will cost \$14,181.

Discussion ensued regarding the scope of the project, materials costs, bridge repair locations, how the project will affect golf play, logistics and project timeline.

Mr. Dalton motioned to proceed with the urgent bridge repairs and suggested Mr. Vuknic coordinate with Mr. Nixon to complete project in October.

On MOTION by Mr. Dalton and seconded by Ms. Huff, with all in favor, proceeding with the urgently needed bridge repairs and designating a not-to-exceed amount of \$17,000 for bridge materials and repairs, was approved.

➤ Staffing: An assistant mechanic and full-time laborer are needed. A budget amendment will enable the golf course to hire three new entry-level employees at about \$40,000 per person, per year.

On MOTION by Ms. Huff and seconded by Mr. Brady, with all in favor, amending the golf course budget to add three more entry-level employees, in a total amount of \$133,673, was approved.

➤ The dead vines on Holes #11 and #12 need to be cut back; it will cost \$7,000.

➤ Flowers will be pulled next Monday and new flowers will be installed the following week. The new flowers will be red and white for the upcoming holidays.

➤ New palm and hardwood trees will be installed on November 13th, as part of the Fire Department's tree requirement.

Mr. Vuknic asked if there is a consensus about tuition reimbursement, as a recent new hire inquired about it. Mr. Brady stated there is no official document; therefore, the Board must consider the length of an employee's course of study and the dollar amount.

The Board and Staff discussed the details of creating a tuition policy, capping the dollar amount per year, a grading scale, employee contribution, employee payback terms post-graduation and offering bonuses to retain employees.

Ms. Huff asked Mr. Brady to coordinate with Mr. Vuknic and Mr. Nixon to draft a tuition reimbursement policy and present it at the next meeting.

- Due to a recent vandalism incident on the golf course, 52 shrubs must be replaced.

Discussion ensued regarding other vandalism incidents, HOA responsibility, securing the restrooms and ice machines, changing codes and replacing locks.

Per Ms. Huff, Mr. Vuknic will obtain pricing for a new door jam and four new locks.

Mr. Vuknic presented and discussed a \$234,756 estimate from Carter Fence for new fencing, a \$21,900 Dorman and Morse Landscape, Inc. (Dorman) proposal for 12 trees, an \$8,206 Dorman proposal for irrigation and two Juniper proposals.

Discussion ensued regarding which areas need new fencing, the walkway, sod, pine straw, irrigation, clusias, the berm, erecting a wall near Waymouth and employee vacation pay.

The consensus was to hold off on the Dorman irrigation proposal. Ms. Huff will schedule a meeting with Mr. Wilhelms, of the Village of Estero, to discuss the berm.

On MOTION by Mr. Dalton and seconded by Ms. Huff, with all in favor, the Dorman and Morse Landscape, Inc., proposal (Option 1), in the amount of \$21,900, was approved.

B. Golf Pro

Mr. Nixon presented the following enclosed items:

- **September Operations Report**
- **October 2023 Calendar**

Discussion ensued regarding vandalism on the golf course, installing lattice in front of the restrooms, running electricity to the restroom and ice machine area, whether to install a clock on the driving range and installing an outdoor projection television near the putting green.

Mr. Nixon will obtain pricing for the outdoor television and report his findings at the next meeting.

Asked if the posts for the club champions were removed from the parking lot, Mr. Nixon replied affirmatively.

Ms. Paul stated the concession stand shutters will be installed on October 12, 2023.

Mr. Nixon asked for approval to offer a free round of golf to veterans on November 11, 2023.

On MOTION by Mr. Brady and seconded by Mr. Dalton, with all in favor, authorizing the golf course to offer a free round of golf to veterans on November 11, 2023, was approved.

FOURTH ORDER OF BUSINESS

Discussion: Increase to Golf Credit Card Limit

The consensus was to keep the current golf credit card limit at \$5,000 and have it refilled each month.

FIFTH ORDER OF BUSINESS

Update: Development Order, Zoning and Permit Matters Relating to Commercial Parcel in Northeast Portion of Community [Corkscrew Pines]

There was no update. Mr. Pires will follow up and give an update at the next meeting.

SIXTH ORDER OF BUSINESS

Continued Discussion/Consideration: Tree Encroachment Policy Draft

Mr. Pires presented a redlined and a clean version of the Tree Encroachment Policy that was approved by the Board on September 26, 2023. He distributed a handout of an updated policy draft, with regard to the survey, and asked if the Board wants to make any further changes. Once approved, a clean version will be produced, adopted and forwarded to the ARC.

The Board and Staff discussed the additional changes to be made.

On MOTION by Ms. Huff and seconded by Mr. Olive, with all in favor, the Tree Encroachment Policy, as amended, was approved.

SEVENTH ORDER OF BUSINESS

Discussion/Update: Operating Funds Investment Options

Mr. Adams stated, as the CDD starts to accumulate balances in the golf course and irrigation funds, it makes sense to consider investment options. Management is reviewing interest rates and investment programs from various banks. Bank United is 100 basis points below federal prime; it is indexed against that and will be tested every month and adjusted accordingly. He recommended setting up separate Insured Cash Sweep (ICS) accounts with Bank United for each of the funds. The CDD can eventually comingle the amounts and determine how much is assigned to each fund and distribute the interest earnings in cumulative amounts to each fund each month. Accounting will determine the best way to do that for auditing purposes. The cost for having two or three separate accounts is insignificant but the interest earnings should be significant and will provide an extra revenue stream for each fund.

Mr. Adams responded to questions regarding bundling the accounts into one, if the CDD will be locked in for a term, how the rates might change, if there is a minimum balance that should be invested and the location of the nearest Bank United.

On MOTION by Ms. Huff and seconded by Mr. Dalton, with all in favor, authorizing District Staff and the Chair to proceed with opening a Bank United Insured Cash Sweep account either cumulatively or per fund, as determined by the Accounting Department, was approved.

EIGHTH ORDER OF BUSINESS

Discussion: Additional Payments for Revenue Bonds

Mr. Nixon asked if the golf course should make any payments. Mr. Adams replied not at this point. Ms. Huff stated she would rather invest those funds.

Discussion ensued regarding the current interest rate, the scheduled bond payment times, a loan that will be paid off in February and the Fiscal Year 2024 budget.

NINTH ORDER OF BUSINESS

Consideration of Meeting Date Change from November 28, 2023 to November 14, 2023

Discussion ensued regarding whether a November meeting is necessary, changing the meeting time from 6:00 p.m. to 9:00 a.m., and scheduling a joint workshop with the HOA at 6:00 p.m. Ms. Huff will confirm the workshop with Dennis and email Mr. Adams.

On MOTION by Mr. Brady Ms. Huff and seconded by Ms. Huff, with all in favor, changing the November 28, 2023 meeting date to November 14, 2023 at 9:00 a.m., was approved.

TENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of August 31, 2023

Ms. Huff presented the Unaudited Financial Statements as of August 31, 2023.

Discussion ensued regarding the reason for increased legal fees, the irrigation fund and increased golf course revenue.

On MOTION by Ms. Huff and seconded by Mr. Brady, with all in favor, the Unaudited Financial Statements as of August 31, 2023, were accepted.

ELEVENTH ORDER OF BUSINESS

Approval of August 22, 2023 Public Hearings and Regular Meeting Minutes

The following changes were made:

Line 57: Change “Mr. Brady” to “Mr. Dalton”

Lines 66 and 67: Delete “The prudent thing to do is to ask for shrubbery and trees instead of a fence.”

Line 69: Change “Weymouth” to “Waymouth”

Line 82: Change “has a policy” to “will work on a policy”

Line 242: Change “Kingston” to “Knighton”

Line 298: Change “Mr. Olive” to “Mr. Simonsen”

On MOTION by Ms. Huff and seconded by Mr. Brady, with all in favor, the August 22, 2023 Public Hearings and Regular Meeting Minutes, as amended, were approved.

TWELFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Tony Pires, Esquire

Mr. Pires stated he is working with Johnson Engineering on the contract and bid documents for the paving work.

B. District Engineer: Johnson Engineering, Inc.

Mr. Adams reported the following:

- Staff published the Request for Proposals (RFP) for the roadway repaving and sidewalk replacement and repairs on September 7 and 10, 2023.
- 42 contractors sent courtesy emails to be notified and eight responded. Staff anticipates receiving multiple bids.
- The bid opening will be on October 10, 2023 at 2:00 p.m.

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

The October agenda will include the following items:

- Consideration of the award of contract for roadway repaving, striping and sidewalk and curb repairs and replacement.
- Consideration of Carter Fence proposal #51862.
 - **NEXT MEETING DATE: October 24, 2023 at 6:00 PM**
 - **QUORUM CHECK**

THIRTEENTH ORDER OF BUSINESS

Supervisors’ Requests

Mr. Dalton stated he will be working with Mr. Nixon and Tyler Leon on a report presenting the new revenue projections for the golf course on a daily or weekly basis.

Mr. Brady stated he was copied on emails from Ms. Jennifer Adkins. Ms. Huff asked Mr. Brady to forward the emails to her.

Ms. Huff stated she responded to an email from one of the HOA Board Members regarding Waymouth residents and has heard nothing since.

Discussion ensued regarding the Christmas luncheon and employee bonuses.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Dalton and seconded by Mr. Brady, with all in favor, the meeting adjourned at 8:25 p.m.

COFALI
Secretary/Assistant Secretary

Earl L. Huff
Chair/~~Vice Chair~~