

**MINUTES OF MEETING  
OAKSTEAD  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Oakstead Community Development District was held on May 15, 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
Mario Grasso	Field Director
Audience Members (5)	

*The following is a summary of the discussions and actions taken at the May 15, 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 (5) and Comments**

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

**THIRD ORDER OF BUSINESS**

**Consent Agenda**

- A. Approval of the April 17, 2012 Minutes**
- B. Approval of the Financial Statements through April 30, 2012**

Mr. Paradiso MOVED and Ms. Feldman seconded to approve the consent agenda.
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A discussion on the March 20, 2012 minutes ensued.

Ms. Davis stated there was some question about the gate house in Strathmore and we had recessed for a few minutes and Andy had shut the tape recorder off but Andy did note down the conversation that was made throughout the meeting. When the Strathmore gate house came up for discussion the recorder was turned off and the following motion was made but not transcribed. I would like to have the motion inserted here.

On MOTION by Mr. Paradiso seconded by Ms. Davis with all in favor repairing and painting the Strathmore gate house was approved.

Mr. Mendenhall responded basically you've stated it for the record and when these minutes are transcribed for the May meeting the motion will be included.

For the April 17, 2012 minutes Ms. Feldman requested the name *Greenview*, on page 4, be corrected to read *Greenbriar*.

Mr. Krauer requested a change to the April 17, 2012 minutes, page 5, under the eighth order of business. A part of his conversation included Mr. Grasso being asked about the gate motor's and he would like to find out why that was not included in the minutes and wants his question included.

Mr. Mendenhall explained these are summary minutes and it can be added in.

*At the request of Mr. Krauer the following verbiage was stated at the April 17, 2012 Board meeting.*

*Mr. Krauer asked Mr. Grasso about the old gate motor's we use to have; since they are not useful can we take them and scrap them for the metal and Mr. Grasso stated they are gone.*

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**

**B. Report on the Number of Registered Voters in the District – 2,021**

Mr. Mendenhall noted the District currently has 2,021 registered voters.

**A. Distribution of the Proposed Fiscal Year 2013 Budget and Consideration of Resolution 2012-2 Approving the Budget and Setting the Public Hearing**

Mr. Mendenhall briefly explained the budget process noting the following:

- The Board will approve the tentative budget at this meeting.
- The Board will conduct five or six workshops and meetings to work further on the budget.
- By the end of the process, there will be additional sets of financial which will give the Board a better idea where the District stands at that time.

The following budget suggestions were made by Mr. Mendenhall:

- At this time the proposed budget is approximately \$100,000 less overall than it was last year. The two main reasons for this are the Reserves Ponds and Reserve Roadway on page 2 have been zeroed out. Respectively you have \$15,000 for the Ponds and you had \$75,000 for the Roadways, typically. The reason why they were zeroed out is I want the Board to be aware of where the District stands with the Reserve Funds in general. Right now there is approximately \$900,000 in cash sitting in the bank. That is broken out with roughly \$700,000, which is Designated Reserves and approximately \$200,000 which is cash; this cash comes if you under-spend your budget as things came in cheaper than you thought. At the end of the year anything left over falls in to a pot and as the years go by that cash can build.  
With the cash sitting there, it is recommended to move the \$200,000 Undesignated Cash to a Designation or at least a portion of it. It is recommended to move it toward Roads.
- You might want to consider for those two Reserve line items (the \$15,000 and \$75,000) lowering that down for next year. Exhibit A on page 3 shows how everything is pieced out. You are at a comfortable level in most of the

Reserves for where you are in life of the District and the expectations of the things that could happen in the District.

- The District also has an Operating Reserve, which is for handling the District cash needs in the first three months of the year, before the tax receipts are collected. That cash is also available to the District in an emergency situation; it is almost \$200,000. The District is in a very good place with Reserves.
- You have a situation where with your Reserves for Ponds and Reserves for Roadways next year, you might want to lower it down. The Board needs to decide if the budget should be kept level, go up or go down. It is recommended that the budget does not need to go up. If the Board would like to try to stay level, at this point, this first step, you can submit a budget to the county that is level. This can be done, since the budget is \$100,000 less you could build those Reserves so that basically, proportionately \$15,000/\$75,000, build it so your assessments are exactly level to last year. We would just increase it to the point that it is level. When we talk about the TRIM numbers, since it is the highest amount that goes off to the county, the typical practice of the District is to boost those numbers a little bit in case some sort of disaster happens between now and the final budget because if they set it at this level and that disaster happens, they won't be able to do it if they submit it to the county at a lower level. Usually you put in a buffer; I don't think you need to do that anymore because you have Reserves of over \$900,000. You certainly have quite an ample safety net. You can do it if you want to.
- The adopted budget last year was \$1,057,038. It is recommended the Board submit that exact number to the county, which actually is higher by approximately \$100,000 than what we have on the budget right now. You would be giving the District \$100,000 cushion than what we think you necessarily need. This builds the Reserves back in for now and this can be discussed during the next couple of meetings.

With regard to the Road Reserves, Mr. Paradiso commented on the road study and the cost for potential repairs previously presented by the District Engineer.

- If the assessments go up a letter will go out to residents. If the budget is kept level there is no need for letters to owners.

Ms. Davis asked if we have to address the major issues coming up how does that affect keeping the budget level as suggested.

Mr. Mendenhall noted you have \$100,000 to move around to wherever you think is necessary. For big projects the Board should look towards Reserves. As far as capital projects, it is recommended to look towards Asset Replacement which has \$309,000 in it.

- Regarding Engineering Fees and Attorney Fees it is recommended that the Board review the budgeted amount last year and the actuals.
- It is recommended the Board submit to the County a budget where the assessments for next year are exactly equal to what they were for last year. That number is \$1,057,038 and you get to that number by increasing the Pond and Roadway Reserves in the same proportion they were last year until you get to that number. It will probably be about \$80,000 for one and approximately \$17,000 for the other, which is an increase in Reserves.
- If you want to send letters to owners you can, but you are not required by law unless what you submit is higher than last year.

On MOTION by Mr. Paradiso seconded by Mr. Krauer with all in favor the recommendations made by the District Manager regarding the proposed fiscal year 2013 budget were accepted and Resolution 2012-2 approving the budget for fiscal year 2013 and setting the public hearing for August 21, 2012 at 6:30 P.M. at the Oakstead Clubhouse was adopted.

Ms. Davis requested an update on Ms. Stewart's findings regarding the Strathmore gatehouse.

Mr. Mendenhall reported Ms. Stewart's response to the gatehouse issue is she holds the opinion that the gatehouse would be CDD owned based on the fact it is on a tract of land conveyed to the CDD and District Counsel concurs with Ms. Stewart.

Mr. Paradiso MOVED and Ms. Davis seconded to accept the District's responsibility for the gatehouse on the advice of the District Engineer and Counsel.

Mr. Krauer expressed his opinion that the gatehouse was built without CDD bond money and he does not see how the District can go and take it over. If somebody built a shed on common property, does that mean the CDD has to maintain it?

Mr. Keith noted we are not just taking it over; we are going on the advice of the District's Attorney and Engineer.

On VOICE vote with Mr. Paradiso, Ms. Davis, Ms. Feldman and Mr. Keith voting Aye and Mr. Krauer voting nay accepting District responsibility for the Strathmore gatehouse was approved.

On MOTION by Ms. Feldman seconded by Mr. Krauer with all in favor the bid from Zach Horl to repair the Strathmore gatehouse as discussed at the last workshop meeting was accepted.

Mr. Keith noted we did a survey regarding the gates and more yes's than no's were received regarding opening the gates for two hours in the morning and afternoon to save gate wear and tear. We could save 840,000 gate openings in a year by doing that. We are spending an inordinate amount of money on gate maintenance; motors and backup wear out. The CDD liability was also considered if the gates were left open. It is recognized that the gates do provide some security. The Board has made a unanimous decision to scrap the whole idea of keeping the gates open.

Ms. Feldman added some residents receive a reduction on their homeowner's insurance because this community is gated.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Field Manager**

A brief discussion about an alligator in the community ensued.

Mr. Grasso reported the letter regarding SWFWMD violations, which was distributed to the Board, was hand delivered to the residents referenced in the letter. Responses from the residents were that they didn't know about the wetland buffer.

Mr. Paradiso suggested sending a certified letter to the residents listed in the letter.

Ms. Davis expressed her opinion that the District Attorney should advise the Board on how to move forward with this issue.

Mr. Krauer added he noticed a guy on Manassas who was cutting branches off of his tree and throwing them over the wall, dragging them off and throwing them into the conservation area; photos were taken and the address of the person was given to the District Manager.

The Board discussed whether to send out letters to all resident regarding the wetlands rules and regulations.

Mr. Keith recommended a mass mailing to all residents outlining the legal ramifications of violating the wetland laws.

Mr. Mendenhall will confer with the District Engineer and Counsel on this issue.

Mr. Grasso will continue to check for wetland violations.

Watering alternatives were discussed.

**B. Park Director**

Ms. Intini was not in attendance, but a report was previously submitted to the Board.

On MOTION by Ms. Feldman seconded by Mr. Paradiso to put into policy and procedures that the Board approved the Organizational Charts so we can put them into policies and procedures and when I'm saying Organizational Charts its not the one for personnel; it's the ones that show the chain of command Andy, was approved.

Mr. Keith explained the Organizational Charts.

*A copy of the Organization Charts will be attached hereto for the record.*

**C. Finance Committee**

There not being any, the next item followed.

**D. Newsletter Committee**

Mr. Paradiso reported there was some miscommunication with the Tampa Bay Times this month and that is why the Newsletter came later than it usually does.

The CDD website has been updated and there is a Facebook link on there, which is slowly growing. There is a problem with the Oakstead logo in the top part. The web designer will be asked to help with some issues.

**EIGHTH ORDER OF BUSINESS**

**Supervisors' Reports, Requests and Comments**

Mr. Paradiso asked about the Jasmine up front and the Brenford annuals.

**NINTH ORDER OF BUSINESS**

**Audience Comments**

An audience member reported as you are going out of Weymouth Boulevard the Cock's Combs look nice and someone stole seven of them in the corner.

Mr. Keith asked Mr. Grasso to have the deputies change their schedule a little bit when school closes for the summer.

Ms. Feldman reminded the audience of the big spree of car break-ins last summer and asked them to be aware of that.

An audience member asked about pot holes in the street.

An audience member, Ms. Vargas, reported residents in Weymouth have been notified there are two homeless people at the end of Everton, in the conservation area. Mr. Grasso will confer with the security officers regarding this issue.

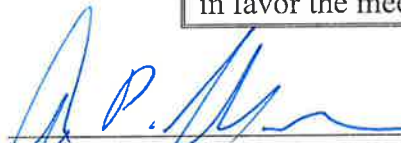
An audience member commented on the Organizational Chart.

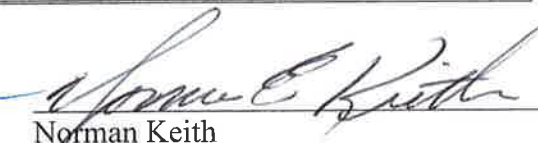
**TENTH ORDER OF BUSINESS**

**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