



**SONOMA BAY  
COMMUNITY DEVELOPMENT  
DISTRICT**

**PALM BEACH COUNTY  
REGULAR BOARD MEETING  
APRIL 8, 2019  
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**  
April 8, 2019  
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. March 11, 2019 Regular Board Meeting Minutes.....Page 3
- G. Old Business
- H. New Business
- I. Administrative Matters
  - 1. Security Update
  - 2. Financial Report.....Page 6
- J. Board Members Comments
- K. Adjourn

## PROOF OF PUBLICATION

STATE OF FLORIDA

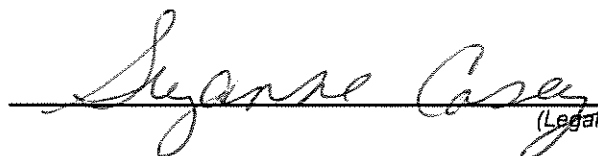
## PUBLIC NOTICE

Before the undersigned authority, personally appeared Suzanne Casey, 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 - PublicNotice was published in said newspaper on: first date of Publication 09/28/2018 and last date of Publication 09/28/2018. 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

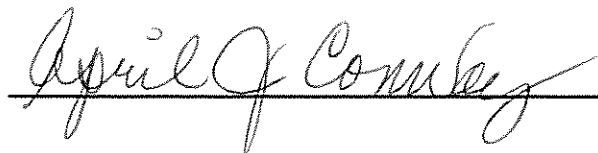
Invoice/Order Number:	0000426190
Ad Cost:	\$271.76
Paid:	\$0.00
Balance Due:	\$271.76

Signed

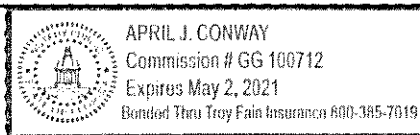
  
\_\_\_\_\_  
(Legal Advertising Agent)

Sworn or affirmed to, and subscribed before me, this 28th day of September, 2018 in Testimony whereof, I have hereunto set my hand and affixed my official seal, the day and year aforesaid.

Signed

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

Please see Ad on following page(s).



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

Invoice/Order Number: 0000426190  
Ad Cost: \$271.76  
Paid: \$0.00  
Balance Due: \$271.76

SONOMA BAY COMMUNITY  
DEVELOPMENT DISTRICT  
FISCAL YEAR 2018/2019  
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 8, 2018  
November 12, 2018  
December 10, 2018  
January 14, 2019  
February 11, 2019  
March 11, 2019  
April 8, 2019  
May 13, 2019  
June 10, 2019  
July 8, 2019  
August 12, 2019  
September 9, 2019

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)  
9-28/2018  
0000426190-01

**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
MARCH 11, 2019**

**A. CALL TO ORDER**

The February 11, 2019, Regular Board Meeting of the Sonoma Bay Community Development District was called to order at 10:23 a.m. in the Sonoma Bay Clubhouse located at 3600 Sonoma Drive, Riviera Beach, Florida 33404.

**B. PROOF OF PUBLICATION**

Mr. Karmeris presented proof of publication that notice of the Regular Board Meeting had been published in *The Palm Beach Post* on September 28, 2018, as part of the District's Fiscal Year 2018/2019 Regular Meeting Schedule, as legally required.

**C. ESTABLISH A QUORUM**

Mr. Karmeris determined that the attendance of Chairperson Dorothy Dennis, Vice Chairperson Consuella Bailey and Supervisors Pamela Turner and Rokibul Hasan constituted a quorum and it was in order to proceed with the meeting.

Also present were District Managers Jason Pierman & Andrew Karmeris of Special District Services, Inc.; District Counsel Ginger Wald of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.; and Security Rep John Petrow of Marksman Security.

Also present was HOA President Jeanne Kulick.

**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. February 11, 2019, Regular Board Meeting**

The February 11, 2019, Regular Board Meeting minutes were presented.

Ms. Bailey then **moved** approval, seconded by Ms. Dennis, approving the minutes of the February 11, 2019, Regular Board Meeting, as presented. Upon being put to a vote, the **motion** carried 4 to 0.

**G. OLD BUSINESS**

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

## **H. NEW BUSINESS**

### **1. Consider Resolution No. 2019-01 – Adopting a Fiscal Year 2019/2020 Proposed Budget**

Mr. Karmeris presented Resolution No. 2019-01, entitled:

#### **RESOLUTION NO. 2019-01**

##### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2019/2020; AND PROVIDING AN EFFECTIVE DATE.**

HOA President Jeanne Kulick had a question about raising the budgeted amount for security. District Counsel Ginger Wald clarified that the CDD was not the employer of the security guards and due to this fact, the CDD cannot control or dictate the salaries to be paid to the security guards. Ms. Wald advised that the CDD had a contract with the vendor, Marksman Security, and that only Marksman could adjust the salaries of the guards because Marksman is the employer. After a lengthy discussion, it was decided to keep the proposed budgeted amount for security.

A **motion** was made by Ms. Bailey, seconded by Ms. Dennis and passed unanimously to adopt Resolution No. 2019-01, as presented.

## **L. ADMINISTRATIVE MATTERS**

### **1. Security Report**

A lengthy discussion ensued between John Petrow of Marksman Security and the Board. Ms. Bailey reviewed the security reports from the past month and clarified what is CDD business versus what is HOA business. Ms. Turner informed Mr. Petrow that guards had been seen spending a lot of time fraternizing with residents while on duty. Mr. Petrow said that he would discuss this issue with his staff. Mr. Hasan had a question regarding whether the security guards would move branches in the street. Mr. Petrow clarified that he encourages security staff to move things blocking roads, but cannot enforce them to move all branches, as it is not security's responsibility.

### **2. Financial Report**

Mr. Karmeris presented the Financial Report provided in the meeting materials. There were no questions.

## **J. BOARD MEMBER COMMENTS**

There were no comments from the Board Members.

## **K. ADJOURNMENT**

There being no further business to come before the Board, Mr. Hasan **moved** for adjournment at 11:10 a.m., Ms. Turner seconded and the **motion** carried 4 to 0.

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Secretary

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Chairperson

Sonoma Bay  
Community Development District

**Financial Report For  
March 2019**



**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT  
MONTHLY FINANCIAL REPORT  
MARCH 2019**

	Annual Budget 10/1/18 - 9/30/19	Actual Mar-19	Year To Date Actual 10/1/18 - 3/31/19
<b>REVENUES</b>			
O&M Assessments	274,881	8,192	223,362
Debt Assessments	173,041	4,389	142,209
Other Revenues	0	0	0
Interest Income	180	0	227
<b>Total Revenues</b>	<b>\$ 448,102</b>	<b>\$ 12,581</b>	<b>\$ 365,798</b>
<b>EXPENDITURES</b>			
Supervisor Fees	11,000	800	4,400
Payroll Taxes - Employer	880	53	342
Engineering/Inspections	2,500	0	0
Lake Maintenance	1,500	0	0
Fountain Maintenance	1,000	0	0
Lighting	15,000	921	5,518
Security	180,000	21,222	91,414
Security - Second Roving Officer	12,000	0	0
Management	28,632	2,386	14,316
Legal	9,500	0	3,805
Assessment Roll	7,500	0	0
Audit Fees	3,900	0	0
Insurance	6,356	0	5,000
Legal Advertisements	1,400	0	0
Miscellaneous	1,100	65	754
Postage	300	2	32
Office Supplies	675	102	301
Dues & Subscriptions	175	0	175
Trustee Fee	2,500	0	0
Continuing Disclosure Fee	350	0	0
Website Management	1,500	125	750
<b>Total Expenditures</b>	<b>\$ 287,768</b>	<b>\$ 25,676</b>	<b>\$ 126,807</b>
<b>Revenues Less Expenditures</b>	<b>\$ 160,334</b>	<b>\$ (13,095)</b>	<b>\$ 238,991</b>
Bond Payments	(162,659)	(4,293)	(135,567)
<b>BALANCE</b>	<b>\$ (2,325)</b>	<b>\$ (17,388)</b>	<b>\$ 103,424</b>
County Appraiser & Tax Collector Fee	(8,958)	(124)	(4,291)
Discounts For Early Payments	(17,917)	(153)	(13,518)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (29,200)</b>	<b>\$ (17,665)</b>	<b>\$ 85,615</b>
Carryover from Prior Year	\$ 29,200	\$ -	\$ -
<b>NET/EXCESS (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ (17,665)</b>	<b>\$ 85,615</b>

<b>Bank Balance As Of 2/28/19</b>	<b>\$ 287,298.05</b>
<b>Funds Received: 3/1/19 - 3/31/19</b>	<b>\$ 12,303.56</b>
<b>Disbursements: 3/1/19 - 3/31/19</b>	<b>\$ 29,011.51</b>
<b>Bank Balance As Of 3/31/19</b>	<b>\$ 270,590.10</b>
<b>Accounts Payable As Of 3/31/19</b>	<b>\$ 23,666.13</b>
<b>Accounts Receivable As Of 3/31/19</b>	<b>\$ -</b>
<b>Available Funds As Of 3/31/19</b>	<b>\$ 246,923.97</b>

**Sonoma Bay Community Development District  
Expenditures  
October 2018 through March 2019**

Expenditures	Date	Invoice #	Vendor	Description	Amount
<b>511.122 · Payroll Taxes</b>					
	11/12/2018	PR 11.13.18	Payroll	mtg 11.12.2018 ck 11.13.2018 (Bailey, Dennis, Gelin, Hasan, Kulick)	52.75
	12/17/2018	PR 12.18.18	Payroll	mtg 12.10.2018 ck 12.18.2018 (Bailey, Dennis, Farigua, Hasan)	52.20
	01/14/2019	PR 01.14.19	Payroll	mtg 01.14.19 ck 01.16.19 (Bailey, Dennis, Farigua, Hasan, Turner)	52.75
	01/23/2019			Paymaster Fee for W-2 Processings	80.30
	02/11/2019	PR 02.11.19	Payroll	mtg 02.11.19 ck 02.12.19 (Bailey, Dennis, Turner)	51.65
	03/13/2019	PR 03.11.19	Payroll	mtg 03.11.19 ck 03.13.19 (Bailey, Dennis, Hasan, Turner)	52.50
Total 511.122 · Payroll Taxes					<u>342.15</u>
<b>511.131 · Supervisor Fee</b>					
	11/12/2018	PR 11.13.18	Payroll	mtg 11.12.2018 ck 11.13.2018 (Bailey, Dennis, Gelin, Hasan, Kulick)	1,000.00
	12/17/2018	PR 12.18.18	Payroll	mtg 12.10.2018 ck 12.18.2018 (Bailey, Dennis, Farigua, Hasan)	800.00
	01/14/2019	PR 01.14.19	Payroll	mtg 01.14.19 ck 01.16.19 (Bailey, Dennis, Farigua, Hasan, Turner)	1,200.00
	02/11/2019	PR 02.11.19	Payroll	mtg 02.11.19 ck 02.12.19 (Bailey, Dennis, Turner)	600.00
	03/13/2019	PR 03.11.19	Payroll	mtg 03.11.19 ck 03.13.19 (Bailey, Dennis, Hasan, Turner)	800.00
Total 511.131 · Supervisor Fee					<u>4,400.00</u>
<b>511.304 · Lighting</b>					
	10/18/2018	31246-25371	FPL	Account#31246-25371 for 09/19/2018-10/18/2018	918.08
	11/16/2018	31246-25371	FPL	Account#31246-25371 for 10.18.18-11.16.18	918.30
	12/18/2018	31246-25371	FPL	Acct# 31246-25371 Billing for 11.16.2018-12.18.2018	918.30
	01/18/2019	31246-25371	FPL	Acct# 31246-25371 Billing 12.18.18-01.18.19	920.70
	02/18/2019	31246-25371	FPL	Acct# 31246-25371 Billing 01.18.19-02.18.19	921.26
	03/19/2019	31246-25371	FPL	Acct# 31246-25371 Billing 02.18.19-03.19.19	921.02
Total 511.304 · Lighting					<u>5,517.66</u>
<b>511.308 · Security</b>					
	10/01/2018	46691	Marksman Security Corporation	Invoice #46691 Security Services for 9.29.2019-10.12.2018 (Gate House Officer Hours)	7,073.92
	10/01/2018	46692	Marksman Security Corporation	invoice #46692 Security Services for 9.29.18-10.12.18 (Roving Officer Hours)	1,768.48
	10/26/2018	47088	Marksman Security Corporation	Invoice #47088 Security Services 10.13.2018-10.26.2018	7,073.92
	10/26/2018	47089	Marksman Security Corporation	Invoice # 47089 Security Services-Roving Office 10.13.2018-10.26.2018	1,768.48
	10/30/2018	46876-B	Marksman Security Corporation	Invoice #46876 Golf Cart for Oct 2018	203.67
	11/09/2018	47397	Marksman Security Corporation	Invoice #47397 Security Services 10.27.18-11.09.18	7,073.92
	11/09/2018	47398	Marksman Security Corporation	Invoice #47398 Security Services (roving Officer) 10.27.18-11.09.18	1,768.48
	11/23/2018	47756	Marksman Security Corporation	Invoice #47756 Security Services 11.10.18-11.23.18	7,073.92
	11/24/2018	48276	Marksman Security Corporation	Invoice #48276 Security Services (Gate House/Roving Officer) 11.24.18-12.07.18	7,073.92
	12/08/2018	48826	Marksman Security Corporation	Invoice #48826 Golf Cart Nov & Dec 2018	407.34
	12/08/2018	48576	Marksman Security Corporation	Invoice #48576 Security Services (Gate House/Roving Officer) 12.08.18-12.21.18	7,073.92
	01/01/2019	49239	Marksman Security Corporation	Invoice #49239 Golf Cart for Jan 2019	203.67
	01/05/2019	49328	Marksman Security Corporation	Invoice #49328 Security Services (Gate House/Roving Officer) 01.05.19-01.18.2019	7,073.92
	01/19/2019	49738	Marksman Security Corporation	Invoice #49738 Security Services (Gate House/Roving Officer) 01.19.19-02.01.19	7,073.92
	02/15/2019	50074	Marksman Security Corporation	Invoice #50074 Security Services (Gate House/Roving Officer) 02.02.19-02.15.19	7,073.92
	02/15/2019	50684	Marksman Security Corporation	Invoice #50684 Golf Cart Feb & March	407.34
	03/01/2019	50578	Marksman Security Corporation	Invoice #50578 Security Services (Gate House/Roving Officer) 02.16.19-03.01.19	7,073.92
	03/01/2019	50942	Marksman Security Corporation	Invoice #50942 Security Services (Gate House/Roving Officer) 03.02.19-03.15.19	7,073.92
	03/15/2019	51428	Marksman Security Corporation	Invoice #51428 Security Services (Gate House/Roving Officer) 03.16.19-03.29.19	7,073.92
Total 511.308 · Security					<u>91,414.50</u>
<b>511.311 · Management Fees</b>					
	10/31/2018	2018-2566	Special District Services, Inc.	Management Fees Oct 2018	2,386.00
	11/30/2018	2018-2746	Special District Services, Inc.	Management Fees Nov 2018	2,386.00

**Sonoma Bay Community Development District**  
**Expenditures**  
**October 2018 through March 2019**

<u>Date</u>	<u>Invoice #</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
12/31/2018	2018-3243	Special District Services, Inc.	Management Fees Dec 2018	2,386.00
01/31/2019	2019-0162	Special District Services, Inc.	Management Fees Jan 2019	2,386.00
02/28/2019	2019-0449	Special District Services, Inc.	Management Fees Feb 2019	2,386.00
03/31/2019	2019-0646	Special District Services, Inc.	Management Fees March 2019	2,386.00
Total 511.311 · Management Fees				14,316.00
<b>511.315 · Legal Fees</b>				
10/31/2018	153013	Billing, Cochran, Lyles, Mauro & Ramsey	Statement #153013 Legal Services Oct 2018	500.00
11/30/2018	153547	Billing, Cochran, Lyles, Mauro & Ramsey	Statement #153547 Legal Services Nov 2018	1,057.50
12/31/2018	153955	Billing, Cochran, Lyles, Mauro & Ramsey	Statement #153955 Legal Services Dec 2018	562.50
01/31/2019	154463	Billing, Cochran, Lyles, Mauro & Ramsey	Statement #154463 Legal Services Jan 2019	967.50
02/28/2019	154903	Billing, Cochran, Lyles, Mauro & Ramsey	Statement #154903 Legal Services Feb 2019	717.50
Total 511.315 · Legal Fees				3,805.00
<b>511.450 · Insurance</b>				
10/01/2018	8073	Egis Insurance & Risk Advisors	Invoice #8073 Renew Policy #100118062 10/1/18-10/1/19	5,000.00
Total 511.450 · Insurance				5,000.00
<b>511.512 · Miscellaneous</b>				
11/12/2018	PR 11.13.18	Payroll	mtg 11.12.2018 ck 11.13.2018 (Bailey, Dennis, Gelin, Hasan, Kulick)	76.50
12/06/2018	20181106-SBCDD	Palm Beach County Supervisor of Elections	Invoice #20181106-SBCDD Set-up Fee for General Elections 11/6/18	400.00
12/17/2018	PR 12.18.18	Payroll	mtg 12.10.2018 ck 12.18.2018 (Bailey, Dennis, Farigua, Hasan)	61.20
12/31/2018	2018-3243	Special District Services, Inc.	Travel Nov 2018	4.36
01/14/2019	PR 01.14.19	Payroll	mtg 01.14.19 ck 01.16.19 (Bailey, Dennis, Farigua, Hasan, Turner)	91.80
01/31/2019	2019-0162	Special District Services, Inc.	Travel Dec 2018	4.36
02/11/2019	PR 02.11.19	Payroll	mtg 02.11.19 ck 02.12.19 (Bailey, Dennis, Turner)	45.90
02/28/2019	2019-0449	Special District Services, Inc.	Travel Jan 2019	4.36
03/13/2019	PR 03.11.19	Payroll	mtg 03.11.19 ck 03.13.19 (Bailey, Dennis, Hasan, Turner)	61.20
03/31/2019	2019-0646	Special District Services, Inc.	Travel Feb 2019	4.36
Total 511.512 · Miscellaneous				754.04
<b>511.513 · Postage and Delivery</b>				
10/31/2018	2018-2566	Special District Services, Inc.	Postage Sept 2018	18.63
11/30/2018	2018-2746	Special District Services, Inc.	Postage Charges Oct 2018	3.29
12/31/2018	2018-3243	Special District Services, Inc.	Postage Charges Nov 2018	2.35
01/31/2019	2019-0162	Special District Services, Inc.	Postage Charges Dec 2018	0.94
02/28/2019	2019-0449	Special District Services, Inc.	Postage Charges Jan 2019	4.70
03/31/2019	2019-0646	Special District Services, Inc.	Postage Charges Feb 2019	2.50
Total 511.513 · Postage and Delivery				32.41
<b>511.514 · Office Supplies</b>				
10/31/2018	2018-2566	Special District Services, Inc.	Copier Charges Sept 2018	4.80
11/30/2018	2018-2746	Special District Services, Inc.	Copier Charges Oct 2018	28.65
12/31/2018	2018-3243	Special District Services, Inc.	Copier Charges Nov 2018	24.30
12/31/2018	2018-3243	Special District Services, Inc.	Meeting Books Nov 2018	32.00
01/31/2019	2019-0162	Special District Services, Inc.	Copier Charges Dec 2018	28.80
01/31/2019	2019-0162	Special District Services, Inc.	Meeting Books Dec 2018	32.00
02/28/2019	2019-0449	Special District Services, Inc.	Copier Charges Jan 2019	12.75
02/28/2019	2019-0449	Special District Services, Inc.	Meeting Books Jan 2019	36.00
03/31/2019	2019-0646	Special District Services, Inc.	Copier Charges Feb 2019	65.55
03/31/2019	2019-0646	Special District Services, Inc.	Meeting Books Feb 2019	36.00
Total 511.514 · Office Supplies				300.85
<b>511.540 · Dues, License &amp; Subscriptions</b>				

**Sonoma Bay Community Development District  
Expenditures  
October 2018 through March 2019**

	<u>Date</u>	<u>Invoice #</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
	10/01/2018	72465	Department of Economic Opportunity	Invoice #72465 FY 2018/2019 Special District Fee	175.00
Total 511.540 · Dues, License & Subscriptions					175.00
<b>511.750 · Website Management</b>					
	10/31/2018	2018-2566	Special District Services, Inc.	Website Management Oct 2018	125.00
	11/30/2018	2018-2746	Special District Services, Inc.	Website Management Fees Nov 2018	125.00
	12/31/2018	2018-3243	Special District Services, Inc.	Website Management Fees Dec 2018	125.00
	01/31/2019	2019-0162	Special District Services, Inc.	Website Management Fees Jan 2019	125.00
	02/28/2019	2019-0449	Special District Services, Inc.	Website Management Fees Feb 2019	125.00
	03/31/2019	2019-0646	Special District Services, Inc.	Website Management Fees March 2019	125.00
Total 511.750 · Website Management					750.00
<b>Total Expenditures</b>					<b>126,807.61</b>