

**MINUTES OF MEETING  
STILLWATER  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Stillwater Community Development District held a Regular Meeting on June 13, 2024 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
William Fitzgerald	Assistant Secretary
Michael Della Penta	Assistant Secretary

**Also present:**

Ernesto Torres	District Manager
Wes Haber (via telephone)	District Counsel

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Mr. Torres called the meeting to order at 11:08 a.m.

All Supervisors were present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Consideration of Resolution 2024-05, Approving a Proposed Budget for Fiscal Year 2024/2025, and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date**

Mr. Torres presented Resolution 2024-05. He distributed the proposed Fiscal Year 2025 budget. The Board and Staff discussed the various line items, compared to the Fiscal Year 2024 budget.

Discussion ensued regarding the increase to the "Water/sewer" line item.

Ms. Rogers asked for the "Total Actual & Projected" column to show the amount projected at the end of the Fiscal Year. Mr. Torres stated that will be updated for all the line items.

Ms. Rogers asked for "Field ops management" to be decreased to zero, given that no contract was received.

Mr. Torres will research the meeting room rental costs; the actuals need to be checked and updated accordingly.

Discussion ensued regarding changing the "Phone" line item to "Internet" and budgeting \$500 per month, or \$6,000 per year, until the actual costs are confirmed.

Mr. Torres stated the changes just discussed results in expenses decreasing from \$673,000 to \$662,000. Total on-roll assessments for 40' parcels will increase from approximately \$2,663 to approximately \$2,830. Ms. Rogers noted that assessments can be reduced further before the Fiscal Year 2025 budget is adopted. She asked for the landscape contract to be increased to \$260,000, as it is unknown whether the back entrance is included. Mr. Torres stated that he will research that expense.

Mr. Torres discussed the option of increasing the maximum by an additional 3.5%, in order to avoid the need to send Mailed Notices again if there is a nominal assessment increase in the following fiscal year. Ms. Rogers stated she does not support that, because of the anticipated increase on the HOA side when the clubhouse is complete.

Mr. Torres will confirm the actuals for the landscape contract, AT&T and the meeting room and he will update the actuals and projected amounts.

The following changes were made to the proposed Fiscal Year 2025 budget:

Pages 2 and 4: Decrease "Field ops management" to zero

Pages 2 and 4: Rename "Phone" to "Internet" and increase to "6,000"

Pages 2 and 4: Increase "Landscape contract" to "260,000"

**On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor, Resolution 2024-05, Approving a Proposed Budget for Fiscal Year 2024/2025, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law on August 22, 2024 at 2:00 p.m., at the Holiday Inn Express, 2300 State Road 16, Saint Augustine, Florida 32084; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.**

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-06, Extending the Terms of Office of All Current Supervisors to Coincide with the General Election Pursuant to Section 190.006, Florida Statutes; Providing for Severability; and Providing an Effective Date**

Mr. Torres presented Resolution 2024-06.

**On MOTION by Ms. Rogers and seconded by Mr. von der Osten, with all in favor, Resolution 2024-06, Extending the Terms of Office of All Current Supervisors to Coincide with the General Election Pursuant to Section 190.006, Florida Statutes; Providing for Severability; and Providing an Effective Date, was adopted.**

**FIFTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of April 30, 2024**

Mr. Torres presented the Unaudited Financial Statements as of April 30, 2024.

Ms. Rogers noted the need to ensure that meeting rooms are coded correctly and to verify the amount of the phone expense.

**On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, the Unaudited Financial Statements as of April 30, 2024, were accepted.**

**SIXTH ORDER OF BUSINESS**

**Approval of April 11, 2024 Regular Meeting Minutes**

**On MOTION by Ms. Rogers and seconded by Mr. Fitzgerald, with all in favor, the April 11, 2024 Regular Meeting Minutes, as presented, were approved.**

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: Kutak Rock LLP**

Ms. Rogers asked if everything needed for acquisition of 1C and 1D was received. Mr. Torres believes that reimbursement is being processed to the Developer.

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

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

There were no reports from the District Engineer or the Field Operations Manager.

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

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

The consensus was to cancel the July meeting; if canceled, the next meeting will be held on August 22, 2024 at 2:00 p.m. All Supervisors confirmed their attendance at the August 22, 2024 meeting.

**EIGHTH ORDER OF BUSINESS**

**Supervisors' Comments/Requests**

There were no Supervisors' comments or requests.

**NINTH ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**TENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor, the meeting adjourned at 11:33 a.m.**

  
Secretary/Assistant Secretary

  
Chair/Vice Chair