

**STELLAR NORTH COMMUNITY DEVELOPMENT DISTRICT
PUBLIC HEARING & REGULAR BOARD MEETING
AUGUST 4, 2023**

A. CALL TO ORDER

The August 4, 2023, Regular Board Meeting of the Stellar North Community Development District (the "District") was called to order at 10:54 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 July 21, 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, Supervisor Jon Seifel were in attendance and Candice Smith attended via phone.

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.; and District Engineer Leonardo Rodriguez of Langan Engineering (via phone).

D. CONSIDER LETTER OF RESIGNATION FROM GREGORY MEATH AND DECLARE A VACANCY IN SEAT #5

A **MOTION** was made by Supervisor Timothy Smith, seconded by Supervisor Seifel and unanimously passed accepting Gregory "Greg" Meath's resignation from Seat No. 5, effective June 1, 2023, and simultaneously declaring a vacancy in Seat No. 5.

E. CONSIDER APPOINTMENT TO VACANCY IN SEAT #5

No appointment was made at this time.

F. ADMINISTER OATH OF OFFICE AND REVIEW BOARD MEMBER DUTIES & RESPONSIBILITIES

This action was not required at this time.

G. ELECTION OF OFFICERS

This action was not required at this time.

H. ADDITIONS OR DELETIONS TO AGENDA

Mr. Rodriguez noted that the sanitary sewer information had been updated and that the DERM certificate was pending.

I. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There were no comments from the public for items not on the agenda.

J. APPROVAL OF MINUTES

1. June 2, 2023, Special Board Meeting

The minutes of the June 2, 2023, Special Board Meeting were presented for consideration.

A **MOTION** was made by Supervisor Timothy Smith, seconded by Supervisor Caputo and passed unanimously approving the minutes of the June 2, 2023, Special Board Meeting, as presented.

K. NEW BUSINESS

1. Consider Resolution No. 2023-03 – Records Retention Policy Adoption

Resolution No. 2023-03 was presented, entitled:

RESOLUTION 2023-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE STELLAR NORTH COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Mrs. Perez explained that this action appoints a records liaison and designates the electronic copy of documents as the official District record. This means that only a copy needs to be signed at meetings, and once it is scanned, the original can be discarded, which will create a more economical and efficient records management system.

A **MOTION** was made by Supervisor Timothy Smith, seconded by Supervisor Caputo and unanimously passed adopting Resolution No. 2023-03, adopting a Records Retention Policy, as presented.

2. Consider Resolution No. 2023-04 – Adopting a Fiscal Year 2023/2024 Meeting Schedule

Mrs. Perez presented Resolution No. 2023-04, entitled:

RESOLUTION 2023-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE STELLAR NORTH COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2023-2024 AND PROVIDING FOR AN EFFECTIVE DATE.

After a brief discussion the meeting dates were changed to the first Friday of the month as follows:

November 7, 2023
January 19, 2024
March 15, 2024
April 19, 2024
May 17, 2024
June 21, 2024
August 16, 2024
September 20, 2024

A **MOTION** was made by Supervisor Timothy Smith, seconded by Supervisor Caputo and unanimously passed adopting Resolution No. 2023-04, holding meetings for the District in the Conference Room of the Goldbetter Miami Business Center located at 1031 Ives Dairy Road, Building 4, Suite 228, Miami, Florida 33179, unless otherwise authorized, with the start time of 10:30 a.m.; and further authorizes the advertisement of same, as required by law.

3. Consider Proposal for Management Services

Ms. Wald advised the Board that the agreement between the District and SDS, Inc. requires sixty (60) days' written notice.

A **MOTION** was made by Supervisor Timothy Smith, seconded by Supervisor Caputo and unanimously passed to terminating the Special District Service, Inc. agreement and directing District Counsel to prepare a Notice with an effective date of December 31, 2023.

A **MOTION** was then made by Supervisor Candice Smith, seconded by Supervisor Caputo and unanimously passed approving management services with W.H. Associates as District management with an effective date of January 1, 2023.

4. Consider Proposal for District Counsel Services

After discussion it was determined that no further action would be taken regarding this item.

L. OLD BUSINESS

1. Discussion Regarding Agreement between the District and FirstService Residential for Facilities Management

Ms. Wald noted that the amenities had not been built yet and therefore no action was taken at this time.

Mrs. Perez then recessed the Regular Board Meeting and opened the Public Hearing.

M. PUBLIC HEARING

1. Proof of Publication

Mrs. Perez presented proof of publication that notice of the Public Hearing had been published in the *Miami Daily Business Review* on July 21, 2023, as legally required.

2. Receive Public Comment on Fiscal Year 2023/2024 Final Budget

There was no public comment on the Fiscal Year 2023/2024 Final Budget.

Mrs. Perez then closed the Public Hearing and reconvened the Regular Board Meeting.

3. Consider Resolution No. 2023-05 – Adopting a Fiscal Year 2023/2024 Final Budget

Mrs. Perez presented Resolution No. 2023-05, entitled:

RESOLUTION NO. 2023-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE STELLAR NORTH COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING A FISCAL YEAR 2023/2024 FINAL BUDGET PURSUANT TO CHAPTER 190, *FLORIDA STATUTES*; AND PROVIDING AN EFFECTIVE DATE.

Mrs. Perez read the title of the resolution into the record and stated that it provides for approving and adopting the fiscal year 2023/2024 final budget and noted that several options were presented in the meeting materials for the Board’s consideration. Mrs. Perez noted that FirstService never confirmed a not to exceed amount.

Three options were presented, as follows:

Scenario #1 – O&M at Covenant Amount this is the one that was approved as the purposed budget.

Scenario #2 – With Developer Contribution (*which would require a developer funding agreement*) consisting of \$19,392.00.

Scenario #3 – With Reduced Maintenance

All the above Scenarios provide \$20,000 for FirstService Residential, estimating that the fee for this agreement will not exceed \$18,000 contractually.

A discussion ensued after which:

A **MOTION** was made by Supervisor Timothy Smith, seconded by Supervisor Caputo and unanimously passed adopting Resolution No. 2023-05, as presented, selecting Scenario #2 and setting the fiscal year 2023/2024 final budget.

4. Determine if Approval of Fiscal Year 2023/2024 Development Funding Agreement is Applicable Based on Approved Budget

Mrs. Perez explained the purpose of the Developer’s Funding Agreement was it is to be used if the Board decides to move forward with Scenario #2 to provide funding for operating overage thereby meeting the not to exceed the net amount of \$900.00. The difference would be paid by the developer, KL Florida City, LLC for FY 2023/2024 in the amount of \$19,392.

A **MOTION** was made by Supervisor Timothy Smith, seconded by Supervisor Caputo and passed unanimously approving, in substantial final form, the Developer's Funding Agreement for fiscal year 2023/2024.

N. ADMINISTRATIVE MATTERS
1. Financial Update

Mrs. Perez presented the financials provided in the meeting material and briefly reviewed them with the Board.

O. BOARD MEMBER COMMENTS
1. District Counsel Update on 2023 Florida Legislative Session

Ms. Wald provided an overview of the memorandum update of the 2023 Florida Legislative Session and briefly went over the ethics training requirements.

2. Update on Status of 2022 Statement of Financial Interests Disclosure Form 1

Mrs. Perez provided an update on the 2022 Financial Interests Disclosure Form 1 and advised the Board that pursuant to the Public Ethics State of Florida website (<http://public.ethics.state.fl.us/search.cfm>) none of the Board Members had submitted the required Form 1 for the District.

P. ADJOURNMENT

There being no further business to come before the Board, the Regular Board Meeting was adjourned at 12:09 p.m. on a **MOTION** made by Supervisor Caputo, seconded by Supervisor Timothy Smith and passed unanimously.

ATTESTED BY:



Secretary/Assistant Secretary



Chairperson/Vice-Chair