

**MINUTES OF MEETING
STONEBROOK
COMMUNITY DEVELOPMENT DISTRICT**

A Regular Meeting of the Stoneybrook Community Development District's Board of Supervisors was held on **Tuesday, June 27, 2017 at 6:00 p.m.**, at the **Stoneybrook Community Center, 11800 Stoneybrook Golf Drive, Estero, Florida 33928.**

Present and constituting a quorum were:

Ed Harland	Chair
John Blakeley	Vice Chair
Chris Brady	Assistant Secretary
Lewis Frith	Assistant Secretary
Eileen Huff	Assistant Secretary

Also present were:

Chuck Adams	District Manager
Dan Cox	District Counsel
John Vuknic	Golf Superintendent
Jeff Nixon	Golf Pro
Carly Fassett	Resident
Ron Ritschel	Resident
Lloyd Sebbby	Resident
Tom Fisher	Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 6:01 p.m. All Supervisors were present, in person.

SECOND ORDER OF BUSINESS

Public Comments: (5 Minutes)

Ms. Carly Fassett, a resident, stated that the CDD mowed the grass in an area with a live oak tree. Ms. Fassett was informed by Coastline Tree Company that the roots could extend to 30' or 40', which would extend under her driveway. Other live oaks on common grounds were maintained by the CDD. Ms. Fassett requested reimbursement for the \$75 she paid to have the

tree trimmed, to protect her property, and requested that the tree be removed before her driveway was damaged, which would be her responsibility to repair.

Mr. Adams would research the issue and provide a response.

Mr. Ron Ritschel, a resident, asked if final certification was received from the South Florida Water Management District (SFWMD) regarding the lake bank erosion repairs. Mr. Adams replied no; certification was received from the Village of Estero, the governing body for the final certification.

Mr. Ritschel stated that assessments for common area maintenance were in the General Fund and asked if the revenues would become part of the golf course fund, if Mr. Vuknic’s staff assumed responsibility for maintaining the common areas. If so, Mr. Ritschel suggested producing separate financial statements for common area revenues and expenses, to avoid questions from residents. Mr. Harland agreed that another Enterprise Fund would be advisable. Mr. Ritschel noted the initial cost for equipment, such as mowers, edgers and trimmers, which must be acquired to begin an in-house maintenance program and suggested leasing a package of equipment to distribute the cost over a period of time.

Mr. Lloyd Seby, a resident, stated that the HOA began videotaping the storm drains. Some drains had roots in them and some were cracked and were repaired. The piping on Pembroke Run and Belhaven Way was cracked, from the street to the lakes, and may need to be replaced to prevent it from collapsing. On Waymouth Run, instead of installing regular storm pipes, where one pipe slips into the other, the original contractor installed a collar on the pipe, as well as material, which came loose and was blocking the flow. The material was removed and the pipe was repaired.

Ms. Huff asked if all storm drains would be videotaped. Mr. Seby stated that the drains with the worst flooding would be inspected. About seven drains were already videotaped. A bid would be submitted to inspect all of the drains in Fiscal Year 2018.

THIRD ORDER OF BUSINESS

Golf Course Staff Reports

A. Golf Superintendent

Mr. Vuknic stated that bridges were being repaired on closure days. Photos were shown of the sand removed from a culvert. Bridge #2 was worse than anticipated; there was structural damage throughout so the cost would be slightly higher. The contractor who replaced the bridge

piling, last year, would not be available until November. Another company would charge over \$650,000 to rebuild all of the bridges. Artistic wanted \$255,000. The cart path contractor would be on site, next week, to inspect the paths for further damage and provide a quote. The work should be completed this summer. The berm on the baseball field would be landscaped on Friday. A tree was planted on #11. On Wednesday, Mr. Vuknic met with Mr. Harland and Mr. Blakeley to review the golf course budget and it was almost completed.

B. Golf Pro

Mr. Nixon stated that rounds were down, due to rain. He distributed the bank statement for the Junior Golf program and indicated that two of the three scheduled classes were held. The bank balance increased, slightly. The initial checks from the State of Florida should arrive this week. \$1,000 would be received for each program, a Foundation program, a Tournament Player program and a Year-Round program. Once the programs were completed, an additional \$1,000, per program, would be received. On Monday, 40 new carts were delivered and the remainder would arrive tomorrow. A Global Positioning System (GPS) was being installed in each cart. In late March, the server crashed and a new server was built but it has no backup. A mirror server, with Cloud backup, would be installed on Thursday.

Mr. Harland inquired about the results of the Drive, Chip and Putt tournament. Mr. Nixon stated that 81 kids played and nine from Stoneybrook’s program advanced. There were community volunteers and it was a fun day.

Mr. Nixon recalled discussion, at the last meeting, about parents following their kids around on the golf course in golf carts. An email was sent to the parents. One parent, who works at the Hyatt, advised that the hotel had a six-passenger cart that was not being used and gave it to Mr. Nixon, which was now the “parent” cart.

FOURTH ORDER OF BUSINESS

**Continued Discussion: Fiscal Year 2018
Proposed Budget**

Mr. Harland stated that there were no changes since the proposed budget was last presented. Mr. Tom Fisher, a resident, inquired about the \$3,000 budgeted for “Postage”. Mr. Adams explained that the line item was for Federal Express, for invoice packages, agenda packages, correspondence, etc. Mr. Brady stated that official notices must be sent by United States Postal Service (USPS).

Mr. Harland referred to Page 11 and stated that the total assessment for Fiscal Year 2018 would be approximately \$6 less than Fiscal Year 2017. Mr. Adams stated that assessment levels would be the same, though funds may be repurposed.

FIFTH ORDER OF BUSINESS

**Discussion/Consideration: In-House
Common Grounds Landscaping Program
for Fiscal Year 2018**

Mr. Harland stated that the Fiscal Year 2018 proposed budget was approximately \$9,000 higher than the budget in the agenda package. \$7,000 was the startup cost for the in-house program. Full-time personnel would be on site, Monday through Friday, and half days on Saturdays and Sundays. Mr. Adams recommended utilizing \$9,000 of fund balance rather than increasing assessments. If the Board approved the program, line items must be identified and the budget must be adjusted to match with the new line items. Ms. Huff felt that the decision should be made soon so that Mr. Vuknic may begin interviewing. Mr. Adams questioned the hourly rates for entry level employees. Mr. Vuknic stated that three employees would be paid \$11 per hour, the Irrigation Technician would be paid \$13 per hour and the Foreman would be paid \$16 per hour. Mr. Adams noted difficulty hiring in Pelican Landing at \$12 per hour. Discussion ensued regarding revising the labor estimate. Mr. Vuknic noted that payroll taxes were too high.

Discussion ensued regarding leasing mowers versus purchasing and management of the in-house program. Mr. Adams stated that Pelican Lawn and Landscaping's (Pelican) contract would automatically expire on September 30. Although the startup may be difficult, the benefits of an in-house program were tremendous.

SIXTH ORDER OF BUSINESS

**Reconsideration of Irrigation Credit for
21600 Belhaven Way**

Mr. Harland stated that Mr. Adams prepared a report on the irrigation usage for the past four-and-a-half years. Mr. Harland was in favor of a one-time payment rather than crediting the account each month. Mr. Brady stated that the last bill was \$117; however, the average monthly bill for the last four-and-one-half years was \$11.67. Ms. Huff asked Mr. Vuknic to notify the resident that the sprinkler heads must be repaired and verify that the repairs were made prior to the check being issued.

On MOTION by Ms. Huff and seconded by Mr. Frith, with all in favor, providing a \$648 one-time refund for 21600 Belhaven Way, was approved.

On MOTION by Mr. Frith and seconded by Ms. Huff, with all in favor, rescinding the four-and-one-half year billing reprieve, approved on May 23, 2017, for 21600 Belhaven Way, was approved.

SEVENTH ORDER OF BUSINESS

Approval of May 23, 2017 Regular Meeting Minutes

Mr. Harland presented the May 23, 2017 Regular Meeting Minutes and asked for any additions, deletions or corrections. The following changes were made:

Line 175: Change “kick off a” to “hold a”; insert “kick off tournament” after “hold a”; change “second” to “forty-third”

Line 228: Change “abuot” to “about”

Line 300: Change “Vuknic’s” to “Nixon’s”

On MOTION by Ms. Huff and seconded by Mr. Brady, with all in favor, the May 23, 2017 Regular Meeting Minutes, as amended, were approved.

EIGHTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of May 31, 2017

Mr. Harland presented the Unaudited Financial Statements as of May 31, 2017. Assessment revenue collections were at 101%. Mr. Adams stated that irrigation user revenues were at 94%.

NINTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being no report, the next item followed.

B. District Engineer

There being no report, the next item followed.

C. District Manager

i. High Irrigation User’s Report

The report was provided for informational purposes.

ii. Irrigation Disconnect List

Mr. Adams stated that four meters remained on the disconnect list.

iii. NEXT MEETING DATE: July 25, 2017 at 9:00 A.M.

The next meeting will be held on July 25, 2017 at 9:00 a.m., at this location.

TENTH ORDER OF BUSINESS

Supervisors’ Requests

Mr. Brady stated that several items were received via email. A resident of Sheridan Run reported that, with the massive rain, washouts were observed. Mr. Vuknic took photos of the area before Mr. Robson arrived and the washout was a non-issue. Mr. Adams stated that the report was from the resident at 21409 Sheridan Run. Mr. Robson’s report stated the following:

“The resident observed lake bank sections with washout or drop off erosion in need of repair. Suspect the reported erosion was little gullies in the barracks of the lake bank bottom that is now below water level. Bare below edge of sod. Lake bank is likely to have minor erosion at the end of each dry season and get smoothed out during the rainy season as the lake water level rises and falls. The lake bank from bottom of sod and up the bank to the limit of the lake bank erosion repair zone looks acceptable and should remain so with normal rainfall. I also went to other lakes, especially Lake 21 and 22, where the Portrush multi-plex is. I experienced sod and soil erosion at gutter locations after lake bank repairs. The sod has spread to somewhat reduce the erosion appearance and is more stable than expected, since there has been no modification of the down spouts.”

Mr. Adams stated that, in Mr. Robson’s opinion, all lake banks were in stable condition, at this time; no response was required. Mr. Brady sent Mr. Robson’s email to the resident and the resident did not protest or reply. A Stratham Loop resident requested traffic mirrors at the most westerly connection of Stratham Loop. Mr. Harland confirmed that the line-of-sight was poor. Mr. Frith recalled discussion about a traffic study; however, if mirrors were requested, they should be installed.

On MOTION by Mr. Blakeley and seconded by Mr. Frith, with all in favor, installing a traffic mirror at west intersection of Stratham Loop and Stoneybrook Golf Drive, was approved.

Mr. Frith suggested installing speed humps. Mr. Adams stated that communities were moving toward speed tables, which were longer and have more of an effect on the vehicle's suspension. Moveable rubber speed humps and tables may be purchased to test the location before installing permanent asphalt humps. Ms. Huff asked if approval was required from the Fire Department. Mr. Adams stated that emergency services may be resistant to speed deterrents. Mr. Frith stated that the traffic study would cost approximately \$10,000. Four speed humps could be installed for about the same amount. Further discussion ensued.

Mr. Brady inquired about the outcome of the green damage. Mr. Nixon advised the individual's mother of what occurred and then called the police and filed an incident report. The individual apologized but did not admit guilt. Repairs were made. The majority of the damage occurred on the edge. Mr. Brady suggested sending a letter to the parents, with the repair cost, requesting reimbursement. Mr. Harland was in favor of Mr. Cox sending the letter, indicating that further incidents would result in prosecution. Further discussion ensued.

Mr. Harland stated that, last month, Mr. Nixon's review was conducted. Comments from the Board were relayed to Mr. Nixon, who took them under advisement. Based on Mr. Nixon's overall rating, Mr. Harland recommended a 4% salary increase.

Ms. Huff recalled that Mr. Nixon's offer letter included a bonus and suggested setting parameters. Mr. Harland asked if Board Members had experience with employee incentive programs. Mr. Nixon expressed gratitude for his salary increases, treatment and ability to grow the program. If the golf course had a successful year and the Board wanted to reward him at the end of the year, a bonus would be welcomed but it was not necessary to set up an incentive program. Mr. Nixon and Mr. Vuknic would like to have a termed contract, at some point, and would provide a template for the Board's review.

Mr. Harland recalled discussion about repaving estimates and questioned whether Johnson Engineering should inspect the roads to determine what repairs should be made. Mr. Adams stated that a roadway assessment may be performed, for a cost. Discussion ensued regarding top coating. Mr. Adams stated that the cost for topcoating would be the same as for milling and relaying asphalt. Topcoating must be reapplied every seven to eight years, whereas,

after construction, asphalt has a life expectancy of 20 to 25 years. Mr. Adams suggested waiting until the Debt Service assessment expires and using those funds to reinvest in the roadways. The best time to repave was in the fall, at night.

Mr. Harland noted that the last assessment on the Series 2008 bonds was due in May 2019. Aside from preparing for the roadway project, Mr. Harland suggested paying off the golf course bond early, which would save approximately \$70,000 in interest. Mr. Adams stated if roadway repaving could be delayed several years, to allow for payoff acceleration, more money would be available for the roadway project.

Discussion ensued regarding deeding Pinewoods to the Village. Mr. Brady stated that the road would require maintenance sooner than any other and residents would be paying for repairs to a road that was hardly used. Mr. Adams would ask Mr. Cox to prepare the paperwork.

Mr. Harland inquired about property on Corkscrew Road that the CDD sold and questioned whether a portion was still owned by the District. Mr. Brady stated that portions of property, inside the gates, were owned by US Homes and US Homes traded those pieces for CDD property, outside the gates, so that it could be sold. Mr. Harland requested a plot plan or map. Mr. Nixon stated that the property was sold by US Home.

On MOTION by Mr. Harland and seconded by Mr. Brady, with all in favor, a 4% salary increase for Mr. Nixon was approved.

ELEVENTH ORDER OF BUSINESS

Public Comments: *Non-Agenda Items*

There being no public comments, the next item followed.

TWELFTH ORDER OF BUSINESS

Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Mr. Frith and seconded by Mr. Brady, with all in favor, the meeting adjourned at approximately 8:05 p.m.


Secretary/Assistant Secretary


Chair/Vice Chair