



**SONOMA BAY
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
FEBRUARY 10, 2020
10:30 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
February 10, 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. January 13, 2020 Regular Board Meeting Minutes.....Page 3
- G. Old Business
- H. New Business
 - 1. Update – FPL Light Exchange.....Page 5
- I. Administrative Matters
 - 1. Security Report
 - 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 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 001833
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
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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
JANUARY 13, 2020**

A. CALL TO ORDER

The January 13, 2020, Regular Board Meeting of the Sonoma Bay Community Development District was called to order at 10:34 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 Rokibul Hasan 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; HOA President, Jeanne Kulick; and HOA Manager, Phillipa Rolle

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 11, 2019 Regular Board Meeting

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

Mr. Hasan **moved** approval, seconded by Mr. Farigua, approving the minutes of the November 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. Update on Security and FPL Light Exchange

Mr. Karmeris advised that FPL had been contacted to fix the broken lights and replace bulbs with LED bulbs. Ms. Rolle commented that two of the lights were still out and that FPL needed to be contacted again. She also stated that the lights were not consistent throughout the property, some are dim yellow, while others are bright white. The Board directed Mr. Karmeris to contact FPL again to ask for full LED replacement throughout the neighborhood.

Ms. Rolle asked Mr. Benner of Marksman Security if he could instruct security guards to request copies of the police reports when the police are called. Ms. Wald noted that each time police were called there should be an incident number. She went on to say that the guards should demand the incident number is provided to them.

Ms. Bailey asked for an update on whether the emergency vehicle entry software was active. Ms. Rolle will bring that item to the HOA.

Ms. Bailey then spoke with Mr. Benner regarding the security issues that need to be addressed. She explained that she understands he is new to the account, but would like to bring him up to speed as quickly as possible. She then requested that he attend the next HOA meeting.

I. ADMINISTRATIVE MATTERS

1. 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, Mr. Hasan **moved** for adjournment at 11:23 a.m., Mr. Farigua seconded and the **motion** carried 4 to 0.

Secretary

Chairperson

UPDATE – FPL LIGHT EXCHANGE

**TO BE DISTRIBUTED
UNDER SEPARATE COVER**

Sonoma Bay
Community Development District

**Financial Report For
January 2020**

**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT
MONTHLY FINANCIAL REPORT
JANUARY 2020**

	Annual Budget 10/1/19 - 9/30/20	Actual Jan-20	Year To Date Actual 10/1/19 - 1/31/20
REVENUES			
O&M Assessments	274,817	7,799	206,921
Debt Assessments	173,041	3,678	132,060
Other Revenues	0	0	0
Interest Income	240	0	61
Total Revenues	\$ 448,098	\$ 11,477	\$ 339,042
EXPENDITURES			
Supervisor Fees	11,000	800	2,800
Payroll Taxes - Employer	880	52	205
Engineering/Inspections	2,500	0	0
Lake Maintenance	1,250	0	0
Fountain Maintenance	1,000	0	0
Lighting	13,000	1,773	4,427
Security	186,000	22,798	67,808
Security - Second Roving Officer	12,000	0	0
Management	28,632	2,386	9,544
Legal	9,500	0	2,390
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	61	167
Postage	300	2	21
Office Supplies	725	16	205
Dues & Subscriptions	175	0	175
Trustee Fee	2,500	0	0
Continuing Disclosure Fee	350	0	0
Website Management	2,000	167	667
Total Expenditures	\$ 291,468	\$ 28,055	\$ 93,932
Revenues Less Expenditures	\$ 156,630	\$ (16,578)	\$ 245,110
Bond Payments	(162,659)	(3,532)	(117,905)
BALANCE	\$ (6,029)	\$ (20,110)	\$ 127,205
County Appraiser & Tax Collector Fee	(8,957)	(111)	(4,026)
Discounts For Early Payments	(17,914)	(344)	(13,341)
EXCESS/ (SHORTFALL)	\$ (32,900)	\$ (20,565)	\$ 109,838
Carryover from Prior Year	\$ 32,900	\$ -	\$ -
NET/EXCESS (SHORTFALL)	\$ -	\$ (20,565)	\$ 109,838

Bank Balance As Of 12/31/19	\$ 405,232.54
Funds Received: 1/1/20 - 1/31/20	\$ 11,021.47
Disbursements: 1/1/20 - 1/31/20	\$ 27,988.46
Bank Balance As Of 1/31/20	\$ 388,265.55
Accounts Payable As Of 1/31/20	\$ 127,816.56
Accounts Receivable As Of 1/31/20	\$ -
Available Funds As Of 1/31/20	\$ 260,448.99

**Sonoma Bay Community Development District
Expenditures
October 2019 through January 2020**

	<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 (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
	01/14/2020	PR 01.14.20	Payroll	mtg 01.13.20 ck 01.14.20 (Bailey, Dennis, Hasan, Farigua)	52.20
Total 511.122 · Payroll Taxes					<u>205.20</u>
511.131 · Supervisor Fee					
	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
	01/14/2020	PR 01.14.20	Payroll	mtg 01.13.20 ck 01.14.20 (Bailey, Dennis, Hasan, Farigua)	800.00
Total 511.131 · Supervisor Fee					<u>2,800.00</u>
511.304 · Lighting					
	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
	01/18/2020	31246-25371	FPL	For: Dec 18 2019 to Jan 18 2020 (31 days)	1,772.55
Total 511.304 · Lighting					<u>4,426.97</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
	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
	01/03/2020	61903	Marksman Security Corporation	Security Services provided from 12.21.2019 - 1.03.2020 Golf Cart for the month of January	203.67
	01/03/2020	61901	Marksman Security Corporation	Security Services provided from 12.21.2019 - 1.03.2020 Gate House Officer Hours Gate House Offic...	7,881.60
	01/17/2020	62379	Marksman Security Corporation	Security Services provided from 1.04.2020 - 1.17.2020 Gate House Officer Hours Roving Officer Hours	7,356.16
	01/31/2020	63047	Marksman Security Corporation	Security Services provided from 1.18.2020 - 1.31.2020 Gate House Officer Hours Roving Officer Hours	7,356.16
Total 511.308 · Security					<u>67,808.28</u>
511.311 · Management Fees					
	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
	01/31/2020	2020-0143	Special District Services, Inc.	Management Fee Jan 20	2,386.00
Total 511.311 · Management Fees					<u>9,544.00</u>
511.315 · Legal Fees					
	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
	12/31/2019	160221	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Services Dec 2019	500.00
Total 511.315 · Legal Fees					<u>2,390.00</u>

Sonoma Bay Community Development District
Expenditures
October 2019 through January 2020

	<u>Date</u>	<u>Invoice #</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</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 (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
	01/14/2020	PR 01.14.20	Payroll	mtg 01.13.20 ck 01.14.20 (Bailey, Dennis, Hasan, Farigua)	61.20
Total 511.512 · Miscellaneous					<u>166.70</u>
511.513 · Postage and Delivery					
	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
	01/31/2020	2020-0143	Special District Services, Inc.	Postage Dec 2019	2.00
Total 511.513 · Postage and Delivery					<u>21.10</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
	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
	01/31/2020	2020-0143	Special District Services, Inc.	Copier Dec 2019	16.65
Total 511.514 · Office Supplies					<u>204.95</u>
511.540 · Dues, License & Subscriptions					
	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>
511.750 · Website Management					
	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
	01/31/2020	2020-0143	Special District Services, Inc.	Website Fee Jan 20	166.66
Total 511.750 · Website Management					<u>666.64</u>
Total Expenditures					<u>93,931.60</u>