

**MINUTES OF MEETING
STILLWATER
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Stillwater Community Development District held Public Hearings and a Regular Meeting on July 5, 2023 at 9:00 a.m., at the Holiday Inn Express, 2300 State Road 16, Saint Augustine, Florida 32084.

Present were:

Zenzi Rogers	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 (via telephone)	District Engineer
Taylor Tennison	Hampton Golf

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Torres called the meeting to order at 9:10 a.m.

Supervisors Rogers, von der Osten, Deahl and Della Penta were present. Supervisor Mayo was not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

**Public Hearing on Adoption of Fiscal Year
2023/2024 Budget**

- A. Proof/Affidavit of Publication**
- B. Consideration of Resolution 2023-04, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2023, and Ending**

September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Torres reviewed the proposed Fiscal Year 2024 budget, highlighting any line item increases, decreases and adjustments, compared to the Fiscal Year 2023 budget, and explained the reasons for any changes.

The following change was made to the Fiscal Year 2024 budget:

Page 2: Change "Aquatic maintenance" line item to "Fountain maintenance"

On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, both Public Hearings were opened.

No members of the public spoke on the subject of either Public Hearing.

On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, both Public Hearings were closed.

Mr. Torres presented Resolution 2023-04.

On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, Resolution 2023-04, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS

Public Hearing to Hear Comments and Objections on the Imposition of Maintenance and Operation Assessments to Fund the Budget for Fiscal Year 2023/2024, Pursuant to Florida Law

- A. Proof/Affidavit of Publication**
- B. Mailed Notice(s) to Property Owners**

C. Consideration of Resolution 2023-05, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2023/2024; 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

Mr. Haber discussed how the Operation and Maintenance (O&M) assessments and the Debt Service assessments are allocated. Resolution 2023-04 directs the District Manager to certify the assessments to the County for collection on the assessment roll and for the CDD to direct-bill the property owners for which their assessments are not collected by the County.

The Public Hearing for this item was held in conjunction with the Public Hearing during the Third Order of Business, during which, no members of the public spoke.

Mr. Torres presented Resolution 2023-04.

On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, Resolution 2023-05, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2023/2024; 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, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2023-06, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date

Mr. Torres presented Resolution 2023-06.

The following change was made to the Fiscal Year 2023 meeting schedule:

DATE: Change "March 14" to "March 7"

On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, Resolution 2023-06, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024, as amended, and Providing for an Effective Date, was adopted.

SIX TH ORDER OF BUSINESS

Presentation of Audited Financial Report for the Fiscal Year Ended September 30, 2022, Prepared by Grau & Associates

Mr. Torres presented the Audited Financial Report for the Fiscal Year Ended September 30, 2022 and noted the pertinent information. He referred to Page 28 and noted one finding, which was due to the Trustee transferring funds from the capital projects fund trust accounts to the debt service fund trust accounts due to a shortage in the amount available to pay the debt service on the bonds. The funds were received from the Developer a few days after the debt service payments were made and the debt service fund owes the funds back to the capital projects fund; however, the transfer was not made as of the date of the audit. Management’s response to this finding is that the CDD has requested and expects the Trustee to return the money to the capital projects fund soon.

Mr. Torres stated, other than the one finding, there were no other findings, recommendations, deficiencies on internal control or instances of non-compliance.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2023-07, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2022

Mr. Torres presented Resolution 2023-07.

On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, Resolution 2023-07, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2022, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Exterior Designs of North Florida, Inc., Agreement for Lighting Installation Services

Mr. Torres presented the Exterior Designs of North Florida, Inc., Agreement for Lighting Installation Services. Ms. Tennison stated that this is related to the holiday lights.

On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, the Exterior Designs of North Florida, Inc., Agreement for Lighting Installation Services, was approved.

NINTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of May 31, 2023

Mr. Torres presented the Unaudited Financial Statements as of May 31, 2023.

On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, the Unaudited Financial Statements as of May 31, 2023, were accepted.

TENTH ORDER OF BUSINESS

Approval of April 13, 2023 Regular Meeting Minutes

Mr. Torres presented the April 13, 2023 Regular Meeting Minutes.

On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, the April 13, 2023 Regular Meeting Minutes, as presented, were approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

Mr. Haber stated that an easement request was received from St. Johns County for the County to conduct work related to the County Road 210 expansion project. He and Ms. Rogers are working on it; the CDD will probably request some revisions to the easement to protect the CDD.

On MOTION by Mr. Della Penta Ms. Rogers and seconded by Mr. Mayo, with all in favor, authorizing the easement with St. Johns County related to the County Road 210 expansion project and delegating authority to the Chair and Staff to working on the easement and for the Chair to execute the final version, was approved.

Mr. Haber noted that, beginning January 1, 2024, all CDD Board Members will be required to take at least four hours of ethics training each year. More information will be provided as it becomes available.

Ms. Rogers asked if anything is needed from Lennar for the acquisitions, Mr. Haber stated that some items are at St. Augustine. Ms. Rogers stated her notes indicate that work on the 1C acquisition. Mr. Haber stated he is not sure if he has the support documentation; he will follow up with Mr. Acree and, if it is ready, it will be processed and can be ratified at the next meeting.

B. District Engineer: Matthews Design Group

There was no report.

C. Field Operations Manager:

There was no report.

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

- **183 Registered Voters in District as of April 15, 2023**

Mr. Haber discussed transitioning to a resident Board and the General Election process, which the CDD will be able to start in 2026.

- **NEXT MEETING DATE: August 10, 2023 at 11:00 AM**
 - **QUORUM CHECK**

TWELFTH ORDER OF BUSINESS

Supervisors' Comments/Requests

There were no Supervisors' comments or requests.

THIRTEENTH ORDER OF BUSINESS

Public Comments

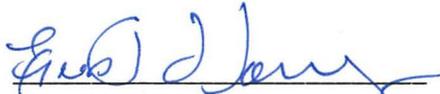
No members of the public spoke.

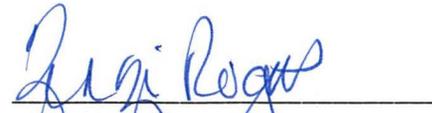
FOURTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, the meeting adjourned at 9:36 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair