



**SONOMA BAY
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
JUNE 9, 2025
9:00 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
June 9, 2025
9:00 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. May 12, 2025 Regular Board Meeting & Public Hearing.....Page 2
- G. Old Business
 - 1. Review Revised Agreement between CDD and HOA
- H. New Business
- I. Administrative Matters
 - 1. Financial Report.....Page 5
- J. Board Member Comments
- K. 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

AFFIDAVIT OF PUBLICATION

Sonoma Bay Cdd
Sonoma Bay Cdd
2501 BURNS RD
STE A

PALM BEACH GARDENS FL 334105207

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the Palm Beach Post, published in Palm Beach County, Florida; that the attached copy of advertisement, being a Govt Public Notices, was published on the publicly accessible website of Palm Beach County, Florida, or in a newspaper by print in the issues of, on:

01/31/2025

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 01/31/2025

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$224.48

Tax Amount: \$0.00

Payment Cost: \$224.48

Order No: 10976862

Customer No: 730511

PO #:

of Copies:

1

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT REVISED FISCAL YEAR 2024/2025 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 9:00 a.m. on the following dates:

February 10, 2025

March 3, 2025

April 14, 2025

May 12, 2025

June 9, 2025

July 14, 2025

August 11, 2025

September 8, 2025

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 ensure 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
1/31/25 #10976862

RYAN SPELLER
Notary Public
State of Wisconsin

**SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT
PUBLIC HEARING & REGULAR BOARD MEETING
MAY 12, 2025**

A. CALL TO ORDER

The May 12, 2025, Regular Board Meeting of the Sonoma Bay Community Development District (the “District”) was called to order at 9:02 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 January 31, 2025, as part of the District’s REVISED Fiscal Year 2024/2025 Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

It was determined that the attendance of Chairperson Dorothy Dennis, Vice Chairperson Jordia Spence and Supervisors Pamela Carter 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 Ginger Wald of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Also present was Jeanne Kulick, HOA Secretary.

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

Ms. Kulick inquired about information being shared between the HOA and the CDD. Ms. Wald stated that the information was public and an effective way to share information at an HOA meeting would be to go online and print the minutes from the CDD meetings.

F. APPROVAL OF MINUTES

1. February 10, 2025, Regular Board Meeting

The minutes of the February 10, 2025, Regular Board Meeting were presented for Board consideration.

A **motion** was made by Ms. Spence, seconded by Ms. Carter and passed unanimously approving the minutes of the February 10, 2025, Regular Board Meeting, as presented.

Ms. Bethel then recessed the Regular Board Meeting of and opened the Public Hearing regarding the Fiscal Year 2025/2026 Final Budget.

G. PUBLIC HEARING
1. Proof of Publication

Proof of publication was presented which stated that notice of the Public Hearing had been published in *The Palm Beach Post* on April 22, 2025, and April 29, 2025 as legally required.

2. Receive Public Comment on Fiscal Year 2025/2026 Final Budget

There was no public comment on the Fiscal Year 2025/2026 Final Budget.

3. Consider Resolution No. 2025-02 – Adopting a Fiscal Year 2025/2026 Final Budget

Resolution No. 2025-02 was presented, entitled:

RESOLUTION NO. 2025-02

**A RESOLUTION OF THE SONOMA BAY COMMUNITY
DEVELOPMENT DISTRICT ADOPTING A FISCAL YEAR 2025/2026
BUDGET.**

A **motion** was made by Mr. Hasan, seconded by Ms. Dennis and passed unanimously adopting Resolution No. 2025-02, as presented.

Ms. Bethel then closed the Public Hearing and reconvened the Regular Board Meeting.

H. OLD BUSINESS
1. Review Revised Agreement between District and HOA

Ms. Bethel advised that Mr. Hason had inquired about the responsibilities of the HOA and the CDD. Ms. Wald explained that the CDD had an easement over stormwater, wastewater and lights. The HOA has been maintaining the lakes and would recommend having an agreement if the HOA would like to continue maintenance of the lakes. A lengthy discussion ensued. The Board directed Ms. Wald to move forward with preparing an agreement between the HOA and the CDD for the HOA to continue maintenance of the lakes.

I. NEW BUSINESS
**1. Consider Resolution No. 2025-03 – Adopting a Fiscal Year 2025/2026 Meeting
Schedule**

Resolution No. 2025-03 was presented, entitled:

RESOLUTION NO. 2025-03

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT,
ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL
YEAR 2025/2026 AND SETTING THE TIME AND LOCATION OF SAID
DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.**

A **motion** was made by Mr. Hasan, seconded by Ms. Dennis and passed unanimously adopting Resolution No. 2025-03, as presented.

2. Consider Resolution No. 2025-04 – Registered Agent Change

Resolution No. 2025-04 was presented, entitled:

RESOLUTION 2025-04

**A RESOLUTION OF THE SONOMA BAY COMMUNITY
DEVELOPMENT DISTRICT DESIGNATING MICHAEL
J. PAWELCZYK AS THE DISTRICT'S REGISTERED
AGENT AND DESIGNATING THE OFFICE OF BILLING,
COCHRAN, LYLES, MAURO & RAMSEY, P.A. AS THE
REGISTERED OFFICE**

A **motion** was made by Mr. Hasan, seconded by Ms. Dennis and passed unanimously adopting Resolution No. 2025-04, as presented.

J. ADMINISTRATIVE MATTERS

1. Financial Report

Ms. Bethel reminded the Board that the Forms 1 were due July 1st and they should be receiving the notices by e-mail soon.

K. BOARD MEMBER COMMENTS

Ms. Spence advised that at the Marina Event Center on July 5th at 9 a.m. they would feature Resume and Interview Training and the annual career fair would begin at 10 a.m.

L. ADJOURNMENT

There being no further business to come before the Board, the Regular Board Meeting was adjourned at 9:50 a.m. on a **motion** made by Ms. Dennis, seconded by Ms. Carter and passed unanimously.

Secretary

Chairperson

Sonoma Bay
Community Development District

**Financial Report For
May 2025**

SONOMA BAY COMMUNITY DEVELOPMENT DISTRICT
MONTHLY FINANCIAL REPORT
MAY 2025

	Annual Budget 10/1/24 - 9/30/25	Actual May-25	Year To Date Actual 10/1/24 - 5/31/25
REVENUES			
O&M Assessments	132,649	0	127,151
Debt Assessments	173,041	0	165,770
Other Revenues	0	0	0
Interest Income	600	0	5,043
Total Revenues	\$ 306,290	\$ -	\$ 297,964
EXPENDITURES			
Supervisor Fees	11,000	800	3,200
Payroll Taxes - Employer	880	53	212
Engineering/Inspections	1,500	0	0
Lighting	13,000	972	7,656
Contingency	27,300	0	0
Management	31,260	2,605	20,840
Legal	13,000	0	7,270
Assessment Roll	7,500	0	0
Audit Fees	3,500	3,500	3,500
Insurance	7,100	0	6,858
Legal Advertisements	1,900	0	224
Miscellaneous	1,000	61	1,845
Postage	475	0	22
Office Supplies	850	2	176
Dues & Subscriptions	175	0	175
Trustee Fee	2,500	0	0
Continuing Disclosure Fee	350	0	0
Website Management	2,000	168	1,333
Total Expenditures	\$ 125,290	\$ 8,161	\$ 53,311
Revenues Less Expenditures	\$ 181,000	\$ (8,161)	\$ 244,653
Bond Payments	(162,659)	0	(158,099)
BALANCE	\$ 18,341	\$ (8,161)	\$ 86,554
County Appraiser & Tax Collector Fee	(6,113)	0	(3,740)
Discounts For Early Payments	(12,228)	0	(10,676)
EXCESS/ (SHORTFALL)	\$ -	\$ (8,161)	\$ 72,138
Carryover from Prior Year	\$ -	\$ -	\$ -
NET/EXCESS (SHORTFALL)	\$ -	\$ (8,161)	\$ 72,138

Bank Balance As Of 5/31/25	\$ 273,136.51
Accounts Payable As Of 5/31/25	\$ 8,067.71
Accounts Receivable As Of 5/31/25	\$ -
Contingency/Reserve As Of 5/31/25	\$ 27,900.00
Available Funds As Of 5/31/25	\$ 237,168.80

Sonoma Bay Community Development District
Expenditures
October 2024 through May 2025

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Expenditures					
511.122 · Payroll Taxes					
	10/07/2024	PR 10.07.24	Payroll	mtg 10.07.24 ck 10.09.24 (Dennis, Carter, Spence, Hasan)	53.00
	01/08/2025	PR 01.13.25	Payroll	mtg 01.13.25 ck 01.14.25 (Dennis, Carter, Spence, Hasan)	53.00
	02/12/2025	PR 02.10.25	Payroll	mtg 02.10.25 ck 02.12.25 (Dennis, Carter, Spence, Hasan)	53.12
	05/27/2025	PR 05.12.25	Payroll	mtg 05.12.25 ck 05.13.25 (Dennis, Carter, Spence, Hasan)	53.12
Total 511.122 · Payroll Taxes					212.24
511.131 · Supervisor Fee					
	10/07/2024	PR 10.07.24	Payroll	mtg 10.07.24 ck 10.09.24 (Dennis, Carter, Spence, Hasan)	800.00
	01/08/2025	PR 01.13.25	Payroll	mtg 01.13.25 ck 01.14.25 (Dennis, Carter, Spence, Hasan)	800.00
	02/12/2025	PR 02.10.25	Payroll	mtg 02.10.25 ck 02.12.25 (Dennis, Carter, Spence, Hasan)	800.00
	05/27/2025	PR 05.12.25	Payroll	mtg 05.12.25 ck 05.13.25 (Dennis, Carter, Spence, Hasan)	800.00
Total 511.131 · Supervisor Fee					3,200.00
511.304 · Lighting					
	10/18/2024	31246-25371	FPL	For: Sep 18, 2024 to Oct 18, 2024 (30 days)	931.18
	11/18/2024	31246-25371	FPL	For: Oct 18, 2024 to Nov 18, 2024 (31 days)	931.18
	12/18/2024	31246-25371	FPL	For: Nov 18, 2024 to Dec 18, 2024 (30 days)	931.18
	01/17/2025	31246-25371	FPL	For: Dec 18, 2024 to Jan 17, 2025 (30 days)	971.91
	02/19/2025	31246-25371	FPL	For: Jan 17, 2025 to Feb 19, 2025 (33 days)	974.01
	03/19/2025	31246-25371	FPL	For: Feb 19, 2025 to Mar 19, 2025 (28 days)	972.15
	04/17/2025	31246-25371	FPL	For: Mar 19, 2025 to Apr 17, 2025 (29 days)	972.15
	05/19/2025	31246-25371	FPL	For: Apr 17, 2025 to May 19, 2025 (32 days)	972.15
Total 511.304 · Lighting					7,655.91
511.311 · Management Fees					
	10/31/2024	2024-1434	Special District Services, Inc.	Management Fee Oct 2024	2,605.00
	11/30/2024	2024-1570	Special District Services, Inc.	Management Fee Nov 2024	2,605.00
	12/31/2024	2024-1800	Special District Services, Inc.	Management Fee Dec 2024	2,605.00
	01/31/2025	2025-0043	Special District Services, Inc.	Management Jan 2025	2,605.00
	02/28/2025	2025-0156	Special District Services, Inc.	Management Feb 2025	2,605.00
	03/31/2025	2025-0284	Special District Services, Inc.	Management March 2025	2,605.00
	04/30/2025	2025-0416	Special District Services, Inc.	Management April 2025	2,605.00
	05/31/2025	2025-0658	Special District Services, Inc.	Management May 2025	2,605.00
Total 511.311 · Management Fees					20,840.00

Sonoma Bay Community Development District
Expenditures
October 2024 through May 2025

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
511.315 · Legal Fees					
	10/31/2024	190269	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Fees Oct 2024	1,210.00
	11/30/2024	190793	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Fees Nov 2024	500.00
	12/31/2024	191142	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Fees Dec 2024	1,397.50
	01/31/2025	191821	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Fees Jan 2025	1,530.00
	02/28/2025	192216	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Fees Feb 2025	1,330.00
	03/31/2025	192692	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Fees Mar 2025	500.00
	04/30/2025	193183	Billing, Cochran, Lyles, Mauro & Ramsey	Legal Fees Apr 2025	802.50
Total 511.315 · Legal Fees					<u>7,270.00</u>
511.320 · Audit Fees					
	05/01/2025	27534	Grau and Associates	FY 2023/2024 Audit Fee	3,500.00
Total 511.320 · Audit Fees					<u>3,500.00</u>
511.450 · Insurance					
	10/01/2024	24779	Egis Insurance & Risk Advisors	10/01/2024-10/01/2025 Florida Insurance Alliance	6,858.00
Total 511.450 · Insurance					<u>6,858.00</u>
511.480 · Legal Advertisements					
	01/31/2025	0006933160	Gannett Florida LocaliQ	REVISED FY 24/25 Mtg Schedule	224.48
Total 511.480 · Legal Advertisements					<u>224.48</u>
511.512 · Miscellaneous					
	10/07/2024	PR 10.07.24	Payroll	mtg 10.07.24 ck 10.09.24 (Dennis, Carter, Spence, Hasan)	61.20
	10/12/2024	24-147	Timothy M. Smith Land Surveying, Inc	Legal description & sketch for proposed FPL easements.	1,500.00
	10/31/2024	2024-1434	Special District Services, Inc.	Travel Sept 2024	4.82
	11/30/2024	2024-1570	Special District Services, Inc.	Travel Oct 2024	4.82
	01/08/2025	PR 01.13.25	Payroll	mtg 01.13.25 ck 01.14.25 (Dennis, Carter, Spence, Hasan)	61.20
	01/30/2025		Paymaster	W2 processing fee	80.00
	02/12/2025	PR 02.10.25	Payroll	mtg 02.10.25 ck 02.12.25 (Dennis, Carter, Spence, Hasan)	61.20
	02/28/2025	2025-0156	Special District Services, Inc.	Travel Jan 2025	5.04
	03/31/2025	2025-0284	Special District Services, Inc.	Travel Feb 2025	5.04
	05/27/2025	PR 05.12.25	Payroll	mtg 05.12.25 ck 05.13.25 (Dennis, Carter, Spence, Hasan)	61.20
Total 511.512 · Miscellaneous					<u>1,844.52</u>
511.513 · Postage and Delivery					
	02/28/2025	2025-0156	Special District Services, Inc.	Postage Jan 2025	2.76
	04/25/2025	FY 2025 Postage	Anne M. Gannon	Prorated Share of Tax Roll Postage cost- FY 2025	19.00
Total 511.513 · Postage and Delivery					<u>21.76</u>

Sonoma Bay Community Development District
Expenditures
October 2024 through May 2025

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
511.514 · Office Supplies					
	10/31/2024	2024-1434	Special District Services, Inc.	Copier Sept 2024	3.90
	11/30/2024	2024-1570	Special District Services, Inc.	Copier Oct 2024	19.20
	11/30/2024	2024-1570	Special District Services, Inc.	Meeting Books Oct 2024	24.00
	12/31/2024	2024-1800	Special District Services, Inc.	Copier Nov 2024	0.45
	01/31/2025	2025-0043	Special District Services, Inc.	Copier Dec 2024	8.25
	02/28/2025	2025-0156	Special District Services, Inc.	Copier Jan 2025	17.40
	02/28/2025	2025-0156	Special District Services, Inc.	Meeting Books Jan 2025	28.00
	03/31/2025	2025-0284	Special District Services, Inc.	Copier Feb 2025	44.40
	03/31/2025	2025-0284	Special District Services, Inc.	Meeting Books Feb 2025	24.00
	04/30/2025	2025-0416	Special District Services, Inc.	Copier March 2025	3.60
	05/31/2025	2025-0658	Special District Services, Inc.	Copier April 2025	2.40
Total 511.514 · Office Supplies					<u>175.60</u>
511.540 · Dues, License & Subscriptions					
	10/01/2024	90844	Florida Commerce	Fiscal Year 2024 2025 Special District State Fee	175.00
Total 511.540 · Dues, License & Subscriptions					<u>175.00</u>
511.750 · Website Management					
	10/31/2024	2024-1434	Special District Services, Inc.	Website Oct 2024	166.66
	11/30/2024	2024-1570	Special District Services, Inc.	Website Nov 2024	166.66
	12/31/2024	2024-1800	Special District Services, Inc.	Website December 2024	166.66
	01/31/2025	2025-0043	Special District Services, Inc.	Website Jan 2025	166.66
	02/28/2025	2025-0156	Special District Services, Inc.	Website Feb 2025	166.66
	03/31/2025	2025-0284	Special District Services, Inc.	Website March 2025	166.66
	04/30/2025	2025-0416	Special District Services, Inc.	Website April 2025	166.66
	05/31/2025	2025-0658	Special District Services, Inc.	Website May 2025	166.66
Total 511.750 · Website Management					<u>1,333.28</u>
Total Expenditures					<u>53,310.79</u>