

**MINUTES OF MEETING  
OAKSTEAD  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Oakstead Community Development District was held on December 18, 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
Diane Davis	Vice Chairman
Joe Cascio	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
Audience Members (6)	

*The following is a summary of the discussions and actions taken.*

**FIRST ORDER OF BUSINESS**                      **Call to Order and Roll Call**

Mr. Keith called the meeting to order and called the roll.

**SECOND ORDER OF BUSINESS**                      **Consent Agenda**

- A. **Approval of the November 20, 2012 Meeting Minutes**
- B. **Approval of the Financial Statements through November 30, 2012**

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

Regarding the last sentence of the November 20<sup>th</sup> minutes, Mr. Paradiso indicated he sent his original oath of office to the Department of State and will provide a copy of the oath for the record.

Mr. Keith asked to have *30 day trial period* changed to *90 day trial period* on line 105 of the minutes.

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

**THIRD ORDER OF BUSINESS**

**Audience Attendance Count and Comments (6)**

The Chairman asked the audience to hold comments on landscape issues until further along in the meeting when landscaping issues will be discussed.

A resident, Mr. Michael Mammano commented on speeding issues he has observed in the community. Pond issues at Pond 29 were also discussed.

Mr. Grasso will review the Pond 29 issue and report back to the Board on what can be done to eliminate the problem.

Ms. Geri Cochran inquired about the modular trailer near the clubhouse and Mr. Keith explained it is being used by UPS temporarily and will be removed in January.

**FOURTH ORDER OF BUSINESS**

**Attorney's Report**

Mr. Robin noted he will report and discuss items during the landscape services discussion later in the meeting.

**FIFTH ORDER OF BUSINESS**

**Engineer's Report**

There not being any, the next item followed.

**SIXTH ORDER OF BUSINESS**

**Manager's Report**

Follow up items:

- Letters to the SBA will be going out tomorrow.
- A letter has been written and sent to the resident with the tree stand, asking him to remove it within 10 days or the District will have it removed at his cost.
- An email from Mr. Jim Lewis of Massey was forwarded to the Board. The claim has been submitted and is in process.
- A. Ratification of the Early Termination with NDL
- B. Approve an Interim Landscape Agreement with Bravo

Mr. Mendenhall noted the following:

- At the November 20<sup>th</sup> meeting the Board directed him to begin the RFP process with the assistance of Mr. Grasso and OLM.
- OLM submitted an initial proposal for their RFP assistance; they were informed that their required input would be much less than what was needed for the first landscape services RFP process and thereby they submitted a revised, lower, proposal for a fee of \$1,250. The revised OLM proposal was emailed to the Board.
- Representatives from Valley Crest attended the December 11, 2012 workshop meeting and subsequently submitted a proposal for interim landscape services; this was to have been equal to their previous interim services proposal. It was not.

Options available to the Board in order to proceed with choosing an interim landscaper and proceeding with an RFP for landscaping services were discussed such as: going to the next lowest bidder, which was LMP; move forward with Valley Crest on an interim contract basis.

Other alternatives are an interim contract with Bravo Landscaping (representatives in attendance).

Mr. Keith expressed his favorable opinion of the LMP interim landscape services proposal.

Mr. Robin suggested that before the Board engages in discussions with representatives from bidding landscaping companies, the Board should decide what direction they want to go.

Mr. Keith noted we want to go the path least expensive and yet works.

On MOTION by Ms. Davis seconded by Mr. Paradiso with all in favor the proposal from Bravo Landscaping for Interim Landscape Services (with five landscape technicians, at 40 hours per week) in the amount of \$18,650 per month for a period of 60 days with an option to extend to 90 days with a start date of Thursday, December 20, 2012 was approved.

Ms. Davis MOVED and Mr. Krauer seconded the ratification of the Early Termination notice to NDL and ratifying the payment of \$18,916.21 to them.  
On VOICE Vote with Mr. Krauer, Ms. Davis, Mr. Cascio and Mr. Keith voting Aye and Mr. Paradiso voting Nay, ratification of the Early Termination notice to NDL and final payment was approved.

On MOTION by Mr. Paradiso seconded by Mr. Krauer with all in favor authorization for the District Manager to move forward with the landscape services RFP process including advertising, was approved.

On MOTION by Mr. Paradiso seconded by Mr. Krauer with all in favor authorization to utilize OLM to assist in coordinating the bid process and any minor changes to the current landscape maintenance specifications in the amount of \$1,250, which is a reduction in fee from a previous proposal fee as indicated in the OLM proposal letter dated December 14, 2012 was approved.

**SEVENTH ORDER OF BUSINESS      Staff Reports**

**A.    Field Manager**

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

**B.    Park Director**

Ms. Intini previously submitted her report to the Board.

Mr. Krauer expressed concerns regarding the Field Manager, the landscaper and OLM representatives going out together on the monthly inspections. He indicated he is trying to close loop holes to keep the District from similar, recent unfavorable situations as occurred with NDL. It was recommended that OLM representatives perform their inspections on their own.

*The record will reflect Mr. Tom Rohrer of OLM joined the meeting.*

Mr. Keith expressed to Mr. Rohrer the Board desires to have future OLM monthly inspections conducted by an OLM representative and a landscape services representative, minus the Field Manager, in an effort to alleviate the perception of any undue influence.

Mr. Rohrer expressed his opinion that the suggested procedure is not necessary, but the Board's directives will be adhered to.

Board consensus was that the OLM inspection report be first sent to Mr. Mendenhall and he will circulate the report to Mr. Grasso and others involved with the report.

Mr. Keith expressed to Mr. Grasso that in an effort to prevent vendor misconceptions, future monthly OLM landscape inspections will be done by the OLM representative only. When the inspection is completed the OLM representative will continue to have Mr. Grasso sign off on the grade sheet.

Mr. Grasso acknowledged and accepted the Board's request.

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

On MOTION by Mr. Paradiso seconded by Mr. Krauer with all in favor Resolution 2013-2 adopting a policy regarding trespassing on District owned property and providing an effective date was adopted.

**C. Finance Committee**

There not being any, the next item followed.

**D. Newsletter Committee**

Mr. Paradiso reported Jen is stepping down from the Newsletter. In the interim the Newsletter will fall on Ms. Intini for January.

**EIGHTH ORDER OF BUSINESS**

**Supervisors' Reports, Requests and Comments**

A discussion ensued regarding dead animals in the community. All the signs in the community need to be reviewed.

Mr. Paradiso read from a letter he wrote regarding a conversation that transpired at the last workshop meeting pertaining to NDL.

*The record will reflect Ms. Davis left the meeting.*

Mr. Robin offered to take questions from the Board regarding Sunshine Laws and Public Records matters.

**NINTH ORDER OF BUSINESS**

**Audience Comments**


There not being 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