

**MINUTES OF MEETING  
STILLWATER  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Stillwater Community Development District held a Regular Meeting on December 14, 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
William Fitzgerald	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
John McClure	Resident

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

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

All Supervisors were present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Administration of Oath of Office to Elected Supervisors, Chris James Mayo [Seat 3], Michael Della Penta [Seat 4] and Kyler von der Osten [Seat 5] (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. Mayo, Mr. Della Penta and Mr. von der Osten. He provided the following items, with which the Supervisors are familiar:

- 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**

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-02, Canvassing and Certifying the Results of the Landowners’ Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date**

Mr. Torres presented Resolution 2024-02. He recapped the Landowners’ Election results as follows:

Seat 3	James (Chris) Mayo	273 Votes	4-year Term
Seat 4	Michael Della Penta	273 Votes	4-year Term
Seat 5	Kyler von der Osten	270 Votes	2-year Term

**On MOTION by Ms. Rogers and seconded by Mr. von der Osten, with all in favor, Resolution 2024-02, Canvassing and Certifying the Results of the Landowners’ Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-03, Designating Certain Officers of the District and Providing for an Effective Date**

Mr. Torres presented Resolution 2024-03. Ms. Rogers nominated the following slate of officers:

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

No other nominations were made.

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

**On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, Resolution 2024-03, Designating Certain 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 October 31, 2023**

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

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

**SEVENTH ORDER OF BUSINESS**

**Approval of Minutes**

Mr. Torres presented the following:

- A. October 12, 2023 Regular Meeting**
- B. November 7, 2023 Landowners' Meeting**

**On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, the October 12, 2023 Regular Meeting and the November 7, 2023 Landowners' Meeting Minutes, as presented, were approved.**

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

Mr. Haber stated the easement requested by the County for County Road 210 was recently finalized. Based on conversations with Ms. Rogers, the CDD might be ready to acquire improvements for Phases 1C and 1D; once he receives a description of improvements and the costs to install them, he will finalize the documents and have the CDD acquire the improvements.

Mr. Acree will circulate the schedule of values to the Board. Ms. Rogers will work with the Land Department regarding the amounts and the contracts.

**B. District Engineer: Matthews Design Group**

There was no report.

**C. Field Operations Manager: Hampton Golf**

Ms. Tennison reported the following:

- A credit was received for the irrigation break reported at the last meeting.
- Holiday lighting will be removed the first week of January.

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

- **NEXT MEETING: January 11, 2024 at 11:00 AM**

All Supervisors confirmed their attendance at the January 11, 2024 meeting.

**NINTH ORDER OF BUSINESS****Supervisors' Comments/Requests**

Ms. Rogers reported the following:

- The Letter of Map Revision (LOMR) is being finalized for homesites in the flood zone. As-built and documents will be submitted to the Federal Emergency Management Agency (FEMA) for review and approval, which will likely take over one year. With approval, homeowners will not be required to have flood insurance.

➤ Funds for additional off-duty patrols are included in the budget; scheduling depends upon volunteers.

Mr. Torres will follow up with the Sheriff's Office.

➤ A complaint was received regarding school buses and, while the CDD cannot stop the buses from utilizing the roadways, a call will be made to the School District to see if they can address the issues.

➤ Regarding the easements for CR-210 that were finalized, hydroblasting and re-striping the outbound lanes is scheduled for the nights of December 20 and 21, 2023, weather permitting. Access to the community from CR-210 will not be impacted.

➤ The roadway will taper to two lanes to prepare for installation of the drainage system in the right-of-way (ROW).

**TENTH ORDER OF BUSINESS**

**Public Comments**

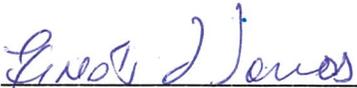
Resident John McClure asked if the completion schedule for the CR-210 improvements is known. Ms. Rogers stated it is a two-year process; as updates are received, Ms. Tennison will e-blast the information and the information will be provided at the Developer's Town Hall Meetings.

**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 11:18 a.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair