

MINUTES OF MEETING
STILLWATER
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Stillwater Community Development District was held Tuesday, August 22, 2024 at 2:00 p.m. at Holiday Inn Express, 2300 State Road 16, Saint Augustine, Florida.

Present and constituting a quorum:

Zenzi Rogers	Chairperson
Chris Mayo	Vice Chairman
William Fitzgerald	Supervisor
Michael Della Penta	Supervisor

Also present were:

Ernesto Torres	District Manager
Wes Haber <i>by phone</i>	District Counsel
Alex Acree <i>by phone</i>	District Engineer

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Torres called the meeting to order at 2:05 p.m. Three Board members were in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comments

Mr. Torres asked if any members of the public would like to speak on any agenda items and asked that any budget related comments be held for the public hearing portion of the meeting. There being none at that time, the next item followed.

THIRD ORDER OF BUSINESS

**Public Hearing on Adoption of Fiscal Year
2024/2025 Budget**

A. Proof/Affidavit of Publication

Mr. Torres presented the proof of publication that the meeting was publicly advertised on August 5th in the St. Augustine Record, a newspaper in Saint Johns County.

August 22, 2024

Stillwater CDD

B. Consideration of Resolution 2024-07, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date

Mr. Torres presented the resolution and noted that this provides the actual budget for the District and highlighted a couple of portions for the Board and discussed some of the changes the Board may see. Discussion on cost changes continued before Mr. Torres asked for a motion to open the public hearing.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Opening the Public Hearing, was approved.

Mr. Torres stated to the public that this was their opportunity to provide comment regarding the assessments that will be leveled for the next tax season.

- James Ward (1374 Stillwater Blvd.) noted that the proposed increase in O&M portion was over 20% and asked how that was justified. Mr. Torres noted that areas where increases were significant. A brief definition and explanation of CDD responsibilities was given.

There being no other public comments, Mr., Torres asked for a motion to close the public hearing.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Closing the Public Hearing, was approved.

Mr. Torres offered to answer any Board questions concerning the budget. There being none, he asked for a motion of approval after District Counsel overviewed the resolution.

On MOTION by Ms. Rogers, seconded by Mr. Fitzgerald, with all in favor, Resolution 2024-07, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025: Authorizing Budget Amendments; and Providing an Effective Date, was approved.

August 22, 2024

Stillwater CDD

FOURTH ORDER OF BUSINESS

Public Hearing to Hear Comments and Objections on the Imposition of Maintenance and Operation A

- A. Proof/Affidavit of Publication**
- B. Mailed Notice(s) to Property Owners**
- C. Response(s) to Mailed Notice(s) to Property Owners**
- D. Consideration of Resolution 2024-08 Providing for Funding for the Fiscal Year 2025 Adopted Budget(s); Providing for the Collection and Enforcements 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 presented the resolution stating that this resolution levies the O&M assessment and certifies for collection both the O&M and debt assessments to be placed on the St. Johns County tax roll. Mr. Torres asked for a motion to open the public hearing.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, Opening the Public Hearing, was approved.

Mr. Torres asked for any public comments. There being no comments, he asked for a motion to close the public hearing.

On MOTION by Ms. Rogers, seconded by Mr. Fitzgerald, with all in favor, Closing the Public Hearing, was approved.

Mr. Torres asked for any Board questions concerning the resolution. Hearing no questions, there was a motion of approval.

On MOTION by Ms. Rogers, seconded by Mr. Fitzgerald, with all in favor, Resolution 2024-08 Providing for Funding for the Fiscal Year 2025 Adopted Budget(s); Providing for the Collection and Enforcements of Special Assessments Included but not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was approved.

August 22, 2024

Stillwater CDD

FIFTH ORDER OF BUSINESS

Presentation of Audited Financial Report for the Fiscal Year Ended September 30, 2023, Prepared by Grau & Associates

A. Consideration of Resolution 2024-09, Hereby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2023

Mr. Torres presented the results of the audit conducted by Grau & Associates and noted that it was included in the agenda packet. He offered to answer any Board questions. There being no questions, there was a motion of approval.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Resolution 2024-09, Herby Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2023, was approved.

SIXTH ORDER OF BUSINESS

Consideration of Exterior Designs of North Florida, Inc., Proposal/Contract for Christmas Lights

Mr. Torres presented the proposal for Christmas lights from Exterior Designs of North Florida, Inc. for Board consideration. After short Board discussion there was a motion of approval.

On MOTION by Ms. Rogers, seconded by Mr. Fitzgerald, with all in favor, Exterior Designs of North Florida, Inc., Proposal/Contract for Christmas Lights, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Goals and Objectives Reporting [HB7013 – Special Districts Performance Measures and Standards Reporting]

Mr. Haber gave a brief overview of the new state legislation that requires CDDs to adopt goals that can be measured over the course of the year with objectives and goals being submitted to the State by November 1st. The list of objectives and goals were presented to the Board staff believes will be in compliance with the new obligations. There being no Board questions, there was a motion of approval.

August 22, 2024

Stillwater CDD

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, the Goals and Objectives Reporting [HB7013 – Special Districts Performance Measures and Standards Reporting], was approved.

EIGHTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of July 31, 2024

Mr. Torres presented the unaudited financials and offered to answer any questions. Ms. Rogers commented on the phone and internet and staff will reach out the HOA to figure out the discrepancy. She also noted the meeting room rental. After no other questions there was a motion of approval.

On MOTION by Ms. Rogers, seconded by Mr. Fitzgerald, with all in favor, Accepting the Unaudited Financial Statements as of July 31, 2024, was approved.

NINTH ORDER OF BUSINESS

Approval of June 13, 2024 Regular Meeting Minutes

Mr. Torres presented the minutes from the June 13, 2024 Board of Supervisors meeting and asked for any comments, questions, or corrections. There being none there as a motion of approval.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, the June 13, 2024 Regular Meeting Minutes, were approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

Mr. Haber had nothing further for the Board.

B. District Engineer: Matthews Design Group

Mr. Acree had nothing to report to the Board and offered to answer any Board questions. There being no comments, the next item followed.

August 22, 2024

Stillwater CDD

C. Field Operations Manager: Hampton Golf

Ms. Shayna Talbert gave brief updates for the Board. She will be going on a walk through with the lake maintenance and will report back any findings to the Board.

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

Mr. Torres had nothing further for the Board and the next item followed and stated that the next meeting will be held September 12, 2025.

ELEVENTH ORDER OF BUSINESS

Supervisor’s Comments/Requests

Mr. Torres asked for Supervisor requests. Hearing no comments, the next item followed.

TWELFTH ORDER OF BUSINESS

Public Comments

Mr. Torres asked for any public comments or concerns to be brought to the Board’s attention.

Mike Pickles (70 Greenie Bend) asked the difference between a CDD and HOA.

Robert Gates (782 Stillwater) commented that they should add and FAQ or informational page with information of differences between a CDD and HOA for informational purposes and education. He provided a pdf to staff for review.

THIRTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, the meeting was adjourned.

DocuSigned by:
Jim Oliver
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Secretary/Assistant Secretary

DocuSigned by:
Bunzi Rogers
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Chairman/Vice Chairman