



**SONOMA BAY
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
FEBRUARY 13, 2023
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 13, 2023
10:30 a.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Seat New Board Members
- D. Administer Oath of Office & Review Board Member Responsibilities and Duties
- E. Establish Quorum
- F. Reorganization of the Board
 - Chairman
 - Vice Chairman
 - Secretary/Treasurer
 - Assistant Secretaries
- G. Additions or Deletions to Agenda
- H. Comments from the Public for Items Not on the Agenda
- I. Approval of Minutes
 - 1. December 12, 2022 Regular Board Meeting.....Page 2
- J. Old Business
- K. New Business
- L. Administrative Matters
 - 1. Financial Report.....Page 5
- M. Board Members Comments
- N. Adjourn

LOCALIQ

The Gainesville Sun | The Ledger
Daily Commercial | Ocala StarBanner
News Chief | Herald-Tribune
News Herald | The Palm Beach Post
Northwest Florida Daily News

PO Box 631244 Cincinnati, OH 45263-1244

PROOF OF PUBLICATION

Sonoma Bay Cdd
Sonoma Bay Cdd
2501 BURNS RD
STE A

PALM BEACH GARDENS FL 334105207

STATE OF FLORIDA, COUNTY OF PALM BEACH

The Palm Beach Post, a daily newspaper printed and published in the city of West Palm Beach and of general circulation in Palm Beach, Martin, Okeechobee and St Lucie Counties, Florida; and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issues dated or by publication on the newspaper's website, if authorized, on:

09/30/2022

and that the fees charged are legal.
Sworn to and subscribed before on 09/30/2022

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

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Please do not use this form for payment remittance.

SONOMA BAY COMMUNITY
DEVELOPMENT DISTRICT
FISCAL YEAR 2022/2023 REGU-
LAR MEETING SCHEDULE
NOTICE IS HEREBY GIVEN that
the Board of Supervisors of the
Sonoma Bay Community Develop-
ment District will hold Regular
Meetings in the Sonoma Bay Club-
house located at 3600 Sonoma Drive,
Riviera Beach, Florida 33404, at
10:30 a.m. on the following dates:
October 10, 2022
November 14, 2022
December 12, 2022
January 9, 2023
February 13, 2023
March 13, 2023
April 10, 2023
May 8, 2023
June 12, 2023
July 10, 2023
August 14, 2023
September 11, 2023

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 tele-
phone; therefore a speaker tele-
phone 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 meet-
ings, 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 accom-
modations 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
9-30/2022

**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
DECEMBER 12, 2022**

A. CALL TO ORDER

The December 12, 2022, Regular Board Meeting of the Sonoma Bay Community Development District (the “District”) was called to order at 10:31 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 September 30, 2022, as part of the District’s Fiscal Year 2022/2023 Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

It was determined that the attendance of Chairperson Dorothy Dennis and Supervisors Pamela Carter, Sherman Cogle and Rokibul Hasan constituted a quorum and it was in order to proceed with the meeting.

Staff present included: District Manager Sylvia Bethel 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 14, 2022, Regular Board Meeting

The minutes of the November 14, 2022, 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 14, 2022, Regular Board Meeting, as presented.

G. OLD BUSINESS

1. Update on Security Detail

Ms. Bethel advised that she had sent a request for a rover detail to three security companies and all three declined services due to the limited budget. However, if the HOA was to pick up a contract with a security vendor, a rover could be added on.

Mr. Cogle advised of the HOA and security negotiations. It was requested that this item be included on the next meeting agenda for further updates.

2. Update on Fountain & Lakes

Ms. Bethel explained that she had sent a request to two lake vendors of which Aquatic Vegetation Control immediately came out and provided a proposal. The vendor explained that the fountain's motor was good, but it appeared that the timer was faulty.

A **motion** was made by Mr. Cogle, seconded by Ms. Carter and passed unanimously approving the Aquatic Vegetation Control proposal for a replacement timer in the amount of \$240.

H. NEW BUSINESS

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

I. ADMINISTRATIVE MATTERS

1. Financial Report

Ms. Bethel directed the Board's attention to the financials on Page 9 of the meeting booklet. She requested that the board look over the information and let her know of any questions.

J. BOARD MEMBER COMMENTS

Ms. Carter advised that Ms. Jordia Spence was in attendance and was interested in joining the District Board. The Board was pleased that she responded to the letter that had been sent and requested a motion to appoint Ms. Spence. Mr. George asked what seat was open. Ms. Bethel responded that Seat #3 was open with an expiration of 2024.

A **motion** was made by Mr. Cogle, seconded by Mr. Hasan and passed unanimously appointing Jordin Spence to Seat #3, which expires in November 2024.

Ms. Bethel advised she would administer Ms. Spence's oath at the next meeting.

K. ADJOURNMENT

There being no further business to come before the Board, the Regular Board Meeting was adjourned at 10:41 a.m. on a **motion** made by Mr. Hasan, seconded by Mr. Cogle and passed unanimously.

Secretary

Chairperson

Sonoma Bay
Community Development District

**Financial Report For
January 2023**

**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT
MONTHLY FINANCIAL REPORT
JANUARY 2023**

	Annual Budget 10/1/22 - 9/30/23	Actual Jan-23	Year To Date Actual 10/1/22 - 1/31/23
REVENUES			
O&M Assessments	132,818	3,186	105,679
Debt Assessments	173,041	3,738	139,694
Other Revenues	0	0	0
Interest Income	240	0	615
Total Revenues	\$ 306,099	\$ 6,924	\$ 245,988
EXPENDITURES			
Supervisor Fees	11,000	0	1,400
Payroll Taxes - Employer	880	0	105
Engineering/Inspections	1,500	0	0
Lighting	13,000	955	3,663
Contingency	29,000	0	240
Management	29,484	2,457	9,828
Legal	13,000	0	2,025
Assessment Roll	7,500	0	0
Audit Fees	3,800	0	0
Insurance	6,200	0	6,134
Legal Advertisements	2,300	0	232
Miscellaneous	1,000	5	166
Postage	500	0	184
Office Supplies	900	47	148
Dues & Subscriptions	175	0	175
Trustee Fee	2,500	0	0
Continuing Disclosure Fee	350	0	0
Website Management	2,000	166	666
Total Expenditures	\$ 125,089	\$ 3,630	\$ 24,966
Revenues Less Expenditures	\$ 181,010	\$ 3,294	\$ 221,022
Bond Payments	(162,659)	(3,589)	(132,795)
BALANCE	\$ 18,351	\$ (295)	\$ 88,227
County Appraiser & Tax Collector Fee	(6,117)	(67)	(3,126)
Discounts For Early Payments	(12,234)	(208)	(9,762)
EXCESS/ (SHORTFALL)	\$ -	\$ (570)	\$ 75,339
Carryover from Prior Year	\$ -	\$ -	\$ -
NET/EXCESS (SHORTFALL)	\$ -	\$ (570)	\$ 75,339

Bank Balance As Of 1/31/23	\$ 170,483.38
Accounts Payable As Of 1/31/23	\$ 15,800.49
Accounts Receivable As Of 1/31/23	\$ -
Available Funds As Of 1/31/23	\$ 154,682.89

Sonoma Bay Community Development District
Expenditures
October 2022 through January 2023

	<u>Date</u>	<u>Invoice #</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
Expenditures					
511.122 · Payroll Taxes					
	11/17/2022	PR 11.14.22	Payroll	mtg 11.14.22 ck 11.16.22 (Dennis, Cogle, Carter)	51.95
	12/16/2022	PR 12.12.22	Payroll	mtg 12.12.22 ck 12.16.22 (Dennis, Cogle, Carter, Hasan)	52.60
Total 511.122 · Payroll Taxes					<u>104.55</u>
511.131 · Supervisor Fee					
	11/17/2022	PR 11.14.22	Payroll	mtg 11.14.22 ck 11.16.22 (Dennis, Cogle, Carter)	600.00
	12/16/2022	PR 12.12.22	Payroll	mtg 12.12.22 ck 12.16.22 (Dennis, Cogle, Carter, Hasan)	800.00
Total 511.131 · Supervisor Fee					<u>1,400.00</u>
511.303 · Fountain Maintenance					
	12/20/2022	1010196	Aquatic Vegetation Control Inc.	Timer replacement on fountain	240.00
Total 511.303 · Fountain Maintenance					<u>240.00</u>
511.304 · Lighting					
	10/19/2022	31246-25371	FPL	For: Sep 19, 2022 to Oct 19, 2022 (30 days)	904.19
	11/17/2022	31246-25371	FPL	For: Oct 19, 2022 to Nov 17, 2022 (29 days)	901.65
	12/17/2022	31246-25371	FPL	For: Nov 17, 2022 to Dec 17, 2022 (30 days)	901.65
	01/19/2023	31246-25371	FPL	For: Dec 17, 2022 to Jan 19, 2023 (33 days)	955.40
Total 511.304 · Lighting					<u>3,662.89</u>
511.311 · Management Fees					
	10/31/2022	2022-1642	Special District Services, Inc.	Management Fee Oct 2022	2,457.00
	11/30/2022	2022-1746	Special District Services, Inc.	Management Fee Nov 2022	2,457.00
	12/31/2022	2022-1956	Special District Services, Inc.	Management Fee Dec 2022	2,457.00
	01/31/2023	2023-0043	Special District Services, Inc.	Management Fee Jan 2023	2,457.00
Total 511.311 · Management Fees					<u>9,828.00</u>
511.315 · Legal Fees					
	10/31/2022	177732	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Services Oct 2022	500.00
	11/30/2022	178172	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Services Nov 2022	837.50
	12/31/2022	178603	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Services Dec 2022	687.50
Total 511.315 · Legal Fees					<u>2,025.00</u>
511.450 · Insurance					
	10/01/2022	16394	Egis Insurance & Risk Advisors	Renew Policy #100122062 10/01/2022-10/01/2023	6,134.00
Total 511.450 · Insurance					<u>6,134.00</u>
511.480 · Legal Advertisements					
	10/31/2022	0005017001	CA Florida Holdings, LLC	FY 22/23 Mtg Schedule	231.75
Total 511.480 · Legal Advertisements					<u>231.75</u>
511.512 · Miscellaneous					
	11/17/2022	PR 11.14.22	Payroll	mtg 11.14.22 ck 11.16.22 (Dennis, Cogle, Carter)	45.90

Sonoma Bay Community Development District
Expenditures
October 2022 through January 2023

	<u>Date</u>	<u>Invoice #</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
	12/16/2022	PR 12.12.22	Payroll	mtg 12.12.22 ck 12.16.22 (Dennis, Cogle, Carter, Hasan)	61.20
	12/31/2022	2022-1956	Special District Services, Inc.	Mailouts	50.00
	12/31/2022	2022-1956	Special District Services, Inc.	Travel Nov 2022	4.50
	01/31/2023	2023-0043	Special District Services, Inc.	Travel Dec 2022	4.50
Total 511.512 · Miscellaneous					<u>166.10</u>
511.513 · Postage and Delivery					
	10/31/2022	2022-1642	Special District Services, Inc.	FedEx Sept 2022	1.03
	11/30/2022	2022-1746	Special District Services, Inc.	Postage Oct 2022	15.64
	12/31/2022	2022-1956	Special District Services, Inc.	Postage Nov 2022	167.28
Total 511.513 · Postage and Delivery					<u>183.95</u>
511.514 · Office Supplies					
	10/31/2022	2022-1642	Special District Services, Inc.	Copier Sept 2022	0.60
	11/30/2022	2022-1746	Special District Services, Inc.	Copier Oct 2022	3.30
	12/31/2022	2022-1956	Special District Services, Inc.	Copier Nov 2022	65.55
	12/31/2022	2022-1956	Special District Services, Inc.	Meeting Books Nov 2022	32.00
	01/31/2023	2023-0043	Special District Services, Inc.	Copier Dec 2022	22.65
	01/31/2023	2023-0043	Special District Services, Inc.	Meeting Books Dec 2022	24.00
Total 511.514 · Office Supplies					<u>148.10</u>
511.540 · Dues, License & Subscriptions					
	10/03/2022	86834	Department of Economic Opportunity	Special District Fee FY 2022/2023	175.00
Total 511.540 · Dues, License & Subscriptions					<u>175.00</u>
511.750 · Website Management					
	10/31/2022	2022-1642	Special District Services, Inc.	Website Fee Oct 2022	166.66
	11/30/2022	2022-1746	Special District Services, Inc.	Website Fee Nov 2022	166.66
	12/31/2022	2022-1956	Special District Services, Inc.	Website Fee Dec 2022	166.66
	01/31/2023	2023-0043	Special District Services, Inc.	Website Fee Jan 2023	166.66
Total 511.750 · Website Management					<u>666.64</u>
Total Expenditures					<u>24,965.98</u>