

**MINUTES OF MEETING
STONEBROOK
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Stoneybrook Community Development District held a Regular Meeting on December 8, 2020 at 9:00 a.m., at the Stoneybrook Community Center, 11800 Stoneybrook Golf Boulevard, Estero, Florida 33928.

Present were:

Eileen Huff	Chair
Chris Brady	Vice Chair
Mike DeBrino	Assistant Secretary
Phil Olive	Assistant Secretary
Philip Simonsen	Assistant Secretary

Also present, were:

Chuck Adams	District Manager
Dan Cox (via telephone)	District Counsel
John Vuknic	Golf Superintendent
Jeff Nixon	Golf Pro
Bill Reynolds	Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 9:00 a.m. Supervisors Huff, DeBrino and Supervisors-Elect, Chris Brady, Philip Simonsen and Phil Olive were present.

SECOND ORDER OF BUSINESS

Public Comments (5 Minutes)

There were no public comments.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Newly Elected Supervisors, Philip Simonsen [Seat 1], Chris Brady [Seat 2], and Phil Olive [Seat 3] (*the following to be provided in a separate package*)

Mr. Adams, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Philip Simonsen, Mr. Chris Brady and Mr. Phil Olive. He briefly explained the following items:

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. Membership, Obligations and Responsibilities**
- C. Financial Disclosure Forms**
 - I. Form 1: Statement of Financial Interests**
 - II. Form 1X: Amendment to Form 1, Statement of Financial Interests**
 - III. Form 1F: Final Statement of Financial Interests**
- D. Form 8B – Memorandum of Voting Conflict**

The Supervisors were instructed to complete and submit a W-4 form to Mr. Adams if they wished to receive the stipend or email Mr. Adams to opt out of receiving the stipend. Mr. Adams recommended that all Supervisors use their assigned District email address for all CDD business and keep CDD files separate from their personal and business files.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2021-01, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of the Stoneybrook Community Development District, and Providing for an Effective Date

Mr. Adams presented Resolution 2021-01. Mr. DeBrino nominated the following slate of officers:

Chair	Eileen Huff
Vice Chair	Chris Brady
Secretary	Chesley (Chuck) E. Adams, Jr.
Assistant Secretary	Philip Olive
Assistant Secretary	Phillip Simonson
Assistant Secretary	Mike DeBrino
Assistant Secretary	Craig Wrathell
Treasurer	Craig Wrathell

Assistant Treasurer

Jeff Pinder

No other nominations were made.

On MOTION by Mr. DeBrino and seconded by Mr. Simonsen, with all in favor, Resolution 2021-01, Designating a Chair, a Vice Chair, a Secretary, Assistant Secretaries, a Treasurer and an Assistant Treasurer of the Stoneybrook Community Development District, as nominated, and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Discussion/Consideration: Proposed Revisions to Chapter 1 of the District Rules for Purposes of Setting a Public Hearing to Final Adopt at the January, 2021 Meeting

Mr. Cox discussed the proposed revisions re-assigning all references of Management duties over to the Head Golf Professional. He asked if the Golf Course Rules, in Section 1.07, needed to be included in the document or if it would be a stand-alone document, whereby the Golf Pro would have the flexibility to adjust, as needed, and asked for clarification about tee-times. Board Members and Staff reviewed each page and discussed items related to GPS, apparel, installing a fencing to prevent carts driving in wet areas, etc. Mr. Nixon was asked to research the cost of GPS tags for residents to purchase when buying into the trail fee program, allowing residents to use their personal golf carts. This option would be implemented in the future. Discussion ensued regarding Exhibit A, setting the maximum rates, allowing Mr. Nixon to adjust the rates, as needed, and posting rates on the website.

The following changes would be made to the document:

Section 1.02(c): Incorporate \$100 transfer fee to cover administrative costs, effective January 1, 2021, for leasers wishing to utilize the Golf Club facilities and instruct the HOA to include in the rental package the collection and remittance of funds to the District.

Section 1.06: Insert “for purchase” after “available”

Section 1.09(b&c): Delete references to apparel length.

Section 1.10(b): Change “10 days” to “14 days”

Section 1.10(f): Insert “and may have fees charged” after “suspended”

Section 1.10(d): Delete entire section and renumber document.

Section 1.11(b): Change “13” to “16”

Section 1.11(a): Change “13” to “16” and Insert “except as outlined in Section 1.08” after “parents”

Section 1.12(a): Change “replace” with “sand”

Section 1.14-Fourth Offense: Change “common areas” to “golf facilities” and change “District Manager” to “Head Professional”

Section 1.15: Change “Management Company” to “Head Professional”

Section 1.16(e): Delete entire section and renumber document.

Section 1.16(d): Change “Official of other golf clubs” to “Club Managers Association of America (CMAA) members”

Section 1.16, 2-Promotional Services: Delete entire section and renumber document.

Section 1.17: Delete entire Section and renumber document.

SIXTH ORDER OF BUSINESS

Golf Course Staff Reports

A. Golf Superintendent

Mr. Vuknic reported the following:

- New cups, flags and stakes would be installed soon.
- Sod would be installed on the common grounds and the walkups on the driving range next week.
- New flower boxes, along the tent walkway, and flowers would be installed tomorrow.
- Mulch on the walkups on the driving range and around the tent and landscape plants at Holes #5 and #8 would be installed next week.
- A Pre-emergent application was scheduled the next Tuesday; the last tee time would be 1:00 p.m.
- Staffing: Golf Course was down one staff member. A replacement was not needed until February 2021. The common grounds was short one staff member but was immediately replaced.
- The Staff Christmas party was set for December 17, 2020 at the tent.

- “Left Handed Player Only” signs would arrive soon and be placed on the first three mats.
- Ms. Marte, at Management’s office, would be contacted to capitalize the expenditures for the pavers, mat and tent, which were coded to the “Golf service and Office supplies” budget line items.

- **Irrigation Reports**

- a. **High Irrigation Users**

- b. **Irrigation Disconnect**

These items, previously Items 10C1a & b, were presented out of order.

Mr. Brady commented on the number of residences with zero consumption. Mr. Vuknic stated that in-house staff would inspect each system on the list to determine why. Discussion ensued regarding the inspection process, residents bypassing the system and using drinking water instead, liens placed on certain homes and that collecting funds from some was no longer an option. Mr. Vuknic was asked to have the tier rates added to the water bill. Mr. Adams would present a schedule of the non-recoverable funds, at the next meeting, so the Board can decide whether to write-off in September.

B. Golf Pro

Mr. Nixon reported the following:

- Revenue was down in November and 3½ days were lost due to hurricane ETA. December revenue was ahead until yesterday.

Mr. Nixon asked the Board to consider obtaining a loan to finish the cart paths, once the loan for the bunkers is paid in full, which would prevent course closures due to bad weather. Discussion ensued regarding how to determine the amount of revenue required to keep Staff and the course open during inclement weather, instead of losing a full day. The suggestion to mitigate problem areas to prevent closing the course and the estimated cost of the cart path project, were discussed. Mr. Olive and Mr. Vuknic were asked to inspect the course together and determine which areas need to be repaired and to obtain a proposal to present at the next meeting.

- Verbal acceptance was given to the Southwest Section PGA to hold the Pre-Qualifier portion of the Champions Tour, set for April 5, 2021 at Stoneybrook. Having Stoneybrook fund the event was recommended.
- Bonuses for the ten staff members who work the front line, during the COVID-19 pandemic, was recommended.

Discussion ensued regarding why the maintenance crew was excluded. The Board preferred referring to the bonus as an “appreciation” bonus instead of “hazard pay”.

On MOTION by Ms. Huffand seconded by Mr. DeBrino, with all in favor, authorizing Mr. Nixon to coordinate appreciation bonuses given to the ten employees who worked the front line during the COVID-19 pandemic, was approved.

Mr. Nixon would email the summary report to the Board.

- Two successful events occurred under the tent over the weekend.
- Engaging food trucks for a few days during the week continued; 10% of the gross proceeds go to The Club. The recent two-day drink sales at the concession stand were nearly \$1,000.
- A TV was purchased to support the Leagues, tournaments and events through Golf Genius. Ongoing Wi-Fi issues would be corrected soon.
- The Pro Shop air conditioning vents were being redone because mold was found during the roofing project.

Mr. Cox would review the lease to determine what entity is responsible for the repairs before the CDD considers the possibility of filing an insurance claim. Discussion ensued regarding Duffy’s and entities that were researching whether local governments are eligible to received COVID-19 relief funds, as it was not an option under the Personal Protective Equipment (PPE) program.

- TAQ did not pay its September and October fees to the CDD.
Mr. Adams stated that he already contacted them.

SEVENTH ORDER OF BUSINESS

Update: Village of Estero Meeting
(Supervisor Huff)

Ms. Huff gave an overview of the plans that were discussed in the Village of Estero meeting; handouts were included in the agenda package. A meeting with the Developer's Agent was scheduled for January 4, 2021 to discuss the CDD's request to replace the location of the proposed 24-hour gas station on Weymouth with a storage facility and relocate the gas station to an area further past the traffic light to prevent additional traffic congestion. This request may require relocating the existing traffic light or installing a new light. Discussion ensued regarding future issues in the community, the School Board rejection of conveyance of the roadway until the CDD repairs the damages caused by traffic at the school and the Village indication that these plans were approved in 1980.

Regarding whether the CDD can impede use of the road, Mr. Cox replied no; since it is a CDD-owned public road. He suggested the CDD approach the School Board about contributing funds to bring the road up to specifications, as they were responsible for the heavy traffic on it, and then they can decide which entity should take over the maintenance responsibilities. He also suggested that the Developer, as part of their approval, be required to contribute to the roadway improvements that would be needed to bring it up to a level that can handle the traffic volume. Ms. Huff would discuss this with the Developer and send a summary of the meeting to Mr. Adams to distribute to the Board, and have Tammie e-blast the date of the next Village meeting to the residents, once the item is placed on the Village's agenda, so they can attend and voice their concerns.

Mr. Cox stated that Stoneybrook was recognized by the Statewide Florida Black Bear Management Plan for its pro-active efforts in being a BearWise community.

Mr. Nixon stated he would attend the Village meeting, as he was strongly against these changes because he believed it would be detrimental to his business operation and the community. Discussion ensued regarding future commercial projects.

Mr. Olive left the meeting at 11:05 a.m.

EIGHTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of October 31, 2020

Ms. Huff presented the Unaudited Financial Statements. Mr. Nixon responded to questions about updating the Golf Handicap Information Network (GHIN) system and noted GHIN memberships can be purchased through the Pro Shop without being a league member, and about having the alarm expense reallocated to the “building maintenance” line item.

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

NINTH ORDER OF BUSINESS

Approval of November 10, 2020 Regular Meeting Minutes

Ms. Huff presented the November 10, 2020 Regular Meeting Minutes. The following changes were made:

Line 77: Change “streetlights” to “range lights”

Line 86: Change “Saturdays” to “Sunday, December 6, 2020”

On MOTION by Mr. Brady and seconded by Mr. Simonsen, with all in favor, the November 10, 2020 Regular Meeting Minutes, as amended, were approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Dan Cox, Esquire*

There being no 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 items were presented during the Sixth Order of Business.

II. NEXT MEETING DATE: January 26, 2021 at 9:00 A.M.

- **QUORUM CHECK**

The next meeting will be held on January 26, 2021 at 9:00 a.m.

ELEVENTH ORDER OF BUSINESS

Supervisors' Requests

Ms. Huff stated that she would invite several residents that expressed interest in participating in the Landscape Committee to the first meeting to be set in early January. She would ask Mr. Harland to participate and stated that she hoped they could begin interviewing Landscape Architects so work could begin in the summer. Mr. Nixon was asked to provide input at the next meeting on the types of materials to plant. Mr. Simonsen, who was asked to be part of the Landscape Committee, stated that the Landscape Company would provide architectural services as part of its bid; therefore, a Landscape Architect was not needed.

Mr. Brady reported that the email inbox was quiet.

Mr. Simonsen expressed his reasons for asking the Board to consider looking for new Legal Counsel. Mr. Adams stated he would send the names and resumes of potential candidates to the Board to review. This item would be on the next agenda.

TWELFTH ORDER OF BUSINESS

Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Simonsen and seconded by Mr. Brady, with all in favor, the meeting adjourned at 11:25 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair