



**SONOMA BAY
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
NOVEMBER 11, 2019
10:00 A.M.**

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

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
November 11, 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. October 14, 2019 Regular Board Meeting Minutes.....Page 3
- G. Old Business
- H. New Business
 - 1. Consider Resolution No. 2019-04 – Adopting a Fiscal Year 2018/2019 Amended Budget.....Page 6
- I. Administrative Matters
 - 1. Security Update
 - 2. Financial Report.....Page 11
- J. Board Members Comments
- K. Adjourn

PROOF OF PUBLICATION STATE OF FLORIDA

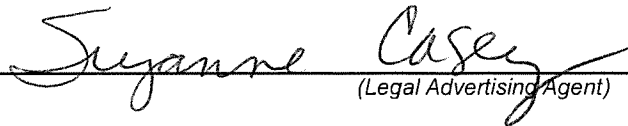
PUBLIC NOTICE

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 10/04/2019 and last date of Publication 10/04/2019. 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

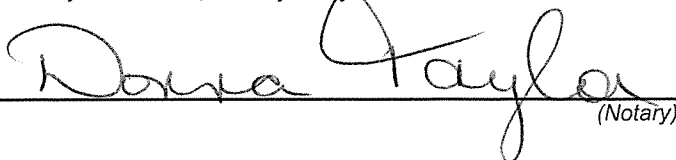
Invoice/Order Number:	0000517277
Ad Cost:	\$271.76
Paid:	\$0.00
Balance Due:	\$271.76

Signed


(Legal Advertising Agent)

Sworn or affirmed to, and subscribed before me, this 7th day of October, 2019 in Testimony whereof, I have hereunto set my hand and affixed my official seal, the day and year aforesaid.

Signed


(Notary)



DONNA S. TAYLOR
MY COMMISSION # GG 091838
EXPIRES: September 19, 2020
Bonded Thru Budget Notary Services

Please see Ad on following page(s).

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

Invoice/Order Number: 0000517277
Ad Cost: \$271.76
Paid: \$0.00
Balance Due: \$271.76

**SONOMA BAY COMMUNITY
DEVELOPMENT DISTRICT
FISCAL YEAR 2019/2020
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 10:30 a.m. on the following dates:

October 14, 2019
November 11, 2019
December 9, 2019
January 13, 2020
February 10, 2020
March 9, 2020
April 13, 2020
May 11, 2020
June 8, 2020
July 13, 2020
August 10, 2020
September 14, 2020

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
10-4/2019

0000517277-01

**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 14, 2019**

A. CALL TO ORDER

The October 14, 2019, Regular Board Meeting of the Sonoma Bay Community Development District was called to order at 10:30 a.m. in the Sonoma Bay Clubhouse located at 3600 Sonoma Drive, Riviera Beach, Florida 33404.

B. PROOF OF PUBLICATION

Proof of publication was presented which stated that notice of the Regular Board Meeting had been published in *The Palm Beach Post* on October 4, 2019, as part of the District's Fiscal Year 2019/2020 Regular Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

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

Also present were District Manager Andrew Karmeris of Special District Services, Inc.; and District Counsel Ginger Wald of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Also present were: Jesse Vera and Joseph Benner of Marksman Security; and HOA Manager, Phillipa.

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. September 9, 2019 Regular Board Meeting

The September 9, 2019 Regular Board Meeting minutes were presented.

Ms. Turner **moved** approval, seconded by Ms. Dennis, approving the minutes of the September 9, 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

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

Supervisor Rokibul Hasan arrived at approximately 10:31 a.m.

I. ADMINISTRATIVE MATTERS

1. Security Report

A lengthy discussion ensued amongst the Board Members, the HOA manager, and Jesse Vera & Joseph Benner of Marksman Security.

Ms. Bailey explained the process in which she obtains security reports during the month and sorts through them to determine what was CDD versus what was HOA related.

Jesse Vera advised that Joseph Benner would be taking over as the representative for Sonoma Bay.

Ms. Bailey indicated that she liked the way a guard by the name of Wesley writes reports and that the others should follow his style as an example.

Phillipa from the HOA explained the recourse management had when a car runs the gate. She explained that two leases were terminated at the end of the summer due to repeated gate violations.

A discussion ensued regarding kids walking through the gate and gathering in front of homes. Jesse from Marksman explained that unless the kids were violating a rule, they are allowed to gather and hang out in front of their homes.

Ms. Turner stated that she had an incident with a guard regarding calling in guests and that her intention was not to get the guard fired.

Mr. Hasan left the meeting at 11:08 a.m.

2. Financial Report

Mr. Karmeris presented the Financial Report provided in the agenda packet. There were no questions regarding the report.

J. BOARD MEMBER COMMENTS

Ms. Bailey commented that some lights were out and wanted an update from FPL on when the transition to LED lights would take place.

K. ADJOURNMENT

There being no further business to come before the Board, Ms. Bailey **moved** for adjournment at 11:23 a.m., Ms. Turner seconded and the **motion** carried 4 to 0.

Secretary

Chairperson

RESOLUTION NO. 2019-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2018/2019 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors of the Sonoma Bay Community Development District (“District”) is empowered to provide a funding source and to impose special assessments upon the properties within the District; and,

WHEREAS, the District has prepared for consideration and approval an Amended Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT, THAT:

Section 1. The Amended Budget for Fiscal Year 2018/2019 attached hereto as Exhibit “A” is hereby approved and adopted.

Section 2. The Secretary/Assistant Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

PASSED, ADOPTED and EFFECTIVE this 11th day of November, 2019.

ATTEST:

**SONOMA BAY
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Sonoma Bay
Community Development District

**Amended Final Budget For
Fiscal Year 2018/2019
October 1, 2018 - September 30, 2019**

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- I **AMENDED FINAL OPERATING FUND BUDGET**
- II **AMENDED FINAL DEBT SERVICE FUND BUDGET**

AMENDED FINAL BUDGET
SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT
OPERATING FUND
FISCAL YEAR 2018/2019
OCTOBER 1, 2018 - SEPTEMBER 30, 2019

	FISCAL YEAR 2018/2019 BUDGET 10/1/18 - 9/30/19	AMENDED FINAL BUDGET 10/1/18 - 9/30/19	YEAR TO DATE ACTUAL 10/1/18 - 9/29/19
REVENUES			
O & M Assessments	274,881	275,886	275,886
Debt Assessments	173,041	173,569	173,569
Other Revenues	0	0	0
Interest Income	180	468	488
TOTAL REVENUES	\$ 448,102	\$ 449,923	\$ 449,943
EXPENDITURES			
Supervisor Fees	11,000	10,200	10,200
Payroll Taxes - Employer	880	780	780
Engineering/Inspections	2,500	1,000	0
Lake Maintenance	1,500	1,000	750
Fountain Maintenance	1,000	0	0
Lighting	15,000	12,000	10,980
Security	180,000	205,000	193,983
Security - 2nd Roving Officer	12,000	0	0
Management	28,632	28,632	28,632
Legal	9,500	9,875	9,875
Assessment Roll	7,500	7,500	7,500
Audit Fees	3,900	3,400	3,400
Insurance	6,356	5,000	5,000
Legal Advertisements	1,400	1,000	468
Miscellaneous	1,100	1,400	1,098
Postage	300	125	110
Office Supplies	675	750	722
Dues & Subscriptions	175	175	175
Trustee Fee	2,500	2,500	2,500
Continuing Disclosure Fee	350	350	350
Website Management	1,500	1,500	1,500
TOTAL EXPENDITURES	\$ 287,768	\$ 292,187	\$ 278,023
REVENUES LESS EXPENDITURES	\$ 160,334	\$ 157,736	\$ 171,920
Bond Payments	(162,659)	(166,752)	(166,752)
BALANCE	\$ (2,325)	\$ (9,016)	\$ 5,168
County Appraiser & Tax Collector Fee	(8,958)	(4,907)	(4,907)
Discounts For Early Payments	(17,917)	(13,518)	(13,518)
EXCESS/ (SHORTFALL)	\$ (29,200)	\$ (27,441)	\$ (13,257)
Carryover From Prior Year	29,200	29,200	0
NET EXCESS/ (SHORTFALL)	\$ -	\$ 1,759	\$ (13,257)

FUND BALANCE AS OF 9/30/18	
FY 2018/2019 ACTIVITY	
FUND BALANCE AS OF 9/30/19	

\$161,309
(\$27,441)
\$133,868

Notes

\$29,200 Of Fund Balance Used To Reduce 2018/2019 Assessments.
\$32,900 Of Fund Balance To Be Used To Reduce 2019/2020 Assessments.

AMENDED FINAL BUDGET
SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND
FISCAL YEAR 2018/2019
OCTOBER 1, 2018 - SEPTEMBER 30, 2019

	FISCAL YEAR 2018/2019 BUDGET 10/1/18 - 9/30/19	AMENDED FINAL BUDGET 10/1/18 - 9/30/19	YEAR TO DATE ACTUAL 10/1/18 - 9/29/19
REVENUES			
Interest Income	25	1,893	1,893
NAV Tax Collection	162,659	166,752	166,752
Total Revenues	\$ 162,684	\$ 168,645	\$ 168,645
EXPENDITURES			
Principal Payments	100,000	100,000	100,000
Interest Payments	60,706	62,291	62,291
Bond Redemption	1,978	0	0
Total Expenditures	\$ 162,684	\$ 162,291	\$ 162,291
Excess/ (Shortfall)	\$ -	\$ 6,354	\$ 6,354

FUND BALANCE AS OF 9/30/18	\$98,031
FY 2018/2019 ACTIVITY	\$6,354
FUND BALANCE AS OF 9/30/19	\$104,385

Notes

Reserve Fund Balance = \$40,233*. Revenue Fund Balance = \$64,152*.

Revenue Fund Balance To Be Used To Make 11/1/2019 Interest Payment Of \$29,560.

* Approximate Amounts

Series 2015 Bond Refunding Information

Original Par Amount =	\$2,240,000	Annual Principal Payments Due:
Interest Rate =	3.17% - 5.45%	May 1st
Issue Date =	August 2015	Annual Interest Payments Due:
Maturity Date =	May 2035	May 1st & November 1st
Par Amount As Of 9/30/19 =	\$1,865,000	

Sonoma Bay
Community Development District

**Financial Report For
October 2019**

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

	Annual Budget 10/1/19 - 9/30/20	Actual Oct-19	Year To Date Actual 10/1/19 - 10/31/19
REVENUES			
O&M Assessments	274,817	0	0
Debt Assessments	173,041	0	0
Other Revenues	0	0	0
Interest Income	240	0	0
Total Revenues	\$ 448,098	\$ -	\$ -
EXPENDITURES			
Supervisor Fees	11,000	1,000	1,000
Payroll Taxes - Employer	880	76	76
Engineering/Inspections	2,500	0	0
Lake Maintenance	1,250	0	0
Fountain Maintenance	1,000	0	0
Lighting	13,000	891	891
Security	186,000	22,476	22,476
Security - Second Roving Officer	12,000	0	0
Management	28,632	2,386	2,386
Legal	9,500	0	0
Assessment Roll	7,500	0	0
Audit Fees	3,500	0	0
Insurance	6,356	5,251	5,251
Legal Advertisements	1,300	272	272
Miscellaneous	1,000	53	53
Postage	300	14	14
Office Supplies	725	62	62
Dues & Subscriptions	175	0	0
Trustee Fee	2,500	0	0
Continuing Disclosure Fee	350	0	0
Website Management	2,000	167	167
Total Expenditures	\$ 291,468	\$ 32,648	\$ 32,648
Revenues Less Expenditures	\$ 156,630	\$ (32,648)	\$ (32,648)
Bond Payments	(162,659)	0	0
BALANCE	\$ (6,029)	\$ (32,648)	\$ (32,648)
County Appraiser & Tax Collector Fee	(8,957)	(770)	(770)
Discounts For Early Payments	(17,914)	0	0
EXCESS/ (SHORTFALL)	\$ (32,900)	\$ (33,418)	\$ (33,418)
Carryover from Prior Year	\$ 32,900	\$ -	\$ -
NET/EXCESS (SHORTFALL)	\$ -	\$ (33,418)	\$ (33,418)

Bank Balance As Of 9/30/19	\$ 176,535.97
Funds Received: 10/1/19 - 10/31/19	\$ -
Disbursements: 10/1/19 - 10/31/19	\$ 33,856.41
Bank Balance As Of 10/31/19	\$ 142,679.56
Accounts Payable As Of 10/31/19	\$ 28,045.25
Accounts Receivable As Of 10/31/19	\$ -
Available Funds As Of 10/31/19	\$ 114,634.31

**Sonoma Bay Community Development District
Expenditures
October 2019**

	<u>Date</u>	<u>Invoice #</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Expenditures					
511.122 · Payroll Taxes					
	10/15/2019	PR 10.16.19	Payroll	mtg 10.14.19 ck 10.16.19 (Payroll Taxes)	76.50
Total 511.122 · Payroll Taxes					<u>76.50</u>
511.131 · Supervisor Fee					
	10/15/2019	PR 10.16.19	Payroll	mtg 10.14.19 ck 10.16.19 (Supervisor Fees)	1,000.00
Total 511.131 · Supervisor Fee					<u>1,000.00</u>
511.304 · Lighting					
	10/18/2019	31246-25371	FPL	Acct# 31246-25371 Billing 09.18.19-10.18.19	891.31
Total 511.304 · Lighting					<u>891.31</u>
511.308 · Security					
	10/11/2019	58636	Marksman Security Corporation	Invoice #58636 Golf Cart Oct 2019	203.67
	10/11/2019	58512	Marksman Security Corporation	Invoice #58512 Security Services (09.28.19-10.11.19) Gate House & Roving Officer Hours	7,356.16
	10/25/2019	59223	Marksman Security Corporation	Invoice #59223 Security Services (10.12.19-10.25.19) Gate House & Roving Officer Hours	7,356.16
	10/25/2019	59650	Marksman Security Corporation	Invoice #59650 Security Services 10.26.19-11.08.19 Golf Cart Nov	203.67
	10/25/2019	59648	Marksman Security Corporation	Invoice #59648 Security Services (10.26.19-11.08.19) Gate House & Roving Officer Hours	7,356.16
Total 511.308 · Security					<u>22,475.82</u>
511.311 · Management Fees					
	10/31/2019	2019-2791	Special District Services, Inc.	Management Fees Oct 2019	2,386.00
Total 511.311 · Management Fees					<u>2,386.00</u>
511.450 · Insurance					
	10/01/2019	9345	Egis Insurance & Risk Advisors	Invoice #9345 Renew Policy #100119062 10/1/19-10/1/20	5,251.00
Total 511.450 · Insurance					<u>5,251.00</u>
511.480 · Legal Advertisements					
	10/04/2019	I00517277-10042019	PBN (NEWSPAPER)	Invoice #I00517277-10042019 FY 19/20 Mtg Schedule	271.76
Total 511.480 · Legal Advertisements					<u>271.76</u>
511.512 · Miscellaneous					
	10/15/2019	PR 10.16.19	Payroll	mtg 10.14.19 ck 10.16.19 (Payroll Processing)	52.75
Total 511.512 · Miscellaneous					<u>52.75</u>
511.513 · Postage and Delivery					
	10/31/2019	2019-2791	Special District Services, Inc.	Postage Sept 2019	14.60
Total 511.513 · Postage and Delivery					<u>14.60</u>
511.514 · Office Supplies					
	10/31/2019	2019-2791	Special District Services, Inc.	Copier Sept 2019	21.60
	10/31/2019	2019-2791	Special District Services, Inc.	Meeting Books Sept 2019	40.00
Total 511.514 · Office Supplies					<u>61.60</u>
511.750 · Website Management					
	10/31/2019	2019-2791	Special District Services, Inc.	Website Management Fees Oct 2019	166.66
Total 511.750 · Website Management					<u>166.66</u>
Total Expenditures					<u>32,648.00</u>