

**MINUTES OF MEETING
STONEBROOK
COMMUNITY DEVELOPMENT DISTRICT**

A Regular Meeting of the Stoneybrook Community Development District's Board of Supervisors was held on **Tuesday, May 23, 2017 at 6:00 p.m.**, at the **Stoneybrook Community Center, 11800 Stoneybrook Golf Drive, Estero, Florida 33928.**

Present and constituting a quorum were:

Ed Harland	Chair
John Blakeley	Vice Chair
Chris Brady	Assistant Secretary
Lewis Frith	Assistant Secretary
Eileen Huff	Assistant Secretary

Also present were:

Chuck Adams	District Manager
Dan Cox	District Counsel
John Vuknic	Golf Superintendent
Jeff Nixon	Golf Pro
Bill Reynolds	HOA President
Lloyd Sebby	Resident
Santo Listro	Resident
Mike St. John	Resident
Rex Kreegel	Resident
Tom Fisher	Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 6:01 p.m., and noted, for the record, that all Supervisors were present, in person.

SECOND ORDER OF BUSINESS

Public Comments: *Agenda Items*

Mr. Santo Listro, a resident, stated that expansion of the Community Center was discussed at the last HOA meeting. Mr. Listro was asked to serve on a committee to research the cost and effect of a ten-year loan on combined HOA and CDD fees. The debt service assessment ends on May 1, 2019 and the golf course bond assessment ends on May 1, 2023, as well as an

HOA assessment, which would have a favorable effect on loan payments and resident fees. The loan would begin on January 1, 2019. For the first five years, there would be very little increase in fees. At the last CDD meeting, it was noted that the bridges and retaining walls were close to needing repairs. Mr. Listro asked if the expenses would be assessed. Mr. Harland replied no. Mr. Brady stated that the Board could not say no, for sure. Mr. Listro stated that the HOA was considering a \$1 million to \$5 million loan.

Mr. Mike St. John, a resident, discussed the CDD taking on the debt, as the CDD had the authority to tax homeowners. The assessment increase would be \$100 to \$300 per year, depending on the loan amount, and the HOA would make a \$500,000 down payment. Mr. Adams explained that the CDD cannot obtain a loan for a private entity, such as The Club, and the CDD would not want to own the facility because it must then be open to the general public. With the CDD debt payment rolling off and resulting overall assessment reduction, the HOA would have the ability to increase fees with little change in the overall per household "community" fees. The HOA may obtain a loan and repay it.

Mr. Frith recalled discussion, at the HOA meeting, about repaving the main east-west road. Mr. Bill Reynolds, a resident and HOA President, stated that it was the original asphalt, from 2004.

Mr. Rex Kreegel, owner of 21600 Bellhaven Way, where his mother resided, stated that, over the years, his mother complained of high water bills and she was watering the adjacent lot, owned by the HOA. Mr. Vuknic and Ms. Ours confirmed that Mrs. Kreegel was watering the HOA's property. Adjustments were made and the HOA was now watering the property; however, Mrs. Kreegel paid the bill for 17 years and was given four months of credit. Mr. Kreegel felt that the credit should be larger. Mr. Brady clarified that meters were installed eight or nine years ago and, prior to that, the HOA assessed residents \$15 per month for irrigation. If the Board were to provide additional credit, it would be for eight or nine years. Mr. Vuknic observed a sprinkler head lying in the yard, which may have reduced the pressure and would check the irrigation system tomorrow.

Mr. Harland suggested not billing the property for four-and-a-half years. Mr. Brady wanted to set a precedent, should other residents present a similar issue. Mr. Adams noted two or three properties with a potentially similar issue where Lennar extended the sprinkler systems into a tract now owned by the CDD.

On MOTION by Mr. Harland and seconded by Mr. Blakeley, with Mr. Harland, Mr. Blakeley, Mr. Frith and Ms. Huff in favor and Mr. Brady dissenting, no irrigation billing for 21600 Bellhaven Way, for four-and-a-half years, in consideration of usage on HOA property, was approved. (Motion passed 4-1)

Mr. St. John stated that oak trees were growing close to seven homes, with pools, behind Burwich. The roots were growing toward the pools and would eventually crack the concrete. Several years ago, Mr. Vuknic had the trees trimmed; however, a more permanent solution was necessary. Mr. Adams stated that installing root barriers was common and could be accomplished with a trencher. With regard to adjacent property owner responsibilities with tree canopies and roots, Florida law gave property owners the right to cut a tree canopy back to their property line, which also extended into the ground, for tree roots. Property owners had a right and responsibility to safeguard their property from adjacent neighbors or, in this case, the CDD's trees.

Mr. Frith stated that Mr. Vuknic had the trees trimmed, last year, and there was approximately 15' between where the tree limbs ended and the pool cages. Mr. St. John stated that the trees were very tall; therefore, even if they were 15' from the cage, there was debris on the roofs of the homes on Burwich. Mr. Harland stated that the District planned to repair the cart paths, next year, and the roots must be addressed in order to do so. Mr. Vuknic stated that, once the cart paths were removed, the roots would be cut back and a fabric barrier would be installed before the new cart paths were installed. Mr. Frith stated that the oak trees were between the cart paths and the houses; therefore, the CDD would cut the roots between the cart path and the trees. Mr. St. John questioned whether the CDD wanted individual homeowners to cut the roots, when the CDD could perform the work properly. Mr. Adams stated that there may be a tree count requirement and the oak trees may be part of the count.

Mr. Reynolds asked if bushes could be planted in front of the three County pipes that were sticking out of the ground. Mr. Vuknic stated that the pipes were owned by the CDD and would be cleaned and painted. Further discussion ensued.

THIRD ORDER OF BUSINESS

Golf Course Staff Reports

A. Golf Superintendent

Mr. Vuknic presented photos of the bridge assessment. The bridge at #4 had several soft boards but there was no protrusion; one or two minor repairs may be necessary but there were no structural issues. The piling on the bridge at #5 was bad but the stringers were not a major issue. The piling would cost \$3,500 to \$5,000. The worst bridge was #2. The first 15 boards were in poor condition and there was rot and missing wood. Repairs would be made as soon as possible. #13 was in good condition, underneath; however, a portion of the railing was loose and would be replaced. #8 and #9 were in good condition. Mr. Harland noted that the original deck was the issue. Mr. Vuknic agreed.

Mr. Vuknic and Mr. Robson inspected the retaining walls and the only issue was the top cap, which was cosmetic, not structural. #18 was the worst. The bulkheads were in good condition.

Mr. Vuknic stated that the lake banks were cleaned of debris and trash. An old piling was removed from #5.

Mr. Vuknic stated that a resident complained about the HOA shed on the baseball field and asked to have shrubs installed. The excess wood at the shed was removed.

Regarding the maintenance of the common grounds, Mr. Vuknic prepared a budget for in-house maintenance. Currently, the CDD paid Pelican Lawn and Landscaping (Pelican) \$231,000 per year. Mr. Vuknic reviewed Pelican's invoices for Fiscal Year 2016, for irrigation, plant and sod repairs and extra services, and the total was \$257,000. The proposal included initial start-up costs for equipment; the upfront cost would be \$7,200. In one or two years, Mr. Vuknic wanted to install a pole barn, for equipment storage. The proposal also included annual operating expenses. Fuel costs would be paid through the golf course budget. The yearly maintenance total was \$284,108, minus \$1,200 per year for trash and debris removal and \$8,400 for fuel. The person being considered for foreman was currently a \$14 per hour employee and would be paid \$17 per hour. That position would be filled by an \$11 to \$12 employee, saving \$2 to \$3 per hour, or approximately \$6,000 per year. With the adjustments, the annual cost would be \$272,000. Regarding offsets, Mr. Harland inquired about Duffy's. Mr. Vuknic stated that the Duffy's contract was \$30,000 per year, which was paid to Pelican, and could be absorbed by the CDD.

Mr. Harland inquired about the benefits of in-house landscape maintenance. Mr. Vuknic stated that there would be a presence in the community seven days per week. Ms. Huff stated that, for the same cost, someone would be on site seven days per week, as opposed to two.

Mr. Tom Fisher, a resident, suggested presenting Mr. Vuknic's proposal to Pelican and becoming more stringent with negotiations. Mr. Frith stated that Mr. Vuknic had a good relationship with Mr. J.T. Thomas, of Pelican, but Mr. Thomas was no longer employed by Pelican. Mr. Vuknic stated that the new crew could be utilized to assist the golf course staff, when necessary, and vice versa.

Mr. Nixon stated that Mr. Vuknic's management responsibilities would increase and asked if Mr. Hight would become the Golf Course Superintendent and if the Board was prepared to pay Mr. Hight at that level or if another candidate would be promoted. Mr. Nixon was concerned about the amount of responsibility Mr. Vuknic would be assuming and whether Mr. Hight was prepared to assume the golf course responsibilities, until Mr. Vuknic had the common area maintenance running smoothly. Mr. Vuknic felt that Mr. Hight was prepared.

Discussion ensued about going out to bid for landscaping. In response to a question from Mr. Vuknic, Mr. Adams stated that a five day per week presence could be included in the specs; however, the five days were related to irrigation and trash pickup, as mowing was completed in two days. Mr. Adams questioned the additional level of service that would be provided five days per week. In the scope of the contract, the CDD may indicate that on-site irrigation presence was required five days per week. With regard to oak tree debris, Mr. Adams suggested subcontracting for street sweeping. Pelican Landing and Pelican Sound have an in-house street sweeping program and the District could enter into an interlocal agreement with them. Pelican Sound pays \$10,000 to \$15,000 per year and the streets are swept every two weeks, outside of shedding season, when streets are swept every week.

Mr. Vuknic stated that irrigation was the biggest issue he had with Pelican. At some point, Pelican subcontracted their irrigation. Monthly wet checks were supposed to be performed and, on two occasions, the wet check was performed in the beginning of one month and at the end of the next. The other day, the pipes were set for the electrical inspection and, now, 13 trees do not have lights. Mr. Vuknic notified Pelican but the lights were still not working.

Mr. Brady stated that residents would pay \$60 to \$70 more, per year, per household, if common area maintenance was brought in house.

B. Golf Pro

Mr. Nixon stated that crossover tee times were going well; however, issues with slow play must be resolved. More beverage personnel would be staffed during season. The most recent financial report indicated that the golf course was up approximately \$11,000 to budget. The golf course would be closed for maintenance on May 30 and 31. Referring to handouts, Mr. Nixon stated that the current bank balance was \$2,991.49 and the Stoneybrook Junior Golf Savings Account balance was \$1,955.07. On June 5, Southwest Florida Junior Golf Association would hold a kickoff tournament for the forty-third year. From July 26 through 28, Stoneybrook would host the Nolan Henke-Patty Berg Pro-am Junior Masters for the first time. On Sunday, Stoneybrook won Teen Golf.

Mr. Nixon attended a Public Golf Course Operator's Meeting and the ability to tax at the register, or per transaction, was discussed. Some golf courses charged \$1 per transaction and included the amount in the fee or it was reflected on the ticket as a \$1 capital improvement. Potentially, \$50,000 to \$80,000 could be collected for golf course improvements, such as bridges, sand traps and cart paths. Mr. Nixon would obtain additional information.

Mr. Nixon stated that a new server was being built and would provide additional backup. The EZLinks Golf (EZLinks)/Integrated Business Systems, Inc. (IBS) new system would be implemented on June 12 and 13 and the new server should be available at that time. EZLinks controlled the call center and IBS managed the POS/Tee Sheets.

Mr. Nixon stated that the term of the contract for the new carts was extended from 60 to 66 months; however, E-Z-GO assured him that a new fleet would delivered be before the end of the contract and there would be no residual after 48 months. Delivery was anticipated at the end of June.

Mr. Nixon contacted Christy's Creations about upgrading the food at the snack bar and would meet with the owner on Thursday.

Mr. Brady requested an update on the Andy Scott School of Golf. Mr. Nixon and Mr. Scott met with The Village of Estero and the plans were acceptable, except for the parking restrictions. If more spaces were required, the facility could not be built.

The Board approved a free round of golf for military and ex-military personnel on Memorial Day.

Mr. Huff asked the status of shrub removal at the Pro Shop. Mr. Nixon was waiting to receive information from Mr. Robson, for Mr. DeSalvo, regarding the changes. Once the pavers were installed, a picnic table would be added.

- **Discussion/Consideration: Proposal for Stop Sign Study (*provided under separate cover*)**

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

Mr. Adams stated that, at the Board’s request, a proposal was submitted by Johnson Engineering for a stop sign study, per intersection. A box would be installed for seven days to collect data for speed and counts, 24 hours per day, to show the amount of activity and travel speeds coming into the intersections. In the Existing Intersection Stop Sign Condition Assessment, one intersection would be evaluated for existing conditions, placement and line-of-sight of existing stop signs and stop guards. The intent of the analysis would be to observe sight distance, existing intersection signage and placement. A Traffic Calming Assessment and Recommendations Report would follow. The Traffic Engineer recommended viewing the intersections from a traffic calming perspective, as a speed control and safety mechanism. The report may be adapted to ensure compliance with the Manual on Uniform Traffic Control Devices for stop sign placement. The cost would be \$2,750, per intersection. The Study would either support or not support adding stop signs or modifying an intersection, for safety purposes. Mr. Adams suggested choosing one or two of the worst intersections to report on.

This item was tabled until the fall.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2017-7, Approving the District’s Proposed Budget for Fiscal Year 2017/2018 and Setting a Public Hearing Thereon Pursuant to Florida Law and Providing an Effective Date

Mr. Adams presented Resolution 2017-7 for the Board’s consideration. There would be a \$6 savings per unit, in the Irrigation Fund. Regarding the General Fund, a decision must be made about an in-house landscape program, by the July meeting, and funds would be added to

address two or three intersections in the Stop Sign Study. If assessment levels were to increase, a mailed notice would be required.

Mr. Frith anticipated that it would cost \$10,000 to \$15,000 for the Stop Sign Study and to resolve the issues. Mr. Adams stated that the cost would depend on the results of the study.

On MOTION by Ms. Huff and seconded by Mr. Blakeley, with all in favor, Resolution 2017-7, Approving the District's Proposed Budget for Fiscal Year 2017/2018 and Setting a Public Hearing Thereon Pursuant to Florida Law for August 22, 2017 at 6:00 p.m., at this location, and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Discussion/Consideration: Proposal for Stop Sign Study (*provided under separate cover*)

This item was discussed following the Third Order of Business.

SIXTH ORDER OF BUSINESS

Approval of April 25, 2017 Regular Meeting Minutes

Mr. Harland presented the April 25, 2017 Regular Meeting Minutes and asked for any additions, deletions or corrections. The following changes were made:

Lines 29: Delete “_____”; Insert “Antal” after “Valentine”

Add “Martha Rosenberg” to Attendees

Line 50: Change “he” to “Mr. Sebby”

Lines 68 and 72: Change “Marie Ballard” to “Martha Rosenberg”

Line 88: Change “_____ Valentine” to “Marie Ballard”

Line 153: Change “unit” to “month”

Line 160: Delete “are 59% more efficient and”

Line 161: Insert “, are 59% more efficient” after “voltage”

On MOTION by Mr. Frith and seconded by Mr. Brady, with all in favor, the April 25, 2017 Regular Meeting Minutes, as amended, were approved.

SEVENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of April 30, 2017

Mr. Harland presented the Unaudited Financial Statements as of April 30, 2017. Assessment revenue collections were at 99%.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being no report, the next item followed.

B. District Engineer

There being no report, the next item followed.

C. District Manager

i. High Irrigation User’s Report

Mr. Brady noted that Mrs. Kreegel’s name appeared on the report and it was after the repairs were made. Mr. Harland stated that the timer should be checked.

ii. Irrigation Disconnect List

The report was provided for informational purposes.

iii. NEXT MEETING DATE: June 27, 2017 at 6:00 P.M.

The next meeting will be held on June 27, 2017 at 6:00 p.m., at this location.

NINTH ORDER OF BUSINESS

Supervisors’ Requests

Mr. Harland asked to move Public Comments: *Non-Agenda Items* to the beginning of the agenda. Mr. Adams recommended changing the first Public Comments item to Public Comments, with no reference to agenda or non agenda items. Ms. Huff suggested limiting the time for public comments. The consensus was to limit comments to five minutes.

Mr. Harland was preparing an agenda to address the golf course budget. Weekly meetings would be held, beginning on June 7 at 10:00 a.m., and ending on July 12. Mr. Adams would advertise the meetings as workshops.

Mr. Harland stated that Mr. Nixon’s annual review would take place in about three weeks and he requested a two to three-year employment contract, which was considered once but never

implemented. Mr. Nixon envisioned remaining until the bond assessment ended, when he would be 59 and close to retirement.

Mr. Harland discussed Mr. Nixon's offer letter and indicated that some items were not being provided, such as quarterly incentives. When he became Chair, Mr. Harland spoke with Mr. Nixon and Mr. Vuknic about developing an incentive program for them, in addition to their base salaries, depending on revenues. Mr. Harland asked the Board Members to provide feedback to Mr. Adams regarding Mr. Nixon's performance. Mr. Adams suggested that Mr. Harland prepare a bullet point list of focus areas.

TENTH ORDER OF BUSINESS

Public Comments: *Non-Agenda Items*

There being no public comments, the next item followed. This item would not be included on future agendas.

ELEVENTH ORDER OF BUSINESS

Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Ms. Huff and seconded by Mr. Frith, with all in favor, the meeting adjourned at approximately 8:25 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair