

**MINUTES OF MEETING  
OAKSTEAD  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Oakstead Community Development District was held on June 19, 2012 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
Audience Members (5)	

*The following is a summary of the discussions and actions taken at the June 19, 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.

Board consensus was to add a landscape maintenance discussion to the agenda and allowed Mr. Brad Bachman of ValleyCrest Landscape Maintenance to address the Board at this time.

Mr. Bachman introduced himself and noted the following:

- He owned Bachman Environmental several years ago and serviced the Oakstead property in the past.

- The Oakstead property was inspected and it is his hope to be the District's landscape provider.
- ValleyCrest is the largest landscape company in Tampa.
- As your current landscaper is leaving in the next two weeks and is trying to assign the contract over to Girard, ValleyCrest is offering to take over the property.
- Legal issues are being researched such as the District going out for bids for a new landscaper.

Mr. Keith Wilson, Vice President of ValleyCrest was introduced by Mr. Bachman.

- If ValleyCrest takes over on an interim basis it will cost the District more money. Therefore, ValleyCrest would like to take the contract over; a contract reassigned to ValleyCrest at the same current monetary amount. This can be done for a one, two or three year basis.
- We would like to take the contract over and be your preferred vendor.

Mr. Keith noted we will wait for our attorney and manager to advise us.

The Board asked questions of Mr. Bachman and Mr. Wilson.

Mr. Wilson noted a 90 day schedule of what is intended to be done would be submitted for review and approval of whoever will be in charge.

Mr. Mendenhall explained it is important that the Board know today what the monthly cost would be on an interim basis so they can make a decision today on whether they will move forward on an interim basis; at the minimum it will be needed for one month.

Mr. Wilson indicated we will work on it now and report with two options later in this meeting.

Mr. Todd Haag from Greenbriar Landscape addressed the Board and noted the following:

- He will never let the District down and he has never submitted a letter to the Board indicating he is terminating his company's services.
- He is trying to make a decision on what is best for his employees and clients and all involved in his business. He could have sold to a large company and made a large profit. He gave up profits from selling his accounts because he wanted to make sure there was a smooth transition.
- Girard Environmental was interviewed by Mr. Haag and the owners are extremely committed to the grounds maintenance business.

- A deal was made with Girard Environmental where they will employ all of the Greenbriar employees, rent both Greenbriar facilities and are willing to take over every contract, even the ones that don't make a profit. They will honor all current Greenbriar contracts. Jeremy and the current personnel will continue to service the District.
- The bottom line is the same personnel and equipment will continue to be used for this District. The only difference will be the change in the name of who the check is written out to. Or, the check can continue to be written to Greenbriar and Girard Environmental will be paid by Mr. Haag. He will definitely honor the current contract.

The Board communicated to Mr. Haag several landscaping issues in and around the District they found to be unacceptable.

Mr. Mendenhall reminded the Board of today's main objective regarding moving forward with a landscape contract. The Board must decide whether to accept the options submitted by Mr. Haag of Greenbriar or to move on in any of the other ways, which have been discussed.

Mr. Haag indicated he will do whatever the Board decides. If legally allowed he can assign the current contract to Girard Environmental, Valley Crest or any landscape company the Board chooses. He doesn't want the District to assume additional costs.

Mr. Wilson proposed two options as follows:

A July, August, September 90 day interim maintenance, which includes all except palm tree pruning, for \$16,950 per month for three months. During those 90 days the Board can make their decision on how to go forward.

Or, if there is an opportunity for ValleyCrest to pick up the contract the number will be kept the same.

We intend to not bill the District for the first month while decisions are being made. At the end of the decision making period, we will come up with a decision on which choice the Board will take.

If only the name changes on the contract to ValleyCrest, nothing will change. If the 90 day option is accepted, you will pay us \$16,950 for those three months.

On MOTION by Mr. Paradiso seconded by Ms. Davis with all in favor moving forward with ValleyCrest in working out an interim contract upon receipt of a cancellation from Greenbriar was approved.

Mr. Mendenhall indicated we have a proposal from OLM to conduct the RFP process. The Board can start the process now or wait a month until the termination letter from Greenbriar and the interim contract from ValleyCrest fall in place.

On MOTION by Mr. Paradiso seconded by Ms. Davis with all in favor the cost for interim landscape maintenance service from ValleyCrest of \$16,950 per month was accepted.

The record will reflect the ValleyCrest representatives left the meeting.

**THIRD ORDER OF BUSINESS**

**Consent Agenda**

- A. **Approval of the May 15, 2012 Minutes**
- B. **Approval of the Financial Statements through May 31, 2012**

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

Mr. Paradiso questioned an item on page 7 of the financials; the SBA account. He also noted one of the money market accounts is getting poor interest and he would like to stick it in a CD that is 1%.

Mr. Mendenhall explained usually the funds in money market accounts are used for operating cash.

Mr. Paradiso also requested leaving the budget narrative pages out of future budget documents normally included in the agenda package, except for the final budget adoption agenda package.

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**

Mr. Mendenhall suggested the Board request an OLM representative attend a future workshop or regular meeting to discuss the RFP process.

On MOTION by Mr. Paradiso seconded by Mr. Krauer with all in favor the proposal from OLM to conduct an RFP for landscape maintenance services with an objective of a 10/1/12 new landscape contract start date was accepted.

**A. Questions and Comments on the Proposed Fiscal Year 2013 Budget**

Mr. Mendenhall noted he received the Board’s update from the last workshop and they will be worked in to the proposed budget to be reviewed at the next meeting.

The Board was asked if they would like to have Mr. Witmer review the budget and they did not think it was necessary.

Regarding the landscape maintenance RFP, the Board was reminded they will be required to take the lowest reasonable and responsive bid.

The Board was asked if there was anything in the proposed 2013 budget they would like to discuss at this time.

Mr. Keith noted there is nothing to discuss until we get closer to adopting it.

Mr. Krauer requested the budget/landscape be included as an item for the workshop agenda.

**B. Employee Evaluations**

Mr. Mendenhall noted he went over his evaluation for Ms. Intini and Mr. Grasso with them today. The evaluation included feedback from some Supervisors. Copies of the evaluations will be emailed to the Board. The Board has the opportunity to address the issue of raises at this time.

Mr. Keith indicated we added a 3% increase in the proposed budget.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Field Manager**

Mr. Grasso requested the Board accept the Trespass Agreement with the Pasco Sherriff’s office; Resolution 2012-3.

On MOTION by Ms. Feldman seconded by Mr. Paradiso with all in favor Resolution 2012-3 a policy regarding trespassing on District owned property and providing an effective date was adopted.

It was also reported by Mr. Grasso the insurance claim is settled; the work will start the week of the 24<sup>th</sup>.

Progress Energy completed the wire hookup for Strathmore.

Other items were reported by Mr. Grasso.

The Board approved an extra \$10 charge for internet service for Mr. Grasso's Oakstead cell phone.

It was also reported the trapper should arrive today to trap the 12 foot alligator.

Mr. Mendenhall requested the Board discuss with Mr. Grasso and Ms. Intini what their expectations of them are as far as the hours they should be on-call. In general, there are some things the Board needs to set policies on.

Mr. Keith noted this issue should be discussed at a future workshop meeting and in the meantime, there is a base expectation as far as on a weekend when a gate gets smashed and doesn't open we would expect Mr. Grasso to respond and if he is not available, to have a back up plan.

Mr. Grasso was asked to come up with a proposal on what to do or who to call in case of any gate emergency. It was also recommended to include the proposed gate emergency policy in the newsletter and it will also be put on the Facebook page by Mr. Paradiso.

It was also reported by Mr. Grasso the wall at 19428 at Weymouth was never painted due to trellises and lattice on the inside; however it is being repaired and will be completed this week.

**B. Park Director**

Ms. Intini reported on a deck issue and the repair will begin in the next week.

She also reported regarding the awning, the company will not replace the whole awning but they will do a patch.

It was also reported Ms. Intini will be on vacation starting Thursday, gone for 9 days and will return on July 5<sup>th</sup>.

Mr. Keith was thanked by Ms. Intini for the nice review and she noted it is nice to see that the work she has done has been appreciated.

Mr. Paradiso requested Ms. Intini start getting estimates for the parking lot.

**C. Finance Committee**

There not being any, the next item followed.

**D. Newsletter Committee**

Mr. Paradiso reported the Newsletter is on track to be color on July 1<sup>st</sup>.

The website is still being worked on and the Facebook page is growing.

**EIGHTH ORDER OF BUSINESS**

**Supervisors' Reports, Requests and Comments**

Mr. Keith presented an Oakstead Sidewalk Survey March 2012 document to the Board and reported we have done an extensive amount of study on sidewalks and sidewalk repair and have spent funds on legal and survey costs.

Most of the sidewalks listed on the survey are raised about one inch. There is only one sidewalk in Oakstead that is between two and three inches raised. There are 105 raised sidewalks at a maximum of \$70 per grind to fix them. It will take approximately \$7,500 to fix them all. A program should be started and finished by October.

Board consensus was to move forward with a sidewalk repair program upon receiving bids to be provided by the District Engineer.

Mr. Krauer suggested the Board restart discussions on long range planning.

**NINTH ORDER OF BUSINESS**

**Audience Comments**

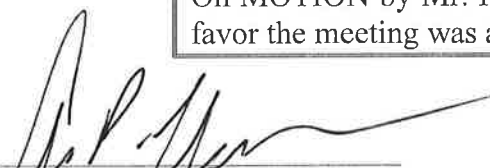
There not being any, the next item followed

**TENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

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

  
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Andrew P. Mendenhall  
Secretary

  
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Norman Keith  
Chairman