

**MINUTES OF MEETING  
OAKSTEAD COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Oakstead Community Development District was held on Tuesday, November 21, 2006 at 6:30 p.m. at the Oakstead Clubhouse, 3038 Oakstead Boulevard, Land O'Lakes, Florida.

Present and constituting a quorum were:

Barbara Feldman	Chairman
John Witmer	Vice Chairman
Ken Jones	Assistant Secretary
Mark Sifford	Assistant Secretary
Joseph Cascio	
Diane Davis	

Also present were:

Bob Fernandez	District Manager
Mark Straley	Attorney
Tonja Stewart	Engineer
Mario Grasso	Field Manager
Nancy Intini	Park Director
Several Residents	

*The following is a summary of the discussions and actions taken at the November 21, 2006 Board of Supervisors meeting.*

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

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

Ms. Feldman expressed gratitude on behalf of Oakstead and presented plaques to Mr. Sifford and Mr. Jones in appreciation of their service on the Board and to the community.

**SECOND ORDER OF BUSINESS**

**Organizational Matters**

**A. Oath of Office for Newly Elected Supervisors**

**• Supervisors Elected by General Election (Joseph Cascio and Diane Davis)**

Mr. Fernandez read the State Oath of Office and Mr. Cascio and Ms. Davis stated I do. Mr. Cascio received his oath from the state elections office and returned it to them. Ms. Davis was provided a form and instructed to send it to Tallahassee. Ms. Davis took her seat on the

Board. Mr. Fernandez stated the new Supervisors are on the Board with full authority to act as a Supervisor of the District.

**THIRD ORDER OF BUSINESS**

**Consent Agenda**

- A. Approval of the Minutes of the August 22, 2006 Meeting**
- B. Approval of the Minutes of the October 17, 2006 Meeting**
- C. Approval of the October 2006 Financial Statements**

Ms. Feldman stated each Board member received a copy of the minutes of the August 22<sup>nd</sup> and October 17, 2006 meetings and requested any additions, corrections or deletions.

Mr. Witmer requested changes to pages four and ten of the October 17, 2006 minutes which were made and are part of the official record.

On MOTION by Mr. Cascio seconded by Mr. Witmer with all in favor the minutes of August 22, 2006 and October 17, 2006 were approved.

**FOURTH ORDER OF BUSINESS**

**Manager's Report – Sunshine Law**

Mr. Fernandez presented requirements of the Sunshine Law. Information was distributed which was obtained from 'frequently asked questions' posted on the Attorney General's website. Pertinent highlights included:

- Meetings of the Board must be open to the public and reasonable notice of such meetings must be given. Mr. Fernandez added ten days notice should be considered when setting a special meeting date.
- Minutes of the meeting must be taken but they do not have to be verbatim.
- A meeting is considered being two or more Supervisors who get together for a discussion on something which may come before the Board for a vote. Such meeting cannot be held unless it was advertised and a record was taken. Mr. Fernandez added even if a Supervisor attended but did not participate in a committee meeting where another Supervisor spoke, it would be a violation of the statute.
- A public agency can only hold closed meetings in cases of pending litigation. Minutes of the meeting must be taken and not revealed until after the matter is resolved. The record of the closed meeting would then be made public.
- An audio tape of a meeting is not required by law. However, if it is taped, the tape is a public record.

- A Board cannot vote by secret ballot. The use of preassigned numbers, codes or secret ballots would violate the law.
- Two Board members can attend a social function together if they do not discuss anything which could potentially come before the Board for a vote. Many Boards avoid the matter completely and do not engage in any social activities with other Board members.
- A public record is a document which comes to a Supervisor and is used to perpetuate, communicate or formalize knowledge. Any document presented at a Board meeting or sent to an individual member in their official capacity, is a public record and anyone is entitled to it. The statute provides a charge for copies of 15 cents per page, \$1 per copy if it is certified, unless the Board adopts rules to the contrary.
- As soon as a document is received by a public agency, it becomes a public record unless there is an exemption created by the legislature.

Mr. Cascio stated any issues a Supervisor has about the community should be communicated to Mr. Fernandez who will provide guidance.

Ms. Feldman added spouses of Board members cannot be used as conduits on committees.

Mr. Fernandez reported additional items as follows:

- Severn Trent will be hosting a new Supervisors orientation session for all interested Districts on November 30<sup>th</sup> at 10:00 a.m. in the Tampa Palms Golf and Country Club.
- The uncollected manual assessment collections of \$55,100.89 were turned over to the tax collector and were included on the tax bill.

#### **FIFTH ORDER OF BUSINESS**

#### **Attorney's Report**

Mr. Straley stated he drafted easement agreements for Weymouth residents involved in the drainage issue.

Ms. Stewart advised she had a plan for the 125 residences involved in the three different pipe network systems. The people with the problems are in the middle and those without are probably on the ends but are the most important. Correcting the problems should be taken in steps involving the residents who are actually experiencing problems. The builder, in an attempt to prevent mulch and grass clippings, etc, from going into the pipes put domes over the inlets which restrict the capacity of the inlet. In lieu of having 125 homeowners execute the easement agreements, she suggested residents remove the inlet domes first. However, it could cause more

frequent clogging which would require regular, more frequent flushing. There are multiple problems, landscaping, grading, fencing and missing drains, contributing to the issue. The drainage will not be fixed but it will be a lot easier for the water to find a place to go once the domes are removed. She would be happy to investigate the possibility of larger domes but it is important to note the opening should be large enough to allow the water to flow.

Mr. Straley stated he received an inquiry regarding solicitation and the District's ability to prohibit solicitors from using District owned roads. Bond Counsel's view was the Oakstead village subdivision streets owned by the District are public and the District does not have the authority under the IRS regulations to prohibit solicitors from using those roads.

Mr. Cascio stated 'no soliciting' signs are posted on all village gates. He asked what gave the community the right to install the signs.

Mr. Straley responded he was not sure there was any authority for the District to post the signs and he was not sure how the signs came to be posted. Since they are widely ignored and the Sheriff's office does not enforce any prohibition of solicitation based on the signs, he did not see any real harm in the signs, or any real good. However, to be consistent with bond counsel's advice, the signs should not be posted. Should the IRS audit the District, they would conclude something was done which should not have been. It could potentially jeopardize the tax exempt status of the bonds the District was issued. The signs alone may not be a big deal but the District really does not have the authority to prohibit or regulate solicitors. However, if it were an HOA situation and no CDD was involved, the HOA would be allowed to post the signs and take steps to actively prohibit solicitation.

Mr. Witmer stated he was inclined to leave the signs up and use them as a possible deterrent even if the CDD cannot enforce them.

Ms. Feldman stated with the knowledge provided by Mr. Straley, the signs would remain.

#### **SIXTH ORDER OF BUSINESS**

#### **Engineer's Report**

Ms. Stewart reported the following:

- The Kacher Construction requisition was completed and ready for processing by Mr. Fernandez.

#### **SECOND ORDER OF BUSINESS**

#### **Organizational Matters (cont'd)**

Mr. Fernandez reopened the Landowners meeting held prior to the regular meeting. He concluded with the ballot tabulations. Mr. Larry Cyment received 173 votes, Mr. Sal Paradiso received 39 votes and Mr. Frank Casey received 3 votes.

Mr. Fernandez congratulated Mr. Cyment and adjourned the Landowners meeting.

**B. Consideration of Resolution 2007-1 Canvassing and Certifying the Results of the Landowners Election**

Mr. Fernandez stated the resolution certifies the results of the landowners election. He will complete the form with Mr. Cyment’s name and final vote count.

On MOTION by Ms. Feldman seconded by Mr. Cascio with all in favor Resolution 2007-1 canvassing and certifying the results of the landowners election was adopted.

**A. Oath of Office**

**• Supervisor Elected at Landowners Election**

Mr. Fernandez, being a Notary Public of the State of Florida, administered the Oath of Office to Mr. Cyment, a signed copy of which is attached hereto and will be made part of the official record.

*The record will reflect Mr. Sifford and Mr. Jones left the meeting.* Mr. Cyment took his seat on the Board.

**C. Election of Officers – Resolution 2007-2**

Mr. Fernandez asked for nominations for Chairman. Mr. Witmer was nominated by Mr. Cascio and Ms. Feldman. By acclamation, Mr. Witmer was declared Chairman. Mr. Cascio nominated Ms. Feldman as Vice Chairman. No other nominations were received and Ms. Feldman was named as Vice Chairman. Mr. Fernandez recommended designating the remaining Supervisors as Assistant Secretaries for purposes of executing documents. Staff’s recommendation for Treasurer was Ms. Janice Moen-Larned, the Chief Financial Office with Severn Trent, and Ms. Pamela Rower of Severn Trent fiscal services as Assistant Treasurer.

On MOTION by Ms. Feldman seconded by Mr. Cascio with all in favor Resolution 2007-2 designating Mr. Witmer as Chairman, Ms. Feldman as Vice Chairman, Mr. Fernandez as Secretary, Ms. Larned as Treasurer, Ms. Rower as Assistant Treasurer, Mr. Cascio, Ms. Davis and Mr. Cyment as Assistant Secretaries was adopted.

**SEVENTH ORDER OF BUSINESS**

**Bond Project Budgeting**

Mr. Fernandez verified with bond counsel the amount of available bond funds which was \$1,286,643.38. The project list from the engineer’s report totaled \$1,436,700 and notes Series

2006 bonds will fund a portion of the estimated project costs. A priority list is needed so work can begin. The landscape committee is already working on the specifications for the number one priority of landscape and irrigation enhancements.

Mr. Witmer stated the finance committee attempted to address the prioritization issue at a November committee meeting but no conclusions were made. He suggested the Board hold a workshop before the regular December CDD meeting to have a meet and greet for new Supervisors plus begin a discussion on how to approach the capital improvements prioritization criteria.

After discussion on projects and dates, the Board agreed to continue the meeting until Sunday, December 17<sup>th</sup> from 3:00 p.m. to 6:00 p.m. in the clubhouse at which time there will be a Board meet & greet with residents and discussion on prioritizing the capital projects. Mr. Fernandez will compile a list of suggested criteria for the Board to assign its own weighting i.e. if liability considerations are more important than future operating costs, 40 points could be assigned for liability and 20 for costs in addition to any other criteria until the maximum 100 points is achieved.

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

## **EIGHTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Field Manager**

Mr. Grasso reported the following:

- The Tanglewylde gate was damaged by a vehicle. A witness provided a signed statement as to the event and vehicle information. The resident refused an amicable resolution.

Mr. Straley advised a police report was needed. If gate damage by a vehicle is not covered under the insurance policy, he will send the resident a certified letter demanding she pay. A response should be available by the December Board meeting at which time any further action can be discussed.

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

- The Tanglewylde drainage issue was resolved with no payment due to Walden Green.
- The property with the tire pollution was determined as definitely being owned by DEVCO. Code Enforcement advised the issue is being taken out of his hands because of the magnitude of the violation. It will be considered a felony, though

DEVCO per se did not put the tires there, because of the current EPA regulations in effect.

- The Strathmore drainage issue was resolved and repaired.
- A quote of \$10,095 was obtained from Gulf Coast Tractor for a heavy duty service vehicle needed by the District for backfilling on the ponds. Trade in value for the current “buggy” will be sought and the new unit would be paid for from bond proceeds.

Mr. Witmer noted the estimated expense on the capital improvement list was \$6,000 or \$7,000 so two more quotes on comparable models and product brochures should be obtained for consideration at the December meeting.

- Gun shots were heard in Ballastone the night of November 18<sup>th</sup>. It was determined to be probable hunters in the Lake Patience area. The county is avoiding closing off the area and instead asking the District to take care of it.

Mr. Cyment suggested Mr. Fernandez write a letter to Commissioner Mulieri explaining the area is an issue of concern.

- The last eco report indicates approximately \$300 to \$400 worth of trees need to be replanted in the unfinished Lake Patience area due to ATV’s riding in the mitigated area.
- A landscape committee meeting was held with TruGreen where community expectations were explained and things have improved since that meeting.

**B. Park Director**

Ms. Intini reported the following:

- The check policy and accompanying letter was finalized and sent to Severn Trent. Two additional checks were returned for insufficient funds during the week.
- A computer for the office was purchased for \$529 and charged to Ms. Intini’s personal credit card. They system was bought on the internet so sending a check was not an option.

On MOTION by Mr. Cyment seconded by Ms. Feldman with all in favor the reimbursement of \$529 to Ms. Intini for purchase of the clubhouse computer was approved.

- Severn Trent will assist in the creation of an official purchasing policy. Clear direction from the Board would aid with individual purchases and personnel will

clearly know their limitations. Oakstead currently has business credit cards for Home Depot and Sam's Club.

Ms. Intini noted the only other time she needed to use it was when there was a flood. Mr. Fernandez concurred mechanisms need to be in place which allow staff to handle emergency situations without having to expose themselves to financial liability. He will ask the District accountant to prepare a full package recommendation for him to present at the December meeting.

**D. Clubhouse Committee**

Ms. Intini reported the following:

- The holiday party is being planned for approximately 200 people. A tent will be rented for \$1,200 which will include tables and chairs. A fee of \$5 per person will be charged. The 2007 budget for events is \$8,000 but the money raised is put into the general fund and does not reflect the expenditure.

Mr. Fernandez stated it does not reduce the expenditure. The income is posted to revenue. Mr. Witmer requested a line item on the financial statements for special event income so it would not be added to miscellaneous.

Mr. Cyment felt the District should establish lines of credit and vendor relationships which would allow invoicing after the fact rather than prior Board approval of an individual expense. Mr. Fernandez agreed the Board needs to have mechanisms set up which allow operations to take place between meetings without the Board having to give direction each time money needs to be spent. A recommendation will be included in Severn Trent's proposal for discussion at the regular December meeting.

The Board authorized the \$1,200 tent rental expenditure.

- The children's Halloween party had 110 kids and 250 adults in attendance.
- A very successful Teen Night was held November 17<sup>th</sup>.
- Movie Night was attended by one resident.
- The food drive was a huge success and helped the school achieve their overall goal.

Mr. Cascio noted signs for any events need to be placed in appropriate places. There is a county ordinance restricting placement on county property. In addition, large signs which could obstruct the vision of drivers or pedestrians could be a significant potential liability.

- The Trim-a-Tree event will be held November 26<sup>th</sup> from 2:00 p.m. to 5:00 p.m.
- A craft fair will be held December 3<sup>rd</sup>. A sign will be placed in a compliant location.

- A gingerbread house contest along with an opportunity to meet Santa will be held December 16<sup>th</sup>.
- The resident Christmas party with a disc jockey will be held December 9<sup>th</sup>.

**C. Finance Committee**

Ms. Gobeli reported a meeting was held where the committee attempted to prioritize the capital improvements. Other than identifying landscaping as number one, they were unsuccessful in their attempt. The next scheduled meeting is December 5<sup>th</sup> at 7:00 p.m.

A joint meeting with the CDD and HOA is tentatively planned for December 14<sup>th</sup> at 7:00 p.m. to discuss issues relative between the two Boards.

Mr. Witmer suggested committee meetings be legally advertised so more than one Supervisor could attend if desired.

Mr. Cymment suggested each Board member be assigned as liaison to one committee and serve as an advocate to the report. He volunteered to be the resident council liaison.

The remaining committees and their liaisons are Mr. Cascio with Landscape, Mr. Witmer with Finance, Ms. Feldman with Clubhouse and Ms. Davis with Newsletter.

**E. Resident Council**

There being no report, the next item followed.

**F. Landscape Committee**

Mr. Heath reported the following:

- The meeting with TruGreen was a success. Excellent communications established a good link with their personnel and the committees' expectations were made known. The goal is to make sure there is enough communication between TruGreen, Oakstead and OLM to work as a team.
- A multi-page handout with photos was distributed and reviewed regarding tree types and planting materials along with basic guidelines for the landscape renovation.
- Irrigation needs to be revamped and installed in areas to prevent damage to landscaping systems. It should be expanded to limit the cost of new St. Augustine grass which is estimated to cost \$300,000 if all turf areas were replaced.

On MOTION by Mr. Cymment seconded by Ms. Feldman with all in favor the landscape committee was authorized to forward their presentation to the landscape architect, Mr. Cooper, as design direction for the capital improvement project.

**G. Newsletter Committee**

Ms. Bilello reported the following:

- The December newsletter should be arriving by November 28<sup>th</sup> for mailing to the residents.
- The bulk mail costs are \$165 but it is possible not all residents are receiving it. Ms. Intini will investigate with the post office.
- The intent was to have a monthly newsletter but the St. Petersburg Times is pushing for bi-monthly.

**NINTH ORDER OF BUSINESS**

**Supervisor’s Requests**

Ms. Feldman stated she received copies of two agreements with Mr. Howell which she forwarded to Mr. Hickson as requested for a November 30<sup>th</sup> meeting.

Mr. Fernandez distributed a packet of information, including Form 1 Financial Disclosure, to the new Supervisors who have 30 days to file with the state.

Ms. Davis advised she already completed a Form 1 and would forward a copy to Severn Trent.

**TENTH ORDER OF BUSINESS**

**Audience Comments**

Mr. Shawn Day of Strathmore stated his property borders the lake toward SR 54 on Lynwood Court. His ongoing issue, since moving there in July, is a large triangular piece of property behind his house which is dirt. His wife sent a letter to the CDD attorney and had several telephone conversations with Mr. Fernandez. The builder never installed sod. They indicated because the survey shows the land is not Mr. Day’s property, it is owned by the CDD and should be sodded by the CDD. The bylaws state any property behind the house and up to the lake must be maintained by him but it is nothing but dirt. He was not present when the issue was discussed at a previous Board meeting because he was not aware the attorney would address it at that time. The builder stated it was not their problem and the attorney indicated it was not the CDD’s so he requested assistance with how to address the issue. He paid for his property’s sod but it was only done to the survey line, not all the way to the lake.

Ms. Davis confirmed the look of the area in question. Her understanding was Mr. Day would be happy to maintain it once it was sodded.

Mr. Day stated he has been taking care of the lake bank which has been sodded and does not have a problem taking care of the other piece once it's sodded because it is directly behind his home.

Mr. Fernandez stated at the prior meeting, the question before the Board was whether or not to vacate the property and allow Mr. Day to take ownership of it thereby responsible to maintain it. The attorney recommended that not be done because there was a need for the District to retain access to the property. The current question is whether or not the District was willing to improve the property so it is at least attractive and not the eyesore it is now.

Mr. Cascio stated it would be an improvement and was also potentially an oversight because in other areas the CDD property is sodded to the waterfront.

Mr. Heath stated he and Mr. Grasso would inspect the property and estimate the cost to lay sod.

Mr. Balboni commented on the lack of a heated pool and indicated if the CDD would purchase the parts and equipment for roughly \$1,000, labor would be furnished by the pool maintenance man to install solar heating. It would not heat the pool year round but would make it comfortable and extend the swimming season.

Mr. Cascio stated it is a cost effective technology and a potential candidate for consideration for the bond refinancing money.

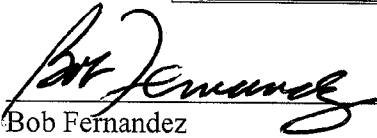
Mr. Balboni asked about the cost of gate repairs. He felt the community could better spend the money currently being wasted on gates on community improvements instead.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Mr. Sifford seconded by Ms. Feldman with all in favor the meeting was continued to December 17, 2006 at 3:00 p.m. in the clubhouse.

  
Bob Fernandez  
Secretary

  
John Witmer  
Chairman

## MINUTES OF MEETING

### OAKSTEAD COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of Oakstead Community Development District was held on Tuesday, November 21, 2006 at 6:30 p.m. at the Oakstead Clubhouse, 3038 Oakstead Boulevard, Land O'Lakes, Florida.

Present and constituting a quorum were:

Barbara Feldman Chairman John Witmer Vice Chairman Ken Jones Assistant Secretary Mark Sifford Assistant Secretary Joseph Cascio  
Diane Davis

Also present were:

**Bob Fernandez** District **Manager** Mark Straley Attorney  
Tonja Stewart **Engineer** **Mario Grasso** **Field Manager** Nancy Intini **Park Director** **Several Residents**

*The following is a summary of the discussions and actions taken at the November 21, 2006 Board of Supervisors meeting.*

**FIRST ORDER OF BUSINESS Call to Order and Roll Call** Mr. Fernandez called the meeting to order and called the roll.

Ms. Feldman expressed gratitude on behalf of Oakstead and presented plaques to Mr. Sifford and Mr. Jones in appreciation of their service on the Board and to the community.

**SECOND ORDER OF BUSINESS Organizational Matters A. Oath of Office**  
for Newly **Elected Supervisors**

- **Supervisors Elected by General Election (Joseph Cascio and Diane Davis)** Mr. Fernandez read the State Oath of Office and Mr. Cascio and Ms. Davis stated I do. Mr. Cascio received his oath from the state elections office and returned it to them. Ms. Davis was provided a form and instructed to send it to Tallahassee. Ms. Davis took her seat on the

November 21, 2006 Oakstead CDD

Board. Mr. Fernandez stated the new Supervisors are on the Board with full authority to act as a Supervisor of the District.

**THIRD ORDER OF BUSINESS Consent Agenda A. Approval of the Minutes of the August 22, 2006 Meeting B. Approval of the Minutes of the October 17, 2006 Meeting C. Approval of the October 2006 Financial Statements**

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Ms. Feldman stated with the knowledge provided by Mr. Straley, the signs would remain.

**SIXTH ORDER OF BUSINESS Engineer's Report** Ms. Stewart reported the following:

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**A. Oath of Office**

**• Supervisor Elected at Landowners Election**

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**SEVENTH ORDER OF BUSINESS Bond Project Budgeting**

Mr. Fernandez verified with bond counsel the **amount** of available bond funds which was \$1,286,643.38. The project list from the **engineer's** report totaled \$1,436,700 **and notes Series**

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2006 bonds will fund a portion of **the estimated project costs**. A **priority list** is needed so work **can begin**. **The landscape committee is already working on the specifications** for the **number one priority of landscape and irrigation enhancements**.

Mr. Witmer stated the **finance committee attempted to address the prioritization issue at a November committee meeting but no conclusions were made**. He suggested the **Board hold a workshop before the regular December CDD meeting to have a meet and greet for new Supervisors plus begin a discussion on how to approach the capital improvements prioritization criteria**.

After discussion **on projects and dates, the Board agreed to continue the meeting until Sunday, December 17th from 3:00 p.m. to 6:00 p.m. in the clubhouse** at which time there will be a **Board meet & greet with residents and discussion on prioritizing** the capital projects. Mr. Fernandez will **compile a list of suggested criteria for the Board to assign** its own weighting i.e. if liability **considerations are more important than future operating costs, 40 points** could be **assigned for liability and 20 for costs in addition to any other criteria until the maximum 100 points is achieved**.

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

**EIGHTH ORDER OF BUSINESS Staff Reports A. Field Manager**

Mr. Grasso reported the following:

- The Tanglewylde gate was damaged by a vehicle. A witness provided a signed statement as to the event and vehicle information. The resident refused an amicable resolution.

Mr. Straley advised a police report was needed. If gate damage by a vehicle is not covered under the insurance policy, he will send the resident a certified letter demanding she pay. A response should be available by the December Board meeting at which time any further action can be discussed.

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

- The Tanglewylde drainage issue was resolved with no payment due to Walden Green. • The property with the tire pollution was determined as definitely being owned by DEVCO. Code Enforcement advised the issue is being taken out of his hands because of the magnitude of the violation. It will be considered a felony, though

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DEVCO per se **did not put the tires there**, because of the **current** EPA regulations in effect.

- The Strathmore **drainage issue was resolved and repaired.**
- A quote of \$10,095 **was obtained** from Gulf Coast Tractor for a heavy duty service vehicle needed by the District for backfilling **on the ponds**. Trade in value for the **current "buggy"** will be **sought and the new unit** would be paid for from bond **proceeds.**

Mr. Witmer noted the **estimated expense on the capital improvement list was** \$6,000 or \$7,000 so two **more quotes on comparable models and** product brochures should be obtained for **consideration** at the **December meeting.**

• Gun shots **were heard in Ballastone** the night of November 18<sup>th</sup>. **It was determined to** be probable **hunters in the Lake Patience area.** The county **is avoiding closing off the area and instead asking** the District to take **care of it.**

Mr. Cyment **suggested** Mr. Fernandez write a **letter to Commissioner Mulieri explaining the area is an issue of concern.**

• The last eco report **indicates approximately** \$300 to \$400 worth of **trees need to be replanted** in the unfinished **Lake Patience area** due to **ATV's riding in the mitigated area.**

• A landscape **committee meeting was** held with TruGreen where **community expectations were explained and things** have improved **since that meeting.**

#### **B. Park Director**

**Ms. Intini** reported the following:

- The check policy and **accompanying letter was finalized and sent to** Severn Trent. Two additional **checks were returned** for insufficient **funds during** the week.
- A computer for the office **was purchased** for \$529 **and charged** to Ms. **Intini's personal credit card.** The system was bought **on the internet so sending** a check was **not an option.**

On MOTION by Mr. Cyment seconded by Ms. Feldman with all in **favor the reimbursement of \$529 to Ms. Intini for purchase of the clubhouse computer was approved.**

• **Severn Trent will assist in the creation of an official purchasing policy. Clear direction from**

7 **the Board would aid with individual purchases and personnel will**

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clearly know their limitations. Oakstead currently has business credit cards for Home Depot and Sam's Club.

Ms. Intini noted the only other time she needed to use it was when there was a flood. Mr. Fernandez concurred mechanisms need to be in place which allow staff to handle emergency situations without having to expose themselves to financial liability. He will ask the District accountant to prepare a full package recommendation for him to present at the December meeting.

**D. Clubhouse Committee**

Ms. Intini reported the following:

- The holiday party is being planned for approximately 200 people. A tent will be rented for \$1,200 which will include tables and chairs. A fee of \$5 per person will be charged. The 2007 budget for events is \$8,000 but the money raised is put into the general fund and does not reflect the expenditure.

Mr. Fernandez stated it does not reduce the expenditure. The income is posted to revenue. Mr. Witmer requested a line item on the financial statements for special event income so it would not be added to miscellaneous.

Mr. Cyment felt the District should establish lines of credit and vendor relationships which would allow invoicing after the fact rather than prior Board approval of an individual expense. Mr. Fernandez agreed the Board needs to have mechanisms set up which allow operations to take place between meetings without the Board having to give direction each time money needs to be spent. A recommendation will be included in Severn Trent's proposal for discussion at the regular December meeting.

The Board authorized the \$1,200 tent rental expenditure.

- The children's Halloween party had 110 kids and 250 adults in attendance. • A very successful Teen Night was held November 17th
- Movie Night was attended by one resident.

• The food drive was a huge success and helped the school achieve their overall goal. Mr. Cascio noted signs for any events need to be placed in appropriate places. There is a county ordinance restricting placement on county property. In addition, large signs which could obstruct the vision of drivers or pedestrians could be a significant potential liability.

- The Trim-a-Tree event will be held November 26th from 2:00 p.m. to 5:00 p.m.
- A craft fair will be held December 3<sup>rd</sup>. A sign will be placed in a compliant location.

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- A gingerbread house contest along with an opportunity to meet Santa will be held December 16th
- The resident Christmas party with a disc jockey will be held December 9th

#### **C. Finance Committee**

Ms. Gobeli reported a meeting was held where the committee attempted to prioritize the capital improvements. Other than identifying landscaping as number one, they were unsuccessful in their attempt. The next scheduled meeting is December 5th at 7:00 p.m.

A joint meeting with the CDD and HOA is tentatively planned for December 14th at 7:00 p.m. to discuss issues relative between the two Boards.

Mr. Witmer suggested committee meetings be legally advertised so more than one Supervisor could attend if desired.

Mr. Cyment suggested each Board member be assigned as liaison to one committee and serve as an advocate to the report. He volunteered to be the resident council liaison.

The remaining committees and their liaisons are Mr. Cascio with Landscape, Mr. Witmer with Finance, Ms. Feldman with Clubhouse and Ms. Davis with Newsletter.

#### **E. Resident Council**

There being no report, the next item followed.

#### **F. Landscape Committee**

Mr. Heath reported the following:

- The meeting with TruGreen was a success. Excellent communications established a good link with their personnel and the committees' expectations were made known. The goal is to make sure there is enough communication between TruGreen, Oakstead and OLM to work as a team.
- A multi-page handout with photos was distributed and reviewed regarding tree types and planting materials along with basic guidelines for the landscape renovation.
- Irrigation needs to be revamped and installed in areas to prevent damage to landscaping systems. It should be expanded to limit the cost of new St. Augustine grass which is estimated to cost \$300,000 if all turf areas were replaced.

On MOTION by Mr. Cyment seconded by Ms. Feldman with all in favor the landscape committee was authorized to forward their presentation to the landscape architect, Mr. Cooper, as design direction for the capital improvement project.

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**G. Newsletter Committee**

Ms. Bilello reported the following:

- The December newsletter should be arriving by November 28th for mailing to the residents.
- The bulk mail **costs** are \$165 but it is possible not all **residents** are receiving it. Ms. Intini will investigate with the post office.
- The intent was to have a monthly newsletter but the St. Petersburg Times is pushing for bi-monthly.

**NINTH ORDER OF BUSINESS Supervisor's Requests**

Ms. Feldman stated she received copies of two agreements with Mr. Howell which she forwarded to Mr. Hickson as requested for a November 30th meeting.

Mr. Fernandez distributed a packet of information, including Form 1 Financial Disclosure, to the new Supervisors who have 30 days to file with the state.

Ms. Davis advised she already completed a Form 1 and would forward a copy to Severn Trent.

**TENTH ORDER OF BUSINESS Audience Comments**

Mr. Shawn Day of Strathmore stated his property borders the lake toward SR 54 on Lynwood Court. His ongoing issue, since moving there in July, is a large triangular piece of property behind his house which is dirt. His wife sent a letter to the CDD attorney and had several telephone conversations with Mr. Fernandez. The builder never installed sod. They indicated because the survey shows the land is not Mr. Day's property, it is owned by the CDD and should be sodded by the CDD. The bylaws state any property behind the house and up to the lake must be maintained by him but it is nothing but dirt. He was not present when the issue was discussed at a previous Board meeting because he was not aware the attorney would address it at that time. The builder stated it was not their problem and the attorney indicated it was not the CDD's so he requested assistance with how to address the issue. He paid for his property's sod but it was only done to the survey line, not all the way to the lake.

Ms. Davis confirmed the look of the area in question. Her understanding was Mr. Day would be happy to maintain it once it was sodded.

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Mr. Day stated **he has been taking care** of the lake bank which **has been sodded and does** not have a **problem taking care of** the other **piece once it's sodded because it is** directly behind **his home**.

Mr. Fernandez **stated at** the prior **meeting, the question** before **the Board** was whether or not to vacate the property **and allow** Mr. Day **to take** ownership of it thereby **responsible to maintain** it. The attorney **recommended** that not be **done because there was a need for the** District **to retain access** to the property. The current **question** is whether **or not** the District was **willing to improve the** property so **it is at least attractive and not the eyesore it is now**.

Mr. Cascio **stated it** would be an **improvement and was also potentially an oversight because in other areas** the CDD property **is sodded** to the waterfront.

Mr. Heath stated he and Mr. Grasso would **inspect the** property and **estimate** the cost to lay sod.

Mr. Balboni **commented on the** lack of a **heated pool and indicated** if the CDD would **purchase** the parts and **equipment** for roughly \$1,000, labor would be furnished by the pool **maintenance man to install solar heating**. It would not **heat** the pool year round but would make it comfortable **and extend the swimming season**.

Mr. Cascio **stated it is a cost effective** technology **and a potential candidate for consideration** for the bond **refinancing money**.

**Mr. Balboni asked about** the cost of **gate repairs**. He felt the community could better spend the money currently **being wasted on gates on community improvements instead**.

**ELEVENTH ORDER OF BUSINESS** There being no further business,

**Adjournment**

**On MOTION** by Mr. Sifford seconded by Ms. Feldman with all in favor the meeting was continued to December 17, 2006 at 3:00 p.m. in the clubhouse.