

MINUTES OF MEETING  
STILLWATER  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Stillwater Community Development District was held Thursday, April 10, 2025 at 11:00 a.m. at the Holiday Inn Express, St. Augustine, Florida.

Present and constituting a quorum:

Zenzi Rogers  
Chris Mayo  
William Fitzgerald

Chairperson  
Vice Chairman  
Supervisor

Also present were:

Jim Oliver  
Kyle Magee *by phone*  
Alex Acree *by phone*  
Shayna Talbert  
Sarah Sweeting

District Manager  
District Counsel  
District Engineer  
Hampton Golf  
GMS

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 11:00 a.m. Three Supervisors were in attendance constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Mr. Oliver opened the public comment period. There being no comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of the February  
13, 2025 Meeting**

Mr. Oliver presented the minutes from the February 13, 2025 meeting and asked for any questions or corrections. There were no changes.

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On MOTION by Ms. Rogers, seconded by Mr. Fitzgerald, with all in favor, the Minutes of the February 13, 2025 Meeting, was approved.

#### **FOURTH ORDER OF BUSINESS**

#### **Acceptance of the Fiscal Year 2024 Audit**

Mr. Oliver noted a copy of the audit is in the agenda package. He reviewed sections of the audit and noted it was a clean audit.

On MOTION by Ms. Rogers, seconded by Mr. Fitzgerald, with all in favor, the acceptance of Fiscal Year 2024 Audit, was approved.

#### **FIFTH ORDER OF BUSINESS**

#### **Board Discussion and Guidance Regarding Fiscal Year 2026 Budget Process *(will be sent under separate cover)***

Mr. Oliver stated at the June meeting; he will bring a proposed budget for the Board to consider. Florida Statute requires a budget to be approved by June 15<sup>th</sup> each year and set a public hearing for adoption no sooner than 60 days after that. He asked for Board guidance on preparation of the FY26 budget. Ms. Rogers asked if he could work with Shayna. She expressed concern about making sure the association hasn't paid for some of the items the District should have paid for because there are no actuals for pressure washing and holiday decorations. Mr. Oliver noted he will find out where the money went and put it in the right place and can add a line item for more clarity if needed.

#### **SIXTH ORDER OF BUSINESS**

#### **Discussion Regarding Proposals for Traffic Study**

Mr. Acree provided an update regarding proposals for a traffic study. A formal proposal will be presented at the June meeting. Ms. Rogers received a traffic study that was done by the sheriff's office that she will forward to the engineer and Mr. Oliver.

#### **SEVENTH ORDER OF BUSINESS**

#### **Staff Reports**

##### **A. Attorney**

Mr. Agee had nothing to report from Wes but offered to take anything back to him.

##### **B. Engineer**

Mr. Acree had nothing further to report.

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**C. Manager**

Ms. Talbert had nothing to report.

**EIGHTH ORDER OF BUSINESS**

**Supervisors Requests**

Ms. Rogers noted St. Johns County said they are at a point with the widening project where the District can reinstall the entrance camera so they can close the gates at night. Envera will reinstall the camera in a place not to impede the rest of the work being done.

**NINTH ORDER OF BUSINESS**

**Audience Comments**

Resident Bob – Asked to do a formal proposal for the traffic study and track speeds in multiple locations.

**TENTH ORDER OF BUSINESS**

**Financial Statements as of February 28, 2025**

Mr. Oliver noted there isn't a check register in the agenda. The check register will be provided when it is ready and will be in the agenda package for the next meeting.

On MOTION by Ms. Rogers, seconded by Mr. Fitzgerald, with all in favor, the financial statements as of February 28, 2025, were approved.

**ELEVENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – June 12, 2025 at 11:00 a.m.**

Mr. Oliver stated the next scheduled meeting will be June 12, 2025 at 11:00 a.m. at Holiday Inn Express, St. Augustine, Florida. He will bring the proposed budget for Board consideration.

Ms. Rogers noted the clubhouse is finished so they can utilize that space for meetings.

**TWELFTH ORDER OF BUSINESS**


**Adjournment**

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

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Stillwater CDD

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Secretary/Assistant Secretary

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Chairman/Vice Chairman