

**MINUTES OF MEETING
OAKSTEAD
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Oakstead Community Development District was held on Tuesday, October 21, 2008 at 2:30 p.m. at the Oakstead Clubhouse, 3038 Oakstead Boulevard, Land O' Lakes, Florida.

Present and constituting a quorum were:

John Witmer	Chairman
Barbara Feldman	Vice Chairperson (via telephone)
Diane Davis	Assistant Secretary
Joseph Cascio	Assistant Secretary
Lawrence Cymant	Assistant Secretary

Also present were:

Andrew Mendenhall	District Manager
Tracy Robin	District Attorney
Tonja Stewart	District Engineer
Nancy Intini	Park Director

The following is a summary of the discussions and actions taken at the October 21, 2008 Oakstead Community Development District's Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Mr. Witmer called the meeting to order and Mr. Mendenhall called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

The meeting was opened for audience comments on any agenda items.

There not being any, the next item followed.

THIRD ORDER OF BUSINESS

Consent Agenda

- A. **Approval of the Minutes of the September 16, 2008 Meeting**
- B. **Approval of the Financial Statements through September 30, 2008**

Mr. Witmer questioned Mr. Robin regarding a statement he made on page 7 of the September 16, 2008 minutes. The question concerned whether or not there was a time table for using the money derived from refinancing the bonds.

Mr. Robin explained the response he gave at that time and Mr. Witmer's questions were satisfied.

Mr. Witmer also noted that even though the financials are dated September 30, 2008 for the fiscal year end, they are not the final financials. There are items after the end of the year that get accrued into the financials; the September engineering invoices are still to be added, the August and September legal fees, and the \$10,000 Progress Energy invoice for the month of September. There will be some adjustments to the final financial statements. There was also an issue where an accrual was made for some vacation and sick pay that was incorrect, which will back some dollars out of the financials.

On MOTION by Mr. Cascio seconded by Ms. Davis with all in favor the consent agenda was approved.

FOURTH ORDER OF BUSINESS

Attorney's Report

Mr. Robin reported on the following items:

- Pasco County signed the park agreement.
- The sidewalk reimbursement agreement has been signed.
- At the last meeting the Board discussed setting a public hearing for the assessment on Tract 5. The public hearing item did not appear on today's agenda as a result of discussions and correspondence with DEVCO. Mr. Sifford noted in an email that the undeveloped tract does not receive any benefit at this point in time with regard to the assessment and it is not justified. They agree that when the tract is developed there will be justification for assessments. DEVCO has hired their own counsel to review this matter, which was encouraged by Mr. Robin.

The normal Chapter 170 notification process will be used for this process, which requires a notification letter be sent to owners at least 30 days in advance of the

public hearing, along with the public hearing notice. It is anticipated that the public hearing will take place in December. The Chapter 170 notice letter to the tract 5 owner is in the process of being put together and should be ready for distribution by November 16, 2008.

Mr. Cyment asked about Tract 4, which surrounds the Brighthouse parcel and Mr. Robin responded that he understands that parcel is not part of the District and Ms. Stewart concurred.

Mr. Cyment requested to have that shown to him in the description.

Ms. Stewart noted she could run the legal description for verification of the limits of the CDD boundary.

FIFTH ORDER OF BUSINESS

Engineer's Report

Ms. Stewart reported on the following:

- A letter regarding non compliance in mitigation areas M4 and M5 was received from SWFWMD. The next report is due in April, 2009 and it was recommended that a proposal be obtained to bring these areas back in to compliance. At this time, due to the coming dry season, there is not much that can be done. Planting can be done after the rainy season.

It was recommended that an inspection of all the mitigation areas be done perpetually to get early control, before there are complaints and violation letters issued.

A. Sidewalk Update

- Pavement Management Analysis – A pavement management program was explained. The program consists of performing a visual observation, one time per year for three to five years establishing the conditions of the roads. The information data would be put on a curve, a series of curves established over time, which is able to forecast the life of the pavement. The cost for this program is \$165 per mile and this District has approximately 10 miles. The company will give the District the program to continue the monitoring. Going forward with this program can stay within the Districts engineering budget. This is a good time for this program to start, as the roads are old enough.

- Micro Surface Road Surfacing – The usage of micro surfacing products is limited but improves the roads structurally and aesthetically. Micro surfacing appears to extend the pavement life by 12 years with one application.

It was recommended to the Board to enter into a three year contract for \$6,000, at \$2,000 per year maximum, with KMS to start the ball rolling.

On MOTION by Mr. Cascio seconded by Ms. Davis with all in favor entering into a contract with KMS and Associates to provide a pavement management analysis/roadway study at a cost of \$2,000 per year for three years with the first years cost of \$2,000 to come out of the engineering budget was approved.

- Curbs – Inspectors have been looking at the curbs and sidewalks in other areas. It has been reported that generally the sidewalks are in good condition. A final report will be generated in the next few months.
- Pedestrian Bridge – In addition to the proposal from Nature Bridges, a proposal from another company was solicited, which was approximately 15% higher than Nature Bridges. It was suggested that the District accept the proposal from Nature Bridges and recommended that permits not be included, as WilsonMiller is now equipped to provide structural engineering for permits.

Mr. Cyment noted that three bids are normally required and he submitted a bid from a bridge company last year, which was for approximately \$26,000. Since the bridge will be turned over to the County, he did not see the need to build the bridge at a higher standard than the County requires.

A discussion regarding the life expectancy of the bridge, appearance of the bridge, cost of the bridge, maintenance of the bridge and timing issues regarding coordinating the sidewalk project with the bridge project ensued. Mr. Witmer voiced his preference, which was to pursue a contract with Nature Bridges and get the construction started as soon as possible.

Mr. Cyment stated the determination to use plastic lumber was based on the premise that it would last a long time. Capital reserves planned for the replacement of the bridges and sidewalks, so it is not really an issue of which one will last the longest necessarily, but economically at the end of the day where are we going to get our biggest bang for the buck? We

spent an additional \$40,000 to build the bridge that we built, over and above what a replacement bridge would have been. That \$40,000 could have purchased an additional twenty acres of grass. How we spend our money is extremely important. It is irresponsible to do what we did last time; spending far more than we need to because we do not have a third quote. It should take less than a week to get another quote.

On MOTION by Mr. Witmer seconded by Ms. Davis with Mr. Witmer, Ms. Davis, Ms. Feldman and Mr. Cascio voting Aye and Mr. Cyment voting Nay, the proposal submitted by Nature Bridges for the 8' x 130' Oakstead Sidewalk Project was accepted.

Mr. Cyment requested that the record reflect his following statement: "without a third quote, we are violating our basic principles that we established at this Board over a year ago, that for major purchases that we require three quotes".

Ms. Davis expressed her basis for seconding and voting aye to the previous motion.

Ms. Stewart continued her report, noting the following:

- We have the right-of-use permit and the contractor is working on the sidewalk construction. If the Board or residents see any striping going on or any signage being placed before the next meeting, they should contact Ms. Stewart.
- The clubhouse and recreation facility – It was recommended that an inspection and report be done in terms of the current conditions and what repairs and replacement needs to be done in the future.

B. Update on Erosion Repairs – Tanglewylde
The water is still high.

Mr. Mendenhall asked for questions from the audience.

A resident reported a claim was filed against the Pasco County Road Department for damage to the wildlife corridor with the State of Florida Department of Environmental Protection

Mr. Balboni stated he is disturbed about the bridge issue and he would like to see three bids.

The record will reflect Mr. Robin and Ms. Stewart left the meeting.

SIXTH ORDER OF BUSINESS

Manager's Report

Mr. Mendenhall reported the following:

- An insurance claim was discussed at the last meeting. Mercury Insurance was disputing the claim, but they are going to remit a check in the amount of \$302.66.
- OLM is looking to increase their monthly service charge, effective January 1, 2009 to \$1,545, which is a slight increase.

On MOTION by Mr. Cymment seconded by Mr. Cascio with all in favor the monthly service charge of \$1,545 from OLM effective January 1, 2009 was approved.

SEVENTH ORDER OF BUSINESS

**Discussion and Approval of Items
Resulting from the October 14, 2008
Workshop Meeting**

Mr. Mendenhall explained that it was his understanding that the Board discussed moving forward with the Motts Contracting proposal. It was verified that the paint that will be used is Sherwin Williams Super Paint. A white fence, approximately 1,000 linear feet that was originally missed in the proposal will also be pressure washed at a cost of 25 cents per linear foot (\$250) and this was also verified by Motts.

The following items were also discussed at the workshop meeting:

- Salt System Quote – Three quotes were considered and the Sharper Image Pools quote was acceptable.

On MOTION by Mr. Witmer seconded by Ms. Feldman with all in favor the proposal submitted by Sharper Image Pools Inc. to install the salt system and the commercial ozone system in the amount of \$15,202 was accepted.

Mr. Witmer noted the pool can be shut down for a few days in order to complete the installation of the salt system.

Ms. Intini reported that an enclosure wall surrounding the pool filter is required by the County and must be completed by March 1st. A quote for constructing a cement wall around the pool filter will be obtained and the cost will become part of the pool systems project.

- Community Signs – As discussed at the workshop meeting, the bulletin board installation involves modifying the front entrance sign. Two quotes were obtained for this project, one from DTI Sign Group Inc. and one from Signs Now. After eliminating the 24”x 36”wide lockable clubhouse exterior sign that was to go outside the door, the quote from DTI is \$8,550 and the Signs Now bid was \$8,450. There was an issue with how Signs Now was going to install two separate signs, back to back with the existing concrete instead of putting the whole modular unit inside a bracket. DTI was selected as the vendor of choice for this project at a cost of \$8,550.

On MOTION by Mr. Witmer seconded by Ms. Davis with all in favor the bid, as modified, from DTI Sign Group Inc. to fabricate and install signs at a cost of \$8,550 was accepted.

Mr. Cyment noted he was troubled that there were not three quotes obtained for this project and Mr. Witmer apologized noting there was another quote from Apple Sign and Awning in the amount of \$12,000.

- Creative Landscaping – It was suggested to consider only the front portion at the entrance signs and along the five palms. The bid from Creative Landscape Lighting, for the front entrance only, was \$9,230. This encompassed the five palm trees and monuments on both sides of the road.
Other bids that were submitted were discussed.
Creative Landscape Lighting presented the newest, most up to date, cost effective quote.

On MOTION by Mr. Cyment seconded by Mr. Cascio with all in favor the proposal from Creative Landscape Lighting, for the front entrance lighting only, in the amount of \$9,230 was accepted.

- Pressure cleaning the walls and white vinyl fence and painting the walls within the community – Two vendors were considered, Motts and T&R. The Motts quote was \$7,700 higher than T&R. There were significant differences in the

quotes. It was determined that Sherwin Williams Super Paint would be applied. The vendor warranty is for seven years. In spite of the \$7,700 price difference, and at the recommendation of the District Manager, the Board felt more comfortable with Motts completing the project.

On MOTION by Mr. Cyment seconded by Ms. Davis with Mr. Witmer, Mr. Cascio, Ms. Davis and Ms. Feldman voting Aye and Mr. Cyment voting Nay the proposal from Motts Contracting Services Inc. for pressure cleaning the walls and white vinyl fence and painting the walls within the community with Sherwin Williams Super Paint was accepted.

Mr. Cyment expressed his reasons for voting against the previous motion and the remaining four board members expressed their reasons for accepting the Motts Contracting Services proposal.

Mr. Witmer directed Mr. Mendenhall to have a budget amendment resolution prepared, which would increase the Repairs and Maintenance fiscal year 2009 budget entry to \$51,500 from the current amount of \$8,000.

- Custom Curbing – A quote from C&M Custom Curbing was received, which proposes to provide concrete curbing set in rebar around the clubhouse.

Mr. Cyment requested that the Board table this item until three quotes could be obtained and Ms. Davis agreed that three quotes should be obtained but in an effort to accelerate some projects, a difference of a few hundred dollars should not deter the project from going forward.

On MOTION by Mr. Witmer seconded by Mr. Cascio with Mr. Witmer, Mr. Cascio, Ms. Feldman and Ms. Davis voting Aye and Mr. Cyment voting Nay the proposal from C&M Custom Curbing in the amount of \$3,500 to install curbing with rebar in the clubhouse area parking lot was accepted.

For the record, Mr. Cyment requested that his following comment be made part of the public record:

“This is being purchased with a single quote despite objections that we do not have three”.

- Greenbriar Landscape Proposal for Bed #11 on Oakstead Boulevard – Each board member received a copy of the Greenbriar proposal.

On MOTION by Mr. Cyment seconded by Mr. Cascio with all in favor the proposal from Greenbriar Landscape to perform landscape enhancements at Bed #11 on Oakstead Boulevard in the amount of \$1,941.22 was accepted.

- Greenbriar Landscape Proposal for landscape improvements for 9 Oakstead villages.

On MOTION by Mr. Cyment seconded by Mr. Cascio with all in favor the proposal from Greenbriar Landscape for landscape improvements/seasonal annual plantings in 9 Oakstead villages in the amount of \$1,902.40 for the initial planting and the next three plantings at \$1,037.30 each, was accepted.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Field Manager

Copies of the weekly field reports are attached hereto and made part of the public record.

Mr. Witmer distributed a copy of a Village Gate R&M Expense Summary prepared by Mr. Grasso.

B. Park Director

The folder distributed by Ms. Intini at the workshop meeting entitled “Clubhouse Projects” was discussed and board members were instructed to direct their questions and comments regarding the items in the folder to Mr. Mendenhall and he will compile them to be forwarded to Ms. Intini.

Ms. Intini also presented the Park Director’s reports; copies of the reports are attached hereto and made part of the public record.

C. Clubhouse Committee

Ms. Intini reported we are getting ready for the Halloween party.

D Landscape Committee

Mr. Paradiso noted the committee is hosting a landscape forum on November 12, 2008 at 7:00 P.M. with a guest speaker attending. Residents can learn how Greenbriar handles complaints and be informed on the order in which work is done. Forums will be scheduled quarterly and will be advertised in the newsletter.

E. Newsletter Committee

An email recently went out for November 1st for the December issue.

NINTH ORDER OF BUSINESS

Supervisors' Reports, Requests and Comments

A brief discussion regarding District employee sick and vacation time accrual ensued. Mr. Witmer noted at this time there is nothing in the employee manual regarding benefit accruals and suggested that the issue be further researched in order to modify the manual. The issue should be discussed at a future meeting.

Mr. Witmer suggested that at a future meeting the issue of fishing in the ponds in the District be discussed.

A resident noted he fishes in the ponds, does not use bait and releases the fish.

Some fishing concerns were expressed by residents in the audience and Mr. Witmer reiterated that the fishing issue will be discussed at a future meeting.

TENTH ORDER OF BUSINESS

Audience Comments

Everyone was reminded that SWFWMD voted to expand the water restrictions. A lot of the ponds in the County and the water district did not get much water this summer and water levels are low. A booklet from the USEPA will be left in the District library for reference. The book was designed as a children's book and is an excellent source for what is going wrong or right with the ponds and what to look for to get that indication.

It was also reported that at the Florida Botanical Gardens in Largo there are people from the University of Florida Institute of Food, Agriculture and Science who are experts on plants.

It was also reported that Raymow and Greenbriar have switched the direction in which they mow so that the grass clippings blow away from the ponds, which has caused 50% fewer algae.

ELEVENTH ORDER OF BUSINESS

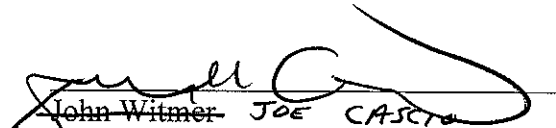
Adjournment

There being no further business,

On MOTION by Mr. Cyment seconded by Ms. Davis with all in favor the meeting was adjourned.



Andrew P. Mendenhall
Secretary


~~John Witmer~~ JOE CASCO
Chairman