



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
MAY 8, 2023
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
May 8, 2023
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. Comments from the Public for Items Not on the Agenda
- G. Approval of Minutes
 - 1. April 10, 2023 Regular Board Meeting Minutes.....Page 3
- H. Old Business
 - 1. Update on Funds Owed to the HOA Regarding Fence-Line Tree Trimming
 - 2. Update on Newsletter and Website
 - 3. Update on Fountain Installation
 - 4. Update Regarding Encroachment Issue
 - 5. Update on Next Step's for Thousand Oaks New Logo
 - 6. Consider Approval of Proposals for Planting and Mulch.....Page 7
- I. New Business
- J. Administrative Matters
- K. Attorney Matters
- L. Board Members Comments
- M. Adjourn

PALM BEACH

STATE OF FLORIDA
COUNTY OF PALM BEACH:

Before the undersigned authority personally appeared ANGELINA GARAY, 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 2022/2023 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. ETC

in the XXXX Court,
was published in said newspaper by print in the issues of
and/or by publication on the newspaper's website, if
authorized, on

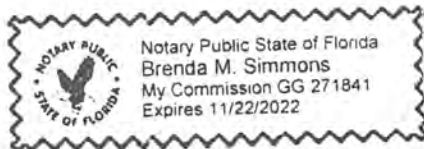
09/19/2022

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

angelina garay
Sworn to and subscribed before me this
19 day of SEPTEMBER, A.D. 2022

(SEAL)

ANGELINA GARAY personally known to me



THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2022/2023 REGULAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that
the Board of Supervisors of the
Thousand Oaks Community Develop-
ment 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 4, 2022
November 14, 2022
December 12, 2022
January 9, 2023
February 13, 2023
March 13, 2023
April 10, 2023
May 8, 2023
June 12, 2023
July 10, 2023
August 14, 2023
September 11, 2023

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 tele-
phone; 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

9/19

22-01/0000620066P

**THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
APRIL 10, 2023**

A. CALL TO ORDER

The April 10, 2023, Regular Board Meeting of the Thousand Oaks Community Development District (the "District") was called to order at 4:25 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 19, 2022, as part of the District's Fiscal Year 2022/2023 Regular Board Meeting, as legally required.

C. MOMENT OF SILENCE

D. ESTABLISH A QUORUM

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

Staff present included District Manager Sylvia Bethel of Special District Services, Inc.

E. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

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

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

G. APPROVAL OF MINUTES

1. March 13, 2023, Regular Board Meeting

A **motion** was made by Mr. Knowles, seconded by Mr. Gaede and passed unanimously approving the March 13, 2023, Regular Board Meeting minutes, as presented.

H. OLD BUSINESS

1. Update on Funds Owed to HOA Regarding Fence Line Tree Trimming

Mr. Jackson advised that he would be meeting the gentleman tonight to gather this information and would have it ready for the next meeting.

2. Update on Newsletter and Website

Mr. Jackson did not care for the gentleman who he initially had spoken with. Mr. Towns indicated he knew someone who could take care of the website. Mr. Jackson asked if Mr. Towns would take the lead of this project to which Mr. Towns indicated he would.

3. Update on Fountain Installation

Ms. Bethel stated that one fountain had already been installed and the other fountain was in the process of being installed. The vendor stated there was a five inspection process and the electrician was on step three, so the process has almost been completed.

4. Discussion Regarding Encroachment Issue

Ms. Bethel reminded the Board that at the last meeting they had directed her to follow-up with Mr. Wells, which she did with no response. She will follow-up again tomorrow.

5. Update on Next Steps for Thousand Oaks' New Logo

Ms. Bethel stated that she and Mr. Towns had spoken with Mr. Ryles and everything had been filed. She also received an invoice from WTP that has been processed. Mr. Towns stated that the invoice was from a third-party vendor and to not pay. What they needed had already been taken care of. Ms. Bethel stated she would cancel the payment. Mr. Towns will follow-up on the process.

6. Update on Thousand Oaks' Fountain Repair

Ms. Bethel spoke with the vendor and the fountain and parts should be in by end of this week and/or next week. Once received, they will come out and install the fountain.

7. Update on Villa Rosa Sod Installation

Ms. Bethel advised that she had followed-up with Mr. Russ and he will have the sod completed by Wednesday of this week.

I. NEW BUSINESS

1. Consider Resolution No. 2023-02 – Adopting a Fiscal Year 2023/2024 Proposed Budget

Resolution No. 2023-02 was presented, entitled:

RESOLUTION NO. 2023-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2023/2024; AND PROVIDING AN EFFECTIVE DATE.

Ms. Bethel indicated that the changes the Board had requested had been made. Mr. Jackson asked that staff find out if there was any additional FASD training besides the annual training. Staff will look into this.

A **motion** was made by Mr. Knowles, seconded by Mr. Gaede, and unanimously passed adopting Resolution No. 2023-02 – Adopting a Fiscal Year 2023/2024 Proposed Budget and setting the Public Hearing for June 12, 2023.

2. Consider Proposals for Planting and Mulch

Ms. Bethel advised that the last few proposals did not come in time therefore, the Board only had one to review other than Mr. Russ. Discussion ensued. Ms. Bethel suggested letting Mr. Russ submit a proposal with the Clusia plants for the Board's review.

J. ADMINISTRATIVE MATTERS

Ms. Bethel advised that the golf cart had been repaired and delivered and was being stored in the HOA's garage.

The investment account had been opened and Five Thousand Dollars (\$5,000) was deposited into the account.

Ms. Bethel advised that Mr. Jackson still needed to have the HOA attorney review the agreement between the HOA and CDD regarding the storing of the golf cart. He also needs to review the proposal sent by Mr. Meloy for the repair of the preserve basins.

K. ATTORNEY MATTERS

Ms. Bethel stated Mr. Palen had sent an email regarding a legislative change that, if passed, may affect the Board Members. In Mr. Palen's absence, if the Board has any questions, he will address them at next month's meeting.

L. BOARD MEMBER COMMENTS

There were no further comments from the Board Members.

M. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 4:59 p.m. There were no objections.

Secretary/Assistant Secretary

Chair/Vice Chair



BID PROPOSAL FORM

WORK DESCRIPTION: Plant & Mulch Installation

PROPERTY/ PROJECT: Thousand Oaks Community

ADDRESS: 1034 Center Stone Ln, Riviera Beach, FL 33404

ADDRESSED TO: Thousand Oaks Community

The undersigned, having carefully examined and thoroughly perused specifications for the above-named project; and become fully familiar with all conditions affecting the work required by those specifications, prepared by Thousand Oaks Community. Estimate sum covers scope for (13 Pallets) of RED MULCH and 52 (15 gallon) VIBURNUM SUSPENSUM plants to be added to flower beds on the roadside (N Congress Ave) of the property. Hereby, proposes to provide all materials, labor, services, etc., required thereby for the base bid sum of

TWENTY-ONE THOUSAND THREE HUNDRED SIXTY-SIX Dollars (\$21,366)

(Words)

(Figures)

TAXES, PERMITS, BONDS AND FEES: Bid sum includes all applicable taxes, permits, and fees, required by all legal authorities at the location of the Work.

Pride in the Art of Landscaping



BID PROPOSAL FORM

WORK DESCRIPTION: Plant & Mulch Installation

PROPERTY/ PROJECT: Thousand Oaks Community

ADDRESS: 1034 Center Stone Ln, Riviera Beach, FL 33404

ADDRESSED TO: Thousand Oaks Community

The undersigned, having carefully examined and thoroughly perused specifications for the above-named project; and become fully familiar with all conditions affecting the work required by those specifications, prepared by Thousand Oaks Community. Estimate sum covers scope for (13 Pallets) of RED MULCH and 60 (15 gallon) CLUSIA plants to be added to flower beds on the roadside (N Congress Ave) of the property. Hereby, proposes to provide all materials, labor, services, etc., required thereby for the base bid sum of

SEVENTEEN THOUSAND FIVE HUNDRED THIRTY-FOUR Dollars (\$17,534)

(Words)

(Figures)

TAXES, PERMITS, BONDS AND FEES: Bid sum includes all applicable taxes, permits, and fees, required by all legal authorities at the location of the Work.

Pride in the Art of Landscaping

From: [JOHN RUSS](#)
To: [Sylvia Bethel](#)
Subject: Plant Installation at Thousand Oaks
Date: Monday, March 13, 2023 10:55:50 AM

Landscape Proposal

Russ Total Lawn Maintenance L.L.C.
1731 Ave F.
Riviera Beach Fla. 33404
John Russ

Thousand Oaks Community Development District,

The following is the proposal for the plant installation. If any questions please do not hesitate to contact me at: (561) 319-7110.

Plant Installation Proposal Introduction

This document proposes that Russ Total Lawn Maintenance will perform the necessary Plant Installation in an effort to maintain the beauty of the property and to secure fence perimeter from intruders. The goal is to maintain a conspicuous landscape for attractive appearance for residents and visitors.

R.T.L.M. will be responsible for the following deliverables.

Deliverables

- Clear out dead or diseased plants and trees
- Remove existing roots and stumps before installation
- Install fifty two 15 gallon 5 to 6ft Viburnum Suspensum plants along front fence line
- Dispose of any generated debris

Compensation

Our complete price for this project base on the deliverables outlined is: \$15,600.00. If approved we would like to request \$7,800 in advance and \$7,800.00 upon completion.

Thanks again for allowing Russ Total Lawn Maintenance to submit this proposal. Our company is small enough to give your property the attention it deserves and yet we are large enough to handle the equipment and labor necessary to do the job right and on time.

Sylvia Bethel

From: JOHN RUSS <john_a_russ@yahoo.com>
Sent: Wednesday, April 19, 2023 2:32 PM
To: Sylvia Bethel
Subject: Plant installation

Landscape Proposal

Russ Total Lawn Maintenance L.L.C.
1731 Ave F.
Riviera Beach Fla. 33404
John Russ

Thousand Oaks Community Development District,

The following is the proposal for the plant installation. If any questions please do not hesitate to contact me at: (561) 319-7110.

Plant Installation Proposal Introduction

This document proposes that Russ Total Lawn Maintenance will perform the necessary Plant Installation in an effort to maintain the beauty of the property and to secure fence perimeter from intruders. The goal is to maintain a conspicuous landscape for attractive appearance for residents and visitors.

R.T.L.M. will be responsible for the following deliverables.

Deliverables

- Clear out dead or diseased plants and trees
- Remove existing roots and stumps before installation
- Install fifty two, 5 to 6ft Clusia plants along front fence line
- Dispose of any generated debris

Compensation

Our complete price for this project base on the deliverables outlined is: \$14,350.00. If approved we would like to request \$7,175 in advance and \$7,175.00 upon completion.

Thanks again for allowing Russ Total Lawn Maintenance to submit this proposal. Our company is small enough to give your property the attention it deserves and yet we are large enough to handle the equipment and labor necessary to do the job right and on time.

[Sent from Yahoo Mail for iPhone](#)

From: [JOHN RUSS](#)
To: [Sylvia Bethel](#)
Subject: Mulch installation
Date: Monday, March 13, 2023 11:04:50 AM

Russ Total Lawn Maintenance L.L.C.
1731 Ave F.
Riviera Beach Fl. 33404
John Russ

Thousand Oaks CDD,
The following is a proposal for the re mulching project along Congress of the **Thousand Oaks** Neighborhood in Riviera Beach. If you should have any questions please do not hesitate to contact me at: (561) 319-7110.

Mulching Proposal Introduction

This document proposes that Russ Total Lawn Maintenance will perform the necessary maintenance in an effort to maintain the beauty of the property. The goal is to maintain a conspicuous landscape for residents and visitors.
R.T.L.M. will be responsible for the following deliverables.

Deliverables

R.T.L.M. will be responsible for the following deliverables

- Apply 13 pallets of Red Mulch throughout the bedded areas
- Dispose of any generated debris

Compensation

Our complete price for this project base on the deliverables outlined is: \$5,950.00. If approved we would like request \$2,975 in advance and \$2975.00 upon completion.

Thanks again for allowing Russ Total Lawn Maintenance to submit this proposal. Our company is small enough to give your property the attention it deserves and yet we are large enough to handle the equipment and labor necessary to do the job right and on time.