

**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, April 20, 2010 at 2:30 p.m. at the Oakstead Clubhouse, 3038 Oakstead Boulevard, Land O' Lakes, Florida.

Present and constituting a quorum were:

Joseph Cascio	Chairman
Diane Davis	Assistant Secretary
Sal Paradiso	Assistant Secretary

Also present were:

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

Mr. Mendenhall reported Mr. Cyment and Ms. Feldman are not in attendance.

The following is a summary of the discussions and actions taken at the April 20, 2010, Oakstead Community Development District's Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

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

SECOND ORDER OF BUSINESS

**Audience Attendance Count (5) and
Comments**

Mr. Mendenhall noted there were 5 audience members in attendance.

Audience Comments:

- o A resident of Hillington, Mr. Joe Wright expressed his opinion regarding the community gates. He requested that if the gates are ever replaced, they should be replaced with gates that can be manually operated without damaging them.

Mr. Wright also expressed his opinion that residents should be given the choice of more than one vendor's name for use when signs are needed. There should be two or three vendors competing for that business.

Holes in the ground from missing utility covers were also mentioned by Mr. Wright; the covers should be replaced.

Lastly, Mr. Wright noted his opinion of the need for residents to trim their trees that are overhanging the street lower than 7 feet.

Mr. Cascio requested that Mr. Grasso respond to Mr. Wright's comments and noted the sign vendor issue would have to be addressed by the HOA.

Regarding the missing utility covers, Mr. Crouse from Greenbriar Landscape indicated if they see that a cover is missing and it is an irrigation control box, they will replace it right away.

The tree trimming issue was discussed and Mr. Cascio noted he will follow up with Norm on this issue.

- o Maura Harp with All County Property Management noted her company deals with out-of-state home investors.

Mr. Mendenhall explained to Ms. Harp that the CDD does not have anything to do with individual homes or homeowners; the CDD only deals with the common assets of the District.

Mr. Krauer of Tanglewylde discussed overflowing ponds and asked Ms. Stewart to start looking at placing some kind of culvert on State Rt. 54 so the water has a place to flow.

Ms. Stewart noted she has looked at and reported back on one complaint. She indicated there was an outfall structure for that wetland and the water was several inches before the water popped off into that structure. She can investigate further and report back to the Board at the next meeting.

A discussion on the high level of pond water ensued.

- o Ms. Frohnhoefer directed questions toward staff and she was advised to re-direct her questions to the District Manager.

A fencing issue involving missing rails was also noted by Ms. Frohnhoefer and Ms. Davis explained they do that for the landscaping in order to get behind the area to mow; it is temporary.

o Mr. Louis Davis addressed the Board regarding his concerns with sidewalk repairs. The Sheehan sidewalk was also mentioned.

Ms. Stewart addressed the sidewalk issue and a lengthy discussion ensued.

The sidewalk repair discussion concluded with Ms. Stewart indicating that the 3 panels, at Sheehan and Lynnwood will be reconstructed.

Mr. Davis indicated 4 slabs on 3110 Sheehan and 1 slab on 3109.

THIRD ORDER OF BUSINESS

Consent Agenda

A. Approval of the Minutes of the March 16, 2010 Regular Meeting

B. Approval of the Financial Statements through March 31, 2010

Each Board member received a copy of the March 16, 2010 minutes and was asked for any additions, corrections or deletions.

Each Board member received a copy of the financial statements as of March 31, 2010 and was asked for any comments on the financials.

Mr. Cascio MOVED to accept the consent agenda and Mr. Paradiso seconded the motion.

Mr. Paradiso asked Mr. Mendenhall questions regarding follow up items from the last meetings minutes.

Mr. Mendenhall responded to the budget question by noting the proposed 2011 budget will be presented at the May 18th meeting. He will send a template to all Board members and Mr. Witmer for review.

Regarding the financials, Mr. Paradiso asked a question about the SBA accounts. He asked if funds can be withdrawn from the two unrestricted accounts. Mr. Mendenhall explained the process.

The Brighthouse contract was discussed. During a phone conversation a Brighthouse representative informed Mr. Paradiso that the contract would soon be up for renewal.

Mr. Mendenhall has asked Brighthouse to send a copy of the current contract to him.

Mr. Paradiso asked about the assessments collected and Mr. Robin noted the amount indicated on the financials is only through February.

He also asked if the Worker's Compensation fee is paid up front instead of paying in installments, do they offer discounts and the response was no.

On VOICE VOTE with all in favor the consent agenda was approved.

FOURTH ORDER OF BUSINESS

Attorney's Report

A. Update on Eminent Domain Case

Mr. Robin noted he contacted Mr. Steve Stanley who said they are at the very beginnings of the case. The County made an original offer of \$4,200 and he thinks he can get the District more money than that.

A request from the Army Corps of Engineers to approve a permit transfer of the Army Corps; a permit transfer from Devco to the District was explained.

B. Review of the General Election Process and Consideration of Resolution 2010-2

Mr. Robin explained there is a memorandum included in the Board packet describing a change in the law, which now requires a published ad to run two weeks before the qualifying period to announce to the residents within the boundaries of the District that there is an election this year.

The qualification period will start on Monday, June 14, 2010 at noon and end on Friday, June 18, 2010 at noon.

On MOTION by Mr. Paradiso seconded by Mr. Cascio with all in favor Resolution 2010-2 confirming the District's use of the Pasco County Supervisor of Elections to continue conducting the District's election of Supervisors in conjunction with the general election was adopted.

FIFTH ORDER OF BUSINESS

Engineer's Report

Ms. Stewart reported on a discussion she had with Mr. Jim Woodman, the County Engineer, in regard to the tree issue as previously discussed at another meeting. He indicated that the application approved for the Groves devastated the community. Before the Oakstead community seriously takes into consideration an approach to the County to do tree removal, there might be some backlash because of the results of the Groves, as they believe it devastated

the community in an appearance and aesthetic standpoint. His position is that trees add value to the community.

Mr. Cascio reported he and Mr. Krauer will be visiting the Groves and will be in contact with the gentleman who was involved with the changing of the ordinance regarding tree removal. We plan to follow up with the County representative.

Ms. Stewart also discussed pool construction supervision and the Board made the decision to go with Bracken Engineering for the pool construction supervision.

On MOTION by Mr. Cascio seconded by Mr. Paradiso with all in favor, subject to District Attorney's review and approval the contract submitted by Bracken Engineering for kiddy-pool construction supervision at a cost of \$2,200 was accepted.

Mr. Cascio addressed Ms. Stewart about the speed limit signs for the gates noting the Board does not want the full size DOT signs; we would like something decorative.

Mr. Paradiso suggested approval of one of the two signs presented to him by Ms. Intini.

Regarding speeding, Ms. Davis reported that the speed bump issue was discussed at the last workshop meeting.

Ms. Davis asked Ms. Stewart to look through a book of speed bump options and asked if anything in the book would serve Oakstead without going through the County, Sheriff and other agencies.

Mr. Grasso noted any traffic alteration devices must go through traffic control and it has to have an engineer's request for study.

Ms. Stewart reported we do a certification to the Sheriff's office stating that your striping and signage is compliant with the traffic control devices.

A lengthy discussion on the speeding issue and possible traffic devices ensued.

The discussion concluded with Mr. Paradiso directing the District Engineer, Ms. Stewart to proceed with arranging for the speed humps as discussed, at Brenford Place and Marchmont Boulevard.

Ms. Davis agreed with Mr. Paradiso's direction to Ms. Stewart adding that she would like something done yesterday.

Mr. Cascio suggested having one speed hump installed as a trial, in front of the resident's house who has been emphatically requesting that something be done to slow down traffic. After getting feedback from the resident, if effective, we can look into installing them in other locations.

Ms. Davis disagreed with Mr. Cascio's suggestion and noted she would like to have a segment of them put down.

Ms. Stewart will prepare more information on the speed humps and distribute it to the Board for further discussion at the next workshop meeting.

The gate signs were discussed.

On MOTION by Mr. Paradiso seconded by Ms. Davis with all in favor purchasing 9, 18" x 18", "Slow...Children Playing" signs to be installed on the gates at a cost of \$35 each, one sign for each village on the entrance side, in black and gold was approved.

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

SIXTH ORDER OF BUSINESS

Manager's Report

Mr. Mendenhall answered questions previously posed by Mr. Paradiso regarding the financial statements.

A. Update on Staff Reviews

An update on the staff reviews was explained by Mr. Mendenhall. The following was noted:

- Mr. Grasso and Ms. Intini were reviewed on Friday.
- Comments provided by various Supervisors were incorporated into the reviews along with Mr. Mendenhall's own comments and scoring.
- Copies of the written comments were given to Mr. Grasso and Ms. Intini.
- They were given a chance to respond to the reviews.
- The reviews turned out well and they both performed exceptionally.
- Mr. Grasso and Ms. Intini were encouraged by Mr. Mendenhall to look into any training or educational opportunities available to them and he encouraged the Board to support any ways that the staff can advance their skills.

- Staff reviews were done at this time to coincide with budget season, which helps in forecasting salary needs for staff.
- It is the Board's decision to recommend raises or bonuses.

Mr. Paradiso noted his recollection that the issue of percentage increases would be revisited when discussing this year's budget. He indicated we can address the issue of increases at the first Board meeting in October since the new funds will be coming in.

Mr. Mendenhall recommended that the Board start talking about the staff compensation at the next meeting in May when budget discussions will begin.

Ms. Davis suggested putting the staff compensation item on the next workshop agenda. She also noted if we miss the date for potential increases to begin, they will be retroactive as they have been in the past.

Mr. Mendenhall noted he has been very pleased working with Mr. Grasso and Ms. Intini and he congratulated both of them.

Mr. Paradiso expressed his opinion on purchasing a defibrillator for the clubhouse.

Mr. Cascio suggested putting the defibrillator issue on the workshop agenda.

Mr. Mendenhall followed up on questions the Board had from the last workshop; funds carried over year to year and an accounting of where the construction funds stand. He indicated the follow up information was emailed to the Board.

Mr. Paradiso requested that Mr. Mendenhall attend the budget workshops.

Mr. Mendenhall was agreeable to Mr. Paradiso's request.

Mr. Cascio asked when the Board will be seeing Severn Trent's initial draft of the budget and Mr. Mendenhall responded at the regular meeting in May, but a template can be sent to the Board before that meeting. The presentation of the budget is scheduled for May and you usually adopt it in August.

The Board requested to see a draft of the proposed budget at the May 11th workshop meeting.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Field Manager

Mr. Grasso handed out an email and a letter of proposal he received from Sherry at Ecological Consultants and Mr. Mendenhall read the email aloud.

Mr. Grasso reported we will probably save approximately \$1,000 on the mitigation this year. If Section M1 passes with the present plan between now and August, there is a chance we will get that released.

On MOTION by Mr. Paradiso seconded by Mr. Cascio with all in favor the bids from Ecological Consultants, Inc. for Phase I and Phase II Maintenance and Monitoring as indicated in their two letters, one dated April 15, 2010 for Phase II and one dated April 19, 2010 for Phase I were accepted.

Copies of the Ecological Consultants, Inc. bid letters are attached hereto and made part of the public record.

Mr. Grasso also reported he met with Mr. Crouse and they came up with 5 or 6 types of plants they will be using to replace the dead plants.

Mr. Crouse reported we will have to move on to plants we will not have to replace again.

Ms. Davis suggested taking out all the Confederate Jasmine and replacing it with sod on the sidewalk side, at the entrance. She recommended asking for a quote from Greenbriar to remove the plants and replace them with sod.

The Brazilian Pepper quotes were discussed; one from Ecological Consultants for \$1,840 and one from Greenbriar for \$1,450 each for 2 areas.

On MOTION by Mr. Cascio seconded by Mr. Paradiso with all in favor the quote from Ecological Consultants, Inc. for the eradication of the Brazilian Pepper plants in the two areas discussed with the provision that the eradication will be effective and not just temporary for the specific areas was approved.

Mr. Grasso discussed a proposal for pond plantings that he and Ms. Stewart have been working on. He recommended taking care of the worst ponds; ponds 23, 27, 34 and 43.

Mr. Cascio requested that the pond planting issue be added to the next workshop agenda.

Ms. Davis asked Mr. Grasso if the pond maintenance workers can remove the balls from pond 22 and the pond behind her house.

B. Park Director

There not being any report, the next item followed.

C. Committee Reports

There not being any report, the next item followed.

Trimming the trees was discussed.

On MOTION by Mr. Paradiso seconded by Ms. Davis with all in favor the tree trimming of the remaining trees from Manassas back to Lake Patience to be done by Greenbriar at a cost of up to \$8,000 was approved.

EIGHTH ORDER OF BUSINESS

Supervisors' Reports, Requests and Comments

Mr. Paradiso reported on the handouts he distributed to the Board and Mr. Mendenhall regarding the Twitter guidelines and the website enhancer from Cynde Mercer.

He also noted he gave Mr. Mendenhall a folder from the St. Pete Times; it will update all the Newsletters that are MIA from the site from December, 2008.

Jennifer Ean will email the current Newsletter to Mr. Paradiso every month and he will forward it to Mr. Mendenhall to have it posted to the site.

Mr. Paradiso proposed doing a site-rebuild and have a website link on any information Mr. Mendenhall sends out from his office regarding the CDD. He would also like to see an HOA link and any correspondence that comes from the District should have the website address on there.

Ms. Davis expressed her opinion that the current website should be enhanced to accept more information instead of adding another avenue to the mix.

Mr. Mendenhall explained if Twitter is used, Ms. Mercer will imbed code into the web page for a cost of \$100.

Mr. Cascio suggested asking Ms. Mercer what the cost would be to add the Twitter link to the CDD homepage, as it has value to the residents and it gives the clubhouse the opportunity to give the information relative to the operations of the field or the clubhouse assets.

Mr. Mendenhall expressed his opinion that it will add a lot of benefits and you will see that a lot of other districts will do the same thing based on how successful it might be at Oakstead.

On MOTION by Mr. Cascio seconded by Mr. Paradiso with all in favor authorizing the expenditure of up to \$150 to be spent on Twitter development was approved.

Copies of the Twitter Guidelines and the estimate from Mercer Web Design are attached hereto and made part of the public record.

NINTH ORDER OF BUSINESS

Audience Comments

Mr. Wright suggested that the Board consider offering a monetary reward in order to find out who is vandalizing District property.

Ms. Davis requested that the following be put into the minutes: "American Ecosystems as well as the attached letters of commendation for Mario on his expertise on his job requirements and what each and everyone of them have to say so it becomes a part of the record so if anyone has any questions concerns, whatever's concerning Mario's performance we have a slew of papers I would like to incorporated".

Mr. Wright asked Mr. Mendenhall if he takes resident input when preparing staff reviews and Mr. Mendenhall responded he incorporates comments from residents he receives throughout the year. When he gets comments he usually talks with the staff member involved.


Mr. Krauer reported the current Oakstead HOA website has the capability to send out notices to all residents who have registered to receive emails. He noted they are working to get more content to the website.

TENTH ORDER OF BUSINESS

Adjournment

There being no further business,

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


Andrew P. Mendenhall
Secretary


Joseph Cascio
Chairman