

**MINUTES OF MEETING  
STONEBROOK  
COMMUNITY DEVELOPMENT DISTRICT**

The Stoneybrook Community Development District Board of Supervisors held a Virtual Public Meeting on June 23, 2020 at 6:00 p.m., at <https://us02web.zoom.us/j/81342957681> and 1-929-205-6099, meeting ID 813 4295 7681.

**Present, were:**

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

**Also present, were:**

Chuck Adams	District Manager
Dan Cox	District Counsel
Jeff Nixon	Golf Pro
John Vuknic	Golf Superintendent
Lloyd Sebby	HOA Member

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Adams called the meeting to order at 6:05 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, 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)**

This item was presented following the Third Order of business.

**THIRD ORDER OF BUSINESS****Golf Course Staff Reports****A. Golf Superintendent**

Mr. Vuknic reported the following:

- Sod would be installed soon on the front and back nine.
- New flowers would likely be planted soon with potting soil to last through October.

Mr. Vuknic mentioned an inquiry regarding the WESCO International, Inc. (WESCO) account. Discussion ensued regarding vendors inquiring about payables. Mr. Adams stated there was a delay due to audit deadlines, which would be addressed as soon as possible.

- The golf course would be closed on Monday August 3, 2020.
- An electrician would address minor issues at the maintenance building.
- An employee raise negotiated at hire was processed.
- The fertilizer budget would be increased from \$10,000 to \$12,000. With Board approval a lease for an employee would cost approximately \$510 per month; quotes were pending.
- With approval, a 2% cost of living increase would be processed for the common grounds staff.

Mr. Brady recalled an email about a drain clogged by pine straw. Mr. Vuknic stated staff may have addressed it but he would check the drains to ensure they remain clear.

**B. Golf Pro**

Mr. Nixon reported the following:

- June was profitable so far. As of today, revenues were at \$96,117.97, which exceeded the budget of \$77,000 for the month. Comments have been positive.
- Demand for golf was strong but Thursdays had been slow.
- The event scheduled for July 10, 2020 at Pelican Sound was cancelled.
- June food and beverage sales were up and range sales were 130 to 140 daily plays.
- A new beverage vending machine was not meeting the demand for water so some sports beverages may be replaced with water. The machine received mixed reviews as some had difficulty with credit cards but nearly \$3,000 in water was sold in the last 45 days. Also, water is provided on the golf course and water and ice are provided at the Pro Shop.

- A \$3,200 bid was obtained to install electricity at the 14<sup>th</sup> hole. Bentley Electric was willing to donate piping and John Fry was willing to do the setup and proposal. The decision was made not to install water at the 5<sup>th</sup> hole but water could be made available at the Pro Shop, without cups, straws or lids, as players are being advised to bring their own cups.
- Junior Golf programs resumed and after school programs might begin in August.

- **Public Comments**

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

Mr. Lloyd Sebby, a resident and HOA Board Member, asked the Board to consider the following:

- Adopt a resolution regarding the Operation and Maintenance (O&M) Agreement between the HOA and the CDD.
- Assume Responsibility for Drain Line and Storm Sewer Repairs: The HOA hired Extreme Divers three years ago to check all drain lines and storm sewers and extensive repairs were needed. Repairs began last year, with \$100,000 to be spent per year, for five years; however, a problem was found at the four-way stop on Pembroke Run, with a drain on each side that goes to Ponds 2 and 17. Extreme Divers cleaned the drains once but standing water was still present following heavy rains. Extreme Divers checked the lines and submitted a treatment plan for 11414 and 11415 Pembroke Run. The CDD was being asked to assume responsibility for the project since it involves repair and replacement.

Information would be sent to Board Members and included on the next agenda.

Mr. Adams stated the O&M Agreement between the HOA and the CDD was related to a change in the Federal Emergency Management Agency (FEMA) policy following storms. Discussion ensued regarding the Facilities Maintenance Assignment Agreement, which may require an amendment. Mr. Adams would forward the latest version of the fully executed agreement to Mr. Sebby and the Board. Mr. Cox stated the FEMA Program Manual changed and CDDs are now under much more scrutiny. An issue at hand is that the entrance gate would make it difficult to prove the roadways are open to the general public. Discussion ensued regarding the Village of Estero's definition of a public road versus FEMA's definition and what expenses FEMA would likely reimburse. This item would be discussed at a future meeting.

**FOURTH ORDER OF BUSINESS**

**Update: Golf Course Operations During COVID-10 Pandemic**

Mr. Nixon stated operations were going well other than a complaint about golf carts. He would remind staff to ensure that carts were cleaned thoroughly. Single-use carts were provided but players preferring to ride together were permitted to do so. Discussion ensued regarding changes to cups at the holes, whether maintenance was affected, etc.

**FIFTH ORDER OF BUSINESS**

**Continued Discussion: Fiscal Year 2021 Proposed Budget**

Ms. Huff stated some budget items were pending, including a line-by-line estimate for insurance. Discussion ensued regarding the number of paid rounds to include for a more attainable golf budget. The golf budget would be discussed at the next meeting.

Mr. Brady stated he was in favor of utilizing fund balance to reduce or eliminate assessments for Fiscal Year 2021. Discussion ensued regarding sufficiency of reserves, hurricane cleanup expenses, upcoming projects and reducing assessments, given the economic impacts of COVID-19.

Ms. Huff recalled that previous audits revealed insufficient reserves and asked how much the District should keep in reserves. Mr. Adams stated he believed the insufficiency was reversed and expressed support for reducing the excess assessment. Discussion ensued regarding Mr. Sebby’s request, irrigation assessments and the preference to discuss the budget in a public forum. The consensus was to continue the discussion at the next meeting.

**SIXTH ORDER OF BUSINESS**

**Discussion: South Florida Water Management District Water Shortage Notice of Non-Compliance**

This item was presented following the Seventh Order of Business.

**SEVENTH ORDER OF BUSINESS**

**Qualified Elector Candidates for General Election**

- **Seat 1: Philip Simonsen [21636 Belhaven Way]**

- **Seat 2: James Christopher Brady [21508 Langholm Run]**
- **Seat 3: Phil Olive [21132 Braxfield Loop]**

Mr. Simonsen, Brady and Olive were unopposed qualified elector candidates for Seats 1, 2 and 3, respectively, for the November General Election and were therefore elected unopposed.

- **Discussion: South Florida Water Management District Water Shortage Notice of Non-Compliance**

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

Ms. Huff stated the District was required to submit weekly water use reports for the golf course during the drought. The South Florida Water Management District (SFWMD) letter in the agenda was sent in error, as the District’s report was submitted on time for the week in question. The letter was included in the agenda for informational purposes.

**EIGHTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of May 31, 2020**

Mr. Harland presented the Unaudited Financial Statements as of May 31, 2020. He questioned the \$4,520 “Contingencies” line item and \$7,452 “Fuel” line item, which might be misapplied, as a big accounts payable was processed that may have been for the golf course. The “Mulch” line item was over budget because of the decision to install mulch three times per year. Mr. Vuknic stated there were no fuel charges for the golf course this month. Last year, “Fuels/lubricants” was \$6,375 and this year no expenses were shown, so the expense may have been applied to the wrong line item.

**On MOTION by Mr. Blakeley and seconded by Mr. Brady, with all in favor, the Unaudited Financial Statements as of May 31, 2020, were accepted.**

**NINTH ORDER OF BUSINESS**

**Approval of May 26, 2020 Virtual Public Meeting Minutes**

Ms. Huff presented the May 26, 2020 Virtual Public Meeting Minutes.

Mr. Adams stated three proposals were received for replacing the pump house roof and the District entered into an agreement with Fair & Square Roofing for approximately \$7,000, which was within budget.

Ms. Huff stated the HOA was paying the District \$1,200 and asked whether the check was received. Mr. Vuknic stated it was expected soon and would be sent to Accounting upon receipt. Ms. Huff stated the funds would be applied to the golf budget.

**On MOTION by Mr. Harland and seconded by Mr. Blakeley, with all in favor, the May 26, 2020 Virtual Public Meeting Minutes, as presented, were approved.**

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: *Dan Cox, Esquire***

Mr. Cox discussed the need to advertise and plan ahead for social distancing accommodations, should the Board decide to meet in person when permitted. Ms. Huff stated the Board Members supported meeting in person, when permitted, in addition to utilizing technology for those who cannot meet in person.

**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. NEXT MEETING DATE: July 28, 2020 at 9:00 A.M.**

**o QUORUM CHECK**

The next meeting would be held on July 28, 2020 at 9:00 a.m.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors' Requests**

Mr. Brady asked for an update regarding a resident irrigation bill inquiry. Mr. Vuknic stated he met Mr. Ron Simikin at the resident’s home and noted the meter was fairly new. The bill for the prior month was \$73 and the bill was \$239 this month. Mr. Simikin stated the controller was off for the past month and the resident’s neighbor also reported a high water bill. The resident was advised to call Mr. Simikin in two weeks and the meter would be checked. Many residents were questioning water bill increases and, while some cases were due to improperly programmed controllers, many water bills were extremely high. Mr. Brady reviewed the High Irrigation Users Report and wondered if the issue was systemic because, typically, meters stop working when they malfunction. Mr. Adams stated reports lag behind by a month and suggested reviewing the report at the next meeting, given the recent heat and drought.

Mr. Brady asked if information regarding the Johnson Engineering study should be posted online. The consensus was to wait until development of a finalized plan.

Discussion ensued regarding whether to hold the next meeting in person. Mr. Cox described procedural requirements. Mr. Adams stated the District would advertise the physical meeting location and allow for Board Members and the public to participate by telephone or video conference.

Mr. Brady asked about historical document retention on the CDD website. Mr. Adams stated the website contained documents going back several years and all documents for prior years were stored digitally and available, upon receipt of a public records request.

Mr. Adams recalled the previous discussion regarding the “Contingencies” line item and stated the \$3,000 Integra Realty Resources appraisal accounted for the increase.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. DeBrino and seconded by Mr. Harland, with all in favor, the meeting adjourned at approximately 7:29 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

COPAL  
Secretary/Assistant Secretary

Eli L. Huff  
Chair/Vice Chair