

**MINUTES OF MEETING  
OAKSTEAD  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Oakstead Community Development District was held on July 17, 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	

*The following is a summary of the discussions and actions taken at the July 17, 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 Comments**  
There not being any comments at this time, the next item followed.  
A brief discussion ensued regarding a previous landscape inspection.

**THIRD ORDER OF BUSINESS** **Consent Agenda**

- A. Approval of the June 19, 2012 Minutes**
  - B. Approval of the Financial Statements through June 30, 2012**
- Mr. Paradiso inquired about an item on page 6 of the financials and Mr. Mendenhall explained the item.

On MOTION by Mr. Paradiso seconded by Ms. Feldman with all in favor the consent agenda was approved.
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Mr. Paradiso noted in light of the email distributed by Mr. Mendenhall regarding shifting of funds, the following motion was made:

On MOTION by Mr. Paradiso seconded by Mr. Krauer with all in favor shifting \$29,416 and \$8,395 from the current budget item lines to Asset Replacement was approved.

The \$29,416 amount was for the beams outside that were repaired and pool pumps were \$8,395.

**FOURTH ORDER OF BUSINESS Attorney's Report**

There not being any, the next item followed.

A brief discussion ensued regarding the outgoing landscape maintenance provider, Greenbriar and the incoming landscape maintenance services of Valley Crest and the OLM contract verbiage regarding terminations.

**FIFTH ORDER OF BUSINESS Engineer's Report**

There not being any, the next item followed.

**SIXTH ORDER OF BUSINESS Manager's Report**

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

Mr. Mendenhall introduced Mr. John Witmer who was available to answer questions regarding the budget.

Mr. Witmer was invited to attend the next workshop meeting and/or regular meeting.

The reclaimed water budget item was questioned by Mr. Witmer; why did the amount drop down to \$300 per month.

Mr. Grasso noted they backed off on the fee mid-season to 24 cents per thousand, but since the summer hit we are back to 44 cents per thousand and the reason is unknown.

Mr. Grasso will check with the water meter guy and this item will be discussed further at the next workshop meeting. Past invoices will be reviewed to check on usage amounts.

**B. Distribution of OLM/Landscape Timeline**

Mr. Mendenhall reported he and Mr. Grasso have been working with OLM on the landscape time line previously emailed to the Board. The specifications should be finalized and the Board should be receiving them from OLM soon. They should be reviewed by the Board and discussed at the next workshop meeting so that a motion can be made at the next regular meeting to officially approve of going out for an RFP from landscape maintenance companies.

Some companies will respond from the newspaper ad, but most of the of the responders will be from landscapers notified of the RFP by Mr. Mendenhall, Mr. Grasso and OLM; landscapers who are known for doing a good job, are reputable and are known for not being on the edge of going out of business. The bidders will go through a pre-qualification questionnaire which also requests documentation submission; financials, staffing and general information. There will also be an on-site, pre-bid, mandatory meeting for bidders to turn in their pre-qualifications and review the site with Mr. Grasso, a representative of OLM and Mr. Mendenhall. After touring the site they will deliver their proposals; trying to coordinate distribution of the proposals to the Board prior to a workshop in September, possibly.

At the September meeting the Board should determine which company they want to move forward with. The Board will be required to go with the lowest, reasonable and responsive bid because of the dollar value of this contract. If for some reason the Board gets to this point and the lowest, reasonable and responsive bid is in question, you can choose to disregard all of theme and start all over.

An updated time line should be distributed to the Board by the end of the week.

Mr. Paradiso requested the Board discuss salary increases regarding the fiscal year 2013 budget at the next workshop meeting.

**SEVENTH ORDER OF BUSINESS**

**Discussion of Sidewalk Repairs & Bids**

Mr. Keith noted two bids have been received and the District Engineer's preferred bid is the bid from Central Concrete Products, Inc.

Mr. Keith will review and update the sidewalk photo list indicating changes that may have occurred since the last photos were taken and forward to the Board. The number of replacement panels needed will be determined for a better idea of the repair costs.

This item was tabled.

**EIGHTH ORDER OF BUSINESS**

**Pool Leak Repairs**

A proposal was received from Sharper Image for the pool leak repairs. Sharper Image is a preferred vendor.

On MOTION by Mr. Paradiso seconded by Mr. Krauer with all in favor the Sharper Image proposal in the amount of \$2,800 for the pool leak repairs was accepted.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. Field Manager**

Mr. Grasso's field report was previously distributed to the Board.

*A copy of the report will be attached hereto for the public record.*

**B. Park Director**

Ms. Intini reported the vendor told her the part from the kiddy pool that she sent out to be fixed was already 5 years out of warranty before it was installed; they put an old part in.

A brief discussion ensued regarding holiday lights that were previously purchased.

**C. Finance Committee**

There not being any, the next item followed.

**D. Newsletter Committee**

Mr. Paradiso asked for comments on the new color pages of the Newsletter.

Board consensus was favorable; the front page color could be more vibrant.

**TENTH ORDER OF BUSINESS**

**Supervisors' Reports, Requests and Comments**

Mr. Keith asked for comments on the Emergency Backup Plan document he prepared and presented to the Board.

The consensus of the Board was the document was good.

On MOTION by Mr. Paradiso seconded by Ms. Feldman with all in favor the Emergency Backup Plan prepared by Mr. Keith was accepted as written.

Ms. Davis addressed the Board regarding annual employee reviews. She requested the Board withdraw from participating in the written employee reviews in the future; the employee review document should be composed by the District Manager with input from the Board.

Ms. Davis MOVED to have the Board remove themselves from making employee reviews and the District Manager to be the reviewer, Mr. Paradiso seconded the motion for discussion purposes.

Mr. Paradiso expressed his opinion on the employee review item. He noted the Board should send their employee reviews to the District Manager and the only official review that should go in any employee file is the one from the District Manager.

Ms. Feldman suggested sending, at the end of the year, a re-cap of any positive or negative comments submitted throughout the year to the District Manager before reviews are completed.

On VOICE vote with Mr. Krauer, and Ms. Davis voting Aye to approve Board members withdrawing from composing employee reviews and Mr. Paradiso, Ms. Feldman and Mr. Keith voting Nay the previous motion removing Board members from making employee reviews failed. (2-3)

Mr. Keith requested the District Manager inquire of Severn Trent if there is any training available to District Supervisors for writing employee reviews.

Mr. Paradiso addressed the following:

- o A thunder and lightning detector for the District. He suggested the item be further reviewed. Ms. Intini was directed to obtain costs for this item and it was requested this item be included on the next workshop agenda.
- o The parking lot drain heading toward Tuckerman needs repair; hole is getting worse.
- o The Manassas car accident; it is unacceptable that the damage was left unrepaired for two months.  
Board consensus was as soon as a release is received from the insurance company and if it exceeds 30 days, we should go ahead and fix it.
- o A resident in Tanglewylde brought a raccoon issue to Mr. Paradiso's attention. Mr. Grasso indicated he spoke with the resident. The CDD cannot do anything regarding this.
- o Preparing an article on automobile towing.

**ELEVENTH ORDER OF BUSINESS**

**Audience Comments**

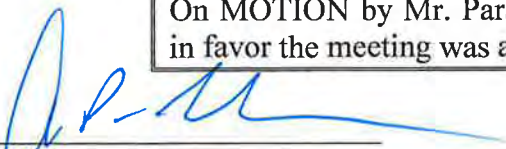
There not being any, the next item followed

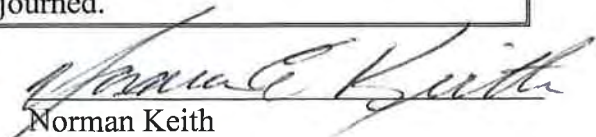
**TWELFTH ORDER OF BUSINESS**

**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