

**MINUTES OF MEETING
STILLWATER
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Stillwater Community Development District held Multiple Public Hearings and a Regular Meeting on August 11, 2022, at 10:30 a.m., at the Matthews Design Group, 7 Waldo Street, St. Augustine, Florida 32084.

Present were:

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|---------------------|---------------------|
| Zenzi Rogers | Chair |
| James “Chris” Mayo | Vice Chair |
| Kyler von der Osten | Assistant Secretary |
| Michael Della Penta | Assistant Secretary |
| Bob Deahl | Assistant Secretary |

Also present, were:

| | |
|---------------------------|------------------------------|
| Ernesto Torres | District Manager |
| Wes Haber (via telephone) | District Counsel |
| Kyle Magee | Kutak Rock LLP |
| Alex Acree | District Engineer |
| Amy Newhouse | Vesta Property Services Inc. |

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Torres called the meeting to order at 10:37 a.m. All Supervisors were present, in person.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Public Hearing on Adoption of Fiscal Year
2022/2023 Budget**

Mr. Haber stated that there was an error on the newspaper’s behalf with regard to the published notice of the budget public hearing. The required notice for the assessment hearing

were fine but the budget public hearing was not properly noticed. For this reason, District Counsel’s recommendation is to reschedule the budget public hearing and open the assessment public hearing and continue it to the September meeting.

- A. **Proof/Affidavit of Publication**
- B. **Consideration of Resolution 2022-06, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023; Authorizing budget Amendments; and Providing an Effective Date**

On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor, rescheduling the Fiscal Year 2023 Budget Public Hearing to September 8, 2022 at 10:30 a.m., at the Matthews Design Group, 7 Waldo Street, St. Augustine, Florida 32084, was approved.

FOURTH ORDER OF BUSINESS

Public Hearing to Hear Comments and Objections on the Imposition of Operation and Maintenance Special Assessments to Fund the Budget for Fiscal Year 2022/2023, Pursuant to Florida Law

- A. **Proof/Affidavit of Publication**
- B. **Mailed Notice to Property Owner(s)**
The proof of publication and Mailed Notice were included for informational purposes.
- C. **Consideration of Resolution 2022-07, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2022/2023; Providing for the Collection and Enforcement of Special Assessments, Including, but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date**

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

On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor, continuing the Assessment Public Hearing to September 8, 2022 at 10:30 a.m., at the Matthews Design Group, 7 Waldo Street, St. Augustine, Florida 32084, was approved.

FIFTH ORDER OF BUSINESS

Presentation of Audited Financial Report for the Fiscal year Ended September 30, 2021, Prepared by Grau & Associates

Mr. Torres presented the Audited Financial Report for the Fiscal Year Ended September 30, 2021 and noted the pertinent information. There were no findings, recommendations, deficiencies on internal control or instances of non-compliance; it was a clean audit.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2022-08, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2021

Mr. Torres presented Resolution 2022-08.

On MOTION by Ms. Rogers and seconded by Mr. Deahl, with all in favor, Resolution 2022-08, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2021, was adopted.

SEVENTH ORDER OF BUSINESS

Ratification of Acquisition Documents *(to be provided under separate cover)*

Mr. Haber stated that work on the acquisition documents continues. Some were processed through the CDD and sent on to JEA. Support documentation is being acquired for some other improvements to process a requisition for payment to Lennar. The expectation is to proceed with that and, once completed, the documents will be presented for ratification.

EIGHTH ORDER OF BUSINESS

Consideration of SOLitude Lake Management Services Contract for Quarterly Fountain Maintenance for One (1) Fountain

Mr. Torres presented the SOLitude Lake Management Services Contract.

On MOTION by Ms. Rogers and seconded by Mr. Della Penta with all in favor, SOLitude Lake Management Services Contract for Quarterly Fountain Maintenance for One (1) Fountain, in the annual amount of \$560, was approved.

NINTH ORDER OF BUSINESS

Approval of Unaudited Financial Statements as of June 30, 2022

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

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

TENTH ORDER OF BUSINESS

Approval of June 9, 2022 Regular Meeting Minutes

Mr. Torres presented the June 9, 2022 Regular Meeting Minutes.

On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, the June 9, 2022 Regular Meeting Minutes, as presented, were approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Kutak Rock LLP*

There was no report.

B. District Engineer: *Matthews Design Group*

There was no report.

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

Ms. Newhouse reported the following:

- Electrical issues with the fountain persist. She will meet with SOLitude to determine whether a new fountain is needed or what the next steps should be.

➤ Weekly landscape walk-throughs continue with the landscaper. Sod will be replaced around the end of September.

➤ The holiday lighting contract is under review and being finalized.

Ms. Rogers stated that a single vendor will provide the holiday lighting for the entire community, so it will involve three entities. She asked if there should be three contracts or if the contract should be with the CDD, with the other entities reimbursing the CDD. Mr. Haber stated that the CDD could contract with the specific vendor and then the CDD and the other entities could enter into a Funding Agreement with the other entities to pay their respective portions of the holiday lighting expenses.

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

- **NEXT MEETING DATE: September 8, 2022 at 10:30 A.M.**
 - **QUORUM CHECK**

The next meeting would be held on September 8, 2022.

TWELFTH ORDER OF BUSINESS

Supervisors' Comments/Requests

There were no Supervisors' comments or requests.

THIRTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

FOURTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Rogers and seconded by Mr. Deahl, with all in favor, the meeting adjourned at 10:50 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair