

**MINUTES OF MEETING
STELLAR NORTH
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Stellar North Community Development District held Public Hearings and a Regular Meeting on August 16, 2024 at 12:00 p.m., or as soon thereafter as the matter may be heard, at the Office Park at California Club, 1031 Ives Dairy Road, Suite 228, Miami, Florida 33179.

Present at the meeting were:

Michael Caputo
Jon Seifel
William “Bill” Fife
Debbie Leonard

Chair
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also present:

Daniel Rom
Kristen Thomas
Andrew Kantarzhi
Jere Earlywine (via telephone)
Lenny Rogriguez (via telephone)
Kristina Olson (via telephone)

District Manager
Wrathell, Hunt and Associates, LLC
Wrathell, Hunt and Associates, LLC
District Counsel
District Engineer
Facilities Manager

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Kantarzhi called the meeting to order at 12:13 p.m. He stated that he administered the Oath of Office to Mr. William “Bill” Fife and reviewed items in the Supervisor’s package, prior to the meeting.

Supervisors Caputo, Fife and Seifel were present. Supervisor Smith and Supervisor-appointee Frye were not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public were present.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to William “Bill” Fife [Seat 5] (the following will be provided in a separate package)

This item was discussed during the First Order of Business.

- 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**

FOURTH ORDER OF BUSINESS

Acceptance of Resignation of Tim Smith [Seat 2]

Mr. Kantarzhi presented Mr. Tim Smith’s resignation letter.

On MOTION by Mr. Fife and seconded by Mr. Seifel, with all in favor, the resignation of Mr. Tim Smith from Seat 2, was accepted.

FIFTH ORDER OF BUSINESS

Consider Appointment of Debbie Leonard to Fill Unexpired Term of Seat 2; Term Expires November 2026

Mr. Fife nominated Ms. Debbie Leonard to fill Seat 2. No other nominations were made.

On MOTION by Mr. Fife and seconded by Mr. Seifel, with all in favor, the appointment of Ms. Debbie Leonard to fill Seat 2, was approved.

- **Administration of Oath of Office**

Mr. Kantarzhi, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Ms. Debbie Leonard.

Mr. Kantarzhi and Mr. Earlywine gave an overview of the Sunshine Law, public records laws and public ethics laws including the need to disclose gifts, prohibitions against using public

office for private benefit or the benefit of relatives, conflicts of interest, bribery and use of confidential information; information will be emailed to Ms. Leonard. It was noted that the Form 8B Memorandum of Voting Conflict, disclosing her employment and/or business affiliation with the Landowner will need to be completed this year. She must complete the required four hours of ethics training by December 31, 2025.

SIXTH ORDER OF BUSINESS

Consider Appointment to Fill Unexpired Term of Seat 4; Term Expires November 2028

Although Mr. Justin Frye was appointed to Seat 4 at the last meeting, he was not sworn in and is not taking the seat.

Mr. Fife nominated Mr. Luis Carcamo to fill Seat 4. No other nominations were made.

On MOTION by Mr. Fife and seconded by Mr. Caputo, with all in favor, the appointment of Mr. Luis Carcamo to fill Seat 4, was approved.

- **Administration of Oath of Office**

The Oath of Office will be administered to Mr. Luis Carcamo at or before the next meeting.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2024-08, Electing and Removing Officers of the District and Providing for an Effective Date

Mr. Kantarzhi presented Resolution 2024-08. Mr. Fife nominated the following:

William "Bill" Fife	Chair
Debbie Leonard	Vice Chair
Michael Caputo	Assistant Secretary
Jon Seifel	Assistant Secretary
Kristen Thomas	Assistant Secretary

This Resolution removes the following from the Board:

Timothy Smith	Assistant Secretary
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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. Fife and seconded by Mr. Caputo, with all in favor, Resolution 2024-08, Electing, as nominated, and Removing Officers of the District and Providing for an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS**Public Hearing on Adoption of Fiscal Year
2024/2025 Budget**

- A. Affidavit of Publication**
- B. Consideration of Resolution 2024-09, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date**
- Mr. Kantarzhi presented Resolution 2024-09. The proposed Fiscal Year 2025 budget has fully transitioned from off-roll to on-roll assessments and is the same as the version presented at the last meeting.

On MOTION by Mr. Fife and seconded by Mr. Seifel, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Mr. Fife and seconded by Ms. Leonard, with all in favor, the Public Hearing was closed.

On MOTION by Mr. Fife and seconded by Ms. Leonard, with all in favor, Resolution 2024-09, Relating to the Annual Appropriations and Adopting the Budget(s) for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

NINETH ORDER OF BUSINESS

Public Hearing to Hear Comments and Objections on the Imposition of Maintenance and Operation Assessments to Fund the Budget for Fiscal Year 2024/2025, Pursuant to Florida Law

- A. Proof/Affidavit of Publication**
- B. Mailed Notice(s) to Property Owners**
- C. Consideration of Resolution 2024-10, Making A Determination of Benefit and Imposing Special Assessments for Fiscal Year 2024/2025; Providing for The Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to The Assessment Roll; Providing a Severability Clause; And Providing an Effective Date**

On MOTION by Mr. Fife and seconded by Mr. Caputo, with all in favor, the Public Hearing was opened.

No affected property owners or members of the public spoke.

On MOTION by Ms. Leonard and seconded by Mr. Caputo, with all in favor, the Public Hearing was closed.

On MOTION by Ms. Leonard and seconded by Mr. Fife, with all in favor, Resolution 2024-10, Making A Determination of Benefit and Imposing Special Assessments for Fiscal Year 2024/2025; Providing for The Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to The Assessment Roll; Providing a Severability Clause; And Providing an Effective Date, was adopted.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2024-11, Designating a Registered Agent and Registered Office of the District, and Providing for an Effective Date

Mr. Kantarzhi presented Resolution 2024-11.

On MOTION by Ms. Leonard and seconded by Mr. Fife, with all in favor, Resolution 2024-11, Designating Craig Wrathell as the Registered Agent and 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, as the Registered Office of the District, and Providing for an Effective Date, was adopted.

ELEVENTH ORDER OF BUSINESS

Presentation of Audited Financial Statements with Independent Auditor's Report for the Fiscal Year Ended September 30, 2023, Prepared by Nowlen, Holt & Miner, P.A.

Mr. Kantarzhi presented the Audited Financial Statements for the Fiscal Year Ended September 30, 2023 and noted the pertinent information. It was a clean audit; there were no findings, recommendations, deficiencies on internal control or instances of noncompliance.

- A. Consideration of Resolution 2024-12, Hereby Accepting the Audited Financial Statements with Independent Auditor's Report for the Fiscal Year Ended September 30, 2023**

On MOTION by Mr. Fife and seconded by Ms. Leonard, with all in favor, Resolution 2024-12, Hereby Accepting the Audited Financial Statements with Independent Auditor's Report for the Fiscal Year Ended September 30, 2023, was adopted.

TWELFTH ORDER OF BUSINESS

Consideration of Resolution 2024-13, to Designate Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing an Effective Date

- A. Rules of Procedure**
B. Notices [Rule Development and Rulemaking]

These items were included for informational purposes.

On MOTION by Ms. Leonard and seconded by Mr. Fife, with all in favor, Resolution 2024-13, to Designate October 18, 2024 at 12:00 p.m., at the Office Park at California Club, 1031 Ives Dairy Road, Suite 228, Miami, Florida 33179, as the Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing an Effective Date, was adopted.

THIRTEENTH ORDER OF BUSINESS

Consideration of Resolution 2024-14, Setting a Public Hearing to Adopt Rules Relating to Parking and Parking Enforcement; and Providing for Severability and an Effective Date

A. Rules Relating to Overnight Parking and Parking Enforcement**B. Notices [Rule Development and Rulemaking]**

These items were included for informational purposes.

Mr. Rom discussed the rule development and rulemaking process that must be undertaken in order to establish and adopt Parking Enforcement Rules, which is being implemented to address vehicles that are being illegally parked within CDD-owned areas. The CDD will then have to enter into an Agreement with FirstService Residential Florida, Inc., to be the representative to enforce these Rules on behalf of the CDD.

Ms. Olson stated that most issues involve vehicles parking on the street in front of the dumpsters. Also, owners expressed concerns about security, as there have been at least five or six vehicles broken into within the last two months.

Discussion ensued regarding the CDD engaging a parking enforcement company and a booting or towing company.

On MOTION by Mr. Fife and seconded by Mr. Caputo, with all in favor, Resolution 2024-14, Setting a Public Hearing on October 18, 2024 at 12:00 p.m., at the Office Park at California Club, 1031 Ives Dairy Road, Suite 228, Miami, Florida 33179, to Adopt Rules Relating to Parking and Parking Enforcement; and Providing for Severability and an Effective Date, was adopted.

FOURTEENTH ORDER OF BUSINESS

Consideration of Goals and Objectives Reporting [HB7013 – Special Districts

Performance Measures and Standards Reporting]

Mr. Kantarzhi presented the Memorandum explaining the new requirement for special districts to develop goals and objectives annually and develop performance measures and standards to assess the achievement of the goals and objectives. Community Communication and Engagement, Infrastructure and Facilities Maintenance, and Financial Transparency and Accountability will be the key categories to focus on for Fiscal Year 2025. He presented the Performance Measures/Standards & Annual Reporting Form developed for the CDD, which explains how the CDD will meet the goals.

On MOTION by Mr. Fife and seconded by Mr. Caputo, with all in favor, the Goals and Objectives and the Performance Measures/Standards & Annual Reporting Form, were approved.

FIFTEENTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of June 30, 2024

On MOTION by Mr. Fife and seconded by Mr. Caputo, with all in favor, the Unaudited Financial Statements as of June 30, 2024, were accepted.

SIXTEENTH ORDER OF BUSINESS

Approval of May 17, 2024 Regular Meeting Minutes

On MOTION by Mr. Caputo and seconded by Mr. Seifel, with all in favor, the May 17, 2024 Regular Meeting Minutes, as presented, were approved.

SEVENTEENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

There was no report.

B. District Engineer: Langan Engineering

Regarding final inspection of the stormwater management drainage system, Mr. Rodriguez stated that the contractor must apply for an “after the fact” dewatering permit and pay the fine before the Department of Environmental Resource Management (DERM) will inspect

it. He is waiting for the contractor to submit the Bill of Sale to finalize conveyance of the water and sewer systems to the CDD, which will then be conveyed to the State.

▪ **Field Operations Report: FirstService Residential Florida, Inc**

This item was an addition to the agenda.

This item will appear under Staff Report on future agendas.

Ms. Olson reiterated that residents are asking if the CDD will be providing security, due to several vehicle break ins over the last two months.

Discussion ensued regarding the process to engage security personnel.

The Board agreed to designate Mr. Fife to work with Management and provide an update at the next meeting.

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

• **NEXT MEETING DATE: September 20, 2024 at 12:00 PAM**

○ **QUORUM CHECK**

The next meeting will be on September 20, 2024, unless cancelled.

EIGHTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

NINETEENTH ORDER OF BUSINESS

Public Comments

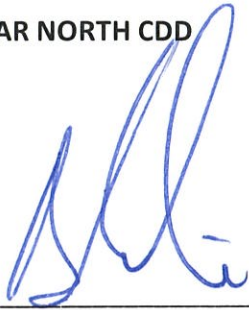
No members of the public spoke.

TWENTIETH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Caputo and seconded by Ms. Leonard, with all in favor, the meeting adjourned at 12:44 p.m.
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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair