

**MINUTES OF MEETING
OAKSTEAD COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Oakstead Community Development District was held on Tuesday, August 21, 2007 at 2:30 p.m. in the Oakstead Clubhouse, 3038 Oakstead Boulevard, Land O'Lakes, Florida.

Present and constituting a quorum were:

John Witmer	Chairman
Barbara Feldman	Vice Chairman
Joseph Cascio	Assistant Secretary
Diane Davis	Assistant Secretary
Larry Cymment	Assistant Secretary

Also present were:

Andrew Mendenhall	District Manager
Tracy Robin	District Counsel
Tonja Stewart	District Engineer
Mario Grasso	Field Manager
Nancy Intini	Park Director
Several Residents	

The following is a summary of the discussions and actions taken at the August 21, 2007 Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Mr. Witmer called the meeting to order and announced the Board's workshop decision to adopt Robert's Rules of Order for conducting a meeting.

All Supervisors identified themselves and Mr. Mendenhall commented on the benefits of following the guidelines of Robert's Rules.

SECOND ORDER OF BUSINESS

Consent Agenda

A. Approval of the Minutes of the July 17, 2007 Meeting

B. Approval of the Financial Statements through July 31, 2007

Mr. Witmer stated each Board member received a copy of the minutes of the July 17, 2007 meeting and requested any additions, corrections or deletions.

Mr. Mendenhall advised the minutes were being revised because there were issues with them and the digital recording cutoff at the end. He recommended the minutes be pulled from

the consent agenda and indicated he would present them again ahead of the September meeting for comments prior to taking any action.

Mr. Witmer questioned a new entry on the financial statements; the settlement revenue of \$30,908.

Mr. Mendenhall confirmed it was Weymouth settlement money recently sent to Severn Trent for deposit.

Ms. Feldman presented bills for payment from the earmarked funds.

Mr. Mendenhall will compile and distribute documents related to the settlement funds and any stipulations for their use.

Mr. Cyment was interested in the amount of travel by District personnel as reflected in the mileage expenses listed on the check register. He requested an explanation as to what they were traveling for and why the amounts vary by month.

Mr. Witmer advised the Board previously approved reimbursing employees who make trips, i.e. Home Depot, post office, etc., in their own vehicles and the reimbursement forms are reviewed by Severn Trent before being paid accordingly.

Mr. Mendenhall indicated he would forward copies of the mileage reimbursement requests.

On MOTION by Mr. Cascio seconded by Ms. Feldman with all in favor the financial statements through July 31, 2007 were approved.

Mr. Mendenhall introduced Mr. Medlock of OLM, Inc. to talk about the current landscaping conditions and answer any questions from the Board.

Mr. Cyment asked about any pitfalls of the new landscaping project and changing from Bahia to St. Augustine grass.

Mr. Medlock indicated a decision may be necessary on whether or not to continue with the same service provider and advised St. Augustine grass was a great investment as it was the best to manage.

Mr. Cascio asked for elaboration on any industry or TruGreen issues which would make it more difficult for them to complete their assignment at Oakstead.

Mr. Medlock stated a lot of realignments were happening in the industry and TruGreen announced a reorganization of their management staff. OLM will closely monitor the situation

to make sure there is no loss in performance. He advised they will have a full time person in the Tampa market beginning September 1st who can attend Board meetings more frequently and be more involved in the operations.

Mr. Cascio suggested a review of the current TruGreen contract be initiated with the landscape committee as soon as practical and changes be prepared for review by OLM and subsequent approval by the Board at a future meeting.

Mr. Medlock recommended taking the contract back out to bid with changes to include the new sod and increasing the scope of services. Because the process takes approximately 60 days, a month-to-month would be needed and most likely considered by TruGreen.

Mr. Mendenhall introduced a Tanglewylde resident to address the Board on the Adopt-A-Pond program.

Ms. Francine Frohnhofer presented a petition signed by 65 homeowners in favor of Tanglewylde homeowners adopting their ponds through the Adopt-A-Pond Pasco program. Highlights of her commentary were as follows:

- The program would be at no expense to the homeowners, the HOAs or the CDD.
- Photos of the ponds were distributed while she referenced erosion, plantings and wildlife concerns caused by the spraying of a weed killing agent.
- Spraying in and around Pond 54 was a violation of Oakstead CC&R's Article 11 Section 2, which states no one shall remove vegetation, including cattails, that have become established in the retention ponds or abutting properties.

The engineer provided input on the erosion issue and the feasibility of the District applying the program. SWFWMD requirements were mentioned and various questions/comments from the Board were addressed by Ms. Stewart and Ms. Frohnhofer.

On MOTION by Mr. Cascio seconded by Ms. Feldman with all in favor engaging in a pilot program with Adopt-A-Pond for selected ponds for a trial period was approved.

Mr. Cyment and Mr. Grasso were designated to work with the group interested in adopting the ponds.

THIRD ORDER OF BUSINESS

Public Hearing Adopting Uniform Rules of Procedure and Consideration of

Resolution 2007-5 – Continued from July Meeting

Mr. Robin requested the item be continued another month due to proposed changes in certain sections of the rules.

Mr. Cascio suggested Board members filter any comments, questions, issues or concerns, with respect to the verbiage in the document, through Mr. Mendenhall via email who will consolidate and forward to Mr. Robin.

On MOTION by Mr. Cascio seconded by Ms. Feldman with all in favor the public hearing to adopt Uniform Rules of Procedure and consideration of Resolution 2007-5 was continued to September 18, 2007 at 6:30 p.m. in the Oakstead Clubhouse .

FOURTH ORDER OF BUSINESS

Manager’s Report

A. Consideration of Greenbriar Landscape Contract

Mr. Mendenhall recommended postponing this item until comments were heard from the attorney.

B. Passive Park Agreement

Mr. Mendenhall reported he communicated with the school board who was in agreement with proceeding with the passive park. A template of an agreement was provided and forwarded to Mr. Robin. Mr. Mendenhall was waiting to hear from the school board on the terms they would like to set up with the Oakstead CDD.

C. Meeting Schedule for Fiscal Year 2008

Mr. Mendenhall advised the original schedule as presented at the July meeting was approved with the addition of six workshops; October 9, 2007, November 13, 2007, March 11, 2008, May 28, 2008, July 8, 2008 and September 9, 2008.

On MOTION by Ms. Feldman seconded by Mr. Cyment with all in favor the meeting schedule as presented with the addition of six workshops was approved.

Mr. Mendenhall reported this additional item:

- A representative of Critical Intervention Security Services advised they did not have the ability to provide service for less than 40 hours per week. However, there was a possibility of creating a co-op with a nearby community, which would reduce coverage and cost.

It was decided the overall topic should be addressed further at a workshop to define the Board's objective. Mr. Mendenhall is to provide information on other firms for discussion purposes.

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

Mr. Robin reported the following:

- He was advised a portion of the wildlife corridor was being encroached upon by two homeowners who cleared the native vegetation. Ms. Stewart advised the residents will need to correct the situation and incur the cost of putting it back into its natural condition. Mr. Thurston indicated the county would provide those plants.
- The agreement with Simanco for granting an easement on the east side contained an error. He and Ms. Stewart met with Mr. Sifford and Mr. Buck who agreed the property on the extreme west end of the property at SR 54 did not need to connect into the District's drainage system. The two properties on the far east side would have on-site drainage and not connect to the District's system.
- Heidt and Associates verified the neighborhood support parcel will be required to have its own internal drainage. When the property is developed, drainage will be built to handle ordinary storm events. However, SWFWMD will require an agreement between the property owners. Mr. Sifford requested a letter from the District to authorize a top-off for something in excess of a 25 year, 24 hour storm event.
- The monument sign easement on the east side of SR 54 was sent to DEVCO for signature but it was not yet returned. The draft easement for the west side was sent to Mr. Tom Lee at Mr. Howell's office. An email response was received stating Mr. Howell would sign it on August 20, 2007. Follow up will continue until both documents are returned and placed in the public records before the landscape contract is put into place. Mr. Robin will investigate any issues related to the possibility of a mortgage holder lien on the monument site, which may put the easement at risk.
- Ms. Stewart advised there was an Army Corps of Engineers mitigation area DEVCO wants to transfer responsibility for to the District and there were several other outstanding SWFWMD transfer issues needing to be completed.

On MOTION by Mr. Cyment seconded by Ms. Davis with all in favor the engineer will be relied upon to prepare a list of issues, including parcels, and clarify them in a report to the Board.

- The landscape contract should be reviewed and approved by the Board but Mr. Robin recommended withholding the signing of it until the easements are in place. Significant changes took place since the RFP was processed and the Board approved the original plans and the bid process. The rider document attached to the AIA contract contained the addition of insurance requirements, warranty language for the plant material, a provision for the District to take advantage of the sales tax exemption, a performance bond requirement and a provision for a 10% hold back as the contractor draws money against the contract to ensure performance. Two change orders were included to address the omitted sod area and a mistake in the plans which misidentified certain types of plants. Greenbriar, Mr. Cooper and the landscape committee “approved” the contract with the change orders.
- Mr. Cyment and Mr. Cascio discussed the need for an amendment or another change order to deduct the cost for planned plants along the fence on Oakstead Boulevard but not on CDD property. Mr. Mendenhall will work with Mr. Heath and Mr. Cooper to clarify. Mr. Witmer questioned aspects of the first change order.

On MOTION by Mr. Cyment seconded by Mr. Cascio with all in favor consideration of the Greenbriar Landscape contract was continued to Wednesday, August 29, 2007 at 6:30 p.m. in the Oakstead Clubhouse.

- Because the plant purchases will be made with bond money, all the requisitions must be approved by the architect and engineer and then sent to the bond trustee for the check to be written. The contractor agreed to cooperate to try and take advantage of the sales tax exemption on the large purchases where practical.
- Mr. Witmer noted the Cooper & Company contract had not been executed. Mr. Mendenhall recommended the Chairman sign it at the end of the meeting. He will then present it to Mr. Cooper and ask him to attend the next meeting.

SIXTH ORDER OF BUSINESS

Engineer’s Report

Ms. Stewart reported the following:

- All repairs were made in Weymouth. Ms. Feldman stated complaints were still being made directly to her. Ms. Stewart indicated cleaning out the system again may resolve the problem. Ms. Stewart will work with Mr. Grasso and Ms. Feldman to resolve the ongoing issues at several homes. Mr. Witmer noted the properties are owned by individuals and the CDD has no control over them so its involvement is gratis as opposed to an obligation to solve the drainage problems.
- BioMass Tech provided a \$34,000 quote for the pond work behind the homes in Strathmore. What they proposed looked like the rock in Tanglewylde so she would like the opportunity to authorize backfill work on the worst condition and hold on everything else until she can get further information. Ms. Davis stated the water level rose and much of the erosion is now camouflaged so the situation should be reevaluated. Mr. Witmer and Mr. Cascio felt the homeowner's insurance should help cover any cost of a malfunction or problem created by the homeowner.

On MOTION by Ms. Davis seconded by Mr. Cascio with Ms. Davis saying aye and Mr. Cascio, Mr. Cymment, Mr. Witmer and Ms. Feldman saying nay authorizing up to \$5,000 for erosion repair in Strathmore failed.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Field Manager

Mr. Grasso reported the following in addition to his weekly reports:

- The blacktop will be laid in front of Weymouth within a couple of days.
- The path bridge was completed over the weekend with final touches done on Monday. He was widening the sidewalk on the approach to both sides.
- Another storage shed is needed for raw material replacements for the bridge and fence. He will investigate types and prices then present the ideas to the Board before submitting an application to the DRB.

B. Park Director

There not being any other than the weekly reports, the next item followed.

C. Clubhouse Committee

There not being any, the next item followed.

D. Finance Committee

There not being any, the next item followed.

E. Landscape Committee

There not being any, the next item followed.

FOURTH ORDER OF BUSINESS

Manager's Report (continued)

D. Workshop Action Items

- Ms. Intini presented new quotes from Signs Now for the word "clubhouse" to be added to the entrance monument.

On MOTION by Ms. Davis seconded by Mr. Cascio with all in favor establishing the policy to attempt to obtain three or more quotes for any project of \$1,000 or more was approved.

The consensus of the Board was to obtain additional quotes for a font between the two already provided. Ms. Intini will bring the information to the next workshop.

- The price for the playground awning was \$13,767.93 and was discussed at the workshop.

On MOTION by Mr. Witmer seconded by Ms. Feldman with all in favor the awning at a cost of \$13,767.93 was approved.

- The security system plan for the clubhouse was not voted on at a meeting. The clubhouse is a standalone entity needing more immediate attention. If additional cameras are approved for adjoining property, the system is expandable.

On MOTION by Mr. Cascio seconded by Mr. Witmer with all in favor the proposal from A1 Security for \$10,831 for security cameras at the clubhouse was approved.

- The R.S. Spears quote was reworked to remove the playground and reflect the correct price of \$10,022.

On MOTION by Ms. Feldman seconded by Mr. Cascio with all in favor the R.S. Spears proposal for the office expansion at \$10,022 was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports (continued)

F. Newsletter Committee

Ms. Bilello reported the following:

- She had the notion to resign from the committee but would reconsider if a meeting with Mr. Witmer and/or Ms. Davis could take place to discuss options for addressing specific issues.

EIGHTH ORDER OF BUSINESS

Supervisor's Reports, Requests and Comments

Mr. Cascio offered the following comments:

- He met with Mr. Grasso and Ms. Intini and prepared a draft of the clubhouse security breach guidelines. It will be sent to Mr. Mendenhall for distribution prior to discussion at the next meeting.

Mr. Cyment offered the following comments:

- The HOA signed the contract for a website which should be up and running by September 15, 2007.

NINTH ORDER OF BUSINESS

Audience Comments

A resident "Dan" made the following comments:

- He asked if his tax notice of \$1,718 was an estimate and could hopefully be lower. He also commented on the clubhouse renovation and felt the Board should become prudent with the money being spent.

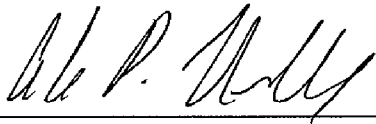
Mr. Mendenhall and Supervisors addressed the assessment amounts/issues from the past.

TWELFTH ORDER OF BUSINESS

Continuation

There being no further business,

On MOTION by Mr. Cyment seconded by Ms. Feldman with all in favor the meeting was continued to August 29, 2007 at 6:30 p.m. for the public hearing on the Rules of Procedure and consideration of the Greenbriar landscape contract.



Andrew Mendenhall
Secretary



John Witmer
Chairman