

**MINUTES OF MEETING
OAKSTEAD
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Oakstead Community Development District was held on August 21, 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 (2)	

The following is a summary of the discussions and actions taken at the August 21, 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

Mr. Keith indicated audience comments will be held until after the formal items are done.

THIRD ORDER OF BUSINESS

Consent Agenda

- A. Approval of the July 17, 2012 Minutes**
- B. Approval of the Financial Statements through July 31, 2012**

Mr. Paradiso MOVED and Mr. Krauer seconded to approve the consent agenda.

Mr. Paradiso inquired about an item on page 9 of the financials, the check register, regarding a check for mileage reimbursement, why is it taking so long for the employee to be reimbursed?

Ms. Intini will be asked about this mileage issue and it will be further discussed at the next meeting.

Mr. Paradiso also inquired about the SBA account.

Mr. Mendenhall stated for the record “they have released funds periodically”.

Board consensus was to permit Mr. Paradiso to write a formal letter, as he requested, bring a draft before the Board at the next workshop, and have it reviewed by District Counsel before following through with mailing.

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

FOURTH ORDER OF BUSINESS

Public Hearing to Consider the Budget for Fiscal Year 2013 (Resolution 2012-4) and Levy of Non Ad Valorem Assessments (Resolution 2012-5)

Mr. Keith noted the Board has spent four or five workshops perusing and refining the budget. There are no assessment increases and the budget is exactly the same as last year.

Mr. Mendenhall noted there is one slight increase, which was for Tract 5 and it went up approximately \$1.60.

On MOTION by Mr. Paradiso seconded by Mr. Krauer with all in favor the public hearing on the adoption of the fiscal year 2013 budget was opened.

Mr. Keith briefly explained the budget and asked for questions or comments from the audience.

An audience member asked about the reserves listed in the budget and Mr. Mendenhall briefly explained them.

There not being any further audience comments on the budget,

On MOTION by Mr. Paradiso seconded by Mr. Krauer with all in favor the public hearing on the adoption of the fiscal year 2013 budget was closed.

On MOTION by Mr. Paradiso seconded by Mr. Krauer with all in favor Resolution 2012-4 relating to the annual appropriations of the District and adopting the budget for fiscal year beginning October 1, 2012 and ending September 30, 2013 and referencing the maintenance and benefit special assessments to be levied by the District for said fiscal year was adopted.

On MOTION by Mr. Paradiso seconded by Ms. Feldman with all in favor Resolution 2012-5 levying and imposing a non ad valorem maintenance special assessment for the District for fiscal year 2013 was adopted.

FIFTH ORDER OF BUSINESS

Attorney's Report

There not being any, the next item followed.

SIXTH ORDER OF BUSINESS

Engineer's Report

There not being any, the next item followed.

SEVENTH ORDER OF BUSINESS

Manager's Report

A. Meeting Schedule for Fiscal Year 2013

A proposed 2013 meeting schedule was presented to the Board for consideration.

On MOTION by Ms. Davis seconded by Mr. Paradiso with all in favor the meeting schedule for fiscal year 2013 was approved as presented.

A copy of the 2013 meeting schedule will be attached hereto for the public record.

B. Ratification of Newsletter Delivery Charge (NTE \$3,700)

Mr. Mendenhall noted at the workshop a new way of distributing the Newsletter was discussed.

Mr. Paradiso MOVED and Ms. Feldman seconded to approve the charge of not to exceed \$3,700 from Express Press for the Newsletter delivery.

It was noted the Newsletter delivery problem has been solved and the new delivery will cost an additional \$100 annually from what the cost was last year.

On VOICE Vote with all in favor the charge of not to exceed \$3,700 from Express Press for Newsletter delivery was approved.

D. Ratification of Decorating Elves Proposal for Holiday Lights

Mr. Mendenhall noted this item was discussed at the workshop meeting.

Mr. Paradiso MOVED and Ms. Davis seconded to approve the proposal for holiday lights from Decorating Elves.

Mr. Paradiso noted we gave a directive to Mr. Grasso to find out the cost for using all LED's.

Mr. Grasso indicated he requested a quote on the LED lights, but has not received a response yet.

On MOTION by Mr. Paradiso seconded by Ms. Davis with all in favor the proposal from Decorating Elves for holiday lights was approved.

The following was not included on the agenda:

Mr. Mendenhall reported on the landscape bid and noted the time-line previously prepared indicated the Board would potentially choose to go out for RFP for landscaping at this meeting, we would advertise it and it would be in the newspaper this Friday, there would be a pre-bid meeting next Wednesday at 11 a.m. and then the bids and pre-qualifications would be due September 11th at noon.

On MOTION by Mr. Paradiso seconded by Mr. Krauer with all in favor authorization to proceed with the RFP for landscaping services was approved.

C. Discussion of Employee Increases

Mr. Mendenhall noted this item was discussed at the last workshop meeting.

Mr. Paradiso MOVED and Ms. Davis seconded to approve a 2% pay increase for the Parks and Recreation Manager and the Field Manager.

It was noted that a previous workshop discussion on this issue resulted in there being four separate pay raise amounts suggested by individual Board members.

Mr. Keith suggested a 3% pay raise, which is already in the budget.

Mr. Paradiso suggested 2%.

Ms. Feldman agreed with Mr. Paradiso on 2%.

Ms. Davis re-expressed her opinion there should be a cap on salaries at \$45,000 and Ms. Feldman agreed. She indicated she is in favor of a pay raise of 3%, as they do not receive medical benefits from the District.

Mr. Krauer agreed with authorizing a 3% pay increase.

Mr. Paradiso amended the previous motion and Ms. Davis seconded by changing the approval of a 2% pay increase to a 3% pay increase; with all in favor a 3% pay increase for the Parks and Recreation Manager and the Field Manager was approved.

Mr. Paradiso inquired about the storm drain/pothole emergency work, which was previously completed.

Mr. Paradiso moved to approve and Ms. Feldman seconded the proposal from Azarelli for parking lot paving in the amount of \$6,995.

Mr. Paradiso noted Azarelli has done a good job for us in the past and they are a preferred vendor. He would like the square footage verified.

Mr. Keith requested that Mr. Grasso verify the square footage for the project.

Mr. Krauer requested the Board come up with a preferred vendor list to be given to the District Manager for the record.

On VOICE Vote with all in favor the proposal from Azarelli for parking lot paving in the amount of \$6,995 was approved.

Mr. Paradiso suggested posting a notice in the parking lot several nights before the project begins.

Mr. Mendenhall recommended waiting until the dry season to begin this project.

Mr. Grasso will inquire whether the vendor will hold the price of the project until October when the weather will be dryer.

EIGHTH 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.

Details of an additional project were discussed; sealing off grass parts so golf carts can't get thru.

On MOTION by Ms. Davis seconded by Mr. Paradiso with all in favor authorization for white, 4', fence installation at the gates on the linear path between Strathmore and Brenford in the amount of \$4,175 was approved.

Mr. Grasso reported we are in good standing with SWFWMD and we were told we are doing a fantastic job.

B. Park Director

Mr. Keith explained Ms. Intini had another meeting to attend and could not be in attendance at this meeting. She previously submitted a report to the Board for review.

C. Finance Committee

There not being any, the next item followed.

D. Newsletter Committee

Mr. Paradiso noted Facebook is growing.

SECOND ORDER OF BUSINESS (cont'd)

Audience Attendance and Comments

A resident of Brenford inquired about overnight parking in the parking lot.

A brief discussion ensued and concluded with Board members noting that residents interested in overnight parking in the parking lot should contact District staff for instructions.

A resident inquired about the trees between the street and the common site and Mr. Keith noted they belong to the homeowner.

Mr. Keith expounded on tree damage and sidewalk repair issue history and future procedures.

NINTH ORDER OF BUSINESS

Supervisors' Reports, Requests and Comments

Mr. Paradiso briefly reported on road flooding at Ballastone; nothing appears to be clogging the drain.

Mr. Krauer reported Tanglewylde has lowered the water levels by 8” throughout all the ponds. The water is flowing across that field the way Ms. Stewart says it should and it is moving.

Ms. Feldman reported on a tree that has roots growing on the culvert; 19311 Haskell, Barbara Johnson. The tree was cut out and the roots are still growing. She also reported on a street light that stays on all day and night.

Mr. Grasso indicated he is aware of these issues and has reported them.

Ms. Davis addressed the following:

- o Oakstead marquee use.
 - o Residents are upset about the dress code in the clubhouse.
Resident requested a sign be posted stating “shorts and T shirts are required”
 - o Observers of an on-going exercise class should be asked to move on.
 - o No children should be allowed in the gym at any time.
- Clubhouse personnel must enforce the rules of the Clubhouse at all times.
- o Only approved pool diapers are to be worn in the pool; no regular children’s diapers or adult Depends.
 - o Pool attire – bathing suits, not street clothing is to be worn in the pool.
 - o Foot coverings are to be worn in the clubhouse at all times.

Residents feel the District employees are not paying enough attention to the pool rules.

Mr. Mendenhall suggested this subject be further discussed at the next workshop meeting with Ms. Intini in attendance.

TENTH ORDER OF BUSINESS

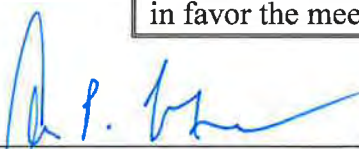
Audience Comments

There not being any, the next item followed

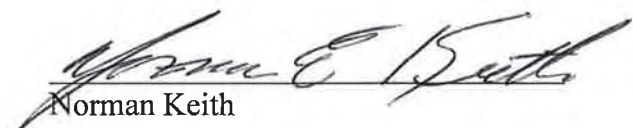
ELEVENTH ORDER OF BUSINESS

Adjournment

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



Andrew P. Mendenhall
Secretary



Norman Keith
Chairman