

**MINUTES OF MEETING
STONEBROOK
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Stoneybrook Community Development District held a Regular Meeting on June 25, 2024 at 9:00 a.m., at the Stoneybrook Community Center, 11800 Stoneybrook Golf Boulevard, Estero, Florida 33928.

Present were:

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|-----------------------------|---------------------|
| Eileen Huff | Chair |
| Chris Brady (via telephone) | Vice Chair |
| Philip Simonsen | Assistant Secretary |
| Adam Dalton (via telephone) | Assistant Secretary |
| Phil Olive | Assistant Secretary |

Also present:

| | |
|----------------------------|----------------------------------|
| Chuck Adams | District Manager |
| Tony Pires (via telephone) | District Counsel |
| Lenore Brakefield | Woodward, Pires & Lombardo, P.A. |
| Mark Zordan | District Engineer |
| John Vuknic | Golf Superintendent |
| Kyle Shulte | Golf Pro |
| Sean Roberts | Golf Now |
| Jack Leonard | Golf Now |
| Lisa Paul | Property Manager |
| Sharon Ire | Resident |

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 9:01 a.m.

Supervisors Huff, Simonsen and Olive were present in person. Supervisors Brady and Dalton attended via telephone.

On MOTION by Ms. Huff and seconded by Mr. Simonsen, with all in favor, authorizing Mr. Brady's and Mr. Dalton's attendance and full participation, via telephone, due to exceptional circumstances, was approved.

Ms. Huff sent condolences to Mr. Brady and Ms. Elizabeth Hanson, from the HOA Board, who are mourning the loss of immediate family members.

SECOND ORDER OF BUSINESS

Public Comments (5 Minutes)

Resident Sharon Ire asked when the work on Corkscrew will commence. Mr. Vuknic stated that it will start on Wednesday.

THIRD ORDER OF BUSINESS

Golf Course Staff Reports

A. Golf Superintendent

Mr. Vuknic reported the following:

- Staffing: Several staffers are taking time off. Both the head mechanic and assistant mechanic are out. Franco is helping as much as he can.
- The golf course looks great despite the lack of rain in the past few weeks. The flowers might need to be replaced. Mr. Vuknic will look into perennials.
- A drain on the #8 Tee that was clogged and collapsed, due to rainfall, was repaired.
- Ice machines: The electrical installed in the restroom near Hole #15 was improperly-positioned, the vendor was asked to install it in the same spot as in the restroom on #6; the electrical repair is pending. The bill for the first ice machine must be paid before a second ice machine is installed; the invoice was forwarded to Accounting. The second ice machine will be installed/activated in two to three weeks. Mr. Vuknic executed a maintenance contract with TWC to maintain the ice machines at \$1,205 per quarter.

Mr. Dalton provided a health insurance update.

Ms. Huff recapped that Mr. Vuknic and Mr. Dalton have been working with Ventura and Thompson Risk, which provided quotes for half the price for basically the same insurance coverage.

Discussion ensued regarding the CDD's current health insurance costs, the budget, cost-savings and providing employees with a comprehensive healthcare package that is better than any of the neighboring golf courses.

Mr. Vuknic will continue coordinating with Mr. Dalton on securing affordable health insurance; he hopes to provide a more detailed update at the next meeting.

➤ Staff discovered an opportunity to help offset health insurance costs by switching to a different payroll company named Gusto.

➤ Referencing handouts, Mr. Vuknic presented Dorman & Morse Estimates #177, in the amount of \$229,838 for curbing and #178, in the amount of \$8,600 for the landscaping at Duffy's.

Discussion ensued regarding the estimates, curbing, funding sources and pursuing reimbursements from the County and Duffy's.

Per Ms. Huff, Mr. Vuknic to ask Dorman to tidy the main road and conceal the utility boxes.

➤ The golf course budget was submitted last week. It is slightly over \$2 million.

➤ Referencing a handout, Mr. Vuknic presented quote #595 from Kevin Carver LLC for seawall options.

Discussion ensued regarding repairing or replacing the seawall, a \$500,000 wood wall option, a \$720,000 aluminum wall option, vinyl composite, linear footage of rock rap, shore-bank hardening and geotubes.

B. Golf Pro

Ms. Huff introduced Mr. Kyle Shulte, Stoneybrook's interim Golf Pro.

Mr. Shulte introduced himself as a former PGA Golf Professional and noted that he formally submitted his resume for the Golf Pro position.

Referencing a handout, Mr. Sulte presented his Report and highlighted the following:

➤ Staffing: The First Assistant is on vacation from June 23 to June 30, 2024 and Pro Shop Merchandiser, Tyler Leon, will be on vacation as well.

➤ A master calendar of all upcoming events was created and placed on the wall in the Pro Shop office.

Discussion ensued regarding golf course processes, resident golf discount form, access control, security, homeowner and renter address information, public records laws, guest rates and group rates.

➤ Mr. Shulte has been coordinating with Golf Now on a point-of-sale system and on developing a new price model.

Mr. Shulte commented that the Gusto payroll system has functionalities that would benefit golf operations and could produce cost savings.

Discussion ensued regarding rental clubs, inventory, new ball machines, updating the Pro Shop, the rangers and revenues.

Mr. Dalton stated the golf course exceeded June revenues from 2023 by 40% and asked Mr. Shulte to keep up the good work.

Mr. Brady discussed a hard drive Mr. Nixon took when he left, because it contained his medical information that could compromise him. As the hard drive contains CDD proprietary information, Mr. Nixon returned it and Mr. Shulte has it; the matter is resolved. Mr. Shulte stated the hard drive was needed to access vendor login forms and billing information.

Mr. Dalton directed Mr. Shulte to do a systems cleanup.

FOURTH ORDER OF BUSINESS**Discussion: Golf Now Program**

Ms. Huff stated Mr. Dalton and Mr. Shulte previously met with Mr. Roberts to discuss the Golf Now program and how it could benefit the golf course.

Mr. Roberts introduced himself as the Market Sales Manager at Golf Now. Referencing slides, he discussed the company mantra "Level up," how Golf Now could help increase revenue via its National Marketing System, website hosting, statistics, online performance year-to-date, staff on-demand, golf rounds, resident-tracking, the Inventory Specialist, credit card processing rates, player specials, pricing strategies, Staff buy-in, smart play, improving the golf customer experience, the current payment model and the Golf Now contract.

Mr. Leonard discussed the spotlight program and online tee-time searches in the various golf courses in the Fort Meyers area.

Mr. Roberts, Mr. Leonard and Mr. Shulte responded to questions regarding dynamic pricing, fees, group rates, regular rates, the prepaid golf policy, 30-day booking, the trade payment model, double tee setup, cash for technology and a revenue-share component.

Asked if there is a way to input what Golf Now is costing the CDD into the budget, Mr. Dalton stated yes but that has not been done yet.

Ms. Huff stated it looks like Golf Now has several aspects/scenarios that can be used to stimulate business. She invited Mr. Roberts and Mr. Leonard to come back with more information. She asked Mr. Roberts to share his creative ideas with Mr. Shulte and Mr. Dalton, who will then forward information and data to Mr. Adams for dissemination to the Board.

**STONEBROOK CDD
FIFTH ORDER OF BUSINESS**

June 25, 2024

**Consideration of Amended and Restated
CDD Systems and Facilities Operation and
Maintenance Agreement with HOA**

Mr. Adams stated there were a few prior amendments to the Maintenance Agreement with the HOA; the base agreement was created in 1999 and, in 2010, the CDD re-assumed responsibility for common area landscaping due to the recession and collections difficulties on the HOA side.

Ms. Huff stated the most recent amendment was September 22, 2020, which should be examined before execution.

Ms. Brakefield stated Mr. Pires updated the Amended and Restated CDD Systems and Facilities Operation and Maintenance Agreement with the HOA to include public records language that is required with all agreements with the CDD.

Ms. Huff asked for this item to be included on the next agenda and stated she will coordinate with Mr. Pires, in the interim.

SIXTH ORDER OF BUSINESS

**Continued Discussion: Fiscal Year
2024/2025 Budget**

Mr. Adams stated the following adjustments were made in the General Fund:

- The “Interest and miscellaneous” line item on Page 1 was increased by \$20,000.
- There will be a slight assessment increase for Fiscal Year 2025; however, Mailed Notices will not need to be sent because a higher amount was previously noticed.

The Board and Staff discussed typical increases, the new Agreement with the HOA, if “Golf maintenance - ball fields” is part of the Agreement, golf course maintenance, common ground maintenance, vendors, the landscape maintenance budget, current insurance rates, cart and equipment leases, payroll taxes and fees.

Mr. Shulte will forward his budget information to Mr. Dalton.

Ms. Paul noted changes and updates that need to be made to the commercial budget to make sure that Duffy’s is paying enough. Mr. Adams will email the working file to Ms. Paul so she can make the necessary changes and email the file back to Management.

SEVENTH ORDER OF BUSINESS

**Acceptance of Unaudited Financial
Statements as of May 31, 2024**

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

Discussion ensued regarding the concession payroll, the Junior Golf program, the PGA Staff revenue line item, monitoring golf lessons and preventing residents from teeing off without registering.

Mr. Brady left the call.

On MOTION by Mr. Simonsen and seconded by Mr. Olive, with all in favor, the Unaudited Financial Statements as of May 31, 2024, were accepted.

EIGHTH ORDER OF BUSINESS

Approval of Minutes

A. May 14, 2024 Special Meeting

The following changes were made:

Line 133: Change "A Board Member" to "Mr. Olive"

Line 135: Change "Mr. Olive" to "Mr. Dalton"

On MOTION by Mr. Simonsen and seconded by Mr. Olive, with all in favor, the May 14, 2024 Special Meeting Minutes, as amended, were approved.

B. May 28, 2024 Regular Meeting

The following change was made:

Line 87: Change "Mr. Olive" to "Mr. Simonsen"

On MOTION by Mr. Olive and seconded by Mr. Simonsen, with all in favor, the May 28, 2024 Regular Meeting Minutes, as amended, were approved.

NINTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Tony Pires, Esquire

Ms. Brakefield stated that Mr. Pires has not received or heard anything further from Mr. Joe Adams regarding the Lancaster Run issue.

B. District Engineer: Johnson Engineering, Inc.

Mr. Zordan reported the following:

➤ Referencing a handout of a conceptual map, Mr. Zordan stated the survey of all three drainage locations was completed.

➤ The map is an illustration for better traffic flow with one lane going in, an island and two lanes going out; one would be a right turn lane to Corkscrew and the other is a straight through or left turn lane. He asked for the Board’s feedback.

Ms. Huff likes the idea of the island and suggested having low plantings installed in that location.

Discussion ensued regarding irrigation, lighting, constructing a 5’ or 6’ concrete median, the turn lanes, the need for the intersection to line up, survey shots, the drains and installing an inlet at the curb.

C. 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. NEXT MEETING DATE: July 23, 2024 at 9:00 AM

- QUORUM CHECK**

TENTH ORDER OF BUSINESS

Supervisors’ Requests

Mr. Simonsen reported that he obtained photographs of outdoor furniture with covers to replace the current furniture.

Ms. Huff directed Mr. Shulte to add this item to the golf budget.

Mr. Shulte reported that he is accepting resumes for golf course positions.

Ms. Huff read the following text message that she received from Joe, into the record:

“Attached is a proposal for the year’s insurance renewal effective July 1st. It was quite a search this year with all of the commercial markets leaving the area. I feel we found something that did not make nearly the jump that was anticipated. I would like you all to look at it.”

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Simonsen and seconded by Mr. Olive, with all in favor, the meeting adjourned at 11:43 p.m.


Secretary/Assistant Secretary


Chair/~~Vice Chair~~