



**SONOMA BAY  
COMMUNITY DEVELOPMENT  
DISTRICT**

**PALM BEACH COUNTY  
REGULAR BOARD MEETING  
FEBRUARY 12, 2018  
10:00 A.M.**

Special District Services, Inc.  
The Oaks Center  
2501A Burns Road  
Palm Beach Gardens, FL 33410

[www.sonomabaycdd.org](http://www.sonomabaycdd.org)  
561.630.4922 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT**  
Sonoma Bay Clubhouse  
3600 Sonoma Drive  
Riviera Beach, Florida 33404  
**REGULAR BOARD MEETING**  
February 12, 2018  
10:00 a.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
  - 1. January 8, 2018 Regular Board Meeting Minutes.....Page 3
- G. Old Business
- H. New Business
  - 1. Consider Lake Maintenance Proposals.....Page 6
- I. Administrative Matters
  - 1. Security Update
  - 2. Financial Report.....Page 7
- J. Board Members Comments
- K. Adjourn

## PROOF OF PUBLICATION STATE OF FLORIDA

## PUBLIC NOTICE

Before the undersigned authority, personally appeared Tiffani Everett, who on oath, says that he/she is a Legal Advertising Representative of The Palm Beach Post, a daily and Sunday newspaper, published in West Palm Beach and distributed in Palm Beach County, Martin County, and St. Lucie County, Florida; that the attached copy of advertising for a Legal - Notice was published in said newspaper on: first date of Publication 09/21/2017 and last date of Publication 09/21/2017. Affiant further says that the said The Palm Beach Post is a newspaper published in West Palm Beach, in said Palm Beach County, Florida and that the said newspaper has heretofore been continuously published in said Palm Beach County, Florida, daily and Sunday and has been entered as second class mail matter at the post office in West Palm Beach, in said Palm Beach County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in said newspaper.

SONOMA BAY CDD  
2501 BURNS RD  
STE A  
PALM BEACH GARDENS, FL 33410-5207

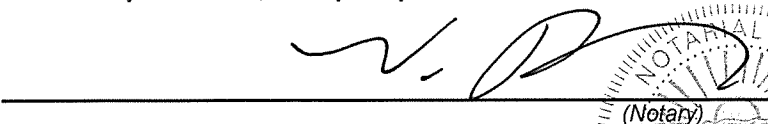
Invoice/Order Number:	0000220899
Ad Cost:	\$271.76
Paid:	\$0.00
Balance Due:	\$271.76

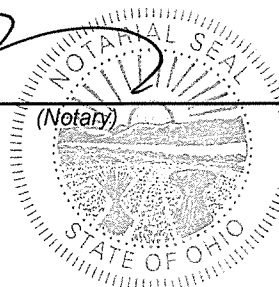
Signed

  
\_\_\_\_\_  
(Legal Advertising Agent)

Sworn or affirmed to, and subscribed before me, this 22nd day of September, 2017 in Testimony whereof, I have hereunto set my hand and affixed my official seal, the day and year aforesaid.

Signed

  
\_\_\_\_\_  
(Notary)



VICKY LEE FLANNERY  
NOTARY PUBLIC  
STATE OF OHIO  
Comm. Expires  
03-16-2022

Please see Ad on following page(s).

SONOMA BAY CDD  
2501 BURNS RD  
STE A  
PALM BEACH GARDENS, FL 33410-5207

Invoice/Order Number: 0000220899  
Ad Cost: \$271.76  
Paid: \$0.00  
Balance Due: \$271.76

**SONOMA BAY COMMUNITY  
DEVELOPMENT DISTRICT  
FISCAL YEAR 2017/2018  
REGULAR MEETING SCHEDULE**

**NOTICE IS HEREBY GIVEN** that the Board of Supervisors of the Sonoma Bay Community Development District will hold Regular Meetings in the Sonoma Bay Clubhouse located at 3600 Sonoma Drive, Riviera Beach, Florida 33404, at 10:00 a.m. on the following dates:

**October 9, 2017  
November 13, 2017  
December 11, 2017  
January 8, 2018  
February 12, 2018  
March 12, 2018  
April 9, 2018  
May 14, 2018  
June 11, 2018  
July 9, 2018  
August 13, 2018  
September 10, 2018**

The purpose of the meetings is to conduct any and all business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agendas for any of the meetings may be obtained from the District's website or by contacting the District Manager at (561) 630-4922 and/or toll free at 1-877-737-4922 five (5) days prior to the date of the particular meeting.

From time to time one or more Supervisors may participate by telephone; therefore a speaker telephone will be present at the meeting location so that Supervisors may be fully informed of the discussions taking place. Meetings may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at (561) 630-4922 and/or toll-free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time without advertised notice.

**SONOMA BAY COMMUNITY  
DEVELOPMENT DISTRICT  
[www.sonomabaycdd.org](http://www.sonomabaycdd.org)  
PUBLISH: THE PALM BEACH POST  
9 - 21 / 2017**

0000220899-01

SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
JANUARY 8, 2018

**A. CALL TO ORDER**

District Manager Jason Pierman called the January 8, 2018, Regular Board Meeting of the Sonoma Bay Community Development District to order at 10:01 a.m. in the Sonoma Bay Clubhouse located at 3600 Sonoma Drive, Riviera Beach, Florida 33404.

**B. PROOF OF PUBLICATION**

Mr. Pierman presented proof of publication that notice of the Regular Board Meeting had been published in *The Palm Beach Post* on September 21, 2017, as part of the District's Fiscal Year 2017/2018 Regular Meeting Schedule, as legally required.

**C. ESTABLISH A QUORUM**

Mr. Pierman determined that the attendance of Chairperson Jeanne Kulick, Vice Chairperson Dorothy Dennis and Supervisors Chancy Gelin, Consuella Bailey and Rokibul Hasan constituted a quorum and it was in order to proceed with the meeting.

Also present were District Manager Jason Pierman of Special District Services, Inc.; and District Counsel Vanessa Steinerts of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Also present was Kena Brown, the HOA Manager.

**D. ADDITIONS OR DELETIONS TO THE AGENDA**

There were no additions or deletions to the agenda.

**E. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

There were no comments from the public for items not on the agenda.

**F. APPROVAL OF MINUTES**

**1. November 13, 2017, Regular Board Meeting**

Mr. Pierman presented the minutes of the November 13, 2017, Regular Board Meeting. Without comment, Ms. Dennis made a **motion**, seconded by Ms. Bailey to approve the minutes of the November 13, 2017, Regular Board Meeting, as presented. Upon being put to a vote, the **motion** carried 5 to 0.

**G. OLD BUSINESS**

There were no Old Business items to come before the Board.

**H. NEW BUSINESS**

SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
JANUARY 8, 2018

There were no New Business items to come before the Board.

**I. ADMINISTRATIVE MATTERS**

**1. Security Report**

Ms. Brown explained that she had discussed turnover with Marksman Security. Discussion ensued regarding the second rover hours. Mr. Pierman reminded the Board that, at the last meeting, the Board had decided to keep the second rover active through the holidays, and then reevaluate the need for the additional hours. Ms. Kulick opined that there is no need to have the second rover during school time. Ms. Brown noted that most issues happen when children are out of school. A **motion** was made by Ms. Dennis, seconded by Mr. Hasan, and unanimously passed to discontinue the second rover, and to only add it when school is out of session.

Ms. Brown noted that they had been changing the roving hours so the public did not know exactly when guards are roving. Discussion ensued regarding the possibility of the HOA adding additional hours, if the HOA Board desires. Mr. Pierman noted that Marksman's contract is with the District, not the HOA, so the request would have to go through the District. He further stated that, should the HOA wish to add more roving guard hours, the HOA could reimburse the District for that extra cost, as it is not currently budgeted.

Ms. Brown noted that the HOA was looking into replacing the fountains with a different company, and expressed concern over who would maintain them. Mr. Pierman explained that the District could contract with whichever company is best suited to maintain the fountains, and that it could be evaluated when the time comes.

**2. Financial Report**

There was no Financial Report at this time.

**J. BOARD MEMBER COMMENTS**

There were no comments from the Board Members.

**K. ADJOURNMENT**

There being no further business to come before the Board, Ms. Dennis **moved** for adjournment at 10:39 a.m., Mr. Gelin seconded and the **motion** carried 5 to 0.

SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
JANUARY 8, 2018

---

Secretary

---

Chairperson

**CONSIDER LAKE  
MAINTENANCE PROPOSALS**

**TO BE DISTRIBUTED  
UNDER SEPARATE COVER**



Sonoma Bay  
Community Development District

**Financial Report For  
December 2017**

**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT  
MONTHLY FINANCIAL REPORT  
DECEMBER 2017**

	Annual Budget 10/1/17 - 9/30/18	Actual Dec-17	Year To Date Actual 10/1/17 - 12/31/17
<b>REVENUES</b>			
O&M Assessments	274,918	141,556	180,510
Debt Assessments	173,041	89,979	115,880
Other Revenues	0	0	0
Interest Income	120	66	130
<b>Total Revenues</b>	<b>\$ 448,079</b>	<b>\$ 231,601</b>	<b>\$ 296,520</b>
<b>EXPENDITURES</b>			
Supervisor Fees	11,000	0	2,000
Payroll Taxes - Employer	880	0	153
Engineering/Inspections	2,500	0	0
Lake Maintenance	1,500	125	625
Fountain Maintenance	1,000	0	0
Lighting	15,000	985	2,955
Security	180,000	22,310	54,338
Security - Second Roving Officer	0	0	3,537
Management	28,632	2,386	7,158
Legal	9,500	500	2,345
Assessment Roll	7,500	0	0
Audit Fees	3,800	0	0
Insurance	6,356	0	5,778
Legal Advertisements	1,500	0	0
Miscellaneous	1,200	4	114
Postage	300	2	7
Office Supplies	700	57	148
Dues & Subscriptions	175	0	175
Trustee Fee	2,500	0	0
Continuing Disclosure Fee	500	0	0
Website Management	1,500	125	375
<b>Total Expenditures</b>	<b>\$ 276,043</b>	<b>\$ 26,494</b>	<b>\$ 79,708</b>
<b>Revenues Less Expenditures</b>	<b>\$ 172,036</b>	<b>\$ 205,107</b>	<b>\$ 216,812</b>
BOND PAYMENTS	(162,659)	(9,253)	(110,126)
<b>BALANCE</b>	<b>\$ 9,377</b>	<b>\$ 195,854</b>	<b>\$ 106,686</b>
COUNTY APPRAISER & TAX COLLECTOR FEE	(8,959)	(2,224)	(3,615)
DISCOUNTS FOR EARLY PAYMENTS	(17,918)	(9,160)	(11,863)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (17,500)</b>	<b>\$ 184,470</b>	<b>\$ 91,208</b>
Carryover from Prior Year	\$ 17,500	\$ -	\$ -
<b>NET/EXCESS (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ 184,470</b>	<b>\$ 91,208</b>

Bank Balance As Of 11/30/17	\$ 231,704.31
Funds Received: 12/1/17 - 12/31/17	\$ 220,217.38
Disbursements: 12/1/17 - 12/31/17	\$ 25,631.34
Bank Balance As Of 12/31/17	\$ 426,290.35
Accounts Payable As Of 12/31/17	\$ 143,242.86
Accounts Receivable As Of 12/31/17	\$ -
Available Funds As Of 12/31/17	\$ 283,047.49

**Sonoma Bay CDD  
Expenditures  
October through December 2017**

Expenditures	Date	Invoice #	Vendor	Description	Amount
<b>511.122 · Payroll Taxes</b>					
	10/12/2017	PR 10.09.17		CK 10.12.17 MTG 10.09.17 (Dennis D, Gelin C, Hasan R, Kulick J, Bailey C)	76.50
	11/16/2017	PR 11.13.17		CK 11/16/2017 MTG 11.13.17 (Dennis D, Gelin C, Hasan R, Kulick J, Bailey C)	76.50
Total 511.122 · Payroll Taxes					<u>153.00</u>
<b>511.131 · Supervisor Fee</b>					
	10/12/2017	PR 10.09.17		CK 10.12.17 MTG 10.09.17 (Dennis D, Gelin C, Hasan R, Kulick J, Bailey C)	1,000.00
	11/16/2017	PR 11.13.17		CK 11/16/2017 MTG 11.13.17 (Dennis D, Gelin C, Hasan R, Kulick J, Bailey C)	1,000.00
Total 511.131 · Supervisor Fee					<u>2,000.00</u>
<b>511.304 · Lighting</b>					
	10/18/2017	31246-25371	FPL	Account# 31246-25371 Oct 2017	984.88
	11/10/2017	31246-25371	FPL	Account# 31246-25371 Nov 2017	984.88
	12/18/2017	31246-25371	FPL	Account# 31246-25371 Dec 2017	984.88
Total 511.304 · Lighting					<u>2,954.64</u>
<b>511.307 · Lake Maintenance</b>					
	10/01/2017	323117	The Lake Doctors, Inc	Acct # 712683 Fountain Service - Quarterly Invoice 323117	250.00
	10/01/2017	320572	The Lake Doctors, Inc	Acct # 712683 Monthly lake maintenance for Oct Invoice 320572	125.00
	11/01/2017	326302	The Lake Doctors, Inc	Acct # 712683 monthly water management service Invoice 326302	125.00
	12/01/2017	331465	The Lake Doctors, Inc	Acct # 712683 monthly water management service Invoice 331465	125.00
Total 511.307 · Lake Maintenance					<u>625.00</u>
<b>511.308 · Security</b>					
<b>511.302 · Security Second Roving Officer</b>					
	10/13/2017	36130	Marksman Security Corporation	Second Roving officer service for 09.30.2017-10.06.2017 and 10.07.2017-10.13.2017	1,768.48
	10/28/2017	36365	Marksman Security Corporation	Second Roving officer service for 10.14.2014 - 10.20.2017 and 10.21.2017-10.27.2017	1,768.48
Total 511.302 · Security Second Roving Officer					<u>3,536.96</u>
<b>511.308 · Security - Other</b>					
	10/13/2017	36129	Marksman Security Corporation	Invoice 36129 for security service 09.30.2017 - 10.13.2017	7,073.92
	10/28/2017	36364	Marksman Security Corporation	Security service for 10.14.2017 - 10.20.2017 and 10.21.2017-10.27.2017	7,073.92
	11/10/2017	36634	Marksman Security Corporation	Security service for 10.28.17 - 11.03.2017 to 11.04.2017 - 11.10.2017	7,309.17
	11/10/2017	36936	Marksman Security Corporation	Security Second Roving officer service for 10.28.2017-11.10.2017 Invoice 36936	1,768.48
	11/11/2017	36635	Marksman Security Corporation	Security Second Roving officer service for 10.28.17-11.03.17 to 11.04.17-11.10.17	1,729.00
	11/24/2017	36935	Marksman Security Corporation	Security service for 11.11.2017 - 11.17.2017 to 11.18.2017-11.24.2017 Invoice 36935	7,073.92
	12/09/2017	37256	Marksman Security Corporation	Security service for 12.01.2017- 12.08.2017	7,073.92
	12/09/2017	37257	Marksman Security Corporation	Security service for 12.01.2017-12.08.2017	1,972.15
	12/23/2017	37523	Marksman Security Corporation	Security service for 12.09.2017-12.15.2017 Invoice 37523	1,768.48
	12/23/2017	37522	Marksman Security Corporation	Security service for 12.09.17 - 12.22.2017	7,073.92
	12/30/2017	37808	Marksman Security Corporation	Security service for 12.23.17 - 12.29.2017 Invoice 37808	884.24
	12/30/2017	37807	Marksman Security Corporation	Security service for 12.23.17 - 12.29.2017 Invoice 37807	3,536.96
Total 511.308 · Security - Other					<u>54,338.08</u>
Total 511.308 · Security					<u>57,875.04</u>
<b>511.311 · Management Fees</b>					
	10/31/2017	2017-2909	Special District Services, Inc.	Invoice 2017-2909 for Oct 2017	2,386.00
	11/30/2017	2017-3079	Special District Services, Inc.	Invoice 2017-3079 for Nov 2017	2,386.00
	12/31/2017	2017-3246	Special District Services, Inc.	Invoice 2017-3246 for Dec 2017	2,386.00
Total 511.311 · Management Fees					<u>7,158.00</u>
<b>511.315 · Legal Fees</b>					
	10/30/2017	145236	Billing, Cochran, Lyles, Mauro & Ramsey	Acct# 721-052100 stmt# 145236 OCT 2017	1,080.00

**Sonoma Bay CDD**  
**Expenditures**  
**October through December 2017**

	<u>Date</u>	<u>Invoice #</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
	11/30/2017	146094	Billing, Cochran, Lyles, Mauro & Ramsey	Acct# 721-052100 stmt# 146094 NOV 2017	765.00
	12/31/2017	146672	Billing, Cochran, Lyles, Mauro & Ramsey	Acct# 721-052100 stmt# 146672 DEC 2017	500.00
Total 511.315 · Legal Fees					<u>2,345.00</u>
<b>511.450 · Insurance</b>					
	10/01/2017	6130	Egis Insurance & Risk Advisors	Policy# 100117062 10.01.2017 - 10.01.2018 Invoice# 6130	5,778.00
Total 511.450 · Insurance					<u>5,778.00</u>
<b>511.512 · Miscellaneous</b>					
	10/12/2017	PR 10.09.17		CK 10.12.17 MTG 10.09.17 (Dennis D, Gelin C, Hasan R, Kulick J, Bailey C)	52.75
	11/16/2017	PR 11.13.17		CK 11/16/2017 MTG 11.13.17 (Dennis D, Gelin C, Hasan R, Kulick J, Bailey C)	52.75
	11/30/2017	2017-3079	Special District Services, Inc.	Invoice 2017-3079 for Nov 2017 milage	4.28
	12/31/2017	2017-3246	Special District Services, Inc.	Invoice 2017-3246 for Dec 2017	4.28
Total 511.512 · Miscellaneous					<u>114.06</u>
<b>511.513 · Postage and Delivery</b>					
	10/31/2017	2017-2909	Special District Services, Inc.	Invoice 2017-2909 for Oct 2017 postage	1.48
	11/30/2017	2017-3079	Special District Services, Inc.	Invoice 2017-3079 for Nov 2017 postage	4.14
	12/31/2017	2017-3246	Special District Services, Inc.	Invoice 2017-3246 for Dec 2017	1.84
Total 511.513 · Postage and Delivery					<u>7.46</u>
<b>511.514 · Office Supplies</b>					
	10/31/2017	2017-2909	Special District Services, Inc.	Invoice 2017-2909 for Oct 2017 copier	1.20
	10/31/2017	2017-2909	Special District Services, Inc.	Invoice 2017-2909 for Oct 2017 meeting books	32.00
	11/30/2017	2017-3079	Special District Services, Inc.	Invoice 2017-3079 for Nov 2017 copier	28.95
	11/30/2017	2017-3079	Special District Services, Inc.	Invoice 2017-3079 for Nov 2017 meeting books	28.00
	12/31/2017	2017-3246	Special District Services, Inc.	Invoice 2017-3246 for Dec 2017	25.35
	12/31/2017	2017-3246	Special District Services, Inc.	Invoice 2017-3246 for Dec 2017	32.00
Total 511.514 · Office Supplies					<u>147.50</u>
<b>511.540 · Dues, License &amp; Subscriptions</b>					
	10/04/2017	70740	Department of Economic Opportunity	Special District Fee FY 2017-2018 Invoice 70740	175.00
Total 511.540 · Dues, License & Subscriptions					<u>175.00</u>
<b>511.750 · Website Management</b>					
	10/31/2017	2017-2909	Special District Services, Inc.	Invoice 2017-2909 for Oct 2017	125.00
	11/30/2017	2017-3079	Special District Services, Inc.	Invoice 2017-3079 for Nov 2017	125.00
	12/31/2017	2017-3246	Special District Services, Inc.	Invoice 2017-3246 for Dec 2017	125.00
Total 511.750 · Website Management					<u>375.00</u>
<b>Total Expenditures</b>					<u><b>79,707.70</b></u>