

**MINUTES OF MEETING
OAKSTEAD
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Oakstead Community Development District was held on October 18, 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 October 18, 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 indicated neither Mr. Robin nor Ms. Stewart had any pressing issues for the Board at this time and are not present.

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 September 20, 2011 Minutes**
- B. Approval of the Financial Statements through September 30, 2011**

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

Mr. Paradiso inquired about the status of the striping issue as discussed at last month's meeting; did everything get completed?

Mr. Grasso responded yes.

Mr. Paradiso inquired about the status of the Weymouth structure encroachment issue.

Mr. Mendenhall noted a letter will go out to the resident along with all the exhibits involving this issue.

Mr. Paradiso inquired about the status of the Bismarck Trees.

Ms. Davis noted she was just informed he is not removing them.

This will be brought to the attention of the HOA.

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

- o It looks like we ended the year with a surplus.

Mr. Mendenhall noted when the next set of financials are received there will be some accruals that came in after the year end and the audit will be the official word on how the District finished the year and what was carried over.

The last item on page 6 of the financials regarding the county request for refund of a Tax Cert Sale was questioned by Mr. Paradiso; what happens to that money? (\$1,899)

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

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

Mr. Mendenhall reported the following:

- An error was found in the advertising of one of the workshop meetings; the advertised date is May 18, 2012 which is a Friday, at 2:30 P.M. and should have been May 8, 2012 which is a Tuesday, at 2:30 P.M.

After Board discussion, the consensus was to wait until the April, 2012 meetings to decide whether to continue the scheduled April 10, 2012 workshop meeting to Tuesday, May 8, 2012 and cancel the May 18, 2012 workshop meeting or do something else.

SEVENTH ORDER OF BUSINESS

Staff Reports

Mr. Keith commended Mr. Grasso for handling circumstances surrounding an automobile accident involving severe damage to District property.

A. Field Manager

Mr. Grasso noted the following:

- Bay Area Environmental has completed the jet rooting on the trail; the cost was lower than the approved expenditure of \$2,700.
- Zephyr Stripe 'N Seal has completed the striping.
- We checked the surface of pond 56 for the footing. Treatment will begin as soon as it is dry enough to hold substantial weight.
- A gator, a boar and two piglets were seen in Ballastone, at pond 51 and 52.
- The control structure is on pond 15 and 18; the one in Weymouth and the one in Marchmont.

Regarding the skimmer, Ms. Stewart advised there is no rush on the control structure skimmer, we can hold off until the spring when the level is down.

Ms. Feldman suggested the record reflect under the District Engineer's advice, installation of the control structure skimmer will be delayed as the water levels are high right now.

- The County was contacted to fill a pot hole out front.
- Greenbriar has a new Field Manager, Jerimy O'Neal.

Installing poles to prevent golf cart traffic to protect part of the wildlife corridor in the conservation area was discussed.

B. Park Director

Ms. Intini requested the Board make a motion to approve the proposal from Zach Horl's Painting Service, LLC for painting the clubhouse building in the amount of \$6,000.

Ms. Davis MOVED to approve the Zach Horl's Painting Service proposal for painting the clubhouse building in the amount of \$6,000 and Mr. Paradiso seconded the motion.

Ms. Feldman asked, as discussed at the workshop, was Zach able to come back with a quote for other repair items?

Mr. Keith indicated Ms. Intini said she would have the other repair quote by the next workshop meeting.

A discussion on the repair work and painting project ensued.

Mr. Keith noted we will approve the \$6,000 bid, but before he starts we would like to see a color paint pallet for the color he will paint the building.

A discussion on whether or not to approve the proposal from Zach Horl's Painting Service at this time ensued.

On VOICE Vote with Ms. Davis, Ms. Feldman, Mr. Krauer and Mr. Keith voting Aye and Mr. Paradiso voting Nay pending selecting the paint color, the proposal from Zach Horl's Painting Service LLC for painting the clubhouse building in the amount of not to exceed \$6,000 was approved.

○ Ms. Intini reported as Daylight Savings Time begins on November 6th, the clubhouse will close at 6:00 P.M. The Board was asked if they want to close at 6:00 P.M. on Saturday's also.

The Board directed staff to announce the clubhouse will close on Saturday's and Sunday's beginning November 6, 2011 at 6:00 P.M. This will also be printed in the Newsletter.

○ Ms. Intini questioned the Board on whether they still want her to order the snowflake things. She recommended tabling the order for this year.

- A meet-and-greet is planned for November 11th in the clubhouse from 10 a.m. to 12 p.m. for 10 different communities, local clubhouses, HOA's, CDD's, Field Manager's, and Park Director's. The purpose is to share information on what everyone is doing.

A lengthy discussion ensued regarding whether one, all, or any Oakstead CDD Supervisors should attend the meet-and-greet.

Ms. Davis expressed her opinion that only Mr. Krauer should attend the meet-and-greet representing the CDD, PACA and the Tanglewylde HOA.

- The lounge chairs on the pool deck need to be replaced; estimates have been received.

Mr. Keith recommended reconsidering this issue at the beginning of the next swimming season.

Ms. Davis suggested accepting the estimate of \$110 per chair and taking delivery before the end of October, as stipulated by the vendor, and storing the chairs.

Ms. Intini indicated she suggests waiting until the spring to order the chairs.

Board consensus was to table the pool lounge chair discussion to the March, 2012 workshop meeting.

C. Finance Committee

There being no report, the next item followed.

D. Newsletter Committee

Mr. Paradiso reported he spoke with Kelly about adding color pages as discussed at the last meeting. Kelly indicated they are on a budget freeze right now and cannot make changes at this time.

Ms. Davis requested the tree trimming by Greenbriar article be placed in the Newsletter again.

Mr. Paradiso reported the contractor article he wrote was scrapped because it could cause more problems than it's worth.

Ms. Davis addressed a problem with mold on the sidewalks.

Mr. Keith noted we can tell Shaun to start writing violation letters on dirty sidewalks.

Mr. Paradiso reported the CDD website has been going ok and is being updated regularly.

EIGHTH ORDER OF BUSINESS

Supervisors' Reports, Requests and Comments

Some items noted by Mr. Keith were as follows:

- Initiation of requirement for all District employees to punch in and out for time keeping purposes.

- Scheduling hours of work for Mr. Grasso from 8 a.m. to 4 p.m.; insuring a 40 hour work week.
- Punching in and out will allow for the recording of extra hours worked.

A lengthy discussion regarding hours and rules for Mr. Grasso and Ms. Intini ensued.

The following resulted from the discussion:

- Mr. Grasso's hours are 8 a.m. to 4 p.m. effective Monday, October 24, 2011
- Ms. Intini's hours are 9 a.m. to 5 p.m.
- Mr. Grasso is to only use the Gator on District property
- Mr. Grasso only uses his personal truck for traveling to make District purchases
- Mr. Grasso and Ms. Intini will use the new mileage form with back up receipts
- Punching in and out will not be required of Mr. Grasso and Ms. Intini

Regarding Mr. Grasso's vacation time, he will have accumulated 32 hours by December, plus 8 hours holiday.

Mr. Keith noted Mr. Grasso will submit his vacation request to Mr. Mendenhall; the request will be approved or disapproved according to the record of available vacation hours and any additional time off request, other than the documented available hours, will be granted, but it will be uncompensated time off.

Mr. Paradiso introduced a discussion on security cameras. He expressed his opinion on having security cameras available whereby he can view what is happening at the clubhouse and around the community from his home.

Mr. Mendenhall will check on the costs associated with community security camera access.

Mr. Krauer asked for clarification on whether the CDD or the HOA is responsible for additional FHP security in the community and suggested the CDD Board ask the HOA for money to help with the cost of additional FHP security.

It was explained to the HOA the CDD pays FHP for security regarding the speeding through Marchmont, the Villages and roads within the community.

A discussion item on FHP security patrol will be added to the next workshop agenda.

Ms. Feldman requested a discussion item on holiday incentive for staff be included on the agenda for the next workshop meeting.

NINTH ORDER OF BUSINESS

Audience Comments

Bruce inquired about empty signs in the community and suggested not leaving signs blank as it looks as though the community is bankrupt. The Board agreed.

Bruce also suggested the Board revisit their previous decision regarding going out for bids on items and services that cost more than \$2,000; such as painting of the clubhouse.

Regarding pool chairs, Bruce referred to his background and recommended all pool chairs should be white.


Board consensus was to discuss all pool chair options before considering placing the order in March, 2012.

TENTH ORDER OF BUSINESS

Adjournment

There being no further business,

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



Andrew P. Mendenhall
Secretary



Norman Keith
Chairman