

**STELLAR NORTH COMMUNITY DEVELOPMENT DISTRICT
SPECIAL BOARD MEETING
JUNE 2, 2023**

A. CALL TO ORDER

The June 2, 2023, Special Board Meeting of the Stellar North Community Development District (the "District") was called to order at 10:52 a.m. in a Conference Room of the Goldbetter Miami Business Center located at 1031 Ives Dairy Road, Bldg. 4, Suite 228, Miami, Florida 33179.

B. PROOF OF PUBLICATION

Mrs. Perez presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on May 23, 2023, as legally required.

C. ESTABLISH A QUORUM

A quorum was established with the following Supervisors in attendance:

Chairman Michael Caputo, Vice Chairman Timothy Smith and Supervisors and Candice Smith.

Also in attendance were: District Manager Gloria Perez of Special District Services, Inc.; District Counsel Ginger Wald of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.; District Engineer Leonardo Rodriguez of Langan Engineering; Bond Counsel Stephen Sanford of Greenberg Traurig (via phone); and Andrew Karmeris of Special District Services, Inc. (via phone). Justin Frye of Kolter.

D. ADDITIONS OR DELETIONS TO 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. April 21, 2023, Regular Board Meeting

The minutes of the April 21, 2023, Regular Board Meeting were presented for consideration.

A **MOTION** was made by Mr. Tim Smith, seconded by Mr. Caputo and passed unanimously approving the minutes of the April 21, 2023, Regular Board Meeting, amended to reflect a correction in those who were in attendance: deleting Greg Meath and adding Jon Seifel.

G. NEW BUSINESS

1. Consider Resolution No. 2023-02 – Adopting a Fiscal Year 2023/2024 Proposed Budget and Setting a Public Hearing Date

Resolution No. 2023-02 was presented, entitled:

RESOLUTION 2023-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE STELLAR NORTH COMMUNITY DEVELOPMENT DISTRICT APPROVING THE PROPOSED BUDGET FOR FISCAL YEAR 2023/2024 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW AND PROVIDING FOR AN EFFECTIVE DATE.

The Administrative Budget is higher than last year. Regarding Maintenance, amounts have been applied several Maintenance line items were added. Estimated available funds as of 9-30-23 are anticipated to be \$5,000, should no unforeseen expenses occur.

Because 2023/2024 will be the first year the District will be on the roll, letters to residents will be necessary.

The Restricted Covenant is in effect for the first three fiscal years of the District. The District was formed in Fiscal Year 2020/2021, so hopefully Fiscal Year 2023/2024 is considered the fourth fiscal year of the District. The assessment for Option 1 (with FirstService Residential at approximately \$73,177) is \$32.09 higher than the assessment presented for Option 2, after the required developer contribution of \$42,326.00. *Without the developer contribution, the assessment amount would be an approximate additional \$125.42 and the maximum amount assessable pursuant to the covenant is not to exceed \$957.45, if it is determined that the District cannot exceed the covenant in 2023/2024.*

As done last year, the maximum debt assessment rate of \$1,496 per unit has been applied. The Administrative Budget is higher than last year. New Maintenance Items have been added. The estimated available funds at 9-30-23, should no unforeseen expenses occur, are \$5,000. No carryover balance has been applied.

Option 3 would be a modification of Option 2 which consists of removing the developer contribution and increasing the budget up to \$10,800 to remain under the covenant amount and would not exceed the assessment rate presented in Option 1.

Because 2023/2024 will be the first year the District will be on the roll, letters to residents would be necessary.

A **MOTION** was made by Supervisor Tim Smith, seconded by Supervisor Caputo and unanimously passed adopting Resolution No. 2023-02, approving a Proposed Budget for FY 2023-2024, modified by selecting Option 2 and increasing the Misc. Maintenance Budget line item by \$10,800 to remain under the covenant amount; setting the Public Hearing for finalization for August 4, 2023, at 10:30 a.m. in the Conference Room of the Goldbetter Miami Business Center located at 1031 Ives Dairy Road, Bldg 4, Suite 228, Miami, Florida 33179; and further authorizing letters and advertisements as required.

2. Consider Agreement between the District and FirstService Residential for Facilities Management

Mrs. Perez provided via handout the Draft Facilities Management Agreement and noted that she was not able to obtain confirmation from FirstService Residential of a not to exceed amount.

Ms. Wald noted that the District had not yet been conveyed or dedicated. She added that the boiler plate agreement previously approved by the Board in substantial final form and later modified by Ms. Smith and Mrs. Perez was not the agreement that was submitted by FirstService Residential to District Counsel. Ms. Wald proceeded to review each section of said agreement, gaining direction from the Board as to the necessary changes and modifications. With said changes, Ms. Wald will forward an updated agreement to FirstService Residential, inclusive of a not to exceed amount of \$18,000.

A **MOTION** was made by Supervisor Tim Smith, seconded by Supervisor Caputo and passed unanimously approving the Agreement between the District and FirstService Residential for Facilities Management, as amended, in substantial final form.

3. Discussion Regarding Dixie Landscape Proposal for Services Anticipated to Begin in Late August/Early September 2023

As requested by the Board, presented in the meeting book was the renegotiated agreement with Dixie Landscape providing a reduced rate of \$86,614.23.

Ms. Wald noted that the District did not own the property yet, therefore engagement of said services will need to be considered at a later date.

H. OLD BUSINESS

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

I. ADMINISTRATIVE MATTERS

1. Financial Update

Presented in the meeting book were the financials through April 30, 2023, reflecting available funds in the amount of \$26,534.18, Budget vs. Actual and the Series 2021 Bond, Paid Requisitions List showing that the Construction Fund Balance as zero as of March 31, 2023.

2. 2022 Form 1 – Statement of Financial Interests

Mrs. Perez reminded the Board to complete and mail into the Supervisor of Elections' office their completed 2022 Form 1 – Statement of Financial Interests, which is due July 1, 2023.

3. Landowners' Meeting – November 7, 2023

Mrs. Perez announced that the Landowners' Meeting would be held on November 7, 2023, and presented the Election Procedures, a sample ballot and a proxy in the meeting book for informational purposes.

J. BOARD MEMBER COMMENTS

There were no further comments from the Board Members.

K. ADJOURNMENT

There being no further business to come before the Board, the Special Board Meeting was adjourned at 11:36 a.m. on a **MOTION** made by Supervisor Tim Smith, seconded by Supervisor Caputo and passed unanimously.

ATTESTED BY:



Secretary/Assistant Secretary



Chairperson/Vice-Chair