



*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  
& PUBLIC HEARING  
JUNE 12, 2023  
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**  
Thousand Oaks HOA Office  
1034 Center Stone Lane  
Riviera Beach, Florida 33404  
**REGULAR BOARD MEETING & PUBLIC HEARING**  
June 12, 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. May 8, 2023 Regular Board Meeting Minutes.....Page 3
- H. Public Hearing
  - 1. Proof of Publication.....Page 7
  - 2. Receive Public Comments on Fiscal Year 2023/2024 Final Budget
  - 3. Consider Resolution No. 2023-03 – Adopting a Fiscal Year 2023/2024 Final Budget.....Page 8
- I. 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. Update on Greenblade Planting and Mulching Project
- J. New Business
  - 1. Consider Resolution No. 2023-04 – Adopting a Fiscal Year 2023/2024 Meeting Schedule.....Page 15
  - 2. Consider Appointment of Audit Committee & Approval of Evaluation Criteria.....Page 17
- K. Administrative Matters
- L. Attorney Matters
- M. Board Members Comments
- N. 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

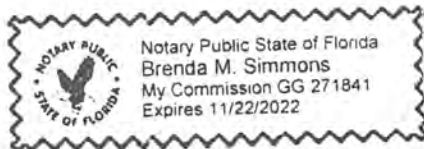
09/19/2022

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  
MAY 8, 2023**

**A. CALL TO ORDER**

The May 8, 2023, Regular Board Meeting of the Thousand Oaks Community Development District (the “District”) was called to order at 4:15 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.; and District Counsel Frank Palen of Caldwell Pacetti Edwards Schoech & Viator LLP.

**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. April 10, 2023, Regular Board Meeting**

A **motion** was made by Mr. Gaede, seconded by Mr. Towns and passed unanimously approving the April 10, 2023, Regular Board Meeting minutes, as presented.

**H. OLD BUSINESS**

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

Ms. Bethel advised that the HOA had sent her an invoice for tree trimming. Mr. Jackson stated that the HOA had been trimming the trees for years without full reimbursement from the CDD. The current agreement did not account for inflation. Mr. Palen stated he was uncertain if the existing agreement with the HOA included tree trimming. The contract appears to provide for trimming landscape areas and shrubbery. It does not expressly provide for “tree trimming.” It is a question of interpretation. The history

of tree trimming could be interpreted to mean an “oral” agreement to do so exists. If so, reimbursement would be limited to four years under the Florida Statute of Limitations, Sec. 95.11, F.S. It is up to the Board to decide if tree trimming is covered under the agreement. If so, the HOA would be entitled to five years’ reimbursement for tree trimming.

A lengthy discussion ensued.

A **motion** was made by Mr. Smith, seconded by Mr. Towns approving the term of “tree trimming” was included in the meaning of the agreement between the HOA and CDD regarding landscape maintenance and that the HOA was entitled to five years for reimbursement.

Mr. Knowles raised a point of order regarding the appropriateness of Messrs. Jackson and Gaede voting on this matter since both serve as members of the Terracina HOA Board of Directors. Mr. Knowles directed his inquiry to Mr. Palen for his legal opinion. After inquiry, Mr. Palen concluded, in his opinion, neither Mr. Jackson nor Mr. Gaede had conflicts of interest. On the basis of their statements, neither they, their family members, nor their business associates had any personal gain or other financial interest in the outcome of this vote. He therefore concluded they could vote.

Mr. Towns suggested the two Board Members abstain from voting. Mr. Palen stated that in the absence of a conflict, a Board Member who is present must vote. Mr. Smith suggested the two Board Members vote against the motion.

Upon being put to a vote, the **motion** carried 3 to 2 with Messrs. Jackson and Gaede dissenting.

In the discussion that followed, Mr. Jackson asked Mr. Palen to draw up a revised agreement that includes tree trimming. With respect to future trimming, he stated the HOA would get bids and bring back to the CDD for consideration. With regard to the reimbursement of the past five years’ expense, Mr. Jackson indicated the HOA would provide a more detailed accounting of its expenses.

## **2. Update on Newsletter and Website**

Mr. Towns stated that he would ask the Kolmio Global representative to attend the next meeting via Zoom or in person. He will also send the information to Ms. Bethel to send to the Board for review.

## **3. Update on Fountain Installation**

Ms. Bethel advised that Palm Beach Aquatics had informed her that the electrician was more than halfway through the permitting process and the last step would be the inspection. Once that has been completed, then the fountain could be installed.

## **4. Discussion Regarding Encroachment Issue**

Ms. Bethel advised that she had reached out to Mr. Wells for an update and received no response as of yet. Mr. Jackson indicated he spoke with Mr. Wells and added a few more requirements and would have him at the next meeting. Mr. Jackson asked Ms. Bethel to email Mr. Wells the requirements again and copy him on the email.

## **5. Update on Next Steps for Thousand Oaks’ New Logo**

Mr. Towns advised that this could take a few months. Mr. Towns asked Ms. Bethel about the invoice for the shirts and she indicated that she would work on that shortly.

## **6. Consider Proposals for Planting and Mulch**

Ms. Bethel reminded the Board that they had requested that Russ Total Lawn Maintenance include another proposal for the Clusia and directed the Board's attention the Page 10 in the meeting book. A discussion ensued.

A **motion** was made by Mr. Gaede, seconded by Mr. Knowles and unanimously passed approving GreenBlade's Plant & Mulch installation in the amount of \$17,534.

### **I. NEW BUSINESS**

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

### **J. ADMINISTRATIVE MATTERS**

Ms. Bethel stated that a resident from Villa Rosa had contacted her and inquired about pressure cleaning the sidewalks along Congress. She advised him that the CDD did not own the sidewalks and they were not responsible for their cleaning. Mr. Jackson stated the City would say it was not their responsibility and asked staff to get a proposal for a surveyor or call the City to identify the line. Mr. Palen stated this was a County/City issue and we could not spend funds on private entities.

### **K. ATTORNEY MATTERS**

Mr. Palen advised that the law for ethics training had passed and would begin next year, January 1, 2024, wherein each Board Member would be required to have four hours of training each calendar year.

### **L. BOARD MEMBER COMMENTS**

Mr. Gaede noted that the hedges along Congress Avenue in front of the community were growing into the trees. Mr. Jackson requested that Mr. Gaede report this to the HOA.

Mr. Knowles stated Ms. Bethel was supposed to bring FASD conference information to the meeting. Ms. Bethel stated she would e-mail the Board about the conference and would also bring the information to the next meeting.

Mr. Knowles inquired about the CDD e-mail address received and Mr. Towns answered that the e-mails are not attached to anything as of the moment because he was waiting on the new website. In the meantime, he can link the e-mail addresses with the old website until the new one is ready.

### **M. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 5:23 p.m. There were no objections.

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Secretary/Assistant Secretary

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Chair/Vice Chair



## Miscellaneous Notices

Published in Palm Beach Daily Business Review on May 30, 2023

### Location

Palm Beach County, Florida

### Notice Text

#### NOTICE OF PUBLIC HEARING AND REGULAR BOARD MEETING OF THE THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Thousand Oaks Community Development District (the "District") will hold a Public Hearing and Regular Board Meeting on June 12, 2023, at 4:15 p.m., or as soon thereafter as can be heard, in the Thousand Oaks' HOA office located at 1034 Center Stone Lane, Riviera Beach, Florida 33404.

The purpose of the Public Hearing is to receive public comment on the Fiscal Year 2023/2024 Proposed Final Budget of the District. The purpose of the Regular Board Meeting is for the Board to consider any other business which may properly come before it. A copy of the Budget and/or the Agenda may be obtained from the District's website ([www.thousandoakscdd.org](http://www.thousandoakscdd.org)) or at the offices of the District Manager, Special District Services, Inc., 2501A Burns Road, Palm Beach Gardens, Florida 33410, during normal business hours. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. Meetings may be continued as found necessary to a time and place specified on the record. There may be occasions when one or more Supervisors will participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Supervisors may be fully informed of the discussions taking place.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at 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 meetings.

If any person decides to appeal any decision made with respect to any matter considered at this Public Hearing and Regular Board Meeting, 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 their own expense and which record includes the testimony and evidence on which the appeal is based.

Thousand Oaks Community Development District

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

5/23-30 23-01/0000663889P

**RESOLUTION NO. 2023-03**

**A RESOLUTION OF THE THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT ADOPTING A FISCAL YEAR 2023/2024 BUDGET.**

**WHEREAS**, the Thousand Oaks Community Development District (“District”) has prepared a Proposed Budget and Final Special Assessment Roll for Fiscal Year 2023/2024 and has held a duly advertised Public Hearing to receive public comments on the Proposed Budget and Final Special Assessment Roll; and,

**WHEREAS**, following the Public Hearing and the adoption of the Proposed Budget and Final Assessment Roll, the District is now authorized to levy non ad-valorem assessments upon the properties within the District.

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

**Section 1.** The Final Budget and Final Special Assessment Roll for Fiscal Year 2023/2024 attached hereto as Exhibit “A” is approved and adopted, and the assessments set forth therein shall be levied.

**Section 2.** The 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 12<sup>th</sup> day of June, 2023.

**ATTEST:**

**THOUSAND OAKS  
COMMUNITY DEVELOPMENT DISTRICT**

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

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

# Thousand Oaks Community Development District

**Final Budget For  
Fiscal Year 2023/2024  
October 1, 2023 - September 30, 2024**

# **CONTENTS**

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

**FINAL BUDGET**  
**THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2023/2024**  
**OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

	<b>FISCAL YEAR 2023/2024 BUDGET</b>
<b>REVENUES</b>	
O & M ASSESSMENTS	268,638
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>\$ 731,106</b>
<b>EXPENDITURES</b>	
SUPERVISOR FEES	12,000
PAYROLL TAXES	960
AQUATIC/STORMWATER MANAGEMENT	30,000
LAWN/LANDSCAPE MANAGEMENT	46,715
WETLAND PRESERVE BUFFER MAINTENANCE	10,800
PRESERVE EROSION REPAIR	0
MAINTENANCE CONTINGENCY	79,500
ENGINEERING/INSPECTIONS/REPORTS	6,000
MANAGEMENT	37,020
SECRETARIAL	4,200
LEGAL	10,000
ASSESSMENT ROLL	8,000
AUDIT FEES	3,900
ARBITRAGE REBATE FEE	1,300
INSURANCE	6,900
LEGAL ADVERTISING	1,400
MISCELLANEOUS	1,700
POSTAGE	500
OFFICE SUPPLIES	1,000
DUES & SUBSCRIPTIONS	175
TRUSTEE FEES	3,700
TRAVEL/TRAINING	8,000
WEBSITE MANAGEMENT	1,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 275,270</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 455,836</b>
BOND PAYMENTS (SERIES 2016 A1)	(345,880)
BOND PAYMENTS (SERIES 2016 A2)	(88,840)
<b>BALANCE</b>	<b>\$ 21,116</b>
COUNTY APPRAISER & TAX COLLECTOR FEE	(14,622)
DISCOUNTS FOR EARLY PAYMENTS	(29,244)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (22,750)</b>
CARRYOVER FROM PRIOR YEAR	22,750
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>

**DETAILED FINAL BUDGET**  
**THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2023/2024**  
**OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

	FISCAL YEAR 2021/2022 ACTUAL	FISCAL YEAR 2022/2023 BUDGET	FISCAL YEAR 2023/2024 BUDGET	COMMENTS
<b>REVENUES</b>				
O & M ASSESSMENTS	268,678	268,679	268,638	Expenditures Less Interest & Carryover/.94
DEBT ASSESSMENTS (SERIES 2016 A1)	367,707	367,957	367,957	Bond Payments/.94
DEBT ASSESSMENTS (SERIES 2016 A2)	94,469	94,511	94,511	Bond Payments/.94
OTHER REVENUES	0	0	0	
INTEREST INCOME	0	0	0	
<b>TOTAL REVENUES</b>	<b>\$ 730,854</b>	<b>\$ 731,147</b>	<b>\$ 731,106</b>	
<b>EXPENDITURES</b>				
SUPERVISOR FEES	7,200	12,000	12,000	No Change From 2022/2023 Budget
PAYROLL TAXES	551	960	960	Projected At 8% Of Supervisor Fees
AQUATIC/STORMWATER MANAGEMENT	44,147	30,000	30,000	FY 22/23 Expenditure Through Jan 2023 = \$11,027
LAWN/LANDSCAPE MANAGEMENT	49,886	46,715	46,715	FY 22/23 Expenditure Through Feb 2023 = \$18,289
WETLAND PRESERVE BUFFER MAINTENANCE	12,500	10,800	10,800	No Change From 2022/2023 Budget
PRESERVE EROSION REPAIR	0	50,000	0	Line Item Is Now Included In Maintenance/Contingency
MAINTENANCE CONTINGENCY	40,013	29,500	79,500	Line Item Has Been Combined With Preserve Erosion Repair
ENGINEERING/INSPECTIONS/REPORTS	4,999	6,000	6,000	No Change From 2022/2023 Budget
MANAGEMENT	34,908	35,952	37,020	CPI Adjustment (Capped At 3%)
SECRETARIAL	4,200	4,200	4,200	No Change From 2022/2023 Budget
LEGAL	17,470	8,000	10,000	\$2,000 Increase From 2022/2023 Budget
ASSESSMENT ROLL	8,000	8,000	8,000	As Per Contract
AUDIT FEES	3,700	3,800	3,900	\$100 Increase From 2022/2023 Budget
ARBITRAGE REBATE FEE	1,300	1,300	1,300	No Change From 2022/2023 Budget
INSURANCE	5,706	6,356	6,900	FY 22/23 Expenditure Was \$6,455
LEGAL ADVERTISING	582	1,500	1,400	\$100 Decrease From 2022/2023 Budget
MISCELLANEOUS	723	1,700	1,700	No Change From 2022/2023 Budget
POSTAGE	87	475	500	\$25 Increase From 2022/2023 Budget
OFFICE SUPPLIES	942	925	1,000	\$75 Increase From 2022/2023 Budget
DUES & SUBSCRIPTIONS	175	175	175	No Change From 2022/2023 Budget
TRUSTEE FEES	3,500	3,700	3,700	No Change From 2022/2023 Budget
TRAVEL/TRAINING	5,218	1,900	8,000	\$6,100 Increase From 2022/2023 Budget
WEBSITE MANAGEMENT	1,500	1,500	1,500	No Change From 2022/2023 Budget
<b>TOTAL EXPENDITURES</b>	<b>\$ 247,307</b>	<b>\$ 265,458</b>	<b>\$ 275,270</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 483,547</b>	<b>\$ 465,689</b>	<b>\$ 455,836</b>	
BOND PAYMENTS (SERIES 2016 A1)	(350,637)	(345,880)	(345,880)	2024 P & I Payments Less Earned Interest
BOND PAYMENTS (SERIES 2016 A2)	(90,083)	(88,840)	(88,840)	2024 P & I Payments Less Earned Interest
<b>BALANCE</b>	<b>\$ 42,827</b>	<b>\$ 30,969</b>	<b>\$ 21,116</b>	
COUNTY APPRAISER & TAX COLLECTOR FEE	(4,157)	(14,623)	(14,622)	Two Percent Of Total Assessment Roll
DISCOUNTS FOR EARLY PAYMENTS	(27,023)	(29,246)	(29,244)	Four Percent Of Total Assessment Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ 11,647</b>	<b>\$ (12,900)</b>	<b>\$ (22,750)</b>	
CARRYOVER FROM PRIOR YEAR	0	12,900	22,750	Carryover From Prior Year
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ 11,647</b>	<b>\$ -</b>	<b>\$ -</b>	

**DETAILED FINAL DEBT SERVICE FUND BUDGET**  
**THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2023/2024**  
**OCTOBER 1, 2023 - SEPTEMBER 30, 2024**

	FISCAL YEAR 2021/2022	FISCAL YEAR 2022/2023	FISCAL YEAR 2023/2024	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income (A-1)	1,800	25	200	Projected Interest For 2023/2024
Interest Income (A-2)	498	25	100	Projected Interest For 2023/2024
NAV Tax Collection (A-1)	350,637	345,880	345,880	Yearly Maximum Debt Assessment
NAV Tax Collection (A-2)	90,083	88,840	88,840	Yearly Maximum Debt Assessment
<b>Total Revenues</b>	<b>\$ 443,018</b>	<b>\$ 434,770</b>	<b>\$ 435,020</b>	
<b>EXPENDITURES</b>				
Principal Payments (A-1)	225,000	230,000	240,000	Principal Payment Due In 2024
Principal Payments (A-2)	55,000	55,000	60,000	Principal Payment Due In 2024
Bond Redemption (A-1)	0	2,785	480	Estimated Excess Debt Collections (A-1)
Bond Redemption (A-2)	0	3,545	460	Estimated Excess Debt Collections (A-2)
Interest Payments (A-1)	124,000	113,120	105,600	Interest Payments Due In 2024
Interest Payments (A-2)	32,960	30,320	28,480	Interest Payments Due In 2024
<b>Total Expenditures</b>	<b>\$ 436,960</b>	<b>\$ 434,770</b>	<b>\$ 435,020</b>	
<b>Excess/ (Shortfall)</b>	<b>\$ 6,058</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 1/1/23 = \$3,650,000

**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 1/1/23 = \$975,000

**Thousand Oaks Community Development District  
Assessment Comparison**

Home Type		Fiscal Year 2020/2021 Assessment*	Fiscal Year 2021/2022 Assessment*	Fiscal Year 2022/2023 Assessment*	Fiscal Year 2023/2024 Projected Assessment*
Townhomes (Thousand Oaks)	O & M <u>Debt</u>	\$ 361.30 \$ 470.20	\$ 299.57 \$ 470.20	\$ 299.54 \$ 470.20	\$ 299.49 \$ 470.20
	Sub-Total For Townhomes	\$ 831.50	\$ 769.77	\$ 769.74	\$ 769.69
Single-Family Attached (Thousand Oaks)	O & M <u>Debt</u>	\$ 361.30 \$ 470.20	\$ 299.57 \$ 470.20	\$ 299.54 \$ 470.20	\$ 299.49 \$ 470.20
	Sub-Total For Single-Family Attached	\$ 831.50	\$ 769.77	\$ 769.74	\$ 769.69
Single-Family Detached (Thousand Oaks)	O & M <u>Debt</u>	\$ 361.30 \$ 656.48	\$ 299.57 \$ 656.48	\$ 299.54 \$ 656.48	\$ 299.49 \$ 656.48
	Sub-Total For Single-Family Detached	\$ 1,017.78	\$ 956.05	\$ 956.02	\$ 955.97
Single-Family Attached (Sierra Bay)	O & M <u>Debt</u>	\$ 361.30 \$ 470.20	\$ 299.57 \$ 470.20	\$ 299.54 \$ 470.20	\$ 299.49 \$ 470.20
	Sub-Total For Single-Family Attached	\$ 831.50	\$ 769.77	\$ 769.74	\$ 769.69

\* 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
<u>Attached Single Family (Sierra Bay)</u>	<u>201</u>
Total Units	897

Attached Single Family Home (Thousand Oaks) Information

Total Units	231
<u>Prepayments</u>	<u>1</u>
Billed For Debt	230



**RESOLUTION NO. 2023-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2023/2024 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, it is necessary for the Thousand Oaks Community Development District ("District") to establish a regular meeting schedule for fiscal year 2023/2024; and

**WHEREAS**, the Board of Supervisors of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2023/2024 which is attached hereto and made a part hereof as Exhibit "A".

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT, PALM BEACH COUNTY, FLORIDA, AS FOLLOWS:**

**Section 1.** The above recitals are hereby adopted.

**Section 2.** The regular meeting schedule, time and location for meetings for fiscal year 2023/2024 which is attached hereto as Exhibit "A" is hereby adopted and authorized to be published.

**PASSED, ADOPTED and EFFECTIVE** this 12<sup>th</sup> day of June, 2023.

**ATTEST:**

**THOUSAND OAKS  
COMMUNITY DEVELOPMENT DISTRICT**

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

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

**THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2023/2024 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 09, 2023  
November 13, 2023  
December 11, 2023  
January 8, 2024  
February 12, 2024  
March 04, 2024  
April 08, 2024  
May 13, 2024  
June 10, 2024  
July 08, 2024  
August 12, 2024  
September 09, 2024**

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 meeting 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**

**PUBLISH: PALM BEACH DAILY BUSINESS REVIEW 09/19/22**

**THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT  
AUDITOR SELECTION  
EVALUATION CRITERIA**

**1.     *Ability of Personnel (10 Points).***

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; evaluation of existing work load; proposed staffing levels, etc.)

**2.     *Proposer's Experience (10 Points).***

(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 of Proposer, etc.)

**3.     *Understanding of Scope of Work (10 Points).***

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

**4.     *Ability to Furnish the Required Services (10 Points).***

Present ability to manage this project and the 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 (E.g. the existence of any natural disaster plan for business operations).

**5.     *Price (10 Points).***

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.

**THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Years 2022/2023, 2023/2024 and 2024/2025  
With Two Year Option (2025/2026 and 2026/2027)  
Palm Beach County, Florida**

**THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT  
AUDITOR SELECTION INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than August 29, 2023 at 4:00 p.m., at the offices of District Manager, located at 2501A Burns Road, Palm Beach Gardens, Florida 33410.

**SECTION 2. FAMILIARITY WITH THE LAW.** By submitting a proposal, the Proposer is affirming its familiarity and understanding with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

**SECTION 3. QUALIFICATIONS OF PROPOSER.** The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

**SECTION 4. REJECTION OF PROPOSAL.** Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**SECTION 5. SUBMISSION OF PROPOSAL.** Submit two (2) copies of the Proposal Documents and one digital copy, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services – Thousand Oaks Community Development District" on the face of it.

**SECTION 6. MODIFICATION AND WITHDRAWAL.** Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. After proposals are opened by the District, no proposal may be withdrawn for a period of ninety (90) days.

**SECTION 7. PROPOSAL DOCUMENTS.** The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

**SECTION 8. PROPOSAL.** In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

**SECTION 9. BASIS OF AWARD/RIGHT TO REJECT.** The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

**SECTION 10. CONTRACT AWARD.** Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

**SECTION 11. LIMITATION OF LIABILITY.** Nothing herein shall be construed as or constitute a waiver of District’s limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

**SECTION 12. MISCELLANEOUS.** All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes or each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.

**SECTION 13. PROTESTS.** Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after receipt of the Request for Proposals and Evaluation Criteria or other contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Request for Proposals, Evaluation Criteria, or other contract documents.

**SECTION 14. EVALUATION OF PROPOSALS.** The criteria to be used in the evaluation are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

**SECTION 15. REJECTION OF ALL PROPOSALS.** The District reserves the right to reject any and all bids, with or without cause, and to waive technical errors and informalities, as determined to be in the best interests of the District.