



**THOUSAND OAKS  
COMMUNITY DEVELOPMENT  
DISTRICT**

**PALM BEACH COUNTY  
REGULAR BOARD MEETING  
NOVEMBER 19, 2018  
4:15 P.M.**

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

[www.thousandoakscdd.org](http://www.thousandoakscdd.org)

561.630.4922 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT**  
Board Room of Northern Palm Beach County Improvement District  
359 Hiatt Drive  
Palm Beach Gardens, Florida 33418  
**REGULAR BOARD MEETING**  
November 19, 2018  
4:15 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
  - 1. October 8, 2018 Regular Board Meeting Minutes.....Page 3
- G. Old Business
  - 1. Update Regarding Villa Rosa Fence
- H. New Business
  - 1. Consider Resolution No. 2018-06 – Adopting a Fiscal Year 2017/2018 Amended Budget.....Page 5
  - 2. Consider Irrigation Proposal
- I. Auditor Selection Committee
  - 1. Ranking of Proposals/Consider Selection of an Auditor.....Page 10
- J. Administrative Matters
- K. Board Members Comments
- L. Adjourn

# The Palm Beach Post

Palm Beach Daily News



## PROOF OF PUBLICATION STATE OF FLORIDA

## PUBLIC NOTICE

Before the undersigned authority, personally appeared Suzanne Casey, who on oath, says that he/she is a Legal Advertising Representative of The Palm Beach Post, a daily and Sunday newspaper, published in West Palm Beach and distributed in Palm Beach County, Martin County, and St. Lucie County, Florida; that the attached copy of advertising for a Legal - PublicNotice was published in said newspaper on: first date of Publication 09/28/2018 and last date of Publication 09/28/2018. Affiant further says that the said The Palm Beach Post is a newspaper published in West Palm Beach, in said Palm Beach County, Florida and that the said newspaper has heretofore been continuously published in said Palm Beach County, Florida, daily and Sunday and has been entered as second class mail matter at the post office in West Palm Beach, in said Palm Beach County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in said newspaper.

THOUSAND OAKS CDD  
2501 BURNS RD  
STE A  
PALM BEACH GARDENS, FL 33410-5207

Invoice/Order Number:	0000426195
Ad Cost:	\$271.76
Paid:	\$0.00
Balance Due:	\$271.76

Signed

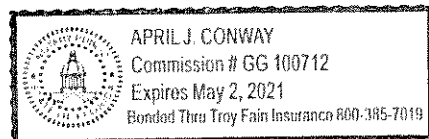
Suzanne Casey  
(Legal Advertising Agent)

Sworn or affirmed to, and subscribed before me, this 28th day of September, 2018 in Testimony whereof, I have hereunto set my hand and affixed my official seal, the day and year aforesaid.

Signed

April J. Conway  
(Notary)

Please see Ad on following page(s).



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**THOUSAND OAKS COMMUNITY  
DEVELOPMENT DISTRICT  
FISCAL YEAR 2018/2019  
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 Board Room of Northern Palm Beach County Improvement District, 359 Hiatt Drive, Palm Beach Gardens, Florida 33418, on the following dates:

October 8, 2018  
November 19, 2018  
December 10, 2018  
January 14, 2019  
February 11, 2019  
March 11, 2019  
April 8, 2019  
May 13, 2019  
June 10, 2019  
July 8, 2019  
August 12, 2019  
September 9, 2019

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 insure 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  
9-28/2018

0000426195-01

**THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
OCTOBER 8, 2018**

**A. CALL TO ORDER**

Mr. Karmeris called to order the October 8, 2018, Regular Board Meeting of the Thousand Oaks Community Development District at 4:17 p.m. in the Board Room of the Northern Palm Beach County Improvement District located at 359 Hiatt Drive, Palm Beach Gardens, Florida 33418.

**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 28, 2018, as part of the District's Fiscal Year 2018/2019 Regular Meeting Schedule, as legally required.

**C. ESTABLISH A QUORUM**

A quorum was established by the presence of Chairman Jeff Jackson, Vice Chairman Randy Hicks (via phone) and Supervisors Kimberly Jackson, Rance Gaede and Corey Smith.

Staff present were: District Managers Jason Pierman & Andrew Karmeris of Special District Services, Inc.; and General Counsel Frank Palen of Caldwell Pacetti Edwards Schoech & Viator LLP.

**D. ADDITIONS OR DELETIONS TO THE AGENDA**

There were no additions or deletions to the agenda.

**E. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

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

**F. APPROVAL OF MINUTES**

**1. September 10, 2018, Regular Board Meeting**

Mr. Pierman presented the minutes of the September 10, 2018, Regular Board Meeting.

It was noted that Mr. Palen was not present at the September 10, 2018, meeting.

Ms. Jackson then **moved** approval, seconded by Mr. Smith, and the **motion** carried 5 to 0 approving the September 10, 2018, Regular Board Meeting minutes, as amended.

**G. OLD BUSINESS**

**1. Update Regarding Website**

Mr. Karmeris advised that the website compliance company had been contracted and was preparing the ADA compliant template for the District's website.

**H. NEW BUSINESS**

**1. Discussion Regarding Villa Rosa Fence**

Mr. Karmeris advised of the 8-foot hole in the Villa Rosa fence. Ms. Jackson discussed the need for irrigation to be in place before replacing the hedges in front of the area of the fence with the hole. Staff was directed to obtain quotes for installing irrigation at this location.

A **motion** was made by Mr. Smith, seconded by Mr. Gaede to repair the fence for a price not to exceed \$1,000. That **motion** carried 5-0.

**I. ADMINISTRATIVE MATTERS**

There were no Administrative Matters to come before the Board.

**J. BOARD MEMBER COMMENTS**

Ms. Jackson advised that the “No Trespassing” signs on the berm were down and needed to be repaired.

Mr. Jackson added that the Board should look into replacing all the signage around the community. He indicated that he would like staff to prepare a letter to residents regarding the work the District Board had completed since inception. He would like to educate the residents of the District of the Board’s responsibilities and accomplishments.

**K. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mr. Jackson, seconded by Mr. Gaede to adjourn the meeting at 4:46 p.m. That **motion** carried 5 to 0.

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Secretary/Assistant Secretary

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Chair/Vice Chair

**RESOLUTION NO. 2018-06**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2017/2018 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of Supervisors of the Thousand Oaks Community Development District (“District”) is empowered to provide a funding source and to impose special assessments upon the properties within the District; and,

**WHEREAS**, the District has prepared for consideration and approval an Amended Budget.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT, THAT:**

**Section 1.** The Amended Budget for Fiscal Year 2017/2018 attached hereto as Exhibit “A” is hereby approved and adopted.

**Section 2.** The Secretary/Assistant Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

**PASSED, ADOPTED and EFFECTIVE** this 19<sup>th</sup> day of November, 2018.

**ATTEST:**

**THOUSAND OAKS  
COMMUNITY DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Chairperson/Vice Chairperson

Thousand Oaks  
Community Development District

**Amended Final Budget For  
Fiscal Year 2017/2018  
October 1, 2017 - September 30, 2018**



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- II     **AMENDED FINAL DEBT SERVICE FUND BUDGET**

**AMENDED FINAL BUDGET**  
**THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT**  
**OPERATING FUND**  
**FISCAL YEAR 2017/2018**  
**OCTOBER 1, 2017 - SEPTEMBER 30, 2018**

	FISCAL YEAR 2017/2018 BUDGET 10/1/17 - 9/30/18	AMENDED FINAL BUDGET 10/1/17 - 9/30/18	YEAR TO DATE ACTUAL 10/1/17 - 9/29/18
<b>REVENUES</b>			
O & M ASSESSMENTS	217,479	218,024	218,024
DEBT ASSESSMENTS (A1)	367,957	368,880	368,880
DEBT ASSESSMENTS (A2)	94,511	94,770	94,770
OTHER REVENUES	0	0	0
INTEREST INCOME	240	0	0
<b>Total Revenues</b>	<b>\$ 680,187</b>	<b>\$ 681,674</b>	<b>\$ 681,674</b>
<b>EXPENDITURES</b>			
SUPERVISOR FEES	12,000	11,400	11,400
PAYROLL TAXES	960	872	872
AQUATIC/STORMWATER MANAGEMENT	28,400	26,000	24,596
LAWN/LANDSCAPE MANAGEMENT	41,715	45,500	44,429
MAINTENANCE CONTINGENCY	40,000	36,000	34,722
ENGINEERING/INSPECTIONS/REPORTS MANAGEMENT	5,000	2,725	2,725
	32,364	32,364	32,364
SECRETARIAL	4,200	4,200	4,200
LEGAL	8,000	8,559	8,559
ASSESSMENT ROLL	8,000	8,000	8,000
AUDIT FEES	3,800	3,800	3,800
ARBITRAGE REBATE FEE	1,300	1,300	1,300
INSURANCE	6,356	5,778	5,778
LEGAL ADVERTISING	1,250	1,858	1,858
MISCELLANEOUS	1,750	1,500	1,175
POSTAGE	625	155	148
OFFICE SUPPLIES	1,075	775	738
DUES & SUBSCRIPTIONS	175	175	175
TRUSTEE FEES	3,800	3,500	3,500
CONTINUING DISCLOSURE FEE	1,000	0	0
TRAVEL	1,900	1,356	1,356
WEBSITE MANAGEMENT	1,000	1,000	1,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 204,670</b>	<b>\$ 196,817</b>	<b>\$ 192,695</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 475,517</b>	<b>\$ 484,857</b>	<b>\$ 488,979</b>
Bond Payments (A1)	(345,880)	(352,579)	(352,579)
Bond Payments (A2)	(88,840)	(90,582)	(90,582)
<b>BALANCE</b>	<b>\$ 40,797</b>	<b>\$ 41,696</b>	<b>\$ 45,818</b>
County Appraiser & Tax Collector Fee	(13,599)	(7,673)	(7,673)
Discounts For Early Payments	(27,198)	(23,713)	(23,713)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ 10,310</b>	<b>\$ 14,432</b>
Carryover From Prior Year	0	0	0
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ 10,310</b>	<b>\$ 14,432</b>

OPERATING FUND BALANCE AS OF 9/30/17	\$108,655
FY 2017/2018 ACTIVITY	\$10,310
OPERATING FUND BALANCE AS OF 9/30/18	\$118,965

**Notes**

Carryover From Prior Year Of \$1,000 to be used to reduce Fiscal Year 2018/2019 Assessments.

**AMENDED FINAL BUDGET**  
**THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT**  
**DEBT SERVICE FUND**  
**FISCAL YEAR 2017/2018**  
**OCTOBER 1, 2017 - SEPTEMBER 30, 2018**

	<b>FISCAL YEAR 2017/2018 BUDGET 10/1/17 - 9/30/18</b>	<b>AMENDED FINAL BUDGET 10/1/17 - 9/30/18</b>	<b>YEAR TO DATE ACTUAL 10/1/17 - 9/29/18</b>
<b>REVENUES</b>			
Interest Income (A1)	25	4,926	4,926
Interest Income (A2)	50	1,282	1,282
NAV Tax Collection (A1)	345,880	352,579	352,579
NAV Tax Collection (A2)	88,840	90,582	90,582
<b>Total Revenues</b>	<b>\$ 434,795</b>	<b>\$ 449,369</b>	<b>\$ 449,369</b>
<b>EXPENDITURES</b>			
Principal Payments (2005A1)	195,000	195,000	195,000
Principal Payments (2005A2)	50,000	50,000	50,000
Extraordinary Principal Payments (2016A1)	3,625	0	0
Extraordinary Principal Payments (2016A2)	170	0	0
Interest Payments (2016A1)	147,280	150,400	150,400
Interest Payments (2016A2)	38,720	39,520	39,520
<b>Total Expenditures</b>	<b>\$ 434,795</b>	<b>\$ 434,920</b>	<b>\$ 434,920</b>
<b>Excess/ (Shortfall)</b>	<b>\$ -</b>	<b>\$ 14,449</b>	<b>\$ 14,449</b>

OPERATING FUND BALANCE AS OF 9/30/17	\$392,086
FY 2017/2018 ACTIVITY	\$14,449
OPERATING FUND BALANCE AS OF 9/30/18	\$406,535

**Notes**

A1 Reserve Fund Balance = \$140,851\* A1 Revenue Fund Balance = \$180,690\*  
A2 Reserve Fund Balance = \$36,177\* A2 Revenue Fund Balance = \$48,801\*  
A1 Revenue Fund Balance To Be Used To Make 11/1/2018 Interest Payment Of \$72,080.  
A2 Revenue Fund Balance To Be Used To Make 11/1/2018 Interest Payment Of \$18,960.  
\* Approximate Amounts

**Series 2016A1 Bond Information**

Original Par Amount =	\$4,875,000	Annual Principal Payments Due:
Interest Rate =	3.20%	May 1st
Issue Date =	December 2016	Annual Interest Payments Due:
Maturity Date =	May 2035	May 1st & November 1st
Par Amount As Of 9/30/18 =	\$4,505,000	

**Series 2016A2 Bond Information**

Original Par Amount =	\$1,275,000	Annual Principal Payments Due:
Interest Rate =	3.20%	May 1st
Issue Date =	December 2016	Annual Interest Payments Due:
Maturity Date =	May 2036	May 1st & November 1st
Par Amount As Of 9/30/18 =	\$1,185,000	

**THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT  
RANKING OF AUDITOR PROPOSALS  
FOR FISCAL YEAR ENDING 9/30/18**

Criteria	Point Range	Audit Firms		
		Carr Riggs & Ingram	Grau & Associates	Nowlen Holt & Miner
<b>Ability of Personnel:</b> (E.g., geographic locations of the firms headquarters of permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load).	<b>1-10</b>	<b>9</b>	<b>9</b>	<b>9</b>
<b>Proposer's Experience:</b> (E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation).	<b>1-10</b>	<b>8</b>	<b>9</b>	<b>7</b>
<b>Understanding of Scope of Work:</b> Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.	<b>1-10</b>	<b>8</b>	<b>9</b>	<b>8</b>
<b>Ability to Furnish the Required Services:</b> Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.	<b>1-10</b>	<b>8</b>	<b>9</b>	<b>8</b>
<b>Price:</b> Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.	<b>1-10</b>	<b>6</b>	<b>9</b>	<b>9</b>
<b>TOTAL POINTS</b>	<b>50</b>	<b>39</b>	<b>45</b>	<b>41</b>
<b>BID PRICE - 2017/2018 AUDIT</b>		<b>\$4,950.00</b>	<b>\$3,400.00</b>	<b>\$3,600.00</b>
<b>BID PRICE - 2018/2019 AUDIT</b>		<b>\$4,950.00</b>	<b>\$3,500.00</b>	<b>\$3,600.00</b>
<b>BID PRICE - 2019/2020 AUDIT</b>		<b>\$4,950.00</b>	<b>\$3,600.00</b>	<b>\$3,600.00</b>
<b>BID PRICE - 2020/2021 AUDIT</b>		<b>\$4,950.00</b>	<b>\$3,700.00</b>	<b>\$3,600.00</b>
<b>BID PRICE - 2021/2022 AUDIT</b>		<b>\$4,950.00</b>	<b>\$3,800.00</b>	<b>\$3,600.00</b>
<b>COMMENTS:</b>		Currently the auditing firm for more than 60 CDD's.	Currently the auditing firm for more than 200 CDD's.	Currently the auditing firm for thirty governmental entities.
<b>RECOMMENDATION:</b>	<b>All three firms have the capacity to perform the audit.</b>			
	<b>Management recommends that Grau &amp; Associates, the current auditor for the District and the co-low bidder, be selected to perform the September 30, 2018, 2019 and 2020 annual audits, with an option subject to fee adjustments for inflation, to perform the fiscal year end audits for the two following years (FYE 9/30/21, FYE 9/30/22).</b>			

**Note: 2018/2019 Budget For Audit Services is \$3,900.00**