

**MINUTES OF MEETING
OAKSTEAD
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Oakstead Community Development District was held on February 15, 2011 at 2:30 p.m. at the Oakstead Clubhouse, 3038 Oakstead Boulevard, Land O' Lakes, Florida.

Present and constituting a quorum were:

Norman Keith	Chairman
Barbara Feldman	Vice Chairman
Diane Davis	Assistant Secretary
Fred Krauer	Assistant Secretary
Sal Paradiso	Assistant Secretary

Also present were:

Andrew Mendenhall	District Manager
Tracy Robin	District Counsel
Tonja Stewart	District Engineer
Mario Grasso	Field Director
Nancy Intini	Park Director
Audience Member (1)	

The following is a summary of the discussions and actions taken at the February 15, 2011, 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 (1) and
Comments**

Mr. Keith noted there was 1 audience member in attendance.

There not being any comments, the next item followed.

THIRD ORDER OF BUSINESS

Consent Agenda

- A. Approval of the January 18, 2011 Minutes**
- B. Approval of the Financial Statements through January 31, 2011**

Mr. Keith indicated he wants to amend the consent agenda to move the engineer and the attorney's comments to item C, just before Old Business.

Mr. Paradiso MOVED to accept the consent agenda as amended Mr. Krauer seconded, with all in favor the consent agenda was approved as amended by Mr. Keith.

Mr. Keith asked the Board to take a minute to look at the January 18, 2011 minutes.

Mr. Paradiso MOVED to approve the minutes of January 18, 2011 and the financial statements of January 31, 2011 and Ms. Feldman seconded.

Mr. Paradiso questioned an item in the back of the packet from the Department of Unemployment Tax regarding an employee who is currently employed with the District.

Mr. Mendenhall will check on the item and get back to the Board.

Mr. Keith indicated both items, minutes of January 18, 2011 and financials of January 31, 2011 were approved by general consent.

SIXTH ORDER OF BUSINESS

Engineer's Report

Ms. Stewart reported the following:

- She and District Counsel have a common item to discuss.
- The Army Corps of Engineers requested that the wetlands permit be transferred from the developer over to the CDD.
- A recap about the Corps of Engineers and some of the issues was explained.
- The Army Corps of Engineers issues a wetlands permit to create the wetlands and to mitigate for those wetlands.
- Mr. Don Richardson has been monitoring, maintaining and reporting on it since 2001 through 2005. We have multiple mitigation areas throughout the community.

- The Army Corps of Engineers, unlike SWFWMD, Pasco County states that their permit is a perpetual permit and they have a right to come in at any point in time and evaluate the site. They also claim they have jurisdiction over wetland conservation areas. Ms. Stewart has the permit.
- Over time the CDD has obtained or been given all the ownership of the wetland conservation areas and all the mitigation areas, therefore we own them.
- Don Richardson has gone to the Corps of Engineers to ask them to deem these mitigation areas successful and release them from any future monitoring. The letter is dated June, 2010.
- In June of 2007 Ms. Stewart received an original document from DEVCO with the actual transfer paper work. At that time it was discussed by the Board and they decided that they did not want to receive the permit transfer and then it was discussed again in June.
- Historically the Corps of Engineers has not been following up to get the permit transfers done.
- District Counsel will explain that the file on this issue has been closed.

Mr. Robin made the following points on this issue:

- Whatever the Corps motivations are, we caught them trying to impose requirements on the District that were included in the permit; this caused everybody concern.
- We asked them to explain the responsibilities and obligations for the District going forward as we accept the assignment. We did not get a good response to that.
- The Oakstead Board authorized us to write the letter passed out to the Board today, dated June 2, 2010. The letter to the Corps indicated the District has responsibilities but they have concerns and questions. The developer is gone and they would like to know that the developer satisfactorily performed the terms, identified sufficiency's or confirmed for us that no more work is required to be done to bring it into compliance and outline for us the permit requirements so we understand what our obligations are going forward. We received no response to this letter dated June 2, 1010.

Mr. Robin suggested that he send a polite follow up letter along with the June 2nd. letter reminding them of the questions that have been raised. We will let them know we are not refusing to be a part of the program, but we would like some information.

On MOTION by Mr. Paradiso seconded by Mr. Krauer with all in favor Mr. Robin was authorized to write a follow up letter to the Army Corps of Engineers.

Ms. Stewart recommended to the Board that they continue to do the annual maintenance on the mitigation sites to keep them in good condition.

Ms. Stewart also reported there is an erosion problem in one of the ponds. She will get a price to make the repair.

On MOTION by Mr. Paradiso seconded by Mr. Krauer with all in favor a BioMass repair in the amount of not to exceed \$1,000 was approved.

Mr. Krauer asked questions regarding water levels and Ms. Stewart indicated the issue continues to be monitored.

The landscape contract was discussed. Mr. Robin indicated he will review the addendums and get back with Mr. Mendenhall who will bring the contract to the next meeting for Board consideration.

Mr. Robin addressed agenda item #4C, Capital Improvement Projects and Funds Available. Mr. Mendenhall suggested using the lighting item as a capital improvement project, and close out the fund.

The record will reflect Mr. Robin left the meeting.

FOURTH ORDER OF BUSINESS

Old Business

A. Fiscal Year 2012 Budget

Mr. Keith noted there is a regular time line that is established for preparing the budget and between now and then we will need a lot of data.

Mr. Paradiso asked Mr. Mendenhall to reach out to Grau and Associates to make sure that the audit is on schedule to be presented in May.

C. Separation of Field Budget Items from Park Budget Items for FY 2012 Budget

Mr. Keith noted we are not ready to work on this yet. Mr. Witmer presented suggestions on this item at the workshop meeting.

D. Survey of Street Lights Blocked by Trees

Mr. Keith noted once we find out what Pasco County will require for street trees, we can approach trees that are blocking lights and maybe we can see if we can line up some contracts to cover all of Oakstead for tree trimming.

E. Florida Highway Patrol Issues/Cost

The Board and residents discussed continuing the highway patrol program. It was noted that the program began because of the speeding issues in Marchmont but the patrol was not often seen in Marchmont.

Ms. Davis recommended that the patrol officer needs to attend another meeting to discuss what the Board expects from continuing the program.

Mr. Paradiso MOVED to authorize the continuation of the Florida Highway Patrol Program, to be modified, and Ms. Feldman seconded.

The following was noted:

- We have funds we can use from Capital Improvements General and Field.
- It will cost \$690 per month on a one day/one day breakdown.
- We can stretch out the program for the rest of the budget year on a one day per week basis; if we did the one/two, one/two we could only do it until June.
- A budget amount for this item was discussed.
- \$4,000 will carry the program through June, funds to come from Capital Improvement General and Field.
- We need to further discuss the program at a workshop in June.

On MOTION by Mr. Paradiso seconded by Ms. Feldman with all in favor the previous motion was amended by authorizing the continuation of the Florida Highway Patrol Program for an additional \$4,000 through June 2011 to be revisited and was approved.

Mr. Keith explained to Mr. Grasso that we want the Villages inside and outside patrolled.

Mr. Grasso was asked to invite the patrol officer to the next workshop meeting.

F. Parking on District Property

Mr. Keith is waiting for an email from the principal.

Mr. Grasso will stay on top of asking about a No Parking Sign.

G. Landscape Contract

This item was previously discussed.

H. Field Manager's Job Description

Mr. Keith explained he is trying to do a time study to determine if the Field Manager's position is actually a full time or part time position. He is doing this so that the Board can be prepared for next year's budget and if there are any severe shortfalls. In his mind, successful performance should be judged by how well the District looks.

Once the time study is done and it is determined what the job consists of, then we will write a job description that reflects the tasks that we expect the Field Manager to do.

A discussion on OLM ensued.

Mr. Keith will continue to update the time study.

I. Miscellaneous

There not being any, the next item followed.

SEVENTH ORDER OF BUSINESS

Manager's Report

Mr. Paradiso asked about the Weymouth sidewalk issue and Mr. Mendenhall noted that Mr. Robin is of the opinion that it is not a CDD issue.

Ms. Feldman asked if there are funds to purchase a new sofa in the clubhouse.

Mr. Keith indicated he will get more background on budget money available.

Ms. Intini was asked to research ads for specials on a new vacuum and clubhouse furniture.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Field Manager

Mr. Grasso reported the following:

- The charge for taking out the Jasmine out front is \$500 higher than the Greenbriar quote. The cost would be \$13,433.

It was recommended to budget this item for next year.

- All District files are kept here at the clubhouse. A complete set of keys are kept in a box here. One big cabinet holds all the enhancement and bond money projects for the field.

- How to shut off the water meters was explained.

Mr. Keith asked the Board to compile a project list of things they might want to have done during the next budget.

B. Park Director

Ms. Intini reported there are major cracks in the tennis court and she is working on getting estimates for repair.

C. Finance Committee

D. Clubhouse Committee

E. Landscape Committee

F. Newsletter Committee

Mr. Paradiso reported the newsletter is going smoothly. The HOA has asked Mr. Paradiso to act as their middle person to contact with the web designer regarding the HOA possibly hopping on to the CDD site as they are unhappy with their web designer. When a decision is made by the HOA the CDD Board will have to decide how the billing will be handled.

NINTH ORDER OF BUSINESS Supervisors' Reports, Requests and Comments

Ms. Feldman noted the Ivy removal from both walls of Ashmont looks very good.

TENTH ORDER OF BUSINESS

Audience Comments

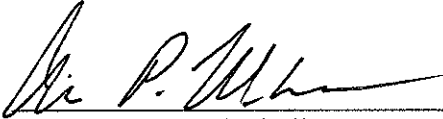
There not being any comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

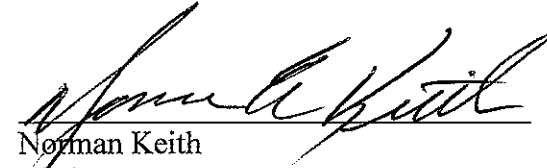
Adjournment

There being no further business,

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



Andrew P. Mendenhall
Secretary


Norman Keith
Chairman