

**MINUTES OF MEETING  
STONEBROOK  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Stoneybrook Community Development District held a Public Hearing and Regular Meeting on August 27, 2024 at 6:00 p.m., at the Stoneybrook Community Center, 11800 Stoneybrook Golf Boulevard, Estero, Florida 33928.

**Present were:**

Eileen Huff	Chair
Chris Brady	Vice Chair
Philip Simonsen	Assistant Secretary
Adam Dalton	Assistant Secretary
Thomas Syroczyński	Assistant Secretary

**Also present:**

Chuck Adams	District Manager
Tony Pires	District Counsel
Mark Zordan	District Engineer
Kyle Schulte	Head Golf Pro
John Vuknic	Golf Superintendent
Lisa Paul	Property Manager
Sharon Fenstermaker	Resident
Other residents	

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Adams called the meeting to order at 6:00 p.m. All Supervisors were present.

**SECOND ORDER OF BUSINESS**

**Public Comments (5 Minutes)**

In response to a resident's question about the status of the outstanding bonds, Ms. Huff stated the property owner portion of the original bankruptcy bond was paid off in May 2023. The bond for the roads, landscaping and the building is a 30-year term, which matures in 2052.

Resident Sharon Fenstermaker asked if the Board will discuss the Ninth Order of Business, related to the conveyance of Lancaster Run and surrounding area. She voiced her frustration that, at a previous meeting, she waited for three hours to participate in that discussion and then it was tabled. Ms. Huff stated that the Ninth Order of Business will be

discussed today. It was previously tabled because the information from the Attorney and the HOA was not received. Mr. Brady suggested discussing the Ninth Order of Business now. Ms. Huff stated that the Seventh Order of Business must be addressed first, as the District Engineer has another commitment.

▪ **Discussion: Village of Estero Offer for Additional Exit Lane Improvement at Corkscrew Road Intersection**

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

Mr. Zordan reported the following:

- After conferring with Mr. Pires, Staff scheduled a meeting with Mr. Willems, of the Village of Estero (VOE), which was subsequently cancelled. However, he followed up with Mr. Willems one week after.
- The VOE will contribute up to 50% of the construction cost of the three lanes and the sidewalk realignment, subject to VOE Board approval.
- The VOE will pay separately, through a contract with the CDD, to engage Johnson Engineering Inc. (JEI) to design the three lanes, which would be separate.
- Regarding a question raised at the last meeting about payment upfront for the construction funds, they cannot do that.
- Mr. Wilhelms suggested an Interlocal Agreement and Mr. Pires suggested a Construction and Funding Agreement.
- Staff's recommendation is to proceed with the three lanes project and the sidewalk realignment, as it cannot be eliminated as previously advised.

Ms. Huff asked about the cost of the project and stated no decision can be made until the Board knows what the cost will be. She voiced her belief that the understanding was that, if the VEO wanted the project, they will have to pay for it.

Mr. Zordan stated Staff anticipated this question and proposes to do the design and the driveway through the Duffy's alignment and tie the sidewalk in sometime in the future.

Mr. Brady expressed his opinion that the project is a win-win and that quotes should be obtained immediately. Ms. Huff wants to see the design for the parking lot and the sidewalk as one item and then pricing should be obtained for the three lanes. Mr. Zordan will start working on the design for the parking lot and the sidewalk. Mr. Adams stated Staff will obtain an estimate of the probable cost for the third lane from a contractor.

Discussion ensued regarding the Florida Department of Transportation (FDOT), valley gutters, how much the roadway will be widened, the order of magnitude of costs, the VOE taking the lead on the project, a license agreement and a mobilization timing.

Asked which project is a priority; the gutters, drainage issues or the roadway project, Mr. Zordan stated that all will be done simultaneously. His colleagues at JEI are aware that the three lanes project is a priority and will proceed with the next steps, per the Board's direction.

▪ **Review/Discussion/Consideration: Response Letter/Proposal from Master Association Regarding Request to Accept Conveyance of Street/Roadway Known as Lancaster Run and Surrounding Area**

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

Ms. Huff stated, in reviewing Mr. Pires' documentation regarding Lancaster Run, it is evident that these roads do not belong to the CDD.

Mr. Pires reported the following:

- The Attorney retained by the Master Association put together the documents in the agenda packet.
- Staff recently emailed the Lancaster Run Attorney asking if the HOA has detailed site plans that delineate the specific areas that they propose to convey to the Stoneybrook CDD.
- The Master Association Attorney responded that the Developer was required to turn over certain documents at the time of transition of control 25 years ago; such documents are not always able to be found, even if they were turned over. The Master Association would like to respond as promptly and as completely as possible. The CDD is welcome to anything it has in this regard. He will have his clients look for information and advise.
- Mr. Zordan retrieved the Development Order (DO) for that area. There might be issues scanning the documents and Staff hopes more detailed documents can be found.
- If the Board decides to proceed with the conveyance, Staff's recommendation is to do a survey or a sketch and legal of the area to be conveyed.

Mr. Zordan stated he will continue searching for additional documents.

Discussion ensued regarding Exhibit 3, the HOA, Lennar, tracts owned by the CDD, ingress and egress, the pool parking, Lancaster resident responsibility for paving the parking spaces and the carports, sketch and legal, which entity will incur the costs for the conveyance and cost-sharing.

Mr. Dalton stated, in an effort to proceed, he will produce an Exhibit 4 similar to Exhibit 3, so that there is no confusion and it will be left up to Mr. Pires and the other attorneys to determine the next steps. Mr. Brady stated it is important to note that funds were never collected to pave the section of roads in question. As they were not in the original project, CDD funds cannot be used to pave the roads until the land is transferred.

**THIRD ORDER OF BUSINESS**

**Golf Course Staff Reports**

**A. Golf Superintendent**

Mr. Vuknic reported the following:

- Staffing: There is shortage of one laborer for the golf course and for the common grounds.
- A new employee cash app report was implemented; work can be done digitally.
- The aerification went well and everything is running smoothly.
- Bridges: The project is complete, including all transitions and railings.
- Sod was installed on the golf course and common grounds.
- The new landscaping near Hole #10 is complete and looks nice.
- \$18,000 was budgeted to renovate staff offices with new flooring, desks and have the walls painted. This is not included in the proposed Fiscal Year 2025 budget.

**On MOTION by Ms. Huff and seconded by Mr. Brady, with all in favor, renovating two offices and the breakroom, in a not to exceed amount of \$18,000, was approved.**

Referencing handouts, Mr. Vuknic and Ms. Paul presented the following quotes and proposal:

Kevin Karver LLC Quote #597 for 395' Seawall

Kevin Karver LLC Quote #596 for 518' Seawall

ESD Waste 2 Water, Inc. (ESD) Proposal for Closed Loop System Model GSMS-700-2 for \$43,778.48

Mr. Dalton asked if additional quotes can be obtained. Mr. Vuknic stated ESD is the only contractor of this type in the area but he will seek additional quotes.

**On MOTION by Mr. Dalton and seconded by Mr. Brady, with all in favor, replacing the recycler equipment, was approved.**

**On MOTION by Ms. Huff and seconded by Mr. Brady, with all in favor, the ESD Waste 2 Water, Inc. Proposal for a closed loop system model GSMS-700-2, in a not to exceed amount of \$44,000, subject to researching other vendors and proceeding with ESD if another vendor cannot be found, was approved.**

The following proposal and estimate were presented:

Dorman & Morse Landscaping Inc. Proposal #177 for \$135,708

Bonness Inc. Estimate #218622024 for parking lot and island curb repairs

Discussion ensued regarding the proposals, grass, jasmine, redoing the landscaping and the Duffy's parking lot, the pavers, medians, establishing a not-to-exceed amount and the funding source.

**On MOTION by Ms. Huff and seconded by Mr. Brady, with all in favor, authorizing a not to exceed amount of \$148,000 to redo the landscaping, per Dorman & Morse Proposal #177, and the parking lot curbing for ADA access into Duffy's, per Bonness Inc. Estimate #218622024, and pursuing additional ideas for the grass and jasmine, were approved.**

Discussion ensued regarding the status of an employee out on disability, worker's compensation, Franko's availability and employment law. Mr. Pires will coordinate with Mr. Vuknic, confer with the worker's compensation adjuster, contact an employment Attorney and report his findings.

**B. Golf Pro**

Mr. Schulte reported the following:

- The Pro Shop is undergoing renovations; it will cost \$5,000 to paint the walls and refurbish the counters.
- Staff: One employee is on vacation. Ms. Leon, the Merchandiser is doing a fantastic job.
- The new range machine that was approved at the last meeting has already earned \$7,600 in credit card transactions and is a good return on investment thus far.

➤ According to the HOA, the previous Golf Pro, Mr. Nixon, already scheduled events for the tent area. Staff will purchase the furnishings and make sure the tent is installed by January for the HOA meetings that will be held.

➤ He asked how to proceed with the course re-design project and under which budget the project will be placed; Architect Gordy Lewis contacted him regarding the project.

Ms. Huff stated the project will be under the golf course budget. Mr. Simonsen and Mr. Olive were working on the project. She asked Mr. Simonsen to work on the project with Mr. Schulte and Mr. Syroczyński.

Mr. Schulte reviewed upcoming golf course events and fundraisers.

➤ New prices were adopted for the leagues for the season; all the stipulations are in place for absentees and no-shows.

Discussion ensued regarding the increase in the resident rate, the leagues, prior year in-season rate, the summer rate and providing a 50% to 60% rate discount for outside play for residents.

Mr. Adams asked Mr. Schulte to email the proposed rate adjustments to him so he can compare the Rules and Rates adopted in 2021 to make sure that they are still under the cap that was set; if not, a public hearing to adopt the new rate must be scheduled. Mr. Pires stated a 10-day notice is required for a public hearing.

➤ Pre-orders were placed for various items, including golf balls; there is adequate storage space for all merchandise.

➤ Staff is making a conscious effort to promote the Stoneybrook Golf Club social media branding.

➤ Staff is doing an amazing job with the audit project that is happening on September 30<sup>th</sup>; Policies and Procedures are being put in place for receiving and distributing products.

Mr. Schulte discussed the GolfNow trade and tee times, including the new marketing package; GolfNow Spotlight; new point of sale system; return on investment from the new ball machine; what to do with the old ball machine and the resident verification form.

Discussion ensued regarding the Chicago group, Junior Golf tournaments, rates for local high schools, how much to charge Junior Golf vendors and Stoneybrook's social media presence.

Ms. Huff stated Mr. Schulte has been doing a great job as the new Golf Professional.

**FOURTH ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year 2024/2025 Budget**

- A. Proof/Affidavit of Publication**
- B. Consideration of Resolution 2024-07, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date**

Mr. Adams presented Resolution 2024-07 and reviewed the proposed Fiscal Year 2025 budget. The assessment levels will stay the same, year over year.

Ms. Huff discussed the transfer of funds from the HOA to the CDD for conservation maintenance.

The Board and Staff discussed conservation area cleanup, other service items that the CDD will be taking over from the HOA, the surplus fund balance, proposed Fiscal Year 2025 budget, insurance escalator and minor payroll changes for golf course employees.

**Mr. Adams opened the Public Hearing.**

No affected property owners or members of the public spoke.

**Mr. Adams closed the Public Hearing.**

**On MOTION by Ms. Huff and seconded by Mr. Dalton, with all in favor, Resolution 2024-07, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

Mr. Simonsen asked if the CDD can ever stop collecting rent from the Pro Shop. Mr. Adams stated doing that would shift the burden to the residents because the CDD would not be collecting offsetting revenue through the lease; therefore, it would be best to leave it as is.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-08, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2024/2025; Providing for the**

**Collection and Enforcement of Special Assessments, Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date**

Mr. Adams presented Resolution 2024-08 and read the title.

**Mr. Adams opened the Public Hearing.**

In response to a resident’s question regarding the “special” assessment, Ms. Huff explained that the annual assessment will be the same amount as for Fiscal Year 2024. This Resolution is related to placing the \$1,429 annual assessment on the tax bill. Mr. Adams stated the term “special” assessment is just the term used. This is the same type CDD assessment that is levied annually; it is not an additional assessment outside of the norm.

**Mr. Adams closed the Public Hearing.**

**On MOTION by Ms. Huff and seconded by Mr. Brady, with all in favor, Resolution 2024-08, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2024/2025; Providing for the Collection and Enforcement of Special Assessments, Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Consideration of foreUP Golf Software Proposal**

Ms. Huff asked if the Board should proceed with the foreUP Golf Software Proposal. Mr. Schulte recommended rejecting the proposal and revisiting it next year.

**SEVENTH ORDER OF BUSINESS**

**Discussion: Village of Estero Offer for Additional Exit Lane Improvement at Corkscrew Road Intersection**

This item was addressed following the Second Order of Business.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Goals and Objectives Reporting [HB7013 - Special Districts Performance Measures and Standards Reporting]**



Mr. Adams presented the Memorandum detailing this new requirement and explained that newly adopted legislation requires special districts to establish goals and objectives annually and develop performance measures and standards. Staff identified Community Communication and Engagement, Infrastructure and Facilities Maintenance, and Financial Transparency and Accountability as the three key categories to focus on for Fiscal Year 2025 and develop statutorily compliant goals for each.

**On MOTION by Mr. Brady and seconded by Ms. Huff, with all in favor, the Goals and Objectives and the Performance Measures/Standards & Annual Reporting Form, were approved.**

**NINTH ORDER OF BUSINESS**

**Review/Discussion/Consideration:  
Response Letter/Proposal from Master Association Regarding Request to Accept Conveyance of Street/Roadway Known as Lancaster Run and Surrounding Area**

This item was addressed following the Second Order of Business.

**TENTH ORDER OF BUSINESS**

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

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

Mr. Adams, Mr. Schulte and Mr. Vuknic responded to questions regarding the General Fund plant replacement expenses, the status of the storm shutters and the leases.

**On MOTION by Mr. Dalton and seconded by Mr. Brady, with all in favor, the Unaudited Financial Statements as of July 31, 2024, were accepted.**

**ELEVENTH ORDER OF BUSINESS**

**Approval of Minutes**

**A. July 23, 2024 Regular Meeting**

**On MOTION by Ms. Huff and seconded by Mr. Brady, with all in favor, the July 23, 2024 Regular Meeting Minutes, as presented, were approved.**

**B. August 6, 2024 Special Meeting**

The following change was made:

Line 108: Change “p.m.” to “a.m.”

**On MOTION by Mr. Dalton and seconded by Ms. Huff, with all in favor, the August 6, 2024 Special Meeting Minutes, as amended, were approved.**

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: Tony Pires, Esquire**

Mr. Pires reported that he provided Mr. Schulte with the Golf Instructor Agreement to start signing up potential clients. Completed copies of the Agreements will be sent to Lenore.

Mr. Pires presented the Golf Professional Contract Agreement with Mr. Schulte.

Discussion ensued regarding the employee manual, vacation time, a 10% bonus and adding \$3,000 to the paychecks of Mr. Vuknic and Mr. Schulte to offset changes that were made to the health care benefits.

Mr. Pires stated that the CDD shall provide health insurance coverage for Mr. Vuknic and Mr. Schulte at the same rate as all other employees. He recommended approval of the Agreement.

**On MOTION by Ms. Huff and seconded by Mr. Brady, with all in favor, the Golf Professional Employment Agreement between the CDD and Mr. Schulte, was approved.**

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

There was no report.

**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: September 24, 2024 at 9:00 AM**

- **QUORUM CHECK**

**THIRTEENTH ORDER OF BUSINESS**

**Supervisors' Requests**

Asked for his current salary, Mr. Vuknic stated \$95,000 for the golf course and \$16,000 for the common grounds.

Discussion ensued regarding Mr. Vuknic's work ethic and how much to increase his salary.

**On MOTION by Mr. Simonsen and seconded by Mr. Brady, with all in favor, increasing the Golf Superintendent salary to \$135,000, including the Golf Course Superintendent work, the common grounds work and the \$3,000 insurance adjustment, was approved.**

Per Ms. Huff, Mr. Vuknic will check a leak in the air conditioning unit in the Pro Shop.

Discussion ensued regarding a generator installation project on Windham Run, the status of the Corkscrew Road project and a \$13,500 contribution from the County for tree replacement.

Ms. Paul reported that there are ongoing issues with humidity every summer at Duffy's. She discussed the kitchen, make-up air unit, thermostat, dehumidifiers, building envelope and engaging Engineers to check the air conditioning units and improve air quality.

Mr. Dalton stated the Board should be the point of contact for any major changes to the building and, if a repair is Duffy's responsibility, it will be billed to them.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Dalton and seconded by Ms. Huff, with all in favor, the meeting adjourned at 8:37 p.m.**

CopSA:  
Secretary/Assistant Secretary

E.L. Huff  
Chair/Vice Chair