



**THOUSAND OAKS  
COMMUNITY DEVELOPMENT  
DISTRICT**

**PALM BEACH COUNTY  
REGULAR BOARD MEETING  
MARCH 9, 2020  
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**  
Northern Palm Beach County Improvement District  
359 Hiatt Drive  
Palm Beach Gardens, Florida 33418  
**REGULAR BOARD MEETING**  
March 9, 2020  
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. February 10, 2020 Regular Board Meeting Minutes.....Page 2
- G. Old Business
  - 1. Discussion Regarding Villa Rosa Fence
  - 2. Discussion Regarding Wetland Preserve Erosion
- H. New Business
  - 1. Consider Resolution No. 2020-01 – Adopting a Fiscal Year 2020/2021 Proposed Budget.....Page 5
- I. Administrative Matters
- J. Board Members Comments
- K. Adjourn

# PALM BEACH DAILY BUSINESS REVIEW

Published Daily except Saturday, Sunday and  
Legal Holidays  
West Palm Beach, Palm Beach County, Florida

STATE OF FLORIDA  
COUNTY OF PALM BEACH:

Before the undersigned authority personally appeared JOSHUA HENRY, who on oath says that he or she is the LEGAL CLERK, Legal Notices of the Palm Beach Daily Business Review f/k/a Palm Beach Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at West Palm Beach in Palm Beach County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT -  
FISCAL YEAR 2019/2020 REGULAR MEETING SCHEDULE

in the XXXX Court,  
was published in said newspaper in the issues of

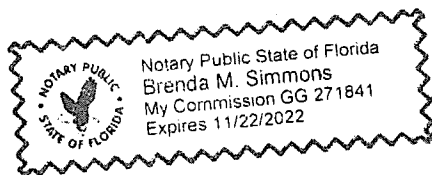
10/04/2019

Affiant further says that the said Palm Beach Daily Business Review is a newspaper published at Palm Beach, in said Palm Beach County, Florida and that the said newspaper has heretofore been continuously published in said Palm Beach County, Florida each day (except Saturday, Sunday and Legal Holidays) 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 or 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 the said newspaper.

Sworn to and subscribed before me this  
4 day of OCTOBER, A.D. 2019

(SEAL)

JOSHUA HENRY personally known to me



## THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2019/2020 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 14, 2019  
November 18, 2019  
December 9, 2019  
January 13, 2020  
February 10, 2020  
March 9, 2020  
April 13, 2020  
May 11, 2020  
June 8, 2020  
July 13, 2020  
August 10, 2020  
September 14, 2020

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 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 canceled from time to time without advertised notice. THOUSAND OAKS community development district

10/4 19-04/0000429278P

**THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
FEBRUARY 10, 2020**

**A. CALL TO ORDER**

The January 13, 2020, Regular Board Meeting of the Thousand Oaks Community Development District was called to order at 4:15 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 October 4, 2019, as part of the District's Fiscal Year 2019/2020 Regular Meeting Schedule, as legally required.

**C. ESTABLISH A QUORUM**

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

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

Also present was Kena Brown, HOA Manager.

**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. January 13, 2020, Regular Board Meeting**

The minutes of the January 13, 2020, Regular Board Meeting were presented for approval.

Mr. Hicks **moved** approval, seconded by Mr. Gaede, approving the January 13, 2020, Regular Board Meeting minutes, as presented. That **motion** carried unanimously.

**G. OLD BUSINESS**

**1. Discussion Regarding Villa Rosa Fence**

Mr. Jackson advised that the hedge planted along the Congress corridor on the Villa Rosa side was filling in well.

The Board reviewed the police call logs over the last year and will continue to monitor police call logs going forward.

## **2. Discussion Regarding Wetland Preserve Erosion**

The Board asked Mr. Karmeris to provide a report the next time Aquatic Vegetation Control treats the preserve.

Mr. Karmeris advised that the District Engineer would need to form an opinion on the wall the HOA was building around the preserve before the CDD could move forward on the CDD side of the preserve. Mr. Jackson would like to get the District Engineer on-site as soon as possible to coordinate with the HOA. Ms. Brown stated that she would be available to meet with the District Engineer to walk the site. Staff was directed to report back to the Board after the meeting with the Ms. Brown and the District Engineer had taken place.

Mr. Jackson then asked if staff could get a quote for what a water quality enhancing aerator would cost.

## **3. Update on Proposal for Villa Rosa Light Fixture**

Mr. Karmeris advised that the lightbulb replacement was working on the fountain at Villa Rosa.

### **H. NEW BUSINESS**

There were no New Business items to come before the Board.

### **I. ADMINISTRATIVE MATTERS**

There were no Administrative Matters to come before the Board.

### **J. BOARD MEMBER COMMENTS**

Mr. Jackson asked if anyone had heard about foxes being seen in the neighborhood. There were no sightings by the other Board Members.

### **K. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mr. Smith, seconded by Mr. Hicks to adjourn the meeting at 4:47 p.m. That **motion** carried 5 to 0.

Secretary/Assistant Secretary

Chair/Vice Chair

**RESOLUTION NO. 2020-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2020/2021; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of Supervisors (“Board”) of the Thousand Oaks Community Development District (“District”) is required by Chapter 190.008, *Florida Statutes*, to approve a Proposed Budget for each fiscal year; and,

**WHEREAS**, the Proposed Budget including the Assessments for Fiscal Year 2020/2021 has been prepared and considered by the Board.

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

**Section 1.** The Proposed Budget including the Assessments for Fiscal Year 2020/2021 attached hereto as Exhibit “A” is approved and adopted.

**Section 2.** A Public Hearing is hereby scheduled for \_\_\_\_\_, 2020 at 4:15 p.m. in the Board Room of Northern Palm Beach County Improvement District, 359 Hiatt Drive, Palm Beach Gardens, Florida 33418, for the purpose of receiving public comments on the Proposed Fiscal Year 2020/2021 Budget.

**PASSED, ADOPTED and EFFECTIVE** this 9<sup>th</sup> day of March, 2020.

**ATTEST:**

**THOUSAND OAKS  
COMMUNITY DEVELOPMENT DISTRICT**

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

By: \_\_\_\_\_  
Chairman/Vice Chairman

Thousand Oaks  
Community Development District

**Proposed Budget For  
Fiscal Year 2020/2021  
October 1, 2020 - September 30, 2021**



# CONTENTS

- I PROPOSED BUDGET
- II DETAILED PROPOSED BUDGET
- III DETAILED PROPOSED DEBT SERVICE FUND BUDGET
- IV ASSESSMENT COMPARISON

**PROPOSED BUDGET**  
**THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2020/2021**  
**OCTOBER 1, 2020 - SEPTEMBER 30, 2021**

	<b>FISCAL YEAR 2020/2021 BUDGET</b>
<b>REVENUES</b>	
O & M ASSESSMENTS	252,031
DEBT ASSESSMENTS (SERIES 2016 A1)	367,957
DEBT ASSESSMENTS (SERIES 2016 A2)	94,511
OTHER REVENUES	0
INTEREST INCOME	0
<b>TOTAL REVENUES</b>	<b>\$ 714,499</b>
<b>EXPENDITURES</b>	
SUPERVISOR FEES	12,000
PAYROLL TAXES	960
AQUATIC/STORMWATER MANAGEMENT	28,400
LAWN/LANDSCAPE MANAGEMENT	46,715
PRESERVE EROSION REPAIR	25,000
MAINTENANCE CONTINGENCY	40,000
ENGINEERING/INSPECTIONS/REPORTS	6,000
MANAGEMENT	34,428
SECRETARIAL	4,200
LEGAL	8,000
ASSESSMENT ROLL	8,000
AUDIT FEES	3,600
ARBITRAGE REBATE FEE	1,300
INSURANCE	6,356
LEGAL ADVERTISING	1,350
MISCELLANEOUS	1,700
POSTAGE	600
OFFICE SUPPLIES	1,025
DUES & SUBSCRIPTIONS	175
TRUSTEE FEES	3,700
TRAVEL	1,900
WEBSITE MANAGEMENT	1,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 236,909</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 477,590</b>
BOND PAYMENTS (SERIES 2016 A1)	(345,880)
BOND PAYMENTS (SERIES 2016 A2)	(88,840)
<b>BALANCE</b>	<b>\$ 42,870</b>
COUNTY APPRAISER & TAX COLLECTOR FEE	(14,290)
DISCOUNTS FOR EARLY PAYMENTS	(28,580)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>
CARRYOVER FROM PRIOR YEAR	0
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>

**DETAILED PROPOSED BUDGET**  
**THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2020/2021**  
**OCTOBER 1, 2020 - SEPTEMBER 30, 2021**

	FISCAL YEAR 2018/2019 ACTUAL	FISCAL YEAR 2019/2020 BUDGET	FISCAL YEAR 2020/2021 BUDGET	COMMENTS
<b>REVENUES</b>				
O & M ASSESSMENTS	219,441	324,113	252,031	Expenditures Less Interest & Carryover/.94
DEBT ASSESSMENTS (SERIES 2016 A1)	372,682	367,957	367,957	Bond Payments/.94
DEBT ASSESSMENTS (SERIES 2016 A2)	95,747	94,511	94,511	Bond Payments/.94
OTHER REVENUES	0	0	0	
INTEREST INCOME	0	0	0	
<b>TOTAL REVENUES</b>	<b>\$ 687,870</b>	<b>\$ 786,581</b>	<b>\$ 714,499</b>	
<b>EXPENDITURES</b>				
SUPERVISOR FEES	11,600	12,000	12,000	No Change From 2019/2020 Budget
PAYROLL TAXES	887	960	960	Projected At 8% Of Supervisor Fees
AQUATIC/STORMWATER MANAGEMENT	24,253	28,400	28,400	No Change From 2019/2020 Budget
LAWN/LANDSCAPE MANAGEMENT	45,111	41,715	46,715	\$5,000 Increase From 2019/2020 Budget
PRESERVE EROSION REPAIR	0	100,000	25,000	\$75,000 Decrease From 2019/2020 Budget
MAINTENANCE CONTINGENCY	17,066	40,000	40,000	No Change From 2019/2020 Budget
ENGINEERING/INSPECTIONS/REPORTS	7,664	4,750	6,000	\$1,250 Increase From 2019/2020 Budget
MANAGEMENT	33,036	33,660	34,428	CPI Adjustment
SECRETARIAL	4,200	4,200	4,200	No Change From 2019/2020 Budget
LEGAL	7,916	8,000	8,000	No Change From 2019/2020 Budget
ASSESSMENT ROLL	8,000	8,000	8,000	As Per Contract
AUDIT FEES	3,400	3,500	3,600	Accepted Amount For 2019/2020 Audit
ARBITRAGE REBATE FEE	1,300	1,300	1,300	No Change From 2019/2020 Budget
INSURANCE	5,000	6,356	6,356	Insurance Estimate
LEGAL ADVERTISING	688	1,400	1,350	\$50 Decrease From 2019/2020 Budget
MISCELLANEOUS	1,595	1,500	1,700	\$200 Increase From 2019/2020 Budget
POSTAGE	1,083	600	600	No Change From 2019/2020 Budget
OFFICE SUPPLIES	1,413	1,050	1,025	\$25 Decrease From 2019/2020 Budget
DUES & SUBSCRIPTIONS	175	175	175	No Change From 2019/2020 Budget
TRUSTEE FEES	3,500	3,700	3,700	No Change From 2019/2020 Budget
TRAVEL	1,627	1,900	1,900	No Change From 2019/2020 Budget
WEBSITE MANAGEMENT	1,000	1,500	1,500	No Change From 2019/2020 Budget
<b>TOTAL EXPENDITURES</b>	<b>\$ 180,514</b>	<b>\$ 304,666</b>	<b>\$ 236,909</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 507,356</b>	<b>\$ 481,915</b>	<b>\$ 477,590</b>	
BOND PAYMENTS (SERIES 2016 A1)	(356,045)	(345,880)	(345,880)	2021 P & I Payments Less Earned Interest
BOND PAYMENTS (SERIES 2016 A2)	(91,472)	(88,840)	(88,840)	2021 P & I Payments Less Earned Interest
<b>BALANCE</b>	<b>\$ 59,839</b>	<b>\$ 47,195</b>	<b>\$ 42,870</b>	
COUNTY APPRAISER & TAX COLLECTOR FEE	(3,567)	(15,732)	(14,290)	Two Percent Of Total Assessment Roll
DISCOUNTS FOR EARLY PAYMENTS	(24,311)	(31,463)	(28,580)	Four Percent Of Total Assessment Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ 31,961</b>	<b>\$ -</b>	<b>\$ -</b>	
CARRYOVER FROM PRIOR YEAR	0	0	0	Carryover From Prior Year
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ 31,961</b>	<b>\$ -</b>	<b>\$ -</b>	

**DETAILED PROPOSED DEBT SERVICE FUND BUDGET**  
**THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2020/2021**  
**OCTOBER 1, 2020 - SEPTEMBER 30, 2021**

	FISCAL YEAR 2018/2019 ACTUAL	FISCAL YEAR 2019/2020 BUDGET	FISCAL YEAR 2020/2021 BUDGET	COMMENTS
Interest Income (A-1)	8,212	75	100	Projected Interest For 2020/2021
Interest Income (A-2)	2,170	75	100	Projected Interest For 2020/2021
NAV Tax Collection (A-1)	356,045	345,880	345,880	Yearly Maximum Debt Assessment
NAV Tax Collection (A-2)	91,472	88,840	88,840	Yearly Maximum Debt Assessment
<b>Total Revenues</b>	<b>\$ 457,899</b>	<b>\$ 434,870</b>	<b>\$ 434,920</b>	
<b>EXPENDITURES</b>				
Principal Payments (A-1)	205,000	210,000	215,000	Principal Payment Due In 2021
Principal Payments (A-2)	50,000	50,000	55,000	Principal Payment Due In 2021
Bond Redemption (A-1)	0	1,715	3,540	Estimated Excess Debt Collections (A-1)
Bond Redemption (A-2)	0	3,395	100	Estimated Excess Debt Collections (A-2)
Interest Payments (A-1)	144,160	134,240	127,440	Interest Payments Due In 2021
Interest Payments (A-2)	37,920	35,520	33,840	Interest Payments Due In 2021
<b>Total Expenditures</b>	<b>\$ 437,080</b>	<b>\$ 434,870</b>	<b>\$ 434,920</b>	
<b>Excess/ (Shortfall)</b>	<b>\$ 20,819</b>	<b>\$ -</b>	<b>\$ -</b>	

Series 2016A-1 Bond Refunding Information

Original Par Amount =	\$4,875,000	Annual Principal Payments Due =	May 1st
Interest Rate =	3.20%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	December 2016		
Maturity Date =	May 2035		

Par Amount As Of 1/1/20 = \$4,300,000

Series 2016A-2 Bond Refunding Information

Original Par Amount =	\$1,275,000	Annual Principal Payments Due =	May 1st
Interest Rate =	3.20%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	December 2016		
Maturity Date =	May 2036		

Par Amount As Of 1/1/20 = \$1,135,000

**Thousand Oaks Community Development District  
Assessment Comparison**

Home Type	Fiscal Year 2017/2018 Assessment*	Fiscal Year 2018/2019 Assessment*	Fiscal Year 2019/2020 Assessment*	Fiscal Year 2020/2021 Projected Assessment*
Townhomes (Thousand Oaks)	\$ 242.46 \$ 470.20	\$ 242.18 \$ 470.20	\$ 361.33 \$ 470.20	\$ 280.98 \$ 470.20
Sub-Total For Townhomes	\$ 712.66	\$ 712.38	\$ 831.53	\$ 751.18
Single-Family Attached (Thousand Oaks)	\$ 242.46 \$ 470.20	\$ 242.18 \$ 470.20	\$ 361.33 \$ 470.20	\$ 280.98 \$ 470.20
Sub-Total For Single-Family Attached	\$ 712.66	\$ 712.38	\$ 831.53	\$ 751.18
Single-Family Detached (Thousand Oaks)	\$ 242.46 \$ 656.48	\$ 242.18 \$ 656.48	\$ 361.33 \$ 656.48	\$ 280.98 \$ 656.48
Sub-Total For Single-Family Detached	\$ 898.94	\$ 898.66	\$ 1,017.81	\$ 937.46
Single-Family Attached (Sierra Bay)	\$ 242.46 \$ 470.20	\$ 242.18 \$ 470.20	\$ 361.33 \$ 470.20	\$ 280.98 \$ 470.20
Sub-Total For Single-Family Attached	\$ 712.66	\$ 712.38	\$ 831.53	\$ 751.18

\* Assessments Include the Following :  
 4% Discount for Early Payments  
 1% County Tax Collector Fee  
 1% County Property Appraiser Fee

Community Information:  
 Townhomes (Thousand Oaks) 244  
 Attached Single Family (Thousand Oaks) 231  
 Detached Single Family (Thousand Oaks) 221  
 Attached Single Family (Sierra Bay) 201  
 Total Units 897

Attached Single Family Home (Thousand Oaks) Information  
 Total Units 231  
 Prepayments 1  
 Billed For Debt 230