

**MINUTES OF MEETING
OAKSTEAD
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Oakstead Community Development District was held on July 19, 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
Tonja Stewart	WilsonMiller/Stantec (via phone)
Mario Grasso	Field Director
Nancy Intini	Park Director
Audience Members (1)	

The following is a summary of the discussions and actions taken at the July 19, 2011, Oakstead Community Development District's Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

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

SECOND ORDER OF BUSINESS

**Audience Attendance Count (1) and
Comments**

There not being any comments at this time, the next item followed.

THIRD ORDER OF BUSINESS

Consent Agenda

- A. Approval of the June 21, 2011 Minutes**
- B. Minutes of the June 26, 2011 Continued Meeting**
- C. Approval of the Financial Statements through June 30, 2011**

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

FOURTH ORDER OF BUSINESS

Old Business

A. Questions and Comments on the Proposed Fiscal Year 2012 Budget

Mr. Keith reported we had a workshop last week; we recessed in the morning and reconvened at 6:30 P.M. Mr. Witmer was here and we went through the budget item by item and the changes were forwarded to Mr. Mendenhall. He had a new budget published and forwarded it to the Board. We need to further discuss the budget at the August workshop meeting.

Mr. Krauer inquired about possible insurance increases.

Mr. Mendenhall explained unfortunately we do not get our insurance information until October, which is after your fiscal year 2012 budget begins. Therefore, we build in a slight increase to the budget.

B. Chair Lift Options

Mr. Keith reported if we put a chair lift in this year we will install one chair.

C. Salary Caps for Field Manager & Clubhouse Manager

Mr. Keith indicated this will be an item for our next workshop. He recommended that when this item is discussed the Field Manager and Clubhouse Manager not be present.

A discussion on the previous item, Chair Lift Options, ensued.

Ms. Davis requested that when the chair lift is installed a liability sign also be installed.

FIFTH ORDER OF BUSINESS

Attorney's Report

There not being any, the next item followed.

SIXTH ORDER OF BUSINESS

Engineer's Report

Mr. Mendenhall attempted to reach Ms. Stewart via telephone.

Ms. Stewart verified with some Board members that they had received information she previously forwarded to them.

The following issues were briefly mentioned by Ms. Stewart:

- Lake Patience Road Project – It looks like this project may be on hold.

The Board directed Ms. Stewart to continue research on this project.

- Situation at Weymouth – The County has been contacted, but no response received regarding a void underneath the driveway in a driveway apron in Weymouth.

Ms. Stewart indicated at this point it seems this issue is between the private property owner and the utilities department.

Mr. Keith noted the private property owner has to establish the fact of what caused the problem initially.

Ms. Stewart will update the Board when she receives a reply from the utility department. She will include her findings in a letter to the Board.

- Drainage structure in Tanglewylde – Ms. Stewart reported she is in the process of getting a proposal to lower the structure. One proposal has been received for \$1,250. She will email information to Mr. Grasso on what needs to be done in order for him to request a quote from the landscape company.

On MOTION by Mr. Paradiso seconded by Mr. Krauer with all in favor authorizing the Chairman to approve a proposal that he deems sufficient for the purpose of lowering a drainage structure in Tanglewylde (the weir) as recommended by the District Engineer, at a cost of not to exceed \$1,250 was approved.

SEVENTH ORDER OF BUSINESS

Manager's Report

Mr. Mendenhall had nothing to report.

Mr. Keith complimented Mr. Mendenhall and Ms. Mary Polanec for the quick turn around on the budget.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Field Manager

Mr. Grasso gave his report which included the following:

- He is working with a CEG, Community Educational Grant, by SWFWMD. He will receive funds after filling out a 16 page document; up to \$5,000 can be awarded.
- The plantings recently done are flourishing.

- The vines are all removed and the wall repairs are commencing. They should be all done by the end of the week.

Lawn watering, watering schedules and water pressure issues were discussed.

- All the hinges on the exit side of the Marchmont gate were replaced and the exit gate at Weymouth was repaired.

Mr. Keith inquired about the \$900 irrigation repairs last month.

Mr. Grasso indicated those costs were due to vandalism and things blowing apart.

Mr. Keith also inquired about a \$4,500 charge for Pond 12.

Mr. Grasso noted this was for fixing a run that had 3 washouts.

Mr. Paradiso asked for an update on road striping.

Mr. Grasso indicated they did not finish because they had a breakdown again.

Mr. Paradiso reported the following:

- Lights on the right side of Keswick are out.
- The street light exiting Tuckerman, on the left side was out.
- The center island, on Tuckerman, off Oakstead Boulevard, turning into Tuckerman, a lot of the bushes are getting very thin and age has gotten to them; we need to address them.
- There are some patches of dead grass here; one big area, south of Weymouth on Oakstead Boulevard on the right side, going north.
- When you get to the end of Oakstead Boulevard, Lake Patience Road, when you make a right, those bushes that are right there, it doesn't look like they have been shaped in a while.
- The Palms along the Hillington wall have sea pods, need to be done.
- Inside Ballastone, the bushes as soon as you get in the gate, on the right side, need to be trimmed.
- The road markers at Marchmont in the grass, one of them is knocked over and a bunch are marked up. Can we get new ones?
- The Magnolias up front, the 2nd, 4th, 5th and 6th look horrible; all others look ok.

Ms. Davis reported they cut the grass today and cut too low.

Ms. Feldman addressed a previous sidewalk issue.

Mr. Keith reported if the Board wants that sidewalk done, we received a bid from Qualified Services Corp., Mr. Ronald Bryant, for \$1,710 for all the sidewalk we want.

On MOTION by Mr. Paradiso seconded by Mr. Krauer with all in favor installing a strip of sidewalk from the edge of Oakstead Boulevard to the existing sidewalk on Tuckerman, at the front of the clubhouse at a cost of not to exceed \$500 was approved.

Mr. Krauer asked about the little piece of sidewalk from there into the parking lot.

Mr. Keith suggested taking care of that at the beginning of the next budget year.

Mr. Krauer reported he spoke to Commissioner Mulieri about putting up a sign at the crosswalks to make sure that people who are driving through know they are supposed to be stopping for pedestrians and she indicated she would turn the issue over to Mr. Robert Rech.

B. Park Director

Regarding the man who tripped on the sidewalk, Ms. Intini reported that piece of slab was already fixed once before, but the tree is lifting it up. The best solution is to take the tree down. Mr. Keith agreed.

Ms. Intini noted she can get it done for approximately \$325.

Mr. Keith recommended that Mr. Grasso, Mr. Krauer and Ms. Intini check with their sources on costs and coordinate with each other.

Ms. Feldman recommended Rick Santori to cut the tree down and Mr. Krauer agreed.

Mr. Grasso will check with Greenbriar about their cost to cut the tree down.

Mr. Paradiso asked to have the area roped off now.

Ms. Intini complimented the work done on the pool in the past 6 years during her tenure with the District.

Ms. Intini also addressed the Christmas lights at the clubhouse issue. She would like to request a \$1,500 budget for this item.

Mr. Keith indicated that this item will be included on the August workshop agenda.

Ms. Intini asked for direction regarding proceeding with the pool chair lift.

Board consensus was for Ms. Intini to get information on how long it will take to install the chair lift and make a recommendation to the Board on a start date at the next workshop meeting.

A discussion on the pool salt cells ensued.

Mr. Keith requested that Ms. Intini give a report on the efficiency of the salt cell products at the next workshop meeting.

Ms. Davis asked for an update on the signs.

Ms. Intini indicated they are on order.

Mr. Krauer asked Ms. Intini if she is considering having a roof cover built over the salt cell system electronics.

Ms. Intini noted she is thinking about it and she thinks it is very important.

Mr. Paradiso asked Mr. Grasso to request new *Tow Away* signs from the towing company.

It was also requested that the display boards, when empty, display a generic message.

C. Finance Committee

D. Clubhouse Committee

E. Landscape Committee

There were no reports for items C, D, E and items D and E were requested to be deleted from future agendas.

F. Newsletter Committee

Mr. Paradiso reported a new contract prepared by the St. Pete Times in order to continue the District's relationship with them was forwarded to him. The new contract will be given to Mr. Mendenhall and forwarded to the Board for approval by Mr. Keith. He also reported he discussed possibly adding some color pages to the newsletter; only one or two pages with the current advertising rate. A full color newsletter would require raising advertising rates for the advertisers significantly; we should explore this option.

Mr. Paradiso was directed to explore the one or two page color options and report back to the Board.

NINTH ORDER OF BUSINESS

Supervisors' Reports, Requests and Comments

Mr. Paradiso discussed the Trooper funding.

On MOTION by Mr. Paradiso seconded by Mr. Krauer with all in favor increasing the Trooper budget by \$3,400 using funds from the attorney or engineer line items was approved.

The Trooper funding issue will be discussed at the next workshop meeting.

Ms. Feldman addressed the Board regarding their verbal communication with members of the community.

Ms. Davis asked Mr. Grasso about a house that was abandoned and left unlocked.

Mr. Keith indicated that this house was discussed at the last HOA meeting and more information is being gathered regarding the owners status.

Mr. Grasso reported lawn service for the abandoned property has been requested.

TENTH ORDER OF BUSINESS

Audience Comments


There being no 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