

**MINUTES OF MEETING  
STILLWATER  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Stillwater Community Development District held a Public Hearing and Regular Meeting on August 12, 2021, at 1:30 p.m., in the St. Augustine Outlets Community Room, 500 Outlet Mall Blvd., Suite 25, St. Augustine, Florida 32084.

**Present were:**

Zenzi Rogers	Chair
James "Chris" Mayo	Vice Chair
Virginia Feiner	Assistant Secretary
Kyler von der Osten	Assistant Secretary
Michael Della Penta	Assistant Secretary

**Also present, were:**

Craig Wrathell	District Manager
Kristen Suit (via telephone)	Wrathell, Hunt and Associates, LLC (WHA)
Wes Haber	District Counsel

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Wrathell called the meeting to order at 1:33 p.m. All Supervisors were present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year  
2021/2022 Budget**

**A. Affidavit of Publication**

The affidavit of publication was provided for informational purposes.

**B. Consideration of Resolution 2021-39, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2021, and Ending September 30, 2022; Authoring Budget Amendments; and Providing an Effective Date**

Mr. Wrathell presented the proposed Fiscal Year 2022 budget. He noted the following:

- With input from Mr. Rogers and Evergreen, significant changes were made to the Operations and Maintenance (O&M) Field Operations portion of the budget.
- Page 2: Costs for the Administrative and O&M portions of the budget were broken down so that when there are lot closings, the Developer can pass these costs on to the buyer.
- The intent was to engage Evergreen to manage the HOA and serve as the CDD Field Operations Manager.
- The CDD would remain Landowner-funded.
- The Series 2021 Bond Amortization Schedule, for the newly issued bond, was reviewed.

**On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor, the Public Hearing was opened.**

No members of the public spoke.

**On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor, the Public Hearing was closed.**

The following change was made to the Fiscal Year 2022 budget:

Page 5, "Other Financing Sources-Interest": Change "November 1" to "December 15"

Mr. Wrathell presented Resolution 2021-39.

**On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor, Resolution 2021-39, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2021, and Ending September 30, 2022, as amended; Authoring Budget Amendments; and Providing an Effective Date, was adopted.**

**FOURTH ORDER OF BUSINESS**

**Consideration of Fiscal Year 2021/2022  
Budget Funding Agreement**

Mr. Wrathell presented the Fiscal Year 2022 Budget Funding Agreement. Mr. Haber highlighted aspects of the Agreement and explained that expenses would be funded as expenses are incurred.

**On MOTION by Ms. Rogers and seconded by Ms. Feiner, with all in favor, the Fiscal Year 2021/2022 Budget Funding Agreement, in substantial form subject to review by the Developer’s Counsel, was approved.**

**FIFTH ORDER OF BUSINESS**

**Ratification of Requisitions**

Mr. Wrathell noted that a balance of about \$14.4 million remained in the construction account. Mr. Haber and Jenny were working on a requisition of about \$4 million that would be presented for ratification at a future meeting. He presented the following requisitions:

- I. **Number 1: Hopping Green & Sams [\$6,462.27]**
- II. **Number 2: Hopping Green & Sams [\$2,319.90]**
- III. **Number 3: Greenberg Traurig, PA [\$171.20]**
- IV. **Number 4: Hopping Green & Sams [\$210.00]**

**On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor, Requisition Numbers 1, 2, 3 and 4, were ratified**

**SIXTH ORDER OF BUSINESS**

**Approval of Unaudited Financial  
Statements as of June 30, 2021**

Mr. Wrathell presented the Unaudited Financial Statements as of June 30, 2021

**On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor, the Unaudited Financial Statements as of June 30, 2021, were accepted.**

SEVENTH ORDER OF BUSINESS

Consideration of May 13, 2021 Regular Meeting Minutes

Mr. Wrathell presented the May 13, 2021 Regular Meeting Minutes.

**On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor, the May 13, 2021 Regular Meeting Minutes, as presented, were approved.**

EIGHTH ORDER OF BUSINESS

Staff Reports

**A. District Counsel: *Hopping Green & Sams, P.A.***

Mr. Haber reported the following:

- The acquisitions were being worked on to get them processed quickly.
- The Envera proposal for security services was received from Ms. Rogers and work with Envera’s Counsel to finalize a form of Agreement was underway. Mr. Haber would follow up with Ms. Rogers.

Mr. Haber asked the Board to consider changing the meeting time because of a time conflict due to another CDD changing its meeting time. He offered to pay the cost to advertise a revised District Meeting Schedule.

Discussion ensued regarding potential changes to the time and/or meeting date. Mr. Haber and Mr. Wrathell would present potential dates for the Board to consider.

**B. District Engineer: *Matthews Design Group***

There was no report.

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

- **NEXT MEETING DATE: September 9, 2021 at 1:30 P.M.**
  - **QUORUM CHECK**

Mr. Wrathell and Mr. Haber would work on a new meeting schedule for the Board to consider. The September 9, 2021 meeting would likely be rescheduled.

NINTH ORDER OF BUSINESS

Supervisors’ Comments/Requests

Ms. Rogers stated the CDD will need to advertise a Request for Proposals (RFP) for landscape maintenance. Mr. Haber stated that, since the threshold amount would not exceed the cost threshold to require a formal RFP, he was comfortable not going through the competitive bid process for the first year. He noted that CDDs typically engage the provider who did the installation to avoid any blaming if there are any issues with the materials installed.

Ms. Rogers stated she would email the RFP that Evergreen sent out on behalf of the HOA and requested for the CDD to Mr. Wrathell. Mr. Wrathell stated he would contact Marie to obtain the scope of work for the CDD, as the intent was for the HOA and CDD to engage the same company. Discussion ensued regarding working on final touch ups and installing granite chips around the models.

**TENTH ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**ELEVENTH ORDER OF BUSINESS**

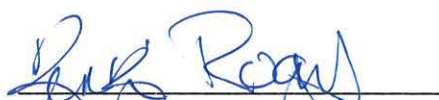
**Adjournment**

There being nothing further to discuss, the meeting adjourned.

**On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor, the meeting adjourned at 2:00 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair