

**MINUTES OF MEETING
OAKSTEAD
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Oakstead Community Development District was held on September 20, 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
Mario Grasso	Field Director
Nancy Intini	Park Director
Audience Members (1)	

The following is a summary of the discussions and actions taken at the September 20, 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.

Mr. Mendenhall conveyed a message from Mr. Robin, District Counsel to the Board that they may want to consider having him attend Board meetings on a quarterly basis.

Neither Mr. Robin nor Ms. Stewart had any pressing issues for the Board at this time.

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 August 16, 2011 Minutes**
- B. Approval of the Financial Statements through August 31, 2011**

Mr. Paradiso MOVED and Ms. Feldman seconded to approve the consent agenda.

Ms. Feldman inquired about the HPI prepaid item listed on the Financial Report, on page 11 and Ms. Intini indicated that item was for a security warranty for the door.

Mr. Krauer requested a change to page 6 of the August 16, 2011 minutes.

Mr. Paradiso inquired about using two different pest control companies and Ms. Intini indicated only one is being used as she fired one of them.

On Voice Vote with all in favor the consent agenda was approved as amended.

FOURTH ORDER OF BUSINESS

Attorney's Report

There not being any, the next item followed.

FIFTH ORDER OF BUSINESS

Engineer's Report

There not being any, the next item followed.

SIXTH ORDER OF BUSINESS

Manager's Report

A. Implementation of GASB 54

Mr. Mendenhall explained the GASB 54 document that was emailed to the Board and included in each Board agenda package.

It was noted the only things the Board should decide today regarding this item are the following:

- Who the Board wants to be responsible for designating or allocating the various reserve funds.

Mr. Mendenhall recommended keeping this decision the same as it is now; the Board makes the decision.

- The Board must designate how the allocations go into effect.

Mr. Mendenhall recommended this also be handled as is done currently; a motion is made by the Board authorizing moving specific funds into specific designated reserve funds.

Other options for designating reserve funds could be done by resolution; this option is not recommended.

On MOTION by Mr. Paradiso seconded by Ms. Feldman with all in favor regarding the GASB 54 implementation, the Board designates itself to be the reserve funds allocation deciders and the method used to move specific funds into specific reserve funds will be by a motion and vote by the Board.

B. Renewal Engagement Letter from Grau & Associates for the Fiscal Year 2011 Audit

Mr. Mendenhall noted the fee has gone down and recommended accepting the Grau & Associates engagement letter to perform the fiscal year 2011 audit if the Board is satisfied with them.

On MOTION by Ms. Feldman seconded by Mr. Paradiso with all in favor the renewal engagement letter from Grau & Associates to perform the fiscal year 2011 financial audit was accepted.

Mr. Paradiso requested that Grau & Associates be reminded of the deadline for the presentation of the audit.

A discussion on the fiscal year 2012 meeting schedule ensued with the following being noted:

- The Board previously discussed conducting all evening meetings.
- Mr. Keith was in favor of scheduling meetings the same way as last year.
- Mr. Paradiso suggested holding all the workshop meetings in the evening; 6:30 P.M. and Ms. Feldman agreed
- Mr. Krauer was in favor of leaving the schedule as it was last year.
- Ms. Davis was in favor of holding all meetings in the evening.
- Mr. Keith indicated he has a problem with holding all meetings in the evening.

After a lengthy discussion Board consensus was to revise the annual meeting schedule.

A copy of the revised, approved annual meeting schedule is attached hereto for the public record.

On MOTION by Mr. Paradiso seconded by Mr. Feldman with Mr. Paradiso, Mr. Krauer, Mr. Keith and Ms. Feldman voting Aye and Ms. Davis voting nay the revised 2012 annual meeting schedule was approved.

Mr. Mendenhall introduced a discussion on employee raises as previously discussed at the last workshop meeting.

On MOTION by Ms. Feldman seconded by Mr. Krauer with all in favor the increases for salaried employees as discussed at the September 13, 2011 workshop meeting were approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Field Manager

i. Approval of Ecological Consultants Proposal

Mr. Keith noted the bid is for \$2,950 from Ecological Consultants for the removal of nuisance vegetation.

On MOTION by Mr. Paradiso seconded by Mr. Krauer with all in favor the estimate from Ecological Consultants in the amount of \$2,950 for nuisance vegetation removal was approved.

ii. Approval of Bay Area Environmental Proposal

Mr. Keith explained the proposal is for cleaning the storm system; they will clean from the storm box up to the end of the yard drain; two 700 foot sections. The proposal is in the amount of \$2,700.

On MOTION by Mr. Paradiso seconded by Mr. Krauer with all in favor the estimate from Bay Area Environmental in the amount of \$2,700 was approved.

iii. Update on Striping Bids

Proposals from Driveway Maintenance, Inc. and Zephyr Stripe 'N Seal, Inc. for striping and replacing missing reflectors were discussed.

On MOTION by Mr. Paradiso seconded by Mr. Krauer with Mr. Keith, Mr. Paradiso, and Mr. Krauer voting Aye and Ms. Davis and Ms. Feldman voting nay, the proposal from Zephyr Stripe 'N Seal, Inc. in the amount of \$1,925 was approved.

Ms. Davis explained her vote of non approval of the Zephyr Stripe 'N Seal Inc. proposal was due to the proposal not including footage measurements as close as possible to what would actually be done.

The Board discussed an issue regarding a new structure that may have been installed on a CDD easement in Weymouth.

Mr. Grasso is awaiting a response from the Weymouth HOA regarding this issue.

Depending upon the response Mr. Grasso receives from the Weymouth HOA, Mr. Mendenhall was directed by the Board to have a letter prepared for the purpose of notifying the homeowner that a violation may have occurred.

The record will reflect some of the Board members and Ms. Intini left the meeting to inspect some building damage reported by Ms. Intini.

B. Park Director

Upon the return of Board members who left the meeting for the inspection, it was noted by Mr. Keith that someone needs to inspect the whole building and the opinion of the Board is that Zack is a good guy.

The Board authorized Ms. Intini to contact Zack for him to inspect the building and prepare a proposal for the repair work and painting that needs to be done to the front and back of the building. The proposal was requested to be presented to the Board at the next workshop meeting.

Items requested by the Board to be placed on the next workshop agenda include the following: Discussion of quote for building painting and repair, front back and sides and Discussion of the employee manual.

Ms. Intini reported there is a leak in the ceiling of the meeting room.

Mr. Keith recommended getting a roofer to find the leak.

Mr. Paradiso suggested calling Bonnell as there may be a warranty from the expansion area.

Ms. Intini will handle the roof leak issue.

C. Finance Committee

D. Newsletter Committee

Mr. Paradiso asked the Board if they have any objections to continue including security updates in the Newsletter.

Mr. Keith noted he believes the general opinion of the Board members is not to continue including security updates in the Newsletter; the trooper articles can continue.

Mr. Paradiso noted he would like to put a survey together for the newsletter regarding what readers would like to see in the newsletter.

Board consensus was to approve of a survey regarding the newsletter.

EIGHTH ORDER OF BUSINESS

Supervisors' Reports, Requests and Comments

Mr. Krauer inquired about the weir situation in Tanglewylde. He would like the Board to consider lowering the weir because the water levels are pretty close to the sidewalk walking toward Manassas.

Mr. Grasso indicated we have a bid for \$600 for lowering the weir and he will re-contact the bidder.

Mr. Keith instructed Mr. Grasso to go ahead with the required work as long as the cost stays within what the Board previously approved in the motion made at the August 16, 2011 meeting.

Mr. Keith requested that Mr. Grasso make the final costs of the contracts part of his Field Manager's Report.

Ms. Feldman noted there are two street lights out in Hillington; #3 and another one going out.

Ms. Davis asked Mr. Grasso what the outcome was regarding an email she sent him pertaining to a house in Strathmore, on Sheehan, on the corner where Bismarck Trees were planted along the curb.

Mr. Grasso indicated he did not know and Mr. Keith noted this was addressed at the HOA meeting last night and they are trying to determine if the Bismarck Trees are on the county approved list. If they are not on the list, they will get a letter from the HOA requiring them to be taken out.

Ms. Davis suggested to Mr. Paradiso a website link be included in the Newsletter regarding homeowners who are searching for contractors; the link is Florida state contractor licensing or the homeowner can go to the Better Business Bureau website.

NINTH ORDER OF BUSINESS

Audience Comments

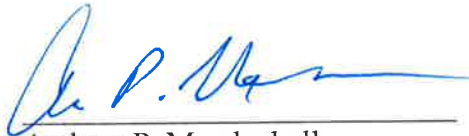
There being no comments, the next item followed.

TENTH 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