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STONEYBROOK AT VENICE COMMUNITY DEVELOPMENT DISTRICT

Advanced Meeting Package

Regular Meeting

Tuesday May 11, 2021 6:00 p.m.

Location: Stoneybrook Community Center 2365 Estuary Drive, Venice, FL 34292

Note: The Advanced Meeting Package is a working document and thus all materials are considered <u>DRAFTS</u> prior to presentation and Board acceptance, approval or adoption.

Stoneybrook at Venice Community Development District

Development Planning and Financing Group

250 International Parkway, Suite 280

Lake Mary FL 32746 321-263-0132 Ext. 747

Board of Supervisors Stoneybrook at Venice Community Development District

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Stoneybrook at Venice Community Development District is scheduled for **Tuesday**, **May 11**, **2021**, at **6:00 p.m.** at Stoneybrook Community Center **2365 Estuary Drive**, **Venice**, **FL 34292**.

Members of the public may join this meeting via Zoom as follows:

Zoom Link: https://us02web.zoom.us/j/81146806049?pwd=VDAwNnhKeGhoWTM2MnYrNkZUdTRPUT09 Call in phone number: 1 (929) 205-6099 Meeting ID: 811 4680 6049 Passcode: 925065

The advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be distributed at the meeting.

The balance of the agenda is routine in nature. Staff will present their reports at the meeting. If you have any questions, please contact me. I look forward to talking with you.

Sincerely,

Raymond J. Lotito

Raymond J. Lotito District Manager

Cc: Attorney Engineer District Records

District: STONEYBROOK AT VENICE COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting:Tuesday, May 11, 2021Time:6:00 PMLocation:2365 Estuary Drive
Venice, FL 34292

Zoom Meeting ID: 811 4680 6049 Passcode: 925065

DRAFT Agenda

I. Call to Order & Roll Call

II. Audience Comments – (limited to 3 minutes per individual only on items on the agenda)

III. Consent Agenda

- A. Consideration of the Regular Meeting Minutes November 18, Exhibit 1 2020
- B. Acceptance of the March 2021 unaudited financial statements Exhibit 2

IV. Business Matters

A. Consideration and Adoption of **Resolution 2021-03**, Setting a Exhibit 3 Public Hearing for FY 2022 Budget

V. Staff Reports

- A. District Manager
- B. District Attorney
- C. District Engineer

VI. Supervisors Requests

VII. Audience Comments – (limited to 3 minutes per individual)

VIII. Adjournment

EXHIBIT 1

1	MINUTES OF MEETING							
2	STONEYBROOK AT VENICE							
3	COMMUNITY DEVELOPMENT DISTRICT							
4 5 6	The Regular Meeting of the Board of Supervisors of the Stoneybrook at Venice Community Development District was held on Wednesday, November 18, 2020 at 6:02 p.m. at 2365 Estuary Drive, Venice FL 34292.							
7	FIRST ORDER OF BUSINESS – Call to Order & Roll Call							
8	Mr. Lotito called the meeting to order and conducted roll call.							
9	Present and constituting a quorum were:							
10 11 12 13 14	Gary ComptonBoard Supervisor, ChairmanAndy GrogozaBoard Supervisor, Vice ChairmanPhil LargeBoard Supervisor, Assistant SecretaryDan McConochyBoard SupervisorSteve McEntegartBoard Supervisor							
15	Also present were:							
16 17	Ray Lotito District Manager, DPFG Management & Consulting Rick Schappacher (<i>joined in progress</i>) District Engineer, Schappacher Engineering							
18 19								
20	SECOND ORDER OF BUSINESS – Audience Comments							
21	There being none, the next item followed.							
22	THIRD ORDER OF BUSINESS – Organizational Matters							
23	A. New Board Supervisors							
24 25	Mr. Lotito indicated that there were two vacancies on the Board of Supervisors. Mr. Lotito requested a nomination of a Supervisor for Seat 1, and Mr. Compton nominated Mr. McConochy.							
26 27 28	On a MOTION by Mr. Compton, SECONDED by Mr. Large, WITH ALL IN FAVOR, the Board approved the appointment of Mr. McConochy to Seat 1 of the Board of Supervisors for the Stoneybrook at Venice Community Development District.							
29 30	Mr. Lotito requested a nomination of a Supervisor for Seat 4, and Mr. Compton nominated Mr. McEntegart.							
31 32 33	On a MOTION by Mr. Compton, SECONDED by Mr. Grogoza, WITH ALL IN FAVOR, the Board approved the appointment of Mr. McEntegart to Seat 4 of the Board of Supervisors for the Stoneybrook at Venice Community Development District.							
34	1. Exhibit 1: Oath of Office of New Board Supervisors							
35 36	Mr. Lotito requested for the new Supervisors to fill out and notarize forms for Form 1 and the Oath of Office for submission to the Supervisor of Elections.							
37	2. Review of the Sunshine Law and Supervisor Duties							
38 39	Mr. Lotito gave an overview of limitations under Sunshine Law and Supervisor duties and responsibilities.							

- 403. Acceptance or Waiver of Compensation of Newly Elected Supervisor
- 41 Mr. McEntegart opted to waive compensation.
- 42 Mr. McConochy opted to waive compensation.
- 43 4. Form 1
- 44 5. Supervisor Information Sheet
- 45 FOURTH ORDER OF BUSINESS Consent Agenda
- 46 A. Exhibit 2: Consideration of the Regular Meeting Minutes August 11, 2020
- 47 B. Exhibit 3: Acceptance of the September 2020 Unaudited Financial Statements
- 48 On a MOTION by Mr. Grogoza, SECONDED by Mr. Large, WITH ALL IN FAVOR, the Board approved
 49 the Consent Agenda Items A & B for the Stoneybrook at Venice Community Development District.

50 FIFTH ORDER OF BUSINESS – Business Matters

51 A. Exhibit 4: Consideration and Adoption of **Resolution 2021-01**, Redesignating Officers of the 52 District

On a MOTION by Mr. Grogoza, SECONDED by Mr. Large, WITH ALL IN FAVOR, the Board approved
 the appointment of Mr. Compton as Chair of the Board of Supervisors for the Stoneybrook at Venice
 Community Development District.

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57 On a MOTION by Mr. Compton, SECONDED by Mr. Grogoza, WITH ALL IN FAVOR, the Board 58 approved the appointment of Mr. McConochy as Vice Chair of the Board of Supervisors for the 59 Stoneybrook at Venice Community Development District.

60Mr. Lotito stated that the remaining Board members would be appointed as Assistant Secretaries,61and from DPFG, he would serve as the Board Secretary, Ms. Comings-Thibault would be appointed62as a Treasurer, and Mr. Aagaard would be appointed as Assistant Treasurer.

B. Exhibit 5: Consideration and Adoption of **Resolution 2021-02**, Authorizing and Approving a Change of Records Office

On a MOTION by Mr. Compton, SECONDED by Mr. Large, WITH ALL IN FAVOR, the Board adopted
 Resolution 2021-02, Authorizing and Approving a Change of Records Office, for the Stoneybrook at
 Venice Community Development District.

- 68 C. Exhibit 6: Consideration of DPFG Memorandum regarding website requirements
- 69 Mr. Lotito advised as to the change in Florida legislation for uploads to District websites.
- On a MOTION by Mr. McConochy, SECONDED by Mr. McEntegart, WITH ALL IN FAVOR, the Board
 approved the revised website uploads for the Stoneybrook at Venice Community Development District.

72 SIXTH ORDER OF BUSINESS – Staff Reports

- A. District Manager
- 74 There being none, the next item followed.
- 75 B. District Counsel

- 76 There being none, the next item followed.
- 77 C. District Engineer
- 78 There being none, the next item followed.

79 SEVENTH ORDER OF BUSINESS – Supervisors Requests

Biscussion was had regarding uploading meeting agenda packages and appointing Supervisors to
 the Board.

82 **EIGHTH ORDER OF BUSINESS – Audience Comments –** (*limited to 3 minutes per individual*)

83 There being none, the next item followed.

84 NINTH ORDER OF BUSINESS – Adjournment

85 Mr. Lotito asked for final questions, comments, or corrections before requesting a motion to 86 adjourn the meeting. There being none, Mr. Compton made a motion to adjourn the meeting.

On a MOTION by Mr. Compton, SECONDED by Mr. McConochy, WITH ALL IN FAVOR, the Board
adjourned the meeting for the Stoneybrook at Venice Community Development District.

89 *Each person who decides to appeal any decision made by the Board with respect to any matter considered

at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,

- 91 including the testimony and evidence upon which such appeal is to be based.
- 92 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed 93 meeting held on ______.
- 94

Signature

Signature

Printed Name

Printed Name

95 Title:
□ Secretary
□ Assistant Secretary

Title:
Chairman
Vice Chairman

EXHIBIT 2

Stoneybrook at Venice Community Development District

Financial Statements (Unaudited)

Period Ending

March 31, 2021

STONEYBROOK AT VENICE CDD COMBINED BALANCE SHEET March 31, 2021

	G	ENERAL FUND		RIES 2017 FUND		TOTAL
ASSETS:						
CASH	\$	159,404	\$	-	\$	159,404
RESTRICTED		74,254.00		-		74,254.00
DEPOSIT-UTILITY		-		-		-
ADVANCED DEPOSITS & PREPAIDS		39		-		39
INVESTMENTS:						
REVENUE FUND		-		404,891		404,891
RESERVE FUND				111,564		111,564
PREPAYMENT FUND		-		482		482
SINKING FUND		-		9		9
INTEREST		-		-		-
ASSESSMENTS RECEIVABLE		-		-		-
DUE FROM OTHER FUNDS				3,431		3,431
TOTAL ASSETS	\$	233,697	\$	520,376	\$	754,073
LIABILITIES & FUND BALANCE						
LIABILITIES:						
ACCOUNTS PAYABLE	\$	_	\$	_	\$	_
DEFERRED REVENUE (On Roll)	Ψ	_	Ψ	_	Ψ	_
DUE TO OTHER FUNDS		3,431		-		3,431
		5,151				5,151
FUND BALANCES:						
NONSPENDABLE - PREPAID AND DEPOSITS		39		-		39
ASSIGNED 3 MONTH OPERATING CAPITAL		40,562				40,562
RESERVE FOR POND RESTORATION		73,000				73,000
RESTRICTED FOR DEBT SERVICE		-		520,376		-
UNASSIGNED:		116,665		.)		116,665
TOTAL LIABILITIES & FUND BALANCE	\$	233,697	\$	520,376	\$	754,073

STONEYBROOK AT VENICE CDD GENERAL FUND STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE For the Period Starting October 1, 2020 Ending March 31 2021

	FY2021 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
Revenues and Other Sources				`, `,
General Fund Revenue	\$ 100,662	\$ 50,331	\$ 90,612	\$ (10,050)
Reserve Fund Revenue	70,582	35,291	63,535	28,244
Miscellaneous Revenue			211	
Discount Tax Collector Fee	(9,418)	_		_
Special Assessment - On-Roll	161,826	85,622	154,358	18,194
Special Assessment - On-Non	101,820	63,022		10,134
Appropriations				
Legislative				
Board of Supervisor's Fees	-	-	-	-
Board of Supervisor's - FICA	-	-	-	-
Executive	-			-
Executive Salaries	-	-	-	-
Executive Salaries - FICA	_	_		_
Executive Salaries - Insurance				
	-	-	-	-
Financial and Administrative				
Audit Services	4,600	-	-	-
Administrative Services	900	450	-	450
Assessment Roll Preparation	-	-		-
Miscellaneous Services	300	150		150
Management Services	21,000	10,500	9,375	1,125
Other Contractual Services		-		-
Recording and Transcription	-	-	-	-
Legal Advertising	-	-		-
Trustee Services	2,795	-	-	_
	4,000	4 000	4 000	
Dissemination Agent Services		4,000	4,000	_
Arbitrage	650	-	-	-
Bank Service Fees	-	-	-	-
Travel and Per Diem	-	-	-	-
Communications and Freight Services				
Website Hosting	1,650	825	1,258	(433)
Postage, Freight & Messenger	-	-	-	-
Rentals and Leases				-
Miscellaneous Equipment	-	-	-	-
Computer Services	-	-	-	-
Insurance	6,700	6,700	6,471	229
	0,700	0,700	0,471	
Printing and Binding	-	-	-	-
Office Supplies	-	-	-	-
Regulatory And Permit Fees	175	175	175	-
Legal Services	7,000	3,500	998	2,503
Legal Advertising	1,250	625	202	423
Other General Government Services				-
Engineering Services	9,000	4,500	353	4,148
Contingencies	-	-	-	-
Stormwater Management Services				_
Professional Services				-
Asset Management	<u>-</u>	_	-	_
Lake Bank Erosion Report	-		-	_
•	-	-	-	-
Field Services			<u> </u>	-
Lake Maintenance	-	-	32,656	(32,656)
Other Fees and Charges				-
Discounts and Tax Collector Fees			-	-
TOTAL APPROPRIATIONS	60,020	31,425	55,486	(24,061)
Net Increase/(Decrease) in Fund Balance	\$ 40		98,872	\$ (56,717)
Fund Balance - Beginning	79,026		131,395	
Fund Balance - Ending (Projected)	\$ 79,066		\$ 230,266	

STONEYBROOK AT VENICE CDD DS SERIES 2017 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE For the Period Starting October 1, 2020 Ending March 31 2021

	AD	Y2020 OPTED IDGET		UDGET R-TO-DATE		CTUAL R-TO-DATE	FA	ARIANCE VORABLE AVORABLE)
REVENUE	¢	202 050	¢	257 502	¢	252 741	<u>۱</u> Ф	(2, 952)
SPECIAL ASSESSMENTS - ON-ROLL (Net) SPECIAL ASSESSMENTS - ON-ROLL Excess Fees	\$	392,959	\$	357,593	\$	353,741 a) \$	(3,852)
FUND BALANCE FORWARD		-		-		-		-
INTEREST REVENUE		430		215		- 4		(211)
TOTAL REVENUE		393,389		357,808		353,745		(4,062)
				007,000		000,740		(1,002)
EXPENDITURES								
INTEREST EXPENSE		161,450		81,750		81,778		(28)
PRINCIPAL RETIREMENT May 1, 2020		205,000		-		-		-
DISCOUNTS & TAX COLLECTOR FEES		5,894		-		-		-
TOTAL EXPENDITURES		372,344		81,750		81,778		(28)
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES		21,045		276,058		271,967		(4,091)
OTHER FINANCING SOURCES (USES)								
BOND PROCEEDS		-		-		-		-
BOND REDEMPTION						-		-
TRANSFER-IN		-		-		-		-
TRANSFER-OUT		-		-		-		-
TOTAL OTHER FINANCING SOURCES (USES)		-		-		-		-
NET CHANGE IN FUND BALANCE		21,045		276,058		271,967		(4,091)
FUND BALANCE - BEGINNING		219,291		-		248,409		248,409
FUND BALANCE - ENDING	\$	240,336	\$	276,058	\$	520,376	\$	244,319

a) Assessment budget reported at gross, year-to-date budget adjusted to net and actual collections reported at net pending the receipt of County's discount and collection fees information.

STONEYBROOK AT VENICE Community Development District Bank Reconciliation -GF Operating Accounts March 31, 2021

	CenterState Bank			
		Acct		
Balance Per Bank Statement	\$	233,658.12		
Less: Outstanding Checks - GF & PR	\$	-		
Less Restricted for Capital Projects	\$	(74,254.00)		
Adjusted Bank Balance	\$	159,404.12		
Beginning Bank Balance Per Books	\$	519,710.51		
Cash Receipts	\$	4,970.76		
Cash Disbursements	\$	(365,277.15)		
Balance Per Books	\$	159,404.12		

STONEYBROOK AT VENICE CDD FY2021 CHECK REGISTER

Date	Num	Name	Memo	Debit	Credit	BU Balance
		EOM Balance		0.00 #	0.00	64,058.90
10/31/2020			Interest	12.32		64,071.28
		EOM Balance 10/31/20		12.32	0.00	64,071.28
11/23/2020	1039	DPFG	CDD Mgmt - Dissemination agent & Disclosure Svc		4,000.00	60,071.23
11/23/2020	1040	Sarasota Herald-Tribune	Legal Advertising 10/1		140.65	59,930.63
11/23/2020	1041	FLORIDA DEPT OF ECONOMIC OPPORTUNIT	FY21 - DEO filing fee		175.00	59,755.6
11/23/2020	1042	Innersync	CDD Website Services hosting support and training and ongoing PDF ACS		378.75	59,376.8
11/23/2020	1043	Sarasota Herald-Tribune	Legal Advertising 11/6		61.25	59,315.6
11/23/2020	1044	Schappacher Engineering, LLC	Prepare Record Drawing and plat booklet		225.00	59,090.6
11/25/2020			Deposit	45,654.54		104,745.1
11/30/2020			Deposit	293,839.08		398,584.2
11/30/2020			Interest	12.89		398,597.1
		EOM Balance 11/30/20		339,506.51	4,980.65	398,597.1
12/22/2020			Deposit	103,045.97		501,643.1
12/30/2020			Deposit	22,343.90		523,987.0
12/31/2020			Interest	43.00		524,030.0
		EOM Balance 12/31/20		125,432.87	0.00	524,030.0
01/04/2021	1045	DPFG			4,650.00	519,380.0
01/04/2021	1046	Persson, Cohen & Mooney, P.A.	Legal Services - November		641.25	518,738.7
01/04/2021	1047	Schappacher Engineering, LLC	Attend CDD Meeting with ZOOM		85.00	518,653.7
01/06/2021	1049	DPFG	CDD Mgmt - January		1,325.00	517,328.7
01/06/2021	1050	Persson, Cohen & Mooney, P.A.	Legal Services - October		142.50	517,186.2
01/08/2021	1051	DPFG	CDD Mgmt - October		1,250.00	515,936.2
01/29/2021			Deposit	27,017.46		542,953.7
01/31/2021			Interest	50.58		543,004.3
		EOM Balance 1/31/21		27,068.04	8,093.75	543,004.3
02/01/2021	1052	Innersync	CDD Website Services hosting support and training and ongoing PDF ACS		378.75	542,625.5
02/02/2021	1053	DPFG	CDD Mgmt - February		1,325.00	541,300.5
02/12/2021	1054	Schappacher Engineering, LLC	Review bank restoration plans/clarify repairs		42.50	541,258.0
02/23/2021	1055	Stoneybrook at Venice Homeowner Assoc	Lake Maintenance- repayment to HOA		32,656.00	508,602.0
02/26/2021			Deposit	11,061.11		519,663.1
02/28/2021			Interest	47.35		519,710.5
		EOM Balance 2/28/21		11,108.46	34,402.25	519,710.5
03/03/2021	1056	DPFG	CDD Mgmt - March		1,325.00	518,385.5
03/08/2021	1057	Persson, Cohen & Mooney, P.A.	Legal Services - February		213.75	518,171.7
03/11/2021	1058	Stoneybrook at Venice CDD C/O US Bank	FY21 Tax Distribution - DS2017		350,310.16	167,861.6
03/11/2021	1059	Stoneybrook at Venice CDD C/O US Bank	FY20 Tax Distribution - DS2017		13,428.24	154,433.3
03/31/2021			Deposit	4,925.75		159,359.1
03/31/2021			Interest	45.01		159,404.1
		EOM Balance 3/31/21		4,970.76	365,277.15	159,404.12

EXHIBIT 3

RESOLUTION 2021-____

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE STONEYBROOK AT VENICE COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2021/2022 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("Board") of the Stoneybrook at Venice Community Development District ("District") prior to June 15, 2021, proposed budgets (collectively the "Proposed Budget") for the fiscal year beginning October 1, 2021 and ending September 30, 2022 ("Fiscal Year 2021/2022"); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE STONEYBROOK AT VENICE COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2021/2022 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour, and location:

DATE:	August 10, 2021
HOUR:	6:00 p.m.
LOCATION:	Stoneybrook Community Center 2365 Estuary Drive Venice, Florida 34292

3. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL-

PURPOSE GOVERNMENT. The District Manager is hereby directed to submit a copy of the Proposed Budget to Sarasota County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 2, and the Proposed Budget shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS ____ DAY OF MAY, 2021.

ATTEST:

STONEYBROOK AT VENICE COMMUNITY DEVELOPMENT DISTRICT

Assistant Secretary

By:_____ Its:_____

Exhibit A: Approved Proposed Budgets for Fiscal Year 2021/2022

Exhibit A:

Approved Proposed Budgets for Fiscal Year 2021/2022