



**SONOMA BAY  
COMMUNITY DEVELOPMENT  
DISTRICT**

**PALM BEACH COUNTY  
REGULAR BOARD MEETING  
JANUARY 13, 2020  
10:30 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**  
January 13, 2020  
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. November 11, 2019 Regular Board Meeting Minutes.....Page 3
- G. Old Business
- H. New Business
  - 1. Update on Security and FPL Light Exchange
- I. Administrative Matters
  - 1. Financial Report.....Page 6
- J. Board Members Comments
- K. Adjourn

## PROOF OF PUBLICATION STATE OF FLORIDA

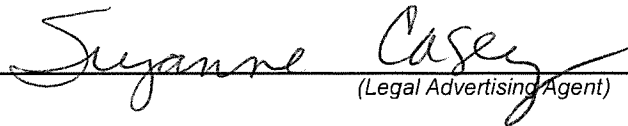
## PUBLIC NOTICE

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 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

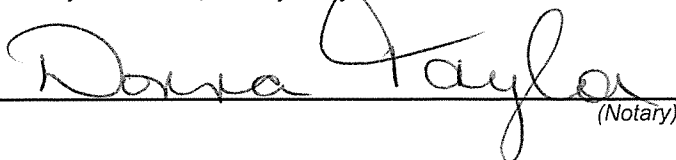
Invoice/Order Number:	0000517277
Ad Cost:	\$271.76
Paid:	\$0.00
Balance Due:	\$271.76

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  
NOVEMBER 11, 2019**

**A. CALL TO ORDER**

The November 11, 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, Pamela Turner and Rokibul Hasan (who arrived at 10:35 a.m.) 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: 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. October 14, 2019 Regular Board Meeting**

The October 14, 2019 Regular Board Meeting minutes were presented.

Ms. Turner **moved** approval, seconded by Ms. Dennis, approving the minutes of the October 14, 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. 2019-04 – Adopting a Fiscal Year 2018/2019 Amended Budget**

Resolution No. 2019-04 was presented, entitled:

**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.**

A motion was made by Mr. Farigua, seconded by Ms. Dennis and passed unanimously to adopt Resolution No. 2019-04, as presented.

**I. ADMINISTRATIVE MATTERS**

**1. Security Report**

Ms. Bailey reviewed the daily and incident reports for the month. A constructive discussion ensued between the Board and Mr. Benner of Marksman Security. The Board informed Mr. Benner of corrections that needed to be made in the recording of the incident and daily reports. It was also discussed that some guards were getting into altercations with residents, while others were spending long amounts of time chatting with residents while on duty. Mr. Brenner thanked the Board for bringing these items to his attention and stated that he would address the issues with his team.

Philippa of the HOA reported an issue involving police and emergency vehicles having to wait at the gate for security guards to give them access to the community. Ms. Wald stated that all emergency and police vehicles should be able to open the gate and not have to wait. Philippa will contact the company that handles the gate to be sure the software is up to date to allow emergency and police vehicles to enter without having to wait for a security guard's action.

Philippa also brought up the issue of streetlights that out. Mr. Karmeris responded that he had been in contact with FPL and would follow up to get the lights repaired.

**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**

The Board collectively decided to cancel the December 9, 2019, meeting.

**K. ADJOURNMENT**

There being no further business to come before the Board, Ms. Dennis **moved** for adjournment at 11:07 a.m., Ms. Turner seconded and the **motion** carried 5 to 0.

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Secretary

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Chairperson

Sonoma Bay  
Community Development District

**Financial Report For  
December 2019**



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

	Annual Budget 10/1/19 - 9/30/20	Actual Dec-19	Year To Date Actual 10/1/19 - 12/31/19
<b>REVENUES</b>			
O&M Assessments	274,817	171,120	199,122
Debt Assessments	173,041	110,122	128,382
Other Revenues	0	0	0
Interest Income	240	0	31
<b>Total Revenues</b>	<b>\$ 448,098</b>	<b>\$ 281,242</b>	<b>\$ 327,535</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	1,250	0	0
Fountain Maintenance	1,000	0	0
Lighting	13,000	891	2,654
Security	186,000	15,179	45,011
Security - Second Roving Officer	12,000	0	0
Management	28,632	2,386	7,158
Legal	9,500	0	1,890
Assessment Roll	7,500	0	0
Audit Fees	3,500	0	0
Insurance	6,356	0	5,251
Legal Advertisements	1,300	0	272
Miscellaneous	1,000	0	106
Postage	300	3	19
Office Supplies	725	43	188
Dues & Subscriptions	175	0	175
Trustee Fee	2,500	0	0
Continuing Disclosure Fee	350	0	0
Website Management	2,000	167	500
<b>Total Expenditures</b>	<b>\$ 291,468</b>	<b>\$ 18,669</b>	<b>\$ 65,377</b>
<b>Revenues Less Expenditures</b>	<b>\$ 156,630</b>	<b>\$ 262,573</b>	<b>\$ 262,158</b>
Bond Payments	(162,659)	(104,728)	(114,373)
<b>BALANCE</b>	<b>\$ (6,029)</b>	<b>\$ 157,845</b>	<b>\$ 147,785</b>
County Appraiser & Tax Collector Fee	(8,957)	(2,702)	(3,915)
Discounts For Early Payments	(17,914)	(11,062)	(12,997)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (32,900)</b>	<b>\$ 144,081</b>	<b>\$ 130,873</b>
Carryover from Prior Year	\$ 32,900	\$ -	\$ -
<b>NET/EXCESS (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ 144,081</b>	<b>\$ 130,873</b>

<b>Bank Balance As Of 11/30/19</b>	<b>\$ 159,803.27</b>
<b>Funds Received: 12/1/19 - 12/31/19</b>	<b>\$ 267,478.24</b>
<b>Disbursements: 12/1/19 - 12/31/19</b>	<b>\$ 22,078.89</b>
<b>Bank Balance As Of 12/31/19</b>	<b>\$ 405,202.62</b>
<b>Accounts Payable As Of 12/31/19</b>	<b>\$ 123,718.17</b>
<b>Accounts Receivable As Of 12/31/19</b>	<b>\$ -</b>
<b>Available Funds As Of 12/31/19</b>	<b>\$ 281,484.45</b>

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

	<u>Date</u>	<u>Invoice #</u>	<u>Vendor</u>	<u>Description</u>	<u>Debit</u>
<b>Expenditures</b>					
<b>511.122 · Payroll Taxes</b>					
	10/15/2019	PR 10.16.19	Payroll	mtg 10.14.19 ck 10.16.19 (Bailey, Dennis, Farigua, Hasan, Turner)	76.50
	11/12/2019	PR 11.13.19	Payroll	mtg 11.11.19 ck 11.13.19 (Bailey, Dennis, Farigua, Hasan, Turner)	76.50
Total 511.122 · Payroll Taxes					<u>153.00</u>
<b>511.131 · Supervisor Fee</b>					
	10/15/2019	PR 10.16.19	Payroll	mtg 10.14.19 ck 10.16.19 (Bailey, Dennis, Farigua, Hasan, Turner)	1,000.00
	11/12/2019	PR 11.13.19	Payroll	mtg 11.11.19 ck 11.13.19 (Bailey, Dennis, Farigua, Hasan, Turner)	1,000.00
Total 511.131 · Supervisor Fee					<u>2,000.00</u>
<b>511.304 · Lighting</b>					
	10/18/2019	31246-25371	FPL	Acct# 31246-25371 Billing 09.18.19-10.18.19	891.31
	11/18/2019	31246-25371	FPL	Acct# 31246-25371 Billing 10.18.19-11.18.19	871.80
	12/18/2019	31246-25371	FPL	Billing for 11.18.19-12.18.19	891.31
Total 511.304 · Lighting					<u>2,654.42</u>
<b>511.308 · Security</b>					
	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
	11/22/2019	60192	Marksman Security Corporation	Invoice #60192 Security Services (11.09.19-11.22.19) Gate House & Roving Officer Hours	7,356.16
	12/06/2019	60730	Marksman Security Corporation	Invoice #60730 Security Services (11.23.19-12.06.19) Gate House & Roving Officer Hours	7,618.88
	12/06/2019	60732	Marksman Security Corporation	Invoice #60732 Security Services- Golf Cart for Dec	203.67
	12/06/2019	61298	Marksman Security Corporation	Security Services provided from 12.07.2019 - 12.20.2019 Gate House Officer Hours Roving Officer ...	7,356.16
Total 511.308 · Security					<u>45,010.69</u>
<b>511.311 · Management Fees</b>					
	10/31/2019	2019-2791	Special District Services, Inc.	Management Fees Oct 2019	2,386.00
	11/30/2019	2019-3178	Special District Services, Inc.	Management Fees Nov 2019	2,386.00
	12/31/2019	2019-3381	Special District Services, Inc.	Management Fee Dec 2019	2,386.00
Total 511.311 · Management Fees					<u>7,158.00</u>
<b>511.315 · Legal Fees</b>					
	10/31/2019	159231	Billing, Cochran, Lyles, Mauro & Ramsey	Statement #159231 Legal Services Oct 2019	1,102.50
	11/30/2019	159741	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Services Nov 2019	787.50
Total 511.315 · Legal Fees					<u>1,890.00</u>
<b>511.450 · Insurance</b>					
	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>
<b>511.480 · Legal Advertisements</b>					
	10/04/2019	100517277-10042019	PBN (NEWSPAPER)	Invoice #100517277-10042019 FY 19/20 Mtg Schedule	271.76
Total 511.480 · Legal Advertisements					<u>271.76</u>
<b>511.512 · Miscellaneous</b>					
	10/15/2019	PR 10.16.19	Payroll	mtg 10.14.19 ck 10.16.19 (Bailey, Dennis, Farigua, Hasan, Turner)	52.75
	11/12/2019	PR 11.13.19	Payroll	mtg 11.11.19 ck 11.13.19 (Bailey, Dennis, Farigua, Hasan, Turner)	52.75

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

	<u>Date</u>	<u>Invoice #</u>	<u>Vendor</u>	<u>Description</u>	<u>Debit</u>
Total 511.512 · Miscellaneous					105.50
<b>511.513 · Postage and Delivery</b>					
	10/31/2019	2019-2791	Special District Services, Inc.	Postage Sept 2019	14.60
	11/30/2019	2019-3178	Special District Services, Inc.	Postage Oct 2019	2.00
	12/31/2019	2019-3381	Special District Services, Inc.	Postage - November 2019	2.50
Total 511.513 · Postage and Delivery					<u>19.10</u>
<b>511.514 · Office Supplies</b>					
	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
	11/30/2019	2019-3178	Special District Services, Inc.	Copier Oct 2019	43.20
	11/30/2019	2019-3178	Special District Services, Inc.	Meeting Books Oct 2019	40.00
	12/31/2019	2019-3381	Special District Services, Inc.	Copier Charges - November 2019	7.50
	12/31/2019	2019-3381	Special District Services, Inc.	Meeting books - November 2019	36.00
Total 511.514 · Office Supplies					<u>188.30</u>
<b>511.540 · Dues, License &amp; Subscriptions</b>					
	10/01/2019	74227	Department of Economic Opportunity	Invoice #74227 FY 2019/2020 Special District Fee	175.00
Total 511.540 · Dues, License & Subscriptions					<u>175.00</u>
<b>511.750 · Website Management</b>					
	10/31/2019	2019-2791	Special District Services, Inc.	Website Management Fees Octt 2019	166.66
	11/30/2019	2019-3178	Special District Services, Inc.	Website Management Fees Nov 2019	166.66
	12/31/2019	2019-3381	Special District Services, Inc.	Website Fee Dec 2019	166.66
Total 511.750 · Website Management					<u>499.98</u>
<b>Total Expenditures</b>					<u><b>65,376.75</b></u>