

**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 20, 2012 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	Assistant Secretary
Fred Krauer	Assistant Secretary
Sal Paradiso	Assistant Secretary

Also present were:

Andrew Mendenhall	District Manager
Tracy Robin	District Counsel
Mario Grasso	Field Director
Nancy Intini	Park Director
Audience Members (3)	

*The following is a summary of the discussions and actions taken at the March 20, 2012, 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 (3) and  
Comments**

Mr. Ross Fischler reported the Travel Group is up and running and is open to any subdivision in Oakstead; friends and family. The first meeting will be held on Monday at 6 P.M.

A representative of Greenbriar was in attendance and noted Greenbriar is committed to making Oakstead a beautiful property and indicated they are prepared to handle any challenges.

The Greenbriar representative was invited to attend the next workshop meeting scheduled for April 10, 2012 at 6:30 P.M.

**THIRD ORDER OF BUSINESS**

**Consent Agenda**

- A. **Approval of the February 21, 2012 Minutes**
- B. **Approval of the Financial Statements through February 29, 2012**

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

Regarding the minutes of February 21, 2012 Mr. Krauer requested the record reflect an addition to the statement he made on page 6, second to the last line, *Bicycles are not supposed to be on the sidewalk; only on the street* adding *Bicycles are not supposed to be on sidewalks according to Florida Law.*

Mr. Paradiso questioned the item *Assessments Collected* on page 6 of the financials. He assumed this should be closed out next month when all the taxes are due. He also inquired about the CD's.

Mr. Keith commented on the spread sheet; it looks like our percentages are in line.

The gate repair expense item (R&M Gate) listed in the financials was questioned by Mr. Paradiso (on page 3 of the financials).

This gate repair expense item will be researched.

On VOICE vote with all in favor the consent agenda was approved as amended.

**FOURTH ORDER OF BUSINESS**

**Attorney's Report**

The Employee Manual was discussed.

The lengthy discussion concluded with Mr. Mendenhall agreeing to work out the details of the carry over vacation and sick time of Mr. Grasso and Ms. Intini.

*The record will reflect Mr. Robin left the meeting.*

**FIFTH ORDER OF BUSINESS**

**Engineer's Report**

There not being any, the next item followed.

**SIXTH ORDER OF BUSINESS**

**Manager's Report**

- A. **Acceptance of the Financial Audit for Fiscal Year 2011**  
Mr. Mendenhall noted this was a good audit.

The Board was directed to page 25 of the audit which indicates there were no improprieties, no concerns with generally accepted accounting standards, no financial distress in the District and nothing improper or illegal done. Acceptance of the audit was recommended.

On MOTION by Mr. Paradiso seconded by Mr. Krauer with all in favor the financial audit for fiscal year ended September 30, 2011 was accepted.

**B. Acceptance of an Engagement Letter from Grau & Associates to Provide the Fiscal Year Ended September 30, 2012 Audit.**

Mr. Mendenhall noted Grau & Associates is offering to continue their relationship with the District and provide the fiscal year 2012 audit for a fee of \$7,000.

On MOTION by Ms. Feldman seconded by Ms. Davis with all in favor the engagement letter from Grau & Associates to provide the financial audit for fiscal year ended September 30, 2012 was accepted.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Field Manager**

Mr. Grasso mentioned the following items:

- BioMass will give a proposal for sidewalks.
- Three articles were put in the Newsletter; one about the alligators and two about vehicles in the right-of-way.
- Richard James is personally handling all the road behind the gate; it will take a couple of weeks.
- There is a 5% increase for parts for the gates.
- Mulching will be done in the next 10 days.
- Quarterly gate inspections are continuing.

**B. Park Director**

Ms. Intini reported the following:

- A resident who signed a contract for the use and clean up of the clubhouse has refused to do the clean up. After further discussion, the residents check will be returned to her.
- The pool motor should be in tomorrow.

- We need help dropping eggs for the egg hunt.

**C. Finance Committee**

There not being any, the next item followed.

**D. Newsletter Committee**

Mr. Paradiso reported he is still working with Kelly on the color pages.

Other items will be discussed at the workshop meeting.

**EIGHTH ORDER OF BUSINESS**

**Supervisors' Reports, Requests and Comments**

Mr. Paradiso noted he would like to discuss purchasing a freezer to sell ice cream rather than giving money to the ice cream man. He also suggested buying a vending machine so the profit can stay with the District.

Ms. Intini was asked her opinion of purchasing a freezer for selling ice cream and she noted she had no comment either way.

She indicated she has a freezer she is selling at the yard sale in two weeks, \$50, and it can fit in the office.

The vending machine item will be discussed at the next workshop meeting.

**NINTH ORDER OF BUSINESS**

**Audience Comments**


There not being any, the next item followed.

**TENTH 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.



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Andrew P. Mendenhall  
Secretary



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Norman Keith  
Chairman