MINUTES OF MEETING
STELLAR NORTH
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Stellar North Community Development District held a Regular Meeting on May 17, 2024 at 10:30 a.m., at the Office Park at California Club, 1031 Ives Dairy Road, Suite 228, Miami, Florida 33179.

Present at the meeting were:

Michael Caputo	Chair
Timothy Smith	Vice Chair
Jon Seifel	Assistant Secretary

Also present:

Daniel Rom (via telephone)	District Manager
Kristen Thomas	Wrathell, Hunt and Associates, LLC
Andrew Kantarzhi	Wrathell, Hunt and Associates, LLC
Ginger Wald (via telephone)	District Counsel (Billing, Cochran, Lyles, Mauro & Ramsey, P.A.
Jere Earlywine (via telephone)	District Counsel (Kutak Rock LLP)
Lenny Rogriguez	District Engineer
William “Bill” Fife (via telephone)	Public

FIRST ORDER OF BUSINESS **Call to Order/Roll Call**

Mr. Kantarzhi called the meeting to order at 12:04 p.m.

Supervisors Caputo, Smith and Seifel were present. Supervisor Bain and Supervisor-Elect Woody Hughes were not present.

SECOND ORDER OF BUSINESS **Public Comments**

No members of the public were present.

- **District Engineer: Langan Engineering**

This item, previously Item 16B, was presented out or order.

Mr. Rodgriguez reported the following:

- Water and sewer were certified.
- Obtaining certification of the stormwater management drainage system from the Department of Environmental Resource Management (DERM) is underway. A follow up inspection will be scheduled.
- The process of conveying the water and sewer systems conveyed to the CDD can commence; the CDD will eventually convey the systems to the City.

In response to Mr. Earlywine's question as to whether all the construction account funds were spent, the answer was affirmative.

- **Consider Termination of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.**

This item, previously the Eleventh Order of Business, was presented out of order.

On MOTION by Mr. Smith and seconded by Mr. Caputo, with all in favor, termination of Billing, Cochran, Lyles, Mauro & Ramsey, P.A., was approved.

- **Consider Engagement of Kutak Rock LLP**

This item, previously the Twelfth Order of Business, was presented out of order.

On MOTION by Mr. Smith and seconded by Mr. Caputo, with all in favor, Engagement of Kutak Rock LLP for District Counsel Services, was approved.

Ms. Wald left the meeting.

- **Consideration of Resignation of Candice Bain from Seat 4**

This item was an addition to the agenda.

Mr. Kantarzhi presented Ms. Candice Bain's resignation.

On MOTION by Mr. Smith and seconded by Mr. Seifel, with all in favor, the resignation of Ms. Candice Bain from Seat 4, was accepted.

THIRD ORDER OF BUSINESS **Acceptance of Woody Hughes Notice of Intent to Decline Appointment [Seat 5]**

Mr. Kantarzhi presented Mr. Woody Hughes' declination of appointment to Seat 5.

On MOTION by Mr. Smith and seconded by Mr. Caputo, with all in favor, Mr. Woody Hughes' declination of appointment to Seat 5, was accepted.

FOURTH ORDER OF BUSINESS **Consider Appointment of William "Bill" Fife to Fill Unexpired Term of Seat 5; Term Expires November 2025**

Mr. Smith nominated Mr. William "Bill" Fife to fill Seat 5. No other nominations were made.

On MOTION by Mr. Smith and seconded by Mr. Caputo, with all in favor, the appointment of Mr. William "Bill" Fife to fill Seat 5, was approved.

Mr. Earlywine stated it appears that there is a Contract Assignment of the Site Work Contract and, as such, wondered if a full Acquisition is necessary or if general paperwork can be used to turn the utilities over from the CDD to the City. Mr. Rodriguez, Mr. Earlywine and Mr. Seifel will have a conference call to discuss the process.

- **Consider Appointment of Justin Frye to Fill Seat 4**

  This item was an addition to the agenda.

  Mr. Smith nominated Mr. Justin Frye to fill Seat 4. No other nominations were made.

On MOTION by Mr. Smith and seconded by Mr. Caputo, with all in favor, the appointment of Mr. Justin Frye to fill Seat 4, was approved.

- **Administration of Oath of Office to Appointed Supervisor (the following will be provided in a separate package)**

The Oath of Office will be administered to Mr. William "Bill" Fife and Mr. Justin Frye at or before the next meeting.

A. Required Ethics Training and Disclosure Filing

- **Sample Form 1 2023/Instructions**

B. Membership, Obligation and Responsibilities

C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees

D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers

FIFTH ORDER OF BUSINESS **Consideration of Resolution 2024-04, Electing and Removing Officers of the District and Providing for an Effective Date**

Mr. Kantarzhi presented Resolution 2024-04. Mr. Smith nominated the following:

Michael Caputo	Chair
Timothy Smith	Vice Chair
Jon Seifel	Assistant Secretary
William "Bill" Fife	Assistant Secretary

This Resolution removes the following from the Board:

William Hughes	Assistant Secretary

The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell	Secretary
Daniel Rom	Assistant Secretary
Andrew Kantarzhi	Assistant Secretary
Craig Wrathell	Treasurer
Jeff Pinder	Assistant Treasurer

On MOTION by Mr. Smith and seconded by Mr. Caputo, with all in favor, Resolution 2024-04, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS **Consideration of Resolution 2024-05, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public**

Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date

Mr. Rom presented Resolution 2024-05. He reviewed the proposed Fiscal Year 2025 budget, highlighting any line item increases, decreases and adjustments, compared to the Fiscal Year 2024 budget, and explained the reasons for any changes. He distributed a highlighted budget reflecting some changes that will be made. He noted that, with the changes, assessments are projected to be lower than in the version in the agenda book.

On MOTION by Mr. Smith and seconded by Mr. Caputo, with all in favor, Resolution 2024-05, Approving a Proposed Budget for Fiscal Year 2024/2025, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law on August 16, 2024 at 12:00 p.m., at the Office Park at California Club, 1031 Ives Dairy Road, Suite 228, Miami, Florida 33179; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted

SEVENTH ORDER OF BUSINESS **Consideration of Resolution 2024-06, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date**

Mr. Rom presented Resolution 2024-06. The following change was made to the Fiscal Year 2025 Meeting Schedule:

TIME: Change “10:30 AM” to “12:00 PM**”

FOOTNOTE: Add footnote “**Meetings will convene immediately following the adjournment of the Parker Pointe CDD meetings, schedules to commence at 12 PM.”

On MOTION by Mr. Smith and seconded by Mr. Caputo, with all in favor, Resolution 2024-06, Designating Dates, Times and Locations for Regular

Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025, as amended, and Providing for an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS **Consideration of Resolution 2024-07, Extending the Terms of Office of All Current Supervisors to Coincide with the General Election Pursuant to Section 190.006, Florida Statutes; Providing for Severability; and Providing an Effective Date**

Mr. Rom presented Resolution 2024-07.

On MOTION by Mr. Smith and seconded by Mr. Caputo, with all in favor, Resolution 2024-07, Extending the Terms of Office of All Current Supervisors to Coincide with the General Election Pursuant to Section 190.006, Florida Statutes; Providing for Severability; and Providing an Effective Date, was adopted.

NINTH ORDER OF BUSINESS **Consideration of Resolution 2024-08, Establishing an Electronic Signature Policy, Providing District Manager with Authority and Responsibility for Approval of Electronic Signatures and Implementation of Control Processes and Procedures to Ensure Compliance, Integrity, and Security, in Accordance with Chapter 688, Florida Statutes; and Providing for Severability and Effective Date**

Mr. Rom stated that this item is not necessary.

TENTH ORDER OF BUSINESS **Consideration of Resolution 2024-09, 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

Mr. Rom stated that this item is not necessary.

ELEVENTH ORDER OF BUSINESS **Consider Termination of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.**

This item was presented following the Second Order of Business.

TWELFTH ORDER OF BUSINESS **Consider Engagement of Kutak Rock LLP**

This item was presented following the Second Order of Business.

THIRTEENTH ORDER OF BUSINESS **Consideration of Disclosure Technology Services, LLC EMMA® Filing Assistance Software as a Service License Agreement**

Mr. Kantarzhi presented the Disclosure Technology Services, LLC EMMA® Filing Assistance Software as a Service License Agreement.

On MOTION by Mr. Smith and seconded by Mr. Caputo, with all in favor, the Disclosure Technology Services, LLC EMMA® Filing Assistance Software as a Service License Agreement, was approved.

FOURTEENTH ORDER OF BUSINESS **Acceptance of Unaudited Financial Statements as of March 31, 2024**

Mr. Rom noted that, for the Debt Service Fund, there is more principal year to date than what was budgeted. Once things are sorted out, the Unaudited Financials will be updated.

Regarding whether homeowner assessments were brought up to date, Mr. Kantarzhi stated that he will inquire but he thinks he would have heard if they are not up to date.

On MOTION by Mr. Smith and seconded by Mr. Caputo, with all in favor, the Unaudited Financial Statements as of March 31, 2024, were accepted.

FIFTEENTH ORDER OF BUSINESS **Approval of Meeting Minutes**

A. November 7, 2023 Landowners' Meeting

B. November 7, 2023 Regular Meeting

On MOTION by Mr. Smith and seconded by Mr. Caputo, with all in favor, the November 7, 2023 Landowners' Meeting and November 7, 2023 Regular Meeting Minutes, as presented, were approved.

SIXTEENTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel: Kutak Rock LLP

Mr. Earlywine stated some budget documents are being prepared and finalizing the turnover of District Counsel Services to Kutak Rock LLP.

B. District Engineer: Langan Engineering

This item was presented following the Second Order of Business.

C. District Manager: Wrathell, Hunt and Associates, LLC

- **NEXT MEETING DATE: June 21, 2024 at 10:30 AM**
  - **QUORUM CHECK**

The next meeting will be on June 21, 2024 at 12:00 p.m., rather than 10:30 a.m., unless cancelled.

SEVENTEENTH ORDER OF BUSINESS **Board Members' Comments/Requests**

There were no Board Members' comments or requests.

EIGHTEENTH ORDER OF BUSINESS **Public Comments**

No members of the public spoke.

NINETEENTH ORDER OF BUSINESS **Adjournment**

On MOTION by Mr. Smith and seconded by Mr. Caputo, with all in favor, the meeting adjourned at 12:22 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

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Chair/Vice Chair