

STILLWATER

**COMMUNITY DEVELOPMENT
DISTRICT**

October 12, 2023

**BOARD OF SUPERVISORS
REGULAR MEETING
AGENDA**

STILLWATER

COMMUNITY DEVELOPMENT DISTRICT

AGENDA

LETTER

Stillwater Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013

October 5, 2023

Board of Supervisors
Stillwater Community Development District

Dear Board Members:

The Board of Supervisors of the Stillwater Community Development District will hold a Regular Meeting on October 12, 2023 at 11:00 a.m., at the Holiday Inn Express, 2300 State Road 16, Saint Augustine, Florida 32084. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Acceptance of Resignation of Supervisor Bob Deahl [Seat 2]
4. Consider Appointment to Fill Unexpired Term of Seat 2; *Term Expires November 2025*
 - Administration of Oath of Office to Appointed Supervisor (*the following will be provided in a separate package*)
 - 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
5. Consideration of Resolution 2024-01, Appointing and Removing Officers of the District and Providing for an Effective Date
6. Acceptance of Unaudited Financial Statements as of August 31, 2023
7. Approval of August 10, 2023 Public Hearings and Regular Meeting Minutes

ATTENDEES:

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

8. Staff Reports

- A. District Counsel: *Kutak Rock LLP*
- B. District Engineer: *Matthews Design Group*
- C. Field Operations Manager: *Hampton Golf*
- D. District Manager: *Wrathell, Hunt and Associates, LLC*

- UPCOMING MEETINGS

- November 7, 2023 at 10:30 AM Landowners' Meeting (*Board is not required to attend*)
- November 9, 2023 at 11:00 AM Regular Meeting

- QUORUM CHECK

SEAT 1	ZENZI ROGERS	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2		<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	CHRIS JAMES MAYO	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4	MICHAEL DELLA PENTA	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	KYLER VON DER OSTEN	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

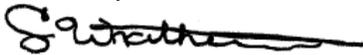
9. Supervisors' Comments/Requests

10. Public Comments

11. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 719-8675 or Ernesto Torres at (904) 295-5714.

Sincerely,



Craig Wrathell
 District Manager

FOR BOARD AND STAFF TO ATTEND BY TELEPHONE
CALL-IN NUMBER: 1-888-354-0094
PARTICIPANT PASSCODE: 782 134 6157

STILLWATER

COMMUNITY DEVELOPMENT DISTRICT

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RESIGNATION

I hereby resign as Assistant Secretary (Seat 2) of Stillwater Community Development District, effective August 4, 2023.

DocuSigned by:

Robert Deahl

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Robert Deahl

STILLWATER

COMMUNITY DEVELOPMENT DISTRICT

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SECTION 3. The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell is Secretary

Ernesto Torres is Assistant Secretary

Craig Wrathell is Treasurer

Jeffrey Pinder is Assistant Treasurer

PASSED AND ADOPTED THIS 12TH DAY OF OCTOBER, 2023.

ATTEST:

**STILLWATER COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

STILLWATER

COMMUNITY DEVELOPMENT DISTRICT

**UNAUDITED
FINANCIAL
STATEMENTS**

**STILLWATER
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
AUGUST 31, 2023**

**STILLWATER
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
AUGUST 31, 2023**

	General Fund	Debt Service Fund	Capital Projects Fund	Total Governmental Funds
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
ASSETS				
Cash	\$ 265,348	\$ -	\$ -	\$ 265,348
Investments				
Revenue	-	369,899	-	369,899
Reserve	-	438,138	-	438,138
Prepayment	-	34,460	-	34,460
Construction	-	-	5,223,479	5,223,479
Utility deposit	14,030	-	-	14,030
Total assets	<u>\$ 279,378</u>	<u>\$ 842,497</u>	<u>\$ 5,223,479</u>	<u>\$ 6,345,354</u>
 LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable	\$ 14,966	\$ -	\$ -	\$ 14,966
Contracts payable	-	-	448	448
Due to Developer	-	35,617	-	35,617
Accrued taxes payable	245	-	-	245
Landowner advance	6,000	-	-	6,000
Total liabilities	<u>21,211</u>	<u>35,617</u>	<u>448</u>	<u>57,276</u>
 Fund balances:				
Restricted for:				
Debt service	-	806,880	-	806,880
Capital projects	-	-	5,223,031	5,223,031
Unassigned	258,167	-	-	258,167
Total fund balances	<u>258,167</u>	<u>806,880</u>	<u>5,223,031</u>	<u>6,288,078</u>
 Total liabilities and fund balances	<u>\$ 279,378</u>	<u>\$ 842,497</u>	<u>\$ 5,223,479</u>	<u>\$ 6,345,354</u>

**STILLWATER
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED AUGUST 31, 2023**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll - net	\$ -	\$ 139,527	\$ 138,936	100%
Assessment levy: off-roll	-	368,599	368,601	100%
Landowner contribution	-	3,212	-	N/A
Total revenues	<u>-</u>	<u>511,338</u>	<u>507,537</u>	101%
EXPENDITURES				
Professional & administrative				
Supervisors	1,722	7,751	7,000	111%
Management/accounting/recording	4,000	44,000	48,000	92%
Legal	1,145	7,033	20,000	35%
Engineering	103	1,159	1,500	77%
Audit	-	5,500	5,500	100%
Arbitrage rebate calculation	-	-	500	0%
Dissemination agent	83	917	1,000	92%
Trustee	-	6,175	6,500	95%
Telephone	17	183	200	92%
Postage	61	374	500	75%
Printing & binding	42	458	500	92%
Legal advertising	107	654	1,500	44%
Annual special district fee	-	175	175	100%
Insurance	-	5,375	5,500	98%
Contingencies/bank charges	-	794	500	159%
Website hosting & maintenance	-	-	705	0%
Website ADA compliance	-	210	210	100%
Total professional & administrative	<u>7,280</u>	<u>80,758</u>	<u>99,790</u>	81%
Operations & maintenance				
Law enforcement:				
Security patrol	1,320	6,331	24,720	26%
Utilities:				
Electric	566	2,927	33,600	9%
Phone	-	-	1,920	0%
Water/sewer	3,732	24,841	8,800	282%
Stormwater control:				
Stormwater system maintenance	-	-	8,900	0%
Aquatic maintenance	-	-	18,000	0%
Wetland monitoring/maintenance	1,756	19,214	13,800	139%

**STILLWATER
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED AUGUST 31, 2023**

	Current Month	Year to Date	Budget	% of Budget
Other physical environment				
Field ops management	-	-	9,600	0%
Entrance gate contract	-	25,372	25,560	99%
Property insurance	-	10,237	22,000	47%
Landscape contract	21,252	82,914	150,000	55%
Irrigation repairs	924	2,401	21,600	11%
Landscape miscellaneous	1,420	1,786	9,600	19%
Mulch	-	-	5,900	0%
O&M accounting	313	3,438	3,750	92%
Holiday decorations	-	-	8,500	0%
General maintenance	1,075	1,345	8,000	17%
Road & street facilities				
Street sign repair and replacement	-	-	1,800	0%
Sidewalk repair & maintenance	-	-	2,400	0%
Street maintenance	-	-	10,800	0%
Contingency				
Miscellaneous contingency	-	-	12,000	0%
Meeting room rental	-	-	3,600	0%
Total field operations	<u>32,358</u>	<u>180,806</u>	<u>404,850</u>	45%
Other fees & charges				
Property appraiser	-	-	1,448	0%
Tax collector	-	2,785	1,447	192%
Total other fees & charges	<u>-</u>	<u>2,785</u>	<u>2,895</u>	96%
Total expenditures	<u>39,638</u>	<u>264,349</u>	<u>507,535</u>	52%
Excess/(deficiency) of revenues over/(under) expenditures	(39,638)	246,989	2	
Fund balances - beginning	297,805	11,178	-	
Fund balances - ending	<u>\$ 258,167</u>	<u>\$ 258,167</u>	<u>\$ 2</u>	

**STILLWATER
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2021
FOR THE PERIOD ENDED AUGUST 31, 2023**

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll - net	\$ -	\$ 272,665	\$ 271,489	100%
Assessment levy: off-roll	-	597,399	597,399	100%
Assessment prepayments	-	33,678	-	N/A
Lot closings	-	1,955	-	N/A
Interest	4,107	37,402	-	N/A
Total revenues	<u>4,107</u>	<u>943,099</u>	<u>868,888</u>	109%
EXPENDITURES				
Debt service				
Principal	-	320,000	320,000	100%
Interest	-	542,706	542,706	100%
Tax collector	-	5,443	5,656	96%
Total debt service	<u>-</u>	<u>868,149</u>	<u>868,362</u>	100%
Other fees & charges				
Transfer out	-	3,471	-	N/A
Total other fees and charges	<u>-</u>	<u>3,471</u>	<u>-</u>	N/A
Total expenditures	<u>-</u>	<u>871,620</u>	<u>868,362</u>	100%
Excess/(deficiency) of revenues over/(under) expenditures	4,107	71,479	526	
Fund balances - beginning	802,773	735,401	705,003	
Fund balances - ending	<u>\$ 806,880</u>	<u>\$ 806,880</u>	<u>\$ 705,529</u>	

**STILLWATER
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2021
FOR THE PERIOD ENDED AUGUST 31, 2023**

	Current Month	Year To Date
REVENUES		
Interest	\$ -	\$ 87,644
Total revenues	-	87,644
EXPENDITURES		
Capital outlay	-	4,088,026
Total expenditures	-	4,088,026
Excess/(deficiency) of revenues over/(under) expenditures	-	(4,000,382)
OTHER FINANCING SOURCES/(USES)		
Transfer in	-	3,471
Total other financing sources/(uses)	-	3,471
Net change in fund balances	-	(3,996,911)
Fund balances - beginning	5,223,031	9,219,942
Fund balances - ending	\$ 5,223,031	\$ 5,223,031

STILLWATER

COMMUNITY DEVELOPMENT DISTRICT

MINUTES

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**MINUTES OF MEETING
STILLWATER
COMMUNITY DEVELOPMENT DISTRICT**

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The Board of Supervisors of the Stillwater Community Development District held Public Hearings and a Regular Meeting on August 10, 2023 at 11:00 a.m., at the Holiday Inn Express, 2300 State Road 16, Saint 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 (via telephone)	District Engineer
Taylor Tennison	Hampton Golf
Raj & Nila Patel	Residents
John & Ann Wright	Residents

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Torres called the meeting to order at 11:03 a.m.

Supervisors Rogers, von der Osten, Mayo and Della Penta were present. Supervisor Deahl 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

40 **B. Consideration of Resolution 2023-08, Relating to the Annual Appropriations and**
 41 **Adopting the Budget for the Fiscal Year Beginning October 1, 2023, and Ending**
 42 **September 30, 2024; Authorizing Budget Amendments; and Providing an Effective**
 43 **Date**

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

47

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

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52 In response to a resident’s question regarding the amounts of the per unit increase, Mr.
 53 Torres stated it depends on the product type and the size of frontage of the home, which is
 54 outlined on Page 8 of the proposed Fiscal Year 2024 budget.

55 Resident Nila Patel asked if there is security patrol. Ms. Rogers stated off-duty officers
 56 patrol the area, focusing on speeding and issue tickets to speeders and those driving without
 57 proper documentation.

58

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

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63 Mr. Torres presented Resolution 2023-08.

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65 **On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor,**
 66 **Resolution 2023-08, Relating to the Annual Appropriations and Adopting the**
 67 **Budget for the Fiscal Year Beginning October 1, 2023, and Ending September**
 68 **30, 2024; Authorizing Budget Amendments; and Providing an Effective Date,**
 69 **was adopted.**

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72 **FOURTH ORDER OF BUSINESS**

Public Hearing to Hear Comments and
Objections on the Imposition of

73

74 Maintenance and Operation Assessments
75 to Fund the Budget for Fiscal Year
76 2023/2024, Pursuant to Florida Law
77

- 78 A. Proof/Affidavit of Publication
- 79 B. Mailed Notice(s) to Property Owners
- 80 C. Consideration of Resolution 2023-09, Making a Determination of Benefit and Imposing
- 81 Special Assessments for Fiscal Year 2023/2024; Providing for the Collection and
- 82 Enforcement of Special Assessments, Including but Not Limited to Penalties and
- 83 Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the
- 84 Assessment Roll; Providing a Severability Clause; and Providing an Effective Date

85 Mr. Torres presented Resolution 2023-09, which relates to collection and enforcement
86 of the assessments and certifying the assessment roll for placement of the assessments on the
87 property tax bills.

88

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

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93 No members of the public spoke.

94

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

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99 **On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor,**
100 **Resolution 2023-09, Making a Determination of Benefit and Imposing Special**
101 **Assessments for Fiscal Year 2023/2024; Providing for the Collection and**
102 **Enforcement of Special Assessments, Including but Not Limited to Penalties**
103 **and Interest Thereon; Certifying an Assessment Roll; Providing for**
104 **Amendments to the Assessment Roll; Providing a Severability Clause; and**
105 **Providing an Effective Date, was adopted.**

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108 FIFTH ORDER OF BUSINESS

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Acceptance of Unaudited Financial
Statements as of June 30, 2023

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Mr. Torres presented the Unaudited Financial Statements as of June 30, 2023.

On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor, the Unaudited Financial Statements as of June 30, 2023, were accepted.

SIXTH ORDER OF BUSINESS

Approval of July 5, 2023 Public Hearings and Regular Meeting Minutes

Mr. Torres presented the July 5, 2023 Public Hearings and Regular Meeting Minutes.

On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor, the July 5, 2023 Public Hearings and Regular Meeting Minutes, as presented, were approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

There was no report.

B. District Engineer: Matthews Design Group

Mr. Acree stated that he is coordinating with Mr. Haber regarding proceeding with the acquisition paperwork for Phases 1C and 1D in Stillwater. Asked if he needs anything from the Board, Mr. Acree stated Mr. Haber’s group prepared the draft documents for the later phases but the Board or Lennar could provide the backup material to support the acquisition of the improvements. He will follow up after the meeting.

C. Field Operations Manager:

Ms. Tennison stated the ponds were treated for algae and one broken light fixture at the front of the vehicle gate is being replaced.

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

- **NEXT MEETING DATE: September 14, 2023 at 11:00 AM**
- **QUORUM CHECK**

144 **EIGHTH ORDER OF BUSINESS**

Supervisors' Comments/Requests

145

146 Ms. Rogers reported the following:

147 ➤ Thus far, there is no start date for the County Road 210 expansion.

148 ➤ The County is awaiting updated schedules from utility providers, the DEA and Comcast.

149 The CDD will be provided with a schedule once an infrastructure analysis is completed. This is a
150 two-year process, based on a previous meeting with the County.

151 ➤ Once the project commences, the entrances will not be closed. The County has a plan to
152 redirect traffic going in and out of the CDD. Board Members will keep everyone updated.

153 Asked about the existence of a red traffic light in the expansion plan, Ms. Rogers stated,
154 according to an email received from a County Commissioner, a traffic light will eventually be
155 installed but she did not know when.

156

157 **NINTH ORDER OF BUSINESS**

Public Comments

158

159 Ms. Patel asked which entity is responsible for landscaping. Mr. Torres stated the CDD
160 maintains all CDD-owned properties. Asked who is responsible for a problem in her backyard,
161 Ms. Rogers stated homeowners are responsible for their own yards.

162 Mr. Patel asked about the total number of homes in the CDD. Mr. Torres replied 549.
163 Asked about the number of closings, Ms. Rogers stated 161 homes have closed.

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165 **TENTH ORDER OF BUSINESS**

Adjournment

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On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor, the meeting adjourned at 11:18 a.m.

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

Chair/Vice Chair

STILLWATER

COMMUNITY DEVELOPMENT DISTRICT

STAFF

REPORTS

STILLWATER COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE

LOCATION

Holiday Inn Express, 2300 State Road 16, Saint Augustine, Florida 32084

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 12, 2023	Regular Meeting	11:00 AM
November 7, 2023	Landowners' Meeting	10:30 AM
November 9, 2023	Regular Meeting	11:00 AM
December 14, 2023	Regular Meeting	11:00 AM
January 11, 2024	Regular Meeting	11:00 AM
February 8, 2024	Regular Meeting	11:00 AM
March 7, 2024	Regular Meeting	11:00 AM
April 11, 2024	Regular Meeting	11:00 AM
May 9, 2024	Regular Meeting	11:00 AM
June 13, 2024	Regular Meeting	11:00 AM
July 11, 2024	Regular Meeting	11:00 AM
August 8, 2024	Regular Meeting	11:00 AM
September 12, 2024	Regular Meeting	11:00 AM