

**MINUTES OF MEETING  
OAKSTEAD  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Oakstead Community Development District was held on September 18, 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
Tom Rohrer	OLM
Audience Members (2)	

*The following is a summary of the discussions and actions taken at the September 18, 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 August 21, 2012 Minutes**
- B. Approval of the Financial Statements through August 31, 2012**

Mr. Paradiso MOVED and Mr. Krauer seconded to approve the consent agenda.
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Mr. Paradiso inquired about the financials, on page 2, under the Administrative section, the Insurance General Liability amount is low; is there anything outstanding?

Mr. Mendenhall noted he will check on that.

He also inquired if the amount under Street lighting, the electricity section, is that an actual or an estimate?

Mr. Grasso responded it is an actual reading.

Ms. Paradiso also inquired about the percentage under Parks and Recreations – Payroll and Mr. Keith answered the question.

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

**FOURTH ORDER OF BUSINESS**

**Attorney’s Report**

*The record will reflect Mr. Robin was not in attendance at this time.*

**FIFTH ORDER OF BUSINESS**

**Engineer’s Report**

There not being any, the next item followed.

**SIXTH ORDER OF BUSINESS**

**Manager’s Report**

**A. Landscape Services RFP**

This item was deferred to later in the meeting.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Field Manager**

The Field Manager’s Report was previously forwarded to the Board.

On MOTION by Mr. Paradiso seconded by Ms. Feldman with all in favor installing a pedestrian gate from Mozart Designs, Inc. at a cost of not to exceed \$1,885 was approved.

On MOTION by Mr. Paradiso seconded by Ms. Davis with all in favor installing a secondary fence from Mozart Designs, Inc. in the amount of not to exceed \$2,755 was approved.

**B. Park Director**

Ms. Intini’s comments were inaudible.

**SIXTH ORDER OF BUSINESS continued      Manger's Report**

**A.      Landscape Services RFP**

Mr. Mendenhall noted the landscape consultant and District Counsel are in attendance to participate in the landscape services discussion.

The following was noted by Mr. Mendenhall:

- The first bidder, Buccaneer Landscape, was the lowest bidder. However, there was a fair amount of questions unanswered in the prequalification.
- TotalScape Solutions – there were some issues with the financials and some of the prequalification questions. They also seemed smaller than what is needed in this community and they do not have experience with CDD's.
- Natural Designs (NDL) – Looking at their prequalification as well as their financials, they were the first bidder found to be qualified.
- LMP – was the next lowest qualified after NDL.

It was noted if there are enough concerns regarding the current bidders, there is always the ability to rebid.

The following was noted by Mr. Tom Rohrer of OLM:

- Since the District must follow the CCNA guidelines, the lowest qualified bidder is important to bear in mind.
- The summary sheets were reviewed and item costs were averaged.
- NDL seemed to be qualified.

Mr. Keith expressed his opinion on the unfavorable submission of some of the proposals.

A discussion on the landscape services proposals continued at length.

Mr. Paradiso MOVED and Mr. Krauer seconded to accept the proposal from NDL for landscape services.
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Ms. Davis suggested that Mr. Grasso express his opinion.

Mr. Grasso indicated he will email his fact sheet to the Board; all of his figures are based on his fact sheet.

He noted the only company that mirrors his fact sheet is ValleyCrest.

On VOICE Vote with Mr. Paradiso, Mr. Krauer and Ms. Feldman voting Aye and Mr. Keith and Ms. Davis voting Nay the proposal from NDL for landscape services in the amount of \$208,510 for the first year was accepted.

The Board thanked Valley Crest for their exceptional service during the interim.

**SEVENTH ORDER OF BUSINESS continued    Staff Reports**

**C. Finance Committee**

There not being any, the next item followed.

**D. Newsletter Committee**

Questions regarding HOA covenants and Deed Restrictions were posed to Mr. Robin.

It was requested to add Deed Restriction; covenants discussion to the next workshop agenda.

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

It was also requested to add *Newsletter Update Discussion* to the next workshop agenda.

**EIGHTH ORDER OF BUSINESS**

**Supervisors' Reports, Requests and Comments**

Mr. Krauer expressed his opinion on the landscape services bid, in particular the Valley Crest proposal and presentation given at a previous meeting regarding becoming the District's interim landscaping company.

Ms. Feldman noted she believes the Board did what was required of us regarding the landscape services company selection.

Mr. Keith requested the item *Reserves* be included on the workshop agenda.

**NINTH ORDER OF BUSINESS**

**Audience Comments**


There not be any, the next item followed.

**TENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business to discuss at this time,

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

  
Norman Keith  
Chairman