

**MINUTES OF MEETING
STILLWATER
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Stillwater Community Development District held 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.

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
William Fitzgerald	Supervisor-Appointee

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Torres called the meeting to order at 11:05 a.m.

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

SECOND ORDER OF BUSINESS

Public Comments

There were no members of the public present.

THIRD ORDER OF BUSINESS

**Acceptance of Resignation of Supervisor
Bob Deahl [Seat 2]**

Mr. Torres presented Mr. Bob Deahl's resignation letter.

On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor, the resignation of Mr. Bob Deahl, dated August 4, 2023, was accepted.

FOURTH ORDER OF BUSINESS

Consider Appointment to Fill Unexpired Term of Seat 2; Term Expires November 2025

Ms. Rogers nominated Mr. William Fitzgerald to fill Seat 2.

No other nominations were made.

On MOTION by Ms. Rogers and seconded by Mr. von der Osten, with all in favor, the appointment of Mr. William Fitzgerald to fill Seat 2, was approved.

- **Administration of Oath of Office to Appointed Supervisor (the following will be provided in a separate package)**

Mr. Torres, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Fitzgerald. He provided and explained the following items before the meeting:

- 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**

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2024-01, Appointing and Removing Officers of the District and Providing for an Effective Date

Mr. Torres presented Resolution 2024-01. Ms. Rogers nominated the following slate of officers, replacing Mr. Deahl with Mr. Fitzgerald as an Assistant Secretary:

Zenzi Rogers	Chair
Chris Mayo	Vice Chair
Kyler von der Osten	Assistant Secretary
Michael Della Penta	Assistant Secretary
William Fitzgerald	Assistant Secretary

No other nominations were made.

Prior appointments by the Board for Secretary, Treasurer, Assistant Treasurer and Assistant Secretary Ernesto Torres remain unaffected by this Resolution.

On MOTION by Ms. Rogers and seconded by Mr. von der Osten, with all in favor, Resolution 2024-01, Appointing and Removing Officers of the District, as nominated, and Providing for an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of August 31, 2023

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

On MOTION by Ms. Rogers and seconded by Mr. von der Osten, with all in favor, the Unaudited Financial Statements as of August 31, 2023, were accepted.

SEVENTH ORDER OF BUSINESS

Approval of August 10, 2023 Public Hearings and Regular Meeting Minutes

Mr. Torres presented the August 10, 2023 Public Hearings and Regular Meeting Minutes.

On MOTION by Ms. Rogers and seconded by Mr. von der Osten, with all in favor, the August 10, 2023 Public Hearings and Regular Meeting Minutes, as presented, were approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

Mr. Haber stated a request was received from the County for an easement, related to a traffic light installation. He asked for a motion authorizing the Chair to coordinate with his office to review and execute it in favor of the County.

On MOTION by Ms. Rogers and seconded by Mr. von der Osten, with all in favor, authorizing the Chair to coordinate with District Counsel to review and execute the easement request by St. Johns County related to a traffic light installation, was approved.

B. District Engineer: Matthews Design Group

Asked if Staff is awaiting any signatures/back up documents from Board Members for requisitions in 1C and 1D. Mr. Acree stated all the documents were prepared and Engineering has all the recorded plats. Mr. Haber stated the identification of the contract and the amount and description of the improvements to be acquired are needed to prepare the acquisition packet that allows the CDD to proceed with acquiring the improvements. The documents will be initiated by Jenny and the packet will be circulated, with blanks in it for the Board's input for finalization.

Ms. Rogers stated that Jenny is obtaining the contracts; she will follow up with her.

C. Field Operations Manager: Hampton Golf

Ms. Tennison reported the following:

- An irrigation break at the front of the community was repaired.
- All algae and vegetation in the ponds throughout the community were treated.
- Three light fixtures were replaced at the front gate.

Ms. Tennison responded to questions regarding the fountain and holiday lighting.

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**

The November 9, 2023 meeting was cancelled. The next meeting will be on December 14, 2023.

NINTH ORDER OF BUSINESS

Supervisors' Comments/Requests

There were no Supervisors' comments or requests.

TENTH ORDER OF BUSINESS

Public Comments

There were no public comments.

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Rogers and seconded by Mr. von der Osten, with all in favor, the meeting adjourned at 11:15 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair