

**MINUTES OF MEETING
STILLWATER
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Stillwater Community Development District held a Regular Meeting on June 9, 2022, at 10:30 a.m., at the Matthews Design Group, 7 Waldo Street, St. Augustine, Florida 32084.

Present were:

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

Also present, were:

Ernesto Torres	District Manager
Wes Haber (via telephone)	District Counsel
Alex Acree	District Engineer
Max Garcia	Matthews Design Group
Amy Newhouse	Vesta Property Services Inc.

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Torres called the meeting to order at 10:45 a.m. Supervisors Rogers, Mayo, von der Osten and Della Penta were present, in person. Supervisor Deahl was not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Consideration of Resolution 2022-04, Approving a Proposed Budget for Fiscal Year 2022/2023 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date

Mr. Torres presented Resolution 2022-04. He reviewed the proposed Fiscal Year 2023 budget, highlighting any line item increases, decreases and adjustments, compared to the Fiscal Year 2022 budget, and explained the reasons for any changes.

On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, Resolution 2022-04, Approving a Proposed Budget for Fiscal Year 2022/2023 and Setting a Public Hearing Thereon Pursuant to Florida Law for August 11, 2022 at 10:30 a.m., at the Matthews Design Group, 7 Waldo Street, St. Augustine, Florida 32084; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2022-05, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023 and Providing for an Effective Date

Mr. Torres presented Resolution 2022-05 and read the title. Ms. Rogers stated that Stillwater is an active adult community and she anticipated that future meetings will be well-attended; therefore, she suggested finding a larger venue.

Discussion ensued regarding potential meeting locations and how much to budget, per meeting, for rental fees. The consensus was to budget \$300 per meeting.

The following change was made to the proposed Fiscal Year 2023 budget:

Page 2: Insert "Meeting Room Rental" line item for \$3,600.

Mr. Torres stated this will increase the total expenditures from \$503,914 to \$507,514.

Due to the change, Resolution 2022-04 was reconsidered.

On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, Resolution 2022-04, Approving a Proposed Budget for Fiscal Year 2022/2023, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law for August 11, 2022 at 10:30 a.m., at the Matthews Design Group, 7 Waldo Street, St. Augustine, Florida 32084; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.

On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, Resolution 2022-05, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023 and Providing for an Effective Date, in substantial form, pending new location and time, was adopted.

FIFTH ORDER OF BUSINESS

Ratification of United Land Service Agreement for the Provision of Landscape and Irrigation Maintenance Service

Mr. Torres presented the United Land Service Agreement for the Provision of Landscape and Irrigation Maintenance Service between the CDD and Florida ULS Operating, LLC dba United Land Service.

On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, the United Land Service Agreement for the Provision of Landscape and Irrigation Maintenance Service, was ratified.

SIXTH ORDER OF BUSINESS

Ratification of Requisition No. 14: Kutak Rock LLP [\$150.00]

Mr. Torres presented Requisition No. 14.

On MOTION by Ms. Rogers and seconded by Mr. Della Penta with all in favor, Requisition No. 14, related to Kutak Rock LLP services, in the amount of \$150.00, was ratified.

SEVENTH ORDER OF BUSINESS

Discussion/Consideration of Draft Wastewater and Stormwater 20-Year Analysis

This item was presented during Item 10B.

EIGHTH ORDER OF BUSINESS

Approval of Unaudited Financial Statements as of April 30, 2022

Mr. Torres presented the Unaudited Financial Statements as of April 30, 2022.

On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, the Unaudited Financial Statements as of April 30, 2022, were accepted.

NINTH ORDER OF BUSINESS**Approval of March 10, 2022 Regular Meeting Minutes**

Mr. Torres presented the March 10, 2022 Regular Meeting Minutes.

On MOTION by Ms. Rogers and seconded by Mr. Deahl, with all in favor, the March 10, 2022 Regular Meeting Minutes, as presented, were approved.

TENTH ORDER OF BUSINESS**Staff Reports****A. District Counsel: *Kutak Rock LLP***

Mr. Haber reported the following:

- As a result of the O&M assessments being levied, mailed notices will be sent to every property owner. The Board should expect resident participation at the August meeting.
- There will be a published notice in the local newspaper. Staff would coordinate with Management's office to prepare the documents.
- Staff is also working with Mr. Acree and Mr. Deahl to prepare acquisition documents ahead of the next meeting, which will be included on the next agenda for ratification.
- Staff anticipates payment to the Developer for the overall improvement plan to occur between meetings.

B. District Engineer: *Matthews Design Group***▪ Discussion/Consideration of Draft Wastewater and Stormwater 20-Year Analysis**

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

Mr. Acree stated that the 20-year Stormwater Management Needs Analysis Report was completed and would be submitted to the County by June 30, 2022; the County would then submit it to the State.

Ms. Rogers asked if the Report is a requirement for HOAs that manage stormwater systems. Mr. Haber stated that the Report is a requirement for public entities; therefore, he believes it applies to CDDs but not HOAs. He would check to make certain.

Referencing slides, Mr. Garcia presented the Report and noted the pertinent information. He stated most of the questions on the template are not applicable until the CDD is fully established. He concluded that the Report meets the requirements and complies with the Statute.

C. Field Operations Manager: *Vesta Property Services, Inc.*

Ms. Newhouse reported the following:

- Weekly meetings with Lennar and weekly walk-throughs with the landscapers continue. Overall, the community looks good.
- Chemical treatments are scheduled for the weeds and littoral quality, as they need maintenance.
- The fountain was repaired but it was down this morning and Friday.

Ms. Newhouse asked if there are any budgeted repair and maintenance items.

Ms. Rogers asked Staff to obtain proposals for a maintenance agreement.

Ms. Rogers stated she ordered fobs for the pedestrian gate, which will be distributed at closings.

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

I. 0 Registered Voters in District as of April 15, 2022

II. NEXT MEETING DATE: July 14, 2022 at 10:30 A.M.

○ QUORUM CHECK

The next meeting would be held on July 14, 2022.

ELEVENTH ORDER OF BUSINESS

Supervisors' Comments/Requests

There were no Supervisors' comments or requests.

TWELFTH ORDER OF BUSINESS

Public Comments

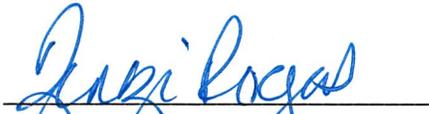
No members of the public spoke.

THIRTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, the meeting adjourned at 11:10 a.m.


Secretary/Assistant Secretary


Chair/Vice Chair