



**SONOMA BAY  
COMMUNITY DEVELOPMENT  
DISTRICT**

**PALM BEACH COUNTY  
REGULAR BOARD MEETING  
FEBRUARY 7, 2022  
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**  
February 7, 2022  
10:30 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. December 13, 2021 Regular Board Meeting.....Page 3
- G. Old Business
- H. New Business
  - 1. FPL Update
  - 2. Tax Roll Update
- I. Administrative Matters
  - 1. Security Report
  - 2. Financial Report.....Page 5
- J. Board Members Comments
- K. Adjourn

## PROOF OF PUBLICATION STATE OF FLORIDA

### PUBLIC NOTICE

Before the undersigned authority, personally appeared Teal Pontarelli, 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 - Public Notice was published in said newspaper in issues dated: first date of Publication 10/01/2021 and last date of Publication 10/01/2021. 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:	0000662069
Ad Cost:	\$268.32
Paid:	\$0.00
Balance Due:	\$268.32

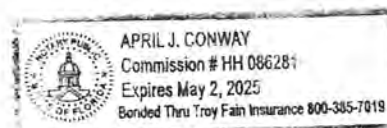
Signed



(Legal Advertising Agent)

Sworn or affirmed to, and subscribed before me, this 6th day of October, 2021 in Testimony whereof, I have hereunto set my hand and affixed my official seal, the day and year aforesaid.

Signed



Please see Ad on following page(s).

Invoice/Order Number:	0000662069
Ad Cost:	\$268.32
Paid:	\$0.00
Balance Due:	\$268.32

**SONOMA BAY  
COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2020/2021  
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 11, 2021  
November 8, 2021  
December 13, 2021  
January 10, 2022  
February 7, 2022  
March 14, 2022  
April 11, 2022  
May 9, 2022  
June 13, 2022  
July 11, 2022  
August 8, 2022  
September 12, 2022**

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)  
10-1/2021

0000662069-01

**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
DECEMBER 13, 2021**

**A. CALL TO ORDER**

The December 13, 2021, Regular Board Meeting of the Sonoma Bay Community Development District (the "District") was called to order at 10:30 a.m. at 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 1, 2021, as legally required.

**C. ESTABLISH A QUORUM**

It was determined that the attendance of Chairperson Dorothy Dennis, Vice Chairperson Consuella Bailey and Supervisors Sherman Cogle and Rokibul Hasan (via phone) constituted a quorum and it was in order to proceed with the meeting.

Staff present included: District Manager Andrew Karmeris of Special District Services, Inc.; and District Counsel Gregory George of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

**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 8, 2021, Regular Board Meeting**

The minutes of the November 8, 2021, Regular Board Meeting were presented for Board consideration.

A **motion** was made by Mr. Cogle, seconded by Ms. Dennis and passed unanimously approving the minutes of the November 8, 2021, Regular Board Meeting, as presented.

**G. OLD BUSINESS**

**1. Discussion Regarding Security Line-item Rebate**

Mr. Karmeris informed the Board that the new O&M assessment rate would be approximately \$521. He also informed the Board that Palm Beach County Tax Collector would be correcting the tax bills and sending out the refund for the difference in what was listed on the November 2021

tax bills. The Tax Collector's office stated that the 4% discount would be extended for all residents receiving a corrected tax bill.

Mr. Karmeris will bring back an update at the February meeting.

## **H. NEW BUSINESS**

There were no new business items to present.

## **I. ADMINISTRATIVE MATTERS**

### **1. Security Report**

No report.

### **2. Financial Report**

Mr. Karmeris presented the financial report provided in the agenda packet. There were no questions.

## **K. BOARD MEMBER COMMENTS**

Ms. Bailey asked that Mr. Cogle and the HOA make sure the information is finalized and accurate before sending letters to the residents regarding CDD business.

## **L. ADJOURNMENT**

There being no further business to come before the Board, the Regular Board Meeting was adjourned at 10:59 a.m. on a **motion** made by Mr. Cogle, seconded by Ms. Bailey and passed unanimously.

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Secretary

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Chairperson

Sonoma Bay  
Community Development District

**Financial Report For  
January 2022**

**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT  
MONTHLY FINANCIAL REPORT  
JANUARY 2022**

	<b>Annual Budget 10/1/21 - 9/30/22</b>	<b>Actual Jan-22</b>	<b>Year To Date Actual 10/1/21 - 1/31/22</b>
<b>REVENUES</b>			
O&M Assessments	314,199	16,988	253,999
Debt Assessments	173,041	8,509	143,123
Other Revenues	0	0	0
Interest Income	240	0	28
<b>Total Revenues</b>	<b>\$ 487,480</b>	<b>\$ 25,497</b>	<b>\$ 397,150</b>
<b>EXPENDITURES</b>			
Supervisor Fees	11,000	0	2,400
Payroll Taxes - Employer	880	0	157
Engineering/Inspections	1,500	0	0
Lake Maintenance	1,250	0	0
Fountain Maintenance	1,000	0	0
Lighting	13,000	937	3,647
Security	178,000	0	21,162
Off Duty Police Officer	25,000	0	0
Management	28,632	2,386	9,544
Legal	9,500	0	3,710
Assessment Roll	7,500	0	0
Audit Fees	3,700	0	0
Insurance	6,000	0	5,706
Legal Advertisements	1,600	0	268
Miscellaneous	1,000	0	321
Postage	300	0	48
Office Supplies	700	52	292
Dues & Subscriptions	175	0	175
Trustee Fee	2,500	0	0
Continuing Disclosure Fee	350	0	0
Website Management	2,000	166	667
<b>Total Expenditures</b>	<b>\$ 295,587</b>	<b>\$ 3,541</b>	<b>\$ 48,097</b>
<b>Revenues Less Expenditures</b>	<b>\$ 191,893</b>	<b>\$ 21,956</b>	<b>\$ 349,053</b>
Bond Payments	(162,659)	(8,171)	(136,099)
<b>BALANCE</b>	<b>\$ 29,234</b>	<b>\$ 13,785</b>	<b>\$ 212,954</b>
County Appraiser & Tax Collector Fee	(9,744)	(247)	(4,935)
Discounts For Early Payments	(19,490)	(765)	(15,656)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ 12,773</b>	<b>\$ 192,363</b>
Carryover from Prior Year	\$ -	\$ -	\$ -
<b>NET/EXCESS (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ 12,773</b>	<b>\$ 192,363</b>

<b>Bank Balance As Of 1/31/22</b>	<b>\$ 243,525.04</b>
<b>Accounts Payable As Of 1/31/22</b>	<b>\$ 17,485.01</b>
<b>Accounts Receivable As Of 1/31/22</b>	<b>\$ -</b>
<b>Available Funds As Of 1/31/22</b>	<b>\$ 226,040.03</b>



**Sonoma Bay Community Development District**  
**Expenditures**  
October 2021 through January 2022

	Date	Invoice #	Vendor	Description	Debit
<b>Expenditures</b>					
<b>511.122 · Payroll Taxes</b>					
	10/11/2021	PR 10.11.21	Payroll	mtg 10.11.21 ck 10.13.21 (Bailey, Dennis, Cogle, Hasan)	52.20
	11/09/2021	PR 11.08.21	Payroll	mtg 11.08.21 ck 11.10.21 (Bailey, Dennis, Cogle, Hasan)	52.60
	12/13/2021	PR 12.13.21	Payroll	mtg 12.13.21 ck 12.14.21 (Bailey, Dennis, Cogle, Hasan)	52.60
Total 511.122 · Payroll Taxes					157.40
<b>511.131 · Supervisor Fee</b>					
	10/11/2021	PR 10.11.21	Payroll	mtg 10.11.21 ck 10.13.21 (Bailey, Dennis, Cogle, Hasan)	800.00
	11/09/2021	PR 11.08.21	Payroll	mtg 11.08.21 ck 11.10.21 (Bailey, Dennis, Cogle, Hasan)	800.00
	12/13/2021	PR 12.13.21	Payroll	mtg 12.13.21 ck 12.14.21 (Bailey, Dennis, Cogle, Hasan)	800.00
Total 511.131 · Supervisor Fee					2,400.00
<b>511.304 · Lighting</b>					
	10/19/2021	31246-25371 1021	FPL	acct# 31246-25371 9/20/21 - 10/19/21	903.49
	11/17/2021	31246-25371 1121	FPL	acct# 31246-25371 10/19/21 - 11/17/21	903.49
	12/17/2021	31246-25371 1221	FPL	acct# 31246-25371 11/17/21-12/17/21	903.49
	01/19/2022	31246-25371	FPL	For: Dec 17, 2021 to Jan 19, 2022 (33 days)	936.78
Total 511.304 · Lighting					3,647.25
<b>511.308 · Security</b>					
	10/08/2021	86410	Marksman Security Corporation	Security Services: 9.25.2021 - 10.08.2021 Gate House Officer Hours Roving Offi...	6,983.25
	10/22/2021	86911	Marksman Security Corporation	Security Services 10.23.21 -10.29.21	6,400.80
	10/29/2021	87502	Marksman Security Corporation	Security Services 10.23.21 -10.29.21	3,200.40
	11/01/2021	5004	Sonoma Bay HOA	reimbursement for security 10/29-10/31/2121	512.80
	11/15/2021	5029	Sonoma Bay HOA	reimbursement for security 11/1-11/15/2121	4,064.40
Total 511.308 · Security					21,161.65
<b>511.311 · Management Fees</b>					
	10/31/2021	2021-2178	Special District Services, Inc.	Management Fee Oct 2021	2,386.00
	11/30/2021	2021-2292	Special District Services, Inc.	Management Fees Nov 2021	2,386.00
	12/31/2021	2021-2507	Special District Services, Inc.	Management Fees Dec 2021	2,386.00
	01/31/2022	2022-0047	Special District Services, Inc.	Management Fees Jan 2022	2,386.00
Total 511.311 · Management Fees					9,544.00
<b>511.315 · Legal Fees</b>					
	10/31/2021	171825	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Services for Sept 2021	1,705.00
	11/30/2021	172446	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Services for Nov 2021	1,200.00
	12/31/2021	172918	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Services for Dec 2021	805.00
Total 511.315 · Legal Fees					3,710.00
<b>511.450 · Insurance</b>					
	10/01/2021	14449	Egis Insurance & Risk Advisors	Renew Policy #100121062 10/01/2021-10/01/2022	5,706.00
Total 511.450 · Insurance					5,706.00
<b>511.480 · Legal Advertisements</b>					
	10/01/2021	I00662069-10012021	PBN (NEWSPAPER)	FY 21/22 Mtg Schedule	268.32
Total 511.480 · Legal Advertisements					268.32

**Sonoma Bay Community Development District**  
**Expenditures**  
**October 2021 through January 2022**

	<u>Date</u>	<u>Invoice #</u>	<u>Vendor</u>	<u>Description</u>	<u>Debit</u>
<b>511.512 · Miscellaneous</b>					
	10/11/2021	PR 10.11.21	Payroll	mtg 10.11.21 ck 10.13.21 (Bailey, Dennis, Cogle, Hasan)	61.20
	11/09/2021	PR 11.08.21	Payroll	mtg 11.08.21 ck 11.10.21 (Bailey, Dennis, Cogle, Hasan)	61.20
	11/30/2021	2021-2292	Special District Services, Inc.	Travel - Oct 2021	4.48
	12/13/2021	PR 12.13.21	Payroll	mtg 12.13.21 ck 12.14.21 (Bailey, Dennis, Cogle, Hasan)	61.20
	12/30/2021			Paymaster fee for W2s	133.25
Total 511.512 · Miscellaneous					321.33
<b>511.513 · Postage and Delivery</b>					
	10/31/2021	2021-2178	Special District Services, Inc.	FedEx Sept 2021	18.62
	10/31/2021	2021-2178	Special District Services, Inc.	Postage Sept 2021	14.66
	11/30/2021	2021-2292	Special District Services, Inc.	Postage Oct 2021	14.66
Total 511.513 · Postage and Delivery					47.94
<b>511.514 · Office Supplies</b>					
	10/31/2021	2021-2178	Special District Services, Inc.	Copier Sept 2021	78.30
	10/31/2021	2021-2178	Special District Services, Inc.	Meeting Books Sept 2021	40.00
	11/30/2021	2021-2292	Special District Services, Inc.	Copier charges - Oct 2021	34.50
	11/30/2021	2021-2292	Special District Services, Inc.	Meeting Books Oct 2021	32.00
	12/31/2021	2021-2507	Special District Services, Inc.	Copier charges - Nov 2021	23.70
	12/31/2021	2021-2507	Special District Services, Inc.	Meeting Books Nov 2021	32.00
	01/31/2022	2022-0047	Special District Services, Inc.	Copier Dec 2021	19.50
	01/31/2022	2022-0047	Special District Services, Inc.	Meeting Books Dec 2021	32.00
Total 511.514 · Office Supplies					292.00
<b>511.540 · Dues, License &amp; Subscriptions</b>					
	10/01/2021	84929	Department of Economic Opportunity	Special District Fee FY 2021/2022	175.00
Total 511.540 · Dues, License & Subscriptions					175.00
<b>511.750 · Website Management</b>					
	10/31/2021	2021-2178	Special District Services, Inc.	Website Fee Oct 2021	166.66
	11/30/2021	2021-2292	Special District Services, Inc.	Website Fee Nov 2021	166.66
	12/31/2021	2021-2507	Special District Services, Inc.	Website Fee Dec 2021	166.66
	01/31/2022	2022-0047	Special District Services, Inc.	Website Fee Jan 2022	166.66
Total 511.750 · Website Management					666.64
<b>Total Expenditures</b>					<b>48,097.53</b>