

**MINUTES OF MEETING  
OAKSTEAD  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Oakstead Community Development District was held on March 15, 2011 at 6:30 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 (via telephone) | Assistant Secretary |
| Fred Krauer                 | Assistant Secretary |
| Sal Paradiso                | Assistant Secretary |

Also present were:

|                     |                  |
|---------------------|------------------|
| Andrew Mendenhall   | District Manager |
| Mario Grasso        | Field Director   |
| Nancy Intini        | Park Director    |
| Audience Member ( ) |                  |

*The following is a summary of the discussions and actions taken at the March 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 (3) and  
Comments**

There were no comments from the audience at this time.

**THIRD ORDER OF BUSINESS**

**Consent Agenda**

- A. Approval of the February 15, 2011 Minutes
- B. Approval of the Financial Statements through February 28, 2011

There not being any questions or comments on the consent agenda,

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

Ms. Feldman asked a question regarding the bond money covering the cost of the window film or the lights.

Mr. Mendenhall explained the next set of financials should clear up the question.

Mr. Keith made the following comments regarding the financial statements:

- There is still about \$3,800 left in Contract Security Services.
- The reclaimed water bill is \$964 more than the month before.

Mr. Grasso to go back to Pasco County regarding any undetectable leak.

- Is the thousand dollars we approved last month for the pond erosion repair coming from the pond reserve?

Mr. Grasso noted that was completed yesterday.

- Nancy's Office Supply, 88%. Ms. Intini will check it out.

Ms. Feldman questioned Miscellaneous Services; at 86.08%, on page 4.

Mr. Paradiso noted that was the sewage charge.

Mr. Keith noted this is an unexpected bill and we will try to account for it in the next budget and we will find out exactly where it comes from.

Mr. Mendenhall and Mr. Witmer clarified that the solid waste bill is a new one and the stormwater is one that has been charged to the District for the last four or five years.

Mr. Mendenhall informed the Board of what the amounts for the solid waste bills were for 2007, 2008, 2009, and 2010.

A discussion regarding the dumpster charges ensued.

A summary regarding the solid waste charges will be forwarded to the Board by Mr. Mendenhall.

#### **FOURTH ORDER OF BUSINESS**

#### **Old Business**

##### **A. Landscape Contract Extension Review**

Mr. Keith reported at the workshop meeting it was decided that he and Mr. Grasso would check the figures because some of the figures did not add up to the correct amount. We checked all the addendums.

On MOTION by Mr. Paradiso seconded by Mr. Krauer with all in favor the Greenbriar Landscape contract, which starts on June 1, 2011 and ends on May 31, 2012, the same budget as last year was approved.

**B. FHP Patrol**

Mr. Keith reported John came in at the workshop. He was given some guidance on patrolling behind the gates, going into Marchmont, and making sure everything was set up right. He indicated he understood the schedule.

**C. Miscellaneous**

Mr. Keith reported Mr. Mendenhall sent him a billing statement for the security for the gate maintenance.

Mr. Mendenhall explained the concern is that the gate maintenance vendor is charging the District \$50 to travel from gate to gate within the District.

Mr. Keith asked Mr. Mendenhall to forward the gate maintenance vendor information to the Board and include this item on the next workshop meeting agenda.

Mr. Grasso suggested that the Board consider sending him for a four day course in Arizona where he can learn to maintain the gates and he can be certified.

Mr. Keith noted we will talk about this at the next workshop meeting.

**FIFTH ORDER OF BUSINESS**

**Attorney's Report**

There not being any, the next item followed.

**SIXTH ORDER OF BUSINESS**

**Engineer's Report**

There not being any, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Manager's Report**

**A. Employee Reviews**

Mr. Mendenhall reported this is the time of year that we do the employee reviews. We usually do it by the April meeting. I will sit down with Ms. Intini and Mr. Grasso separately and come back to the Board with a summary.

A generic form will be sent to each Supervisor to be used for their review of the employee's and it will be incorporated in to the review process. The results will be discussed at the April Board meeting.

Mr. Paradiso asked if Grau & Company is keeping to the due date for the audit presentation and Mr. Mendenhall indicated as far as he knows there are no issues with them turning the audit in on time.

Mr. Mendenhall reported on investment plan suggestions made by the Severn Trent financial team.

In addition to the financial team's suggestions, Mr. Mendenhall recommended that the Board adopt a policy that will provide for maintaining two months of operating cash in the District's checking account and anything beyond that should be invested in the similar mix to what you currently have.

On MOTION by Mr. Paradiso seconded by Mr. Krauer with all in favor establishing the policy of holding two months of operating cash in the District's checking account and moving everything else in to investments on a staggered basis as decided by the Severn Trent financial team was approved.

The Board asked Mr. Witmer for his opinion on the above motion.

Mr. Witmer indicated as long as the excess cash is in investments that allow you to pull it out in the later months of the year as you need it without any penalty, it is beneficial to the District to have it invested.

*A copy of the proposed investment policy is attached hereto and made part of the public record.*

Mr. Keith asked Mr. Mendenhall to send him the information on the permit questionnaire when he receives a response from Ms. Stewart, before the next workshop meeting and add this item to the next workshop meeting agenda.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Field Manager**

Mr. Grasso reported the following:

- Activity in the conservation area.

The HOA Manager will be made aware of the issue and will be encouraged to meet with the owners regarding this conservation area issue.

The HOA will send an initial letter to the home owner regarding the conservation area deed violation and Mr. Mendenhall will also send a letter on behalf of the CDD.

On MOTION by Mr. Paradiso seconded by Mr. Krauer with all in favor the District Manager will send a letter to the home owner of \_\_\_\_\_ to cease and desist altering the conservation area behind his home, clean it up and comply with the way it was before as per SWFWMD regulations, and if corrective action is not taken within 30 days further action will be pursued.

- The issue regarding the No Parking on Right of Way sign is on the agenda to be presented to the County Commissioners and the District will be informed of when the issue will be considered by the commissioners.

Mr. Keith revisited the school patrons parking and damaging District irrigation issue.

The principal was amenable to having her people put up No Parking signs the next time there is an event at the school.

Mr. Keith suggested the next time an event is held at the school someone from the District should go down there and take pictures.

Mr. Paradiso suggested that the school consider making their small lot, soon to be flooded with the summer rains, built out in to a parking lot.

Mr. Keith noted they already told him they could not do that because it is a swamp.

Ms. Feldman reported a six foot alligator was found up against the lanai at 19208 Weymouth Drive.

**B. Park Director**

Ms. Intini reported on the following:

- finger printing (in the case of renters, whose phone number is entered in to the system to open the gate, renter or owner)

Mr. Mendenhall recommended that District Counsel briefly answer the question and then the answer should be handed off to the owner and renter for them to work it out.

The consensus of the Board was to have Mr. Mendenhall present the renter/owner question to District Counsel for his legal opinion.

- hiring extra people in the morning and the evening due to the finger printing system

The need for extra employees, with a presentation by Ms. Intini, will be included on the next workshop meeting agenda.

**C. Finance Committee**

**D. Clubhouse Committee**

**E. Landscape Committee**

There were no reports from these committees.

**F. Newsletter Committee**

Mr. Paradiso reported the website is going smooth. The HOA is looking to do a site, but this is on hold right now.

**NINTH ORDER OF BUSINESS**

**Supervisors' Reports, Requests and Comments**

Mr. Krauer requested that the Board re-address the rule about going out for three bids for items over \$6,000. He would like to make getting three bids the standard rule; the District Manager to get three bids to be presented to the Board.

He indicated he would like to lower the threshold down from \$6,000.

Mr. Mendenhall suggested in certain scenarios, it might not make sense to go out and get three bids if you have a contractor who is doing a good job at a good price. It probably does not make sense for him to go out and get the three bids; the Field Manager has a better sense of what the project requires.

Mr. Krauer's suggestion was based on Mr. Mendenhall's experience with many different vendors.

Ms. Davis brought up the preferred vendors list as discussed at previous meetings.

Ms. Feldman suggested when a new project is presented and Mr. Grasso or Ms. Intini can only come up with one bid, Mr. Mendenhall could add other vendor's bids to their bids.

Mr. Paradiso pointed out that in the past, when three bids were obtained, the Board discovered the bids were not proposed considering apples to apples.

Mr. Keith reiterated that new projects will be presented to the Board to determine if the bidding process is needed.

Mr. Krauer noted the process is workable.

Doggie bins were discussed.

Mr. Krauer inquired whether payroll needs to be included on the monthly reports.

Mr. Mendenhall responded if the Board is interested we can look into removing the payroll from the reports.

Mr. Paradiso indicated he would like to see the experiment get underway of chopping up the bushes to the ground that are up and down Tuckerman that continue to show fungus. Mr. Grasso is waiting for direction from the Board.

The consensus of the Board was to cut the bushes to the ground that have fungus.

Ms. Davis asked Mr. Keith where he is at on the project he is working on with Mr. Grasso.

Mr. Keith responded he is charging right along with that and finding all kinds of data; May is the target date for that. A summary should be ready for the May workshop meeting.

**TENTH ORDER OF BUSINESS**

**Audience Comments**

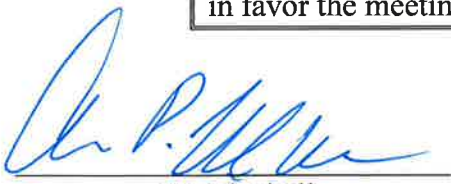
There not being any comments, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

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

  
Andrew P. Mendenhall  
Secretary

  
Norman Keith  
Chairman