

**MINUTES OF MEETING  
STONEBRIER  
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of the Stonebrier Community Development District was held on Thursday, October 16, 2025 at 6:00 p.m., at the Heritage Harbor Clubhouse, 19502 Heritage Harbor Way, Lutz, FL 33558. The actions taken are summarized as follows:

**FIRST ORDER OF BUSINESS:**

**Roll Call**

Mr. Beckett called the meeting to order at 6:01 p.m. and conducted roll call.

Present and constituting a quorum were:

|                     |                                       |
|---------------------|---------------------------------------|
| Michael Kiely (S2)  | Board Supervisor, Vice Chair          |
| Analina Medina (S3) | Board Supervisor, Chair               |
| Kristyn Fada (S4)   | Board Supervisor, Assistant Secretary |
| Hari Joshi (S5)     | Board Supervisor, Assistant Secretary |

Also present were:

|                      |   |
|----------------------|---|
| Joseph Traugott (S1) | Board Supervisor, Assistant Secretary ( <i>virtually – joined in progress</i> ) |
| Heath Beckett        | District Manager, Vesta District Services                                       |
| Kyle Darin           | Regional Director, Vesta District Services                                      |
| Michael Bush         | Field Manager, Vesta District Services  |
| Ryan Dugan           | District Counsel, Kutak Rock ( <i>virtually</i> )                               |
| Vasili Kostakis      | District Engineer, Stantec ( <i>virtually</i> )                                 |
| Preston Phipps       | Steadfast Environmental   |
| Christina Van Helden | Landscape Account Manager, Yellowstone  |

**SECOND ORDER OF BUSINESS:**

**Audience Comments – Agenda Items** (*Limited to 3 minutes per individual for agenda items*)

There being none, the next item followed.

**THIRD ORDER OF BUSINESS:**

**Reports**

A. EXHIBIT 1: Landscape Maintenance Report – *Christina Van Helden, Yellowstone*

Ms. Van Helden presented the Landscape Maintenance Report and responded to Supervisor questions. Discussion topics included the mulch installation - the tree rings along Sunlake and W. County Line are still to be completed, replacement of dying plants at the entrances, fungal infection impacting shrubs, damaged plants from weed whacking at the front gate, the replacement of the dead/dying Marigolds now that the irrigation has been repaired, and the man hours dedicated to maintaining CDD landscape. Supervisors discussed adding man-hours and/or time commitment to CDD maintenance to the scope for a future RFP. Supervisors noted that mowing was being completed per the

contract, but consistent and District-wide detailing was lacking due to crew size and insufficient time allocation to maintain the District's property.

1. Consideration of Yellowstone Proposals

a. EXHIBIT 2: Live Oak Replacements - \$44,088.14

Ms. Van Helden has requested an arborist evaluate the trees to confirm whether they are considered a safety hazard, if so a report will be submitted to Hillsborough County requesting they waive the replace requirement (replacement trees required if removed trees are not dead).

Roots dumped at the end of Sweetgrass and dead Pine trees on W. County Ln Road were discussed. Mr. Dugan stated that the dangerous condition caused by the dead trees could be reported to Hillsborough County. Board direction was for staff to submit a claim to the County and another letter to the property owner. Ms. Van Helden offered to request the arborist evaluate the trees and supply a proposal to remove them as supporting documentation for the letter.

b. EXHIBIT 3: September Irrigation Inspection Repairs - \$1,184.28

Ms. Van Helden explained that roots are damaging the lines over time and explained the scope to inhibit a repeat of the damage.

On a MOTION by Ms. Medina, SECONDED by Mr. Kiely, WITH ALL IN FAVOR, the Board approved Yellowstone's proposal for September irrigation inspection repairs in the amount of \$1,184.28, for Stonebrier Community Development District.

Supervisors discussed the replacement plants that will be installed.

*Discussion moved to III.F. Aquatic Maintenance Report before proceeding to the next item.*

B. EXHIBIT 4: Contracts

C. EXHIBIT 5: Outstanding Proposals

Supervisors requested the Yellowstone Waterbridge (Sunake) Entrance Enhancement proposal be archived as it had been invoiced.

D. EXHIBIT 6: Irrigation Spending

Mr. Beckett advised that the report was not received for inclusion in the agenda packet.

E. EXHIBIT 7: District Engineer – *Vasili Kostakis, Stantec*

Mr. Kostakis reported on the progress of the exhibit for the maintenance license agreement with Heritage Harbor. No movement had been observed on the Hillsborough County permitting or SWFWMD sites.

F. EXHIBIT 8: Aquatic Maintenance Report – ~~Lee Smith~~ *Preston Phipps, Steadfast Environmental*

*This item was discussed out of order after III.A. Landscape Maintenance Report*

Mr. Beckett presented a proposal to replace the motor on fountain #3 in the amount of \$1,138.00. Mr. Phipps responded to Supervisor questions on fountain maintenance and the scope of the proposal.

On a MOTION by Ms. Medina, SECONDED by Mr. Kiely, WITH ALL IN FAVOR, the Board approved Steadfast proposal # SCA2592 to replace the motor on fountain 3, inclusive of a two-year warranty, in the amount of \$1,138.00, for Stonebrier Community Development District.

Mr. Phipps advised that the permit for the Lake Ruth treatment was received and this project will start soon. Discussion followed on the quarterly maintenance around Lake Ruth and lilies. Supervisors requested the District stormwater ponds be treated for lilies.

Mr. Phipps reviewed the current pond conditions and the results of the lily treatment on Lake Nancy. He was asked to address treat lilies in the ponds.

1. Consideration of Steadfast Environmental Proposals

a. EXHIBIT 9: Quarterly Herbicide Treatments on Lake Nancy –  
*Previously Presented*

Consideration of this item was postponed until the next meeting.

Mr. Phipps stated that Steadfast provides landscape services in addition to aquatic maintenance services.

G. EXHIBIT 10: Field Operations Report – *Michael Bush, Vesta*

Mr. Bush presented the Field Operations Report. He reviewed progress on the flag pole and palm lights repairs, landscape deficiencies, and his observations of the ponds and main entrances. Discussion items included landscaping at the bike racks and entrances, lack of deer-resistant plants, monument repairs and paint touch-ups, and porter services between Waterbridge and Sweetgrass.

1. Consideration of Field Operation Proposals

There being none, the next item followed.

H. District Counsel – *Ryan Dugan, Kutak Rock*

Mr. Dugan advised that he was working with Mr. Kostakis and Heritage Harbor's District Counsel and District Engineer to draft the license agreement which would allow Heritage Harbor CDD to maintain a strip of District property.

I. EXHIBIT 11: District Manager – *Heath Beckett, Vesta District Services*

Mr. Beckett advised that he had reached out to both Commissioner Hagan and Mr. Reidy (Commissioner Aide) regarding sidewalks but had not received an acknowledgement to either of his emails. Supervisors requested photos of the sidewalks be included with the next request.

Discussion followed regarding the District's Natural Area Maintenance Policy. Payments for the permit modification and maintenance performed by the authorized contractor are to be issued by the homeowner directly to the contractor.

**FOURTH ORDER OF BUSINESS: Consent Agenda**

A. EXHIBIT 12: Consideration and Approval of the Minutes of the Board of Supervisors Regular Meeting Held September 11, 2025

B. EXHIBIT 13: Consideration and Acceptance of the Unaudited August 2025 Financial Report

Ms. Medina requested a transaction detail report for FY 2025.

On a MOTION by Ms. Medina, SECONDED by Mr. Kiely, WITH ALL IN FAVOR, the Board approved Consent Agenda – items A & B as presented, for Stonebrier Community Development District.

**FIFTH ORDER OF BUSINESS: District Management and Field Management Services**

A. EXHIBIT 14: Consideration of Responses to Informal Request for Proposals for District Management Services and Field Management Services

1. EXHIBIT 15: Vesta (current contracts)

2. EXHIBIT 16: GMS

3. ~~EXHIBIT 17: Stone Anchor Management~~ – withdrew

Mr. Dugan reviewed the informal RFP process and the responses to the request. After discussion, Board consensus was to invite management firms to present at the November meeting. Mr. Dugan received Supervisor input on updates for the informal RFP.

~~B. Authorization of Termination of Current District Management and Field Management Services Provider~~

**SIXTH ORDER OF BUSINESS: Supervisor Requests**

Ms. Fada was asked to provide her landscape concerns ahead of time, since she will not be attending the next meeting.

A. Selection of Next Month's Landscape Lighting Colors (*Joshi*)

Purple and Orange were requested.

**SEVENTH ORDER OF BUSINESS: Audience Comments – New Business (Limited to 3 minutes per individual for non-agenda items)**

**EIGHTH ORDER OF BUSINESS: Next Meeting Quorum Check**

*The next Stonebrier Community Development District meeting is scheduled for 6:00 p.m. on November 13, 2025 at Heritage Harbor Clubhouse, 19502 Heritage Harbor Way, Lutz, FL 33558.*

With the exception of Ms. Fada, all Supervisors affirmed their intent to attend the next meeting in person.

**NINTH ORDER OF BUSINESS:**

**Action Item Summary**

**District Manager**

- Escalate Yellowstone concerns up the ladder at Yellowstone as the board is not happy with the service they are getting.
- Review landscape contract – does it stipulate number of man hours to engaged on CDD property
- Send landscaping contract and RFP to Analina
- Follow up with Ryan about the trees on the farmers land
- Check when the last time Lake Ruth was mowed – supposed to be done quarterly
- Update outstanding proposals
- Send pictures of sidewalks to Hillsborough County
- Send FY 2025 Transaction Detail to Analina

**TENTH ORDER OF BUSINESS:**

**Adjournment**

On a MOTION by Mr. Kiely, SECONDED by Ms. Medina, WITH ALL IN FAVOR, the Board adjourned the meeting at 7:37 p.m., for Stonebrier Community Development District.

*\*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

**Meeting minutes were approved by vote of the Board of Supervisors at a publicly noticed meeting held on November 13, 2025.**

*Heath Beckett*

☐ Heath Beckett, Secretary

☐ \_\_\_\_\_, Assistant Secretary



Analina Medina (Jan 14, 2026 19:52:46 EST)

☐ Analina Medina, Chair

☐ Michael Kiely, Vice Chair