

**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 20, 2011 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
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
Nancy Intini	Park Director
Audience Members (0)	

*The following is a summary of the discussions and actions taken at the December 20, 2011, 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 Attendance Count (0) and  
Comments**

There not being any audience at this time, the next item followed.

**THIRD ORDER OF BUSINESS**

**Consent Agenda**

- A. Approval of the November 15, 2011 Minutes**
- B. Approval of the Financial Statements through November 30, 2011**

On MOTION by Mr. Paradiso seconded by Ms. Feldman with all in favor the consent agenda was approved.

Mr. Paradiso inquired about the bill from Stantec which included an amount of \$66.70. He requested a break down of the \$66.70 charge.

A bill from Squire, Sanders & Dempsey in the amount of \$415 was also questioned by Mr. Paradiso; the bill is three years old.

Mr. Mendenhall will research this issue and report his findings to the Board.

A brief discussion ensued on where to take the funds from for painting the clubhouse; either R&M Clubhouse or Reserves.

On MOTION by Mr. Paradiso seconded by Mr. Krauer with all in favor the funds for the clubhouse painting deposit and payment will be taken from the Reserve Funds.

Mr. Keith reminded the Board to scrutinize items on invoices such as the engineer's invoice.

Mr. Keith initiated a discussion with a representative from Greenbriar on landscaping issues. The following was mentioned:

- Annual plant selection.
- Landscaper to give Mr. Grasso a list of plants available to be brought to the next workshop meeting.
- Ms. Davis is dissatisfied with current plants and planting/front entrance.
- Rose bushes.
- Front entrance looks bad.
- Linear path bushes are not trimmed.

**FOURTH ORDER OF BUSINESS**

**Approval of the Employee Manual**

Mr. Paradiso noted he updated the introduction and the section about the probationary period under the vacation time and adjusted the pages on Ms. Intini's copy.

On MOTION by Mr. Paradiso seconded by Ms. Feldman with all in favor the updated and revised Employee Manual effective January 1, 2012, pending attorney review, was approved.

**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 Reports**

There not being any report, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Field Manager**

Mr. Grasso noted the following:

- Progress Energy will put a pole box in the west quadrant, getting rid of wires out on 54; there will be slightly higher voltage.
- Mulch build-up. Raking is a supplemental charge and done twice per year at the discretion of Mr. Grasso.

A discussion on mulch ensued.

- Dave from Creative Lighting will put wires in conduit at no cost to the District.
- All the rail fences have caps.

A brief discussion on staff spending authority ensued. A document regarding Purchasing Guidelines was provided by Mr. Grasso.

Mr. Paradiso suggested adding a security patrol shift on Friday night from 10 P.M. to 2 a.m., since the kids are out of school.

Mr. Keith reported he sent an email to Gary of the HOA requesting they grant \$1,000 out of their budget to the CDD for security purposes. The minutes of their last meeting indicate this was approved. Our understanding is once they receive their dues, they will contribute toward the security fees.

Mr. Krauer suggested giving parking tickets to un-permitted vehicles parked overnight at the clubhouse.

Mr. Grasso will ask the Trooper to pay special attention to cars parked at the clubhouse at night.

**B. Park Director**

Ms. Intini reported the following:

- Meet Santa went very well.
- For New Year's we have 65 spots and 64 are currently filled.
- Where will the funds come from to purchase Christmas lights for the clubhouse for next year?

Ms. Davis recommended purchasing Christmas lights from Dave.

- Getting an ice rink for the kids when they are off from school on spring break is being worked on; also, a summer music series for the month of June or July.
- Ms. Intini will talk with the HOA Board asking them to contribute \$2,000 toward possibly paying for the Newsletter since they have extra money in their budget. If they start paying for the mailing of the Newsletter we can use the extra \$2,000 to pay for special events because it is all comes out of the same budget.

It was noted the Newsletter was only delivered to two out of nine communities.

**C. Finance Committee**

There being no report, the next item followed.

**D. Newsletter Committee**

Mr. Paradiso reported we are still waiting on color pages for the Newsletter.

The website is going ok.

Mr. Keith explained the following motion was to have been made at the July, 2011 meeting:

On MOTION by Mr. Paradiso seconded by Mr. Krauer with all in favor the expenditure for Christmas lighting at the clubhouse was approved.

**EIGHTH ORDER OF BUSINESS**

**Supervisors' Reports, Requests and Comments**

Mr. Keith noted at the next workshop we will discuss the open gate policy that other communities use and we will start working on a long-range plan.

Mr. Krauer inquired about opening the gates as an experiment; picking a few villages and opening the gates for an experimental period to see how much resistance is received. The gate opening schedule could be discussed at a workshop meeting. An article could be put in the

Newsletter announcing the experiment. This matter will be discussed at the next workshop meeting.

Mr. Krauer also reported he had a two hour meeting with the County Engineer about the water flow issue. The engineer informed him the culvert belongs to the DOT. He will get the County Commissioner involved in this matter and will also bring the DOT Engineer out. He indicated it is a good possibility that because Concord Station put a gazebo there, they may be responsible for putting in the drainage pipe underneath that little road. It is being worked on.

It was also reported by Mr. Krauer, as far as PACA goes, he is working on a stormwater committee for the last nine months. It may end up costing us a little more in our stormwater funding because we are looking at having the County float a bond; the bond will be for \$55 Million. It will cost \$19 Million to fix one area in Cypress Creek. Originally they were looking for everyone in that area to pay \$19 Million over a 20 year period.

After a bus tour of the County it was found we are just one hurricane short of major flooding within three quarters of Pasco County. This will be discussed at the next PACA meeting.

Mr. Keith expressed his appreciation for Mr. Krauer's involvement with PACA and for providing information to the Board.

**NINTH ORDER OF BUSINESS**

**Audience Comments**


There not being any, the next item followed.


**TENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

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

  
Andrew P. Mendenhall  
Secretary

  
Norman Keith  
Chairman