



The Thousand Oaks Community Development District is a special purpose unit of local government created under Florida Law, chapter 190, for the purpose of financing, constructing, operating, and maintaining community-wide infrastructure, improvements, and services for the benefit of the properties within its boundaries.



**PALM BEACH COUNTY
REGULAR BOARD MEETING
NOVEMBER 4, 2024
4:15 P.M.**

Special District Services, Inc.
The Oaks Center
2501A Burns Road
Palm Beach Gardens, FL 33410

www.thousandoakscdd.org

561.630.4922 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT
Thousand Oaks HOA Office
1034 Center Stone Lane
Riviera Beach, Florida 33404
REGULAR BOARD MEETING
November 4, 2024
4:15 p.m.

A. Call to Order

B. Proof of Publication.....Page 1

C. Moment of Silence

D. Establish Quorum

E. Additions or Deletions to Agenda/ Board Member Disclosures

F. Approval of Minutes

 1. October 7, 2024 Regular Board Meeting.....Page 2

G. Comments from the Public for Items Not on the Agenda

H. Old Business

 1. Update on Fountain Installation

 2. Update on 1277 Rosegate Blvd. Swale Issue.....Page 5

 3. Discussion Regarding Golf Cart

I. New Business

 1. Discussion Regarding Annual Engineering Report.....Page 6

J. Administrative Matters

 1. Financial Report.....Page 14

K. Attorney Matters

L. Board Members Comments

M. Adjourn

LOCALiQ

The Gainesville Sun | The Ledger
Daily Commercial | Ocala StarBanner
News Chief | Herald-Tribune
News Herald | The Palm Beach Post
Northwest Florida Daily News

PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Thousand Oaks Cdd
Thousand Oaks Cdd
2501 BURNS RD
STE A

PALM BEACH GARDENS FL 334105207

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the Palm Beach Post, published in Palm Beach County, Florida; that the attached copy of advertisement, being a Govt Public Notices, was published on the publicly accessible website of Palm Beach County, Florida, or in a newspaper by print in the issues of, on:

09/24/2024

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 09/24/2024

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$267.74
Tax Amount: \$0.00
Payment Cost: \$267.74
Order No: 10583254
Customer No: 730529
PO #: fiscal meeting sched

of Copies:
1

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THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025 REGULAR MEETING SCHEDULE
NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Thousand Oaks Community Development District will hold Regular Meetings at 4:15 p.m. in the Thousand Oaks HOA Office located at 1034 Center Stone Lane, Riviera Beach, Florida 33404, on the following dates:

October 7, 2024
November 4, 2024
December 9, 2024
January 13, 2025
February 10, 2025
March 3, 2025
April 14, 2025
May 12, 2025
June 9, 2025
July 14, 2025
August 11, 2025
September 8, 2025

The purpose of the meetings is to conduct any business coming before the Board. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agendas for any of the meetings may be obtained from the District's website or by contacting the District Manager at (561) 630-4922 and/or toll free at 1-877-737-4922 prior to the date of the particular meeting.

From time to time one or more Supervisors may participate by telephone; therefore, at the location of these meetings there will be a speaker telephone present so that interested persons can attend the meetings at the above location and be fully informed of the discussions taking place either in person or by telephone communication. Meetings may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at (561) 630-4922 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time without advertised notice.

THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT
No.10583254

Sept. 24, 2024

NANCY HEYRMAN
Notary Public
State of Wisconsin

**THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 7, 2024**

A. CALL TO ORDER

The October 7, 2024, Regular Board Meeting of the Thousand Oaks Community Development District (the “District”) was called to order at 4:17 p.m. in the Thousand Oaks’ HOA Office located at 1034 Center Stone Lane, Riviera Beach, Florida 33404.

B. PROOF OF PUBLICATION

Proof of publication was presented that notice of the Regular Board Meeting had been published in the *Palm Beach Post* on September 29, 2023, as part of the District’s Fiscal Year 2023/2024 Regular Board Meeting, as legally required.

C. MOMENT OF SILENCE

D. CONSIDER APPOINTMENT TO BOARD VACANCY

The Board appointed Jeffery Jackson to the vacancy in Seat No. 2, which expires in November 2024.

A **motion** was made by Mr. Knowles, seconded by Mr. Towns and unanimously passed appointing Jeffery Jackson to the vacancy in Seat No. 2, which expires in November 2024.

E. ADMINISTER OATH OF OFFICE

F. ESTABLISH A QUORUM

A quorum was established by the presence of Chairman Rance Gaede, Vice Chairman Corey Smith and Supervisors Malachi Knowles, Horace Towns and Jeffery Jackson.

Staff present included District Manager Sylvia Bethel of Special District Services, Inc.; and Frank Palen of Caldwell Pacetti Edwards Schoech & Viator LLP (via phone).

G. ADDITIONS OR DELETIONS TO THE AGENDA

Mr. Jackson disclosed that he was also on the HOA Board, as well as the District Board now.

H. APPROVAL OF MINUTES

1. August 12, 2024, Regular Board Meeting

The minutes of the August 12, 2024, Regular Board Meeting were presented for consideration.

A **motion** was made by Mr. Knowles, seconded by Mr. Jackson and passed unanimously approving the minutes of the August 12, 2024, Regular Board Meeting, as presented.

I. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There were no comments from the public for items not on the agenda.

J. OLD BUSINESS

1. Update on Fountain Installation

Ms. Bethel advised that she had spoken with the electrician and the permit has been approved. He will begin working on this project next week due to the storm.

2. Update on 1277 Rosegate Boulevard Swale Issue

Ms. Bethel advised that she had followed up with the engineer and he sent an email to the original vendor but he has not yet received a response. She will follow up again.

K. NEW BUSINESS

1. Discussion Regarding Golf Cart

Mr. Gaede stated that he did not think this golf cart was a wise use of taxpayers' dollars due to the lack of usage and it should be sold to recoup the funds. Ms. Bethel stated that the Board could consider listing it on govdeals.com or selling it to the HOA. Mr. Towns inquired about the cost of keeping the golf cart and Ms. Bethel stated golf cart expenses would be cost of insurance and repairs. A lengthy discussion ensued.

Mr. Palen stated this was considered public property and there were procedures and/or requirements that must be followed in order to sell it. Mr. Gaede reiterated that Mr. Jackson would look into getting the golf cart appraised and Mr. Palen will look into the procedures for selling it.

2. Consider Resolution No. 2024-05 – Adopting a Fiscal Year 2023/2024 Amended Budget

Resolution No. 2024-05 was presented, entitled:

RESOLUTION NO. 2024-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2023/2024 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

A **motion** was made by Mr. Knowles, seconded by Mr. Jackson and passed unanimously adopting Resolution No. 2024-05, as presented.

L. ADMINISTRATIVE MATTERS

1. Financial Report

Ms. Bethel indicated while the Board was looking over the financials, she had a few updates.

She noted that the Mulch Project was set to start at the end of the week. Mr. Jackson stated this should wait until the storm is over and the Board agreed. Mr. Gaede asked Ms. Bethel to follow-up with Mr. Russ about holding off on this project.

Ms. Bethel advised that she had received a complaint about the preserve area bushes. The resident would like the bushes removed or cut back very low. Ms. Bethel followed up with South Florida Water Management District (“SFWMD”) and the bushes cannot be removed. SFWMD sent guidelines for preserve maintenance. Mr. Jackson suggested the preserve be cut twice a year and mentioned that there was broken concrete that needed attention.

Ms. Bethel stated that the Annual Engineer’s Report was now available for review. Mr. Gaede asked it to include it as an agenda item for the next meeting.

M. ATTORNEY MATTERS

Mr. Palen had no further updates.

N. BOARD MEMBER COMMENTS

There were no further comments from the Board Members.

O. ADJOURNMENT

There being no further business to come before the Board, the Regular Board Meeting was adjourned at 4:41 p.m. There were no objections.

Secretary/Assistant Secretary

Chair/Vice Chair

Here is the price for the two address repairs:

1277 Rose Gate Blvd

3202 Laurel Ridge Circle

Up to 60 LF of valley gutter replacement & root removal = \$5,000

He said there is another address with the same issue. Root removal & 40 LF. (1281 Rose Gate Blvd) = \$2,000

Does not include asphalt patching.

Statewide Grading

Thousand Oaks Community Development District

Engineer's Certificate for Trust Indenture

Prepared for:

**Thousand Oaks Community Development
District
Board of Supervisors
Riviera Beach, Florida**

September 30, 2024

Prepared by:



947 Clint Moore Road
Boca Raton, FL 33487
Voice: 561-241-6455
Fax: 561-241-5182
E-mail: jeff@schnars.com

Thousand Oaks CDD
02122-4

THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT

TABLE OF CONTENTS

- I. Purpose and Scope**
- II. Introduction / Project Description**
- III. Existing Public Facilities**
 - 1. Surface Water Management System
 - 2. Water Distribution System
 - 3. Sanitary Collection and Transmission System
 - 4. Conservation Area
 - 5. Roadway Buffers and Entry Features
 - 6. Congress Avenue Median
- IV. Facilities Inspection**
- V. Inspection Findings**
 - 1. Sierra Bay
 - 2. Thousand Oaks

EXHIBIT 'A' - Site Plan and Location Map

I Purpose and Scope

This report is being prepared at the request of the Thousand Oaks Community Development District (TOCDD) to comply with the requirements of Section 9.21 of the Trust Indenture for the Special Assessment Bonds, Series 2005A1 and 2005A2. It is the intention of this document to report on the yearly inspection of facilities owned by the TOCDD.

II Introduction / Project Description

The Thousand Oaks Community Development District (TOCDD) provides stormwater management, wetland and upland preserve habitat, roadway buffers and entry features to the residents of the District. The TOCDD is comprised of the Thousand Oaks and Sierra Bay neighborhoods. Thousand Oaks is a 101.23 gross acre residential subdivision located in the Congress Avenue PUD and Sierra Bay is a 15.75-acre residential subdivision located on the east side of Congress Avenue opposite Thousand Oaks. See Site Plan for a graphical representation of the developments, attached hereto as Exhibit "A".

Each neighborhood's infrastructure includes networks of storm drainage, water and sanitary sewer systems that provides service respectively to Thousand Oaks (221 single-family dwellings, 231 manor homes and 244 townhomes) and Sierra Bay (201 manor homes). In addition, the TOCDD maintains two conservation areas.

The District is in Section 30, Township 42S, Range 43E, in Palm Beach County, City of Riviera Beach, Florida. Thousand Oaks is bounded on the east by Congress Avenue; on the west by the SFWMD C-17 Canal; on the south by Timber Pine Plat No. 2 (a residential development); and on the north by unimproved Silver Beach Road and city canal R/W. Sierra Bay is bounded on the west by Congress Avenue, the north by the proposed Sonoma Bay residential development, the east by a City canal and elementary school, and the south by an existing apartment complex. Both developments may be accessed from Congress Avenue. A location map is shown on Exhibit "A".

III Existing Public Facilities

1. Surface Water Management System.

- a. **Thousand Oaks** - The surface water management system serving the neighborhood consists of valley gutters, inlets, manholes and storm pipes that direct runoff to the on-site lake/wetland system for detention prior to discharge into the adjacent South Florida Water Management District (SFWMD) C-17 Canal. The surface water management system is complete and fully operational with no excess capacity available.
- b. **Sierra Bay** - The surface water management system serving Sierra Bay is completely separate from Thousand Oaks system and consists of valley gutters, inlets, manholes and storm pipes that direct runoff to the on-site lake for water quality and quantity detention. The Sierra Bay surface water management system is interconnected to the adjacent Sonoma Bay surface water management system. Discharge is through Sonoma Bay development and into a

City canal along its north property line which flows west to the South Florida Water Management District (SFWMD) C-17 Canal. The surface water management system is complete and fully operational with no excess capacity available.

2. Water Distribution

- a. **Thousand Oaks** - The onsite water distribution system is composed of 6" and 8" diameter mains for potable service and fire protection. All water mains within Thousand Oaks are complete, certified, and have been transferred by the TOCDD to the City of Riviera Beach Utilities Department for ownership, operation, and maintenance.
- b. **Sierra Bay** - The onsite water distribution system is composed of 6" and 8" diameter mains for potable service and fire protection. All water mains within Sierra Bay are complete, certified, and have been transferred by the TOCDD to the City of Riviera Beach Utilities Department for ownership, operation, and maintenance.

3. Sanitary Collection and Transmission System

- a. **Thousand Oaks** - The sewage collection and transmission system consists of a lift station, 6" force main, 8" polyvinyl chloride (PVC) gravity pipe, manholes and 6" service laterals. The lift station is centrally located within the recreation area and the 6" force main extends east on Canopy Lane and ties into an existing 6" force main within the Congress Avenue right-of-way. The 8" PVC gravity pipe extends throughout the project to serve all the units. The entire sewer system for Thousand Oaks is complete, certified and has been transferred by the TOCDD to the City of Riviera Beach Utilities Department for ownership, operation, and maintenance.
- b. **Sierra Bay** - The sewage collection system consists of 8" polyvinyl chloride (PVC) gravity pipe, manholes and 6" service laterals. The entire sewer system for Sierra Bay is complete, certified and has been transferred by the TOCDD to the City of Riviera Beach Utilities Department for ownership, operation, and maintenance.

4. Conservation Area

- a. **Thousand Oaks** - The TOCDD owns and maintains two conservation areas; a wetland totaling 8.19 acres and consisting predominately of sawgrass marsh. The second area is a combination wetland and upland totaling 3.08 acres. In order to insure perpetual preservation, both areas are encumbered by conservation easements dedicated to the South Florida Water Management District.

5. Roadway Buffers and Entry Features

- a. **Thousand Oaks** - The TOCDD owns and maintains the land and improvements within the buffer along Congress Avenue, which is generally 50 feet in width north of Canopy Lane and 20 feet in width south of Canopy Lane. The improvements within the buffer include a berm, landscaping, irrigation, and an entry feature/sign wall.
- b. **Sierra Bay** - The TOCDD owns and maintains the land and improvements within the buffer along Congress Avenue, which is generally 20 feet in width. The improvements within the buffer include a berm, retaining wall, landscaping, irrigation, and an entry feature/sign wall.

6. Congress Avenue Median

The TOCDD maintains the landscaping and irrigation in the median.

IV. Facilities Inspection

An inspection was performed on September 27, 2024 of the facilities owned by the TOCDD. A visual inspection was conducted of all the roadway curbs, lakes, lake banks, conservation areas, roadway buffers, entry features, and adjacent Congress Avenue median. All drainage catch basins, the discharge control structure, and the drainage pipe connections to the catch basins and lakes were inspected for cleanliness by probing with a PVC pipe. No inspection of the water and sewer system was conducted since these items are no longer owned by the TOCDD.

V. Field Inspection Findings

1. Sierra Bay

a. Surface Water Management System

1. **Curb** - The curb was found to be in good condition. Repairs were recently completed in March 2023. Minor cracks were noticed on the entrance road and Scarletta Drive. These areas will be monitored for future repairs.
2. **Drainage** -The entire drainage system was recently cleaned in March 2023. The drainage system was observed to be clean and unobstructed except in the following locations:
 - a. CB #26 completely covered with leaves and grass. The grates on this structure needs to be exposed and cleaned.
3. **Lakes**-All lake banks are properly sloped and stabilized with sod. The lake water level was 13" above design water level.

b. Conservation Area

Not applicable to Sierra Bay.

c. Roadway Buffers and Entry Features

The roadway buffers are generally in good condition. Although the roadways are not owned by the CDD, we observed the following: Sealcoat was installed throughout the project. We don't recommend sealcoat in roadways. Many parking stalls show evidence of oil stains that are deteriorating the asphalt. Asphalt settlement was noticed at the intersection of Carvelle Dr & Sonrisa Dr. This area should be monitored for future settlement or possible repair. Sidewalk was broken across the street from house 3247 Scarletta Drive.

d. Congress Avenue Median

The median was landscaped with sod and trees and observed to be in good condition. Some small shrubs appeared to be missing.

2. Thousand Oaks**a. Surface Water Management System**

1. **Curb** - The curb was found to be in good condition. Repairs were recently completed in March 2023. Some minor areas of cracking in the "D" curb on Canopy Lane were noticed. There were some areas of curb uplifting from tree roots causing minimal water retention in curb, especially at 1277, 1266, 1257 and across the street from 1285 Rosegate Blvd. Other areas of small cracking were noticed in the valley gutter, but not curb displacement at the time of the inspection. These areas will be monitored on future inspections.
2. **Sidewalks**- Although not a CDD item, the sidewalks were found to be in good condition.
3. **Drainage** – The drainage system was found to be clean and unobstructed. The system was recently cleaned in March 2023. The following items were noticed and need to be addressed.
 - a. Catch basin #77 (by clubhouse) needs to be raised to grade. This will require relocating shrubs and possibly paver brick repair.
 - b. Catch basin #124 should have grass removed from grate and rip rap bags.
4. **Lakes** – All lake banks are properly sloped and stabilized with sod. Some erosion has occurred at the design edge of water likely due to wave action and water level variations. All lakes appear to be at the same water level and were approximately 8" above the above design water level.

b. Conservation Area

Some erosion has occurred in the wetland buffer at the bubble up structures and upland slope. The stone that was placed by the small bubble up basins from the gutters have kept erosion around the basins to a minimum. The nutrient berm was missing in most areas. The bubble up drainage structures in Mitigation Area #1 have been repaired per the repair plan in July 2024.

c. Roadway Buffers and Entry Features

The roadway buffers and entry features are generally in good condition. Although the roadways are not owned by the CDD, we observed the following: There is a small area of settlement around sanitary manhole at 3017 Laurel Ridge Circle. Many additional speed humps have been added throughout the community. There are advance warning signs, and the Speed Hump signs are not always located at the speed hump. The stop sign is too low at Sagewood Ct & Rosegate Blvd as well as Laurel Ridge Circle & Laurel Ridge Circle. Stop signs are too low at the intersection of Oakmont Dr & Oakhurst Way, Canopy Lane & Rosegate Blvd. These should be raised to the required height of 7' above pavement. There are small shrubs and two signs partially blocking the emergency fire access gate in the NE corner of the property. Many wheel stops were dislocated in parking stalls. Additional STOP signs, stop bars and double yellow striping have been added throughout the community.

d. Congress Avenue Median

The median was landscaped with sod and trees and found to be in good condition. Several small trees & shrubs are missing on Congress Ave.

e. Other Items

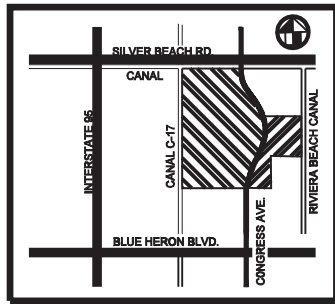
Although not a CDD item, please note that the two Case II red reflector signs are missing at the south leg of the southwest corner of Laurel Ridge Circle.

V. Insurance

The District currently carries comprehensive general liability insurance (covering bodily injury and property damage) with a coverage limit of \$1,000,000 per occurrence. We believe these coverage limits to be reasonable. We recommend the annual premium be included in the CDD budget.

THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT SITE PLAN

EXHIBIT 'A'



LOCATION MAP
N.T.S.

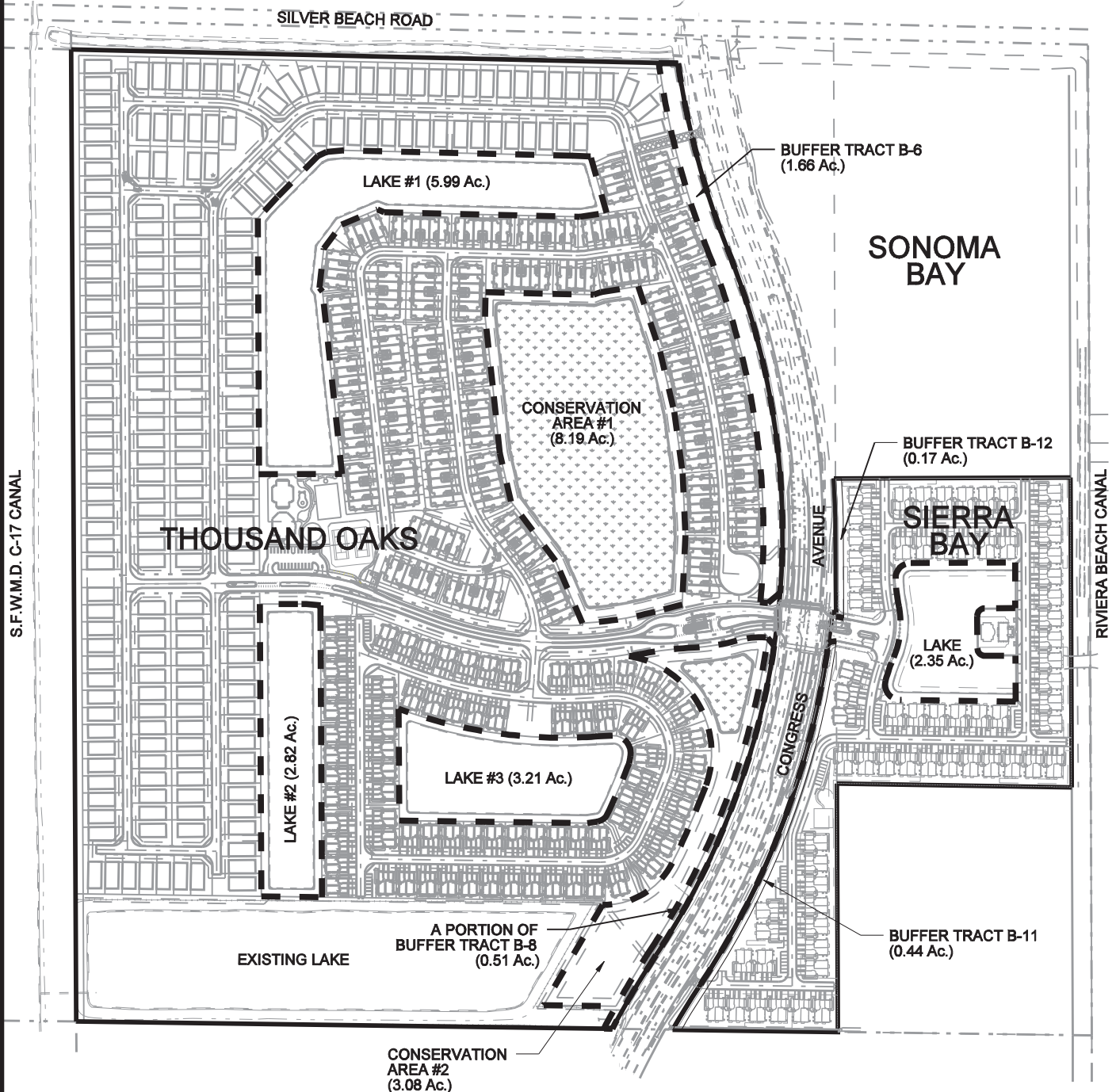
LEGEND

THOUSAND OAKS

- LIMITS OF C.D.D. (101.23 ACRES)
- LIMITS OF C.D.D. OWNED LAND (25.46 ACRES)

SIERRA BAY

- LIMITS OF C.D.D. (15.75 ACRES)
- LIMITS OF C.D.D. OWNED LAND (2.96 ACRES)



Thousand Oaks
Community Development District

**Financial Report For
October 2024**

**THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT
MONTHLY FINANCIAL REPORT
OCTOBER 2024**

	Annual Budget 10/1/24 - 9/30/25	Actual Oct-24	Year To Date Actual 10/1/24 - 10/31/24
REVENUES			
O & M ASSESSMENTS	259,627	0	0
DEBT ASSESSMENTS (SERIES 2016 A1)	367,957	0	0
DEBT ASSESSMENTS (SERIES 2016 A2)	94,511	0	0
OTHER REVENUES	0	0	0
INTEREST INCOME	420	0	0
Total Revenues	\$ 722,515	\$ -	\$ -
EXPENDITURES			
SUPERVISOR FEES	12,000	800	800
PAYROLL TAXES	960	61	61
AQUATIC/STORMWATER MANAGEMENT	30,000	900	900
LAWN/LANDSCAPE MANAGEMENT	46,715	2,097	2,097
WETLAND PRESERVE BUFFER MAINTENANCE	10,800	0	0
MAINTENANCE CONTINGENCY (TREE TRIMMING, ETC.)	85,000	0	0
ENGINEERING/INSPECTIONS/REPORTS	6,000	0	0
MANAGEMENT	38,124	3,177	3,177
SECRETARIAL	4,200	350	350
LEGAL	12,000	0	0
ASSESSMENT ROLL	8,000	0	0
AUDIT FEES	3,500	0	0
ARBITRAGE REBATE FEE	1,300	0	0
INSURANCE	6,900	7,491	7,491
LEGAL ADVERTISING	1,300	0	0
MISCELLANEOUS	1,900	75	75
POSTAGE	500	31	31
OFFICE SUPPLIES	1,075	62	62
DUES & SUBSCRIPTIONS	175	175	175
TRUSTEE FEES	3,600	0	0
TRAVEL	10,000	0	0
WEBSITE MANAGEMENT	1,500	125	125
ELECTRICITY - FOUNTAINS	0	0	0
FOUNTAINS	0	0	0
Total Expenditures	\$ 285,549	\$ 15,344	\$ 15,344
REVENUES LESS EXPENDITURES	\$ 436,966	\$ (15,344)	\$ (15,344)
PAYMENT TO TRUSTEE (A1)	(345,880)	0	0
PAYMENT TO TRUSTEE (A2)	(88,840)	0	0
BALANCE	\$ 2,246	\$ (15,344)	\$ (15,344)
COUNTY APPRAISER & TAX COLLECTOR FEE	(14,442)	(1,120)	(1,120)
DISCOUNTS FOR EARLY PAYMENTS	(28,884)	0	0
EXCESS/ (SHORTFALL)	\$ (41,080)	\$ (16,464)	\$ (16,464)
CARRYOVER FROM PRIOR YEAR	41,080	0	0
NET EXCESS/ (SHORTFALL)	\$ -	\$ (16,464)	\$ (16,464)

Bank Balance As Of 10/31/24	\$ 239,240.43
Accounts Payable As Of 10/31/24	\$ 9,187.73
Accounts Receivable As Of 10/31/24	\$ 212.08
Available Funds As Of 10/31/24	\$ 230,264.78