

**MINUTES OF MEETING
STONEBROOK
COMMUNITY DEVELOPMENT DISTRICT**

The Stoneybrook Community Development District Board of Supervisors held a Virtual Public Meeting on May 26, 2020 at 6:00 p.m., at <https://us02web.zoom.us/j/81342957681> and 1-929-205-6099, meeting ID 813 4295 7681.

Present, virtually or telephonically, were:

Eileen Huff	Chair
Chris Brady	Vice Chair
Ed Harland	Assistant Secretary
John Blakeley	Assistant Secretary
Mike DeBrino	Assistant Secretary

Also present, virtually or telephonically, were:

Chuck Adams	District Manager
Dan Cox	District Counsel
Jeff Nixon	Golf Pro
John Vuknic	Golf Superintendent

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 6:02 p.m. In consideration of the COVID-19 pandemic, this meeting was being held virtually, via Zoom, and telephonically, as permitted under the Florida Governor's Executive Orders 20-52, 20-69 and 20-112, issued on March 9, 2020, March 20, 2020 and April 29, 2020, respectively, which allow local governmental public meetings to occur by means of communications media technology, including virtually and telephonically. The meeting was advertised to be held virtually and telephonically and the meeting agenda was posted on the District's website.

All Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comments (5 Minutes)

No members of the public spoke.

Regarding notification, Mr. Adams stated residents are notified of all virtual meetings and given the opportunity to participate. The agenda is posted on the CDD website, with the Zoom call-in and video conference information provided.

THIRD ORDER OF BUSINESS

Golf Course Staff Reports

A. Golf Superintendent

Mr. Vuknic reported the following:

- Mulch and pine straw were installed on the common grounds the previous week.
- The palm trees throughout the community would be trimmed this week.
- Aerification was scheduled for: June 1 through 3, 2020, June 22 through 24, 2020, July 27 through 29, 2020 and August 24 through 26, 2020.

Mr. Brady asked if it was imperative to punch/aerify next week, as it would impede business, especially since May was so profitable and the District benefitted greatly because private courses have not opened to the public yet. Mr. Vuknic replied that it is imperative and, until the golf course undergoes a complete renovation, aerification is needed at least five times per year, in the summer, to treat the organic matter that has collected over time; however, although it is important, he was fine with the Board’s decision. Regarding scope, Mr. Vuknic stated small holes would be treated in June and big holes treated in July. The Board and Staff discussed foregoing one June aerification and continue to enjoy the recent increase in revenues. Discussion also included costs, the proper number of aerifications per year, why aerification is essential, verticutting instead of aerification and financial impacts of closing the golf course. Mr. Nixon stated that, while he understands the Board’s financial concerns, the District could pay a heavy price if it does not proceed with proper practices. He concurred with Mr. Vuknic, whose goal is to keep the golf course in the best possible condition, especially since golfers are charged \$135 to \$140 per round in January. The consensus was to cancel the early June aerification and close the golf course on Monday, June 1st for verticutting.

Mr. Vuknic informed the Board about a request to pressure-wash the pump house roof; however, the roof is over 20 years old and may not hold up so they may want to consider replacing it instead. He would obtain three different quotes and proceed from there.

On MOTION by Ms. Huff and seconded by Mr. Blakeley, with all in favor, authorizing Staff to perform verticutting on Monday, June 1, 2020, and re-open the golf course on June 2nd and 3rd, was approved.

- The District currently charges the HOA \$100 per month for trash removal, as the HOA disposed of its dumpster and HOA residents were using the CDD’s dumpster. The District would

receive a \$1,200 annual payment for this service. Ms. Huff stated, if something occurs and the situation becomes unmanageable, the decision would be re-evaluated.

B. Golf Pro

Mr. Nixon reported the following:

- May was very profitable, mainly because most snowbirds had not left, due to the pandemic, which has greatly benefited the District.
- As of today, revenues were at \$150,000 and could reach \$200,000 by the end of May.
- Although staffing was at 40%, the cart staff has kept everything clean and continues to provide excellent customer service. The snack bar was up to budget over \$3,000.
- The golf course would continue to operate with the 40% staffing level. Staff was running the snack bar in the mornings and a beverage cart in the afternoon and examining different scenarios that would play out with 10 and 9-minute tee times.
- The water and ice machine was not in use. Bottled water and other beverages could be purchased from the vending machine. There were plans to install a snack vending machine for when the snack bar is closed and during down times when there are just a few golfers.
- Staff was minimizing expenses while creating situations that maximize District dollars; by Friday, the District will be in the same cash position as the previous year, if not better.

Mr. Harland felt that Mr. Vuknic, Mr. Nixon and their crews should receive “Hero” bonuses, once the crisis subsides. Mr. Brady voiced his opinion that it was strange that, after spending \$130 to \$150 for a round of golf, golfers could not ask for a glass of water. He suggested that the Board consider how to resolve this issue, especially since it was so hot on the golf course. Discussion ensued regarding the ice and water machine, the pandemic, vending machines, providing golfers with tumblers, posting notices reminding golfers to bring their own cups, including tumblers with golf rounds as a payment option, etc.

Mr. Nixon asked to discuss credit card payments and why the fees increased. Discussion ensued regarding the convenience of having credit cards on file versus processing credit cards via a machine at checkout, the District’s cyber fraud plan and insurance coverage through NBC Universal. In response to Mr. Harland’s questions, Mr. Nixon stated there is cyber fraud insurance on every credit card that is processed, which is included in the percentage and NBC Universal mirrors every transaction instantaneously, backing up data in the cloud.

This item was addressed during the Third Order of business.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2020-06,
Approving a Proposed Budget or Fiscal
Year 2020/2021 and Setting a Public
Hearing Thereon Pursuant to Florida Law;
Addressing Transmittal, Posting and
Publication Requirements; Addressing
Severability; and Providing an Effective
Date**

Mr. Adams presented Resolution 2020-06. He reviewed the proposed Fiscal Year 2021 budget highlighting line item increases, decreases and adjustments, compared to the Fiscal Year 2020 budget, and explained the reasons for any adjustments.

Mr. Brady suggested not collecting \$325 in reserve funds from property owners in light of the crisis. Ms. Huff felt that the amount could be reduced but reserve funds should still be collected, especially since it is unclear how destructive the hurricane season could be. Mr. Adams stated there is a healthy justification for the collection of those dollars; reducing reserve fund payments could be considered up until the public hearing. Discussion ensued regarding reserve funds, future roadway resurfacing, buffer and landscape improvements.

On MOTION by Mr. Harland and seconded by Mr. Blakeley, with all in favor, Resolution 2020-06, Approving a Proposed Budget or Fiscal Year 2020/2021 and Setting a Public Hearing Thereon Pursuant to Florida Law for August 25, 2020 at 6:00 p.m., at the Stoneybrook Community Center 11800 Stoneybrook Golf Boulevard, Estero, Florida 33928 or remotely, via media technology and/or telephone, if necessary due to the COVID-19 pandemic; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

**Discussion/Consideration: Revised Term
Sheet for Golf Course Series 2013 Bond**

Ms. Huff recalled previously considering and executing the Revised Term Sheet for Golf Course Series 2013 Bond. Mr. Cox stated the Chair executed a letter directing the Trustee to not make the principal and interest payment that was due May 1, signed by the bondholder that

has the beneficial interest of the 100% of the bonds. The letter included indemnification of the Trustee, who then submitted it to their attorneys. The CDD had the funds to make the payment, the principal balance is down and the CDD is unscathed. The bondholder is currently considering whether to still allow the District to abate its monthly payments of principal and interest for the next five months. Debt Service Reserve funds could be used to pay the November 1 interest payment, then the sinking fund payment could be made for the next six months; if there was a shortfall for the May 1 payment, Debt Service Reserve funds could be used again to pay it. The issue was, because of the position the Trustee took, several attorneys want to get involved, which would increase the District's legal fees. Ms. Huff stated the District should keep making its scheduled payments. Mr. Cox concurred with that recommendation, especially since the golf course has had unexpected success in the past month. The Board should feel assured, knowing the Bondholder is willing to work with the CDD. Ms. Huff stated the District must continue to conserve and raise revenues in order to stay on track with its payments. She asked if there were any updates on the Payroll Protection Plan (PPP). Mr. Cox stated the Senate was split, everything was bogged down and, unfortunately, nothing was coming forward anytime soon. Regarding whether the District would be denied PPP assistance since it is up and running, Mr. Cox hoped the Federal Government would be cognizant enough to be retrospective and assist all local governments affected by the pandemic.

SEVENTH ORDER OF BUSINESS**Acceptance of Unaudited Financial Statements as of April 30, 2020**

Mr. Harland presented the Unaudited Financial Statements as of April 30, 2020. He questioned the "Engineering" line item at 363%. Mr. Adams confirmed that it was for the roadway analysis; he would distribute the Engineer's Report to the Board. Mr. Harland noted that "Capital outlay-mowers/carts" and "Utility carts" line items were double-counted. Mr. Vuknic would review those items with the Accounting Department. Mr. Harland asked for an explanation of the "Public green fees – TT" line item, on Page 12. Mr. Nixon stated the golf course switched to a pre-paid option on the website to prevent staff from handling credit cards during the COVID-19 crisis. Mr. Harland asked if the District was legally liable for any agreements that Mr. Nixon enters into with vendors. Mr. Cox replied affirmatively.

On MOTION by Mr. Harland and seconded by Mr. Blakeley, with all in favor, the Unaudited Financial Statements as of April 30, 2020, were accepted

EIGHTH ORDER OF BUSINESS

Approval of Minutes

A. February 25, 2020 Regular Meeting

Ms. Huff presented the February 25, 2020 Regular Meeting Minutes.

The following changes were made:

Line 82: Change "HOA" to "CDD"

Line 83: Change "CDD" to "HOA"

On MOTION by Mr. Harland and seconded by Mr. DeBrino, with all in favor, the February 25, 2020 Regular Meeting Minutes, as amended, were approved.

B. April 28, 2020 Virtual Public Meeting

Ms. Huff presented the April 28, 2020 Virtual Public Meeting Minutes.

The following changes were made:

Line 45: Change "cart path" to "beverage cart"

Line 58: Insert "Mosehmmel" after "Ben"

Line 70: Insert "not" before "hosting"

Line 112: Change "A Board Member" to "Mr. Brady"

Line 238: Delete "#20 and #21"

The following items were discussed:

- Line 86: Ms. Huff stated the lease paperwork was received. The consensus of the Chair and Golf Course Managers was to make payments, as long as the District has the funds.
- Line 240: Mr. Vuknic confirmed that the mats were inspected and do need to be replaced. It would cost approximately \$20,000 to replace the mats. Staff would try to negotiate with a contractor by November 1st. The mats were installed in 2015. Mr. Adams stated that the mats must have at least a five-year lifespan to be capitalized.

On MOTION by Mr. Harland and seconded by Mr. Blakeley, with all in favor, the April 28, 2020 Virtual Public Meeting Minutes, as amended, were approved.

NINTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Dan Cox, Esquire*

There being nothing additional to report, the next item followed.

B. District Engineer: *Johnson Engineering, Inc.*

There being no report, the next item followed.

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

I. Irrigation Reports

a. High Irrigation Users

b. Irrigation Disconnect

These reports were provided for informational purposes.

II. 1,711 Registered Voters in District as of April 15, 2020

There were 1,711 registered voters residing within District as of April 15, 2020.

III. NEXT MEETING DATE: June 23, 2020 at 6:00 P.M.

o QUORUM CHECK

The next meeting would be held on June 23, 2020 at 6:00 p.m.

TENTH ORDER OF BUSINESS

Supervisors' Requests

Mr. Brady stated he forwarded an email to Mr. Vuknic regarding a resident who inquired about his irrigation bill, which went from \$3 to over \$80 in one month. Several others complained about sharp increases in their irrigation bills. Mr. Brady wondered if the issue was systemic and if a power surge caused all the meters to reset. Mr. Vuknic would investigate and provide an answer.

Mr. Nixon stated, due to the pandemic and changes in the golf business, he and Mr. Vuknic would start taking online courses and seeking certification from the Club Managers Association of America (CMAA), which provides in-depth information on Human Resources (HR), budgeting and federal regulations. The cost is approximately \$500 per year per person to join.


ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Blakeley and seconded by Mr. Harland, with all in favor,
the meeting adjourned at approximately 7:37 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair