



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
JULY 10, 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
July 10, 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. June 12, 2023 Regular Board Meeting & Public Hearing 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 Thousand Oaks New Logo
 - 6. Update on Greenblade Planting and Mulching Project
- I. New Business
 - 1. Consider Approval of Villa Rosa Fence Proposal.....Page 7
 - 2. Consider Approval of Villa Rosa Tree Trim Proposal.....Page 10
 - 3. Consider Resolution No. 2023-05 – Adopting a Records Retention Policy.....Page 11
- 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

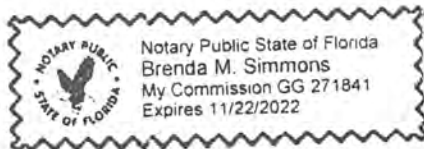
09/19/2022

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
PUBLIC HEARING & REGULAR BOARD MEETING
JUNE 12, 2023**

A. CALL TO ORDER

The June 12, 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.

Also present was Bryan Kring of the Villa Rosa HOA Board.

E. ADDITIONS OR DELETIONS TO THE AGENDA

Ms. Bethel stated that Consider Mr. Knowles’ Attendance at the FASD Conference in Orlando under New Business.

A **motion** was made by Mr. Smith, seconded by Mr. Gaede and unanimously passed approving Mr. Knowles’ FASD attendance in Orlando

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. May 8, 2023, Regular Board Meeting

Mr. Gaede noted under Old Business #1, should be corrected to “Thousand Oaks HOA” instead “Terracina HOA .”

A **motion** was made by Mr. Gaede, seconded by Mr. Towns and unanimously passed approving the minutes of the May 8, 2023, Regular Board Meeting, as amended.

The Regular Board Meeting was then recessed and the Public Hearing was opened.

H. PUBLIC HEARING
1. Proof of Publication

Proof of publication was presented that notice of the Public Hearing had been published in *The Palm Beach Post* on May 23, 2023, and May 30, 2023, as legally required.

2. Receive Public Comment on Fiscal Year 2023/2024 Final Budget

There was no public comment on the Fiscal Year 2023/2024 Final Budget.

The Public Hearing was then closed and the Regular Board Meeting was reconvened.

3. Consider Resolution No. 2023-03 – Adopting a Fiscal Year 2023/2024 Final Budget

Resolution No. 2023-03 was presented, entitled:

RESOLUTION NO. 2023-03

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

Ms. Bethel explained that this was the final budget and the Board was approving the changes made to the budget the last time. One change was combining the preserve erosion repair and the maintenance contingency line item making it \$79,500.

A motion was made by Mr. Gaede, seconded by Mr. Towns and unanimously passed adopting Resolution No. 2023-03 – Adopting a Fiscal Year 2023/2024 Final Budget, as presented.

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

Mr. Jackson stated that this had been a difficult task, but all boxes have been brought down from storage and they will start reviewing paperwork to find the necessary backup. Mr. Jackson stated he could not promise this will be completed by the next meeting, but it will be completed.

2. Update on Newsletter and Website

Mr. Towns stated he had dropped the ball. The vendor had a death in the family, but will follow-up with her for an update.

3. Update on Fountain Installation

Ms. Bethel advised that they were in the final stages, waiting on the inspection from FPL and once completed, they would connect the fountain.

4. Update Regarding Encroachment Issue

Mr. Jackson advised that he had met with the City and they will send someone out to access the entire property. Thousand Oaks also hired someone to view the property. Once completed, that information will be turned over to the City.

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

Ms. Bethel advised that the shirt order had been paid for and completed. She e-mailed Mr. Towns to pick up the order when completed. As far as the logo process, she is unsure because she has not received any e-mails regarding the status. Mr. Towns stated that he had just sent Ms. Bethel the e-mail containing trademark information.

6. Update on Greenblade Planting and Mulching Project

Ms. Bethel advised that it was taking awhile to get signature, but once she receives Mr. Jackson's signature today, they can schedule the work to begin.

J. NEW BUSINESS

1. Consider Resolution No. 2023-04 – Adopting a Fiscal Year 2023/2024 Meeting Schedule

Resolution No. 2023-04 was presented, entitled:

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.

Ms. Bethel explained that the schedule remains the same, which occurs the second Monday of each month with the exception of March 4, 2023, due to staff being unavailable.

A **motion** was made by Mr. Smith, seconded by Mr. Gaede and unanimously passed adopting Resolution No. 2023-04 – Adopting a Fiscal Year 2023/2024 Meeting Schedule.

2. Consider Appointment of Audit Committee and Evaluation Criteria

Ms. Bethel explained that they had an audit contract for 3 years with an additional two-year renewal. However, the contract has expired and now it is time to select another auditor. Ms. Bethel directed the Board's attention to Page 17 in the meeting book and stated that the Board had to select an audit committee and then consider the evaluation criteria.

A **motion** was made by Mr. Knowles, seconded by Mr. Smith and passed approving selecting the CDD Board as the audit committee.

A motion was then made by Mr. Knowles, seconded by Mr. Gaede and passed unanimously approving the evaluation committee, as presented.

K. ADMINISTRATIVE MATTERS

Ms. Bethell reminded the Board that the 2022 Form 1 was due July 1, 2023.

L. ATTORNEY MATTERS

There were no Attorneys Matters to come before the Board.

M. BOARD MEMBER COMMENTS

Mr. Jackson asked the gentleman in attendance to introduce himself. The gentleman stated his name was Bryan Kring of the Villa Rosa HOA Board. He stated that Villa Rosa needed some trees trimmed and a fence repaired. Mr. Jackson stated that staff would get with Thousand Oaks vendors to take care of this matter.

N. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 4:40 p.m. There were no objections.

Secretary/Assistant Secretary

Chair/Vice Chair



FENCING FLORIDA, INC.

**9159 Banquet Way
Lake Worth, FL 33467**

Ph: (561) 357-8000

Fax: (561) 357-8004

Email: info@fencingfloridainc.com

Via Email: sbethel@sdsinc.org

Date: June 26, 2023

Location: 3263 Scairletta Dr

Attn: Sylvia

Fencing Florida is pleased to submit the following quotation for fencing services:

Scope of Work	Quote	Initial for Approval
Fence repair- Reconnect separated top rail in various locations, resecure loop caps to the line post to secure the top rail back to the framework, replace 17 line post the have rotted completely through and have to be re-core drilled back on top of the concrete perimeter wall.		
Replace (2) sections of fence on each side of the perimeter double gate from 6' in height to 8' in height to detour people from climbing over the fence in those areas. Fence will connect to the existing 4" gate post and require (2) 2.5" terminal post to connect to the existing perimeter fence.		
Separate price for a 6'x 8'removable gate panel.	\$1,115.00	
Permit Fee: Not included. This fee will be determined by your local municipality. Administrative processing fee – \$250.00 not included in this quote. *All permitting fees will be invoiced separately.		

Contract Terms: ==

Total Labor & Material	\$4,275.00
50% deposit	\$2,137.50
25% deposit upon start of project	\$
Balance upon completion of installation	\$2,137.50

This is not a paid when paid contract.

This quote will be honored for a period of two (2) days from date submitted.

You must stay in contact with your contractor. Any changes after final measurements will be charged accordingly. All vegetation and personal items must be cleared away from the fence line by the property owner before installation. Fencing Florida is not responsible for damage to any sprinkler system, vegetation, or underground utilities. Unforeseen digging conditions such as rock, tree roots, plumbing, etc. will result in additional charges. There will be an additional charge if Fencing Florida has to clear the fence line. This charge will be added to your final invoice. The fence represented by this contract/proposal remains the property of Fencing Florida, Inc. until fully paid for.

- **Warranty:** One year on installation. Materials covered under manufacturer's warranty.
- **Notice of Commencement:** Palm Beach County requires that a Notice Of Commencement be recorded for all work over \$2,500.00. A recording fee of \$50.00 will be added to your final invoice.
- **Utility Easement Removal Recording Fee** – If you have utility easements on your property a recording fee of \$40.00 will be added to your final invoice.
- **Attorney Fees: Litigation:** Fencing Florida Inc. shall be entitled to recover reasonable attorney's fees and costs, including but not limited to costs associated with collection of payment due.
- **Property Owner/Managers** are responsible to provide Fencing Florida, Inc. with a current survey. Complete survey including legal description must be submitted prior to permitting.
- **Property Owner/Manager** is responsible for ensuring all survey pins are exposed prior to installation. Fencing Florida, Inc. charges a fee of \$50.00 to locate survey pins.
- **Final payment is due upon completion of installation not final inspection.**

Please do not hesitate to contact me should you have any questions. Thank you for the opportunity to bid this upcoming project. Fencing Florida is a business built on *superior* service and *top quality* workmanship.

Respectfully,

J. Brad Tindell
President

JBT/l

Contract Accepted:

Signature, Title	Date
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Printed Name	Date
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Signature, Title	Date
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Printed Name	Date
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From: JOHN RUSS <john_a_russ@yahoo.com>

Sent: Monday, June 26, 2023 8:12 PM

To: Sylvia Bethel <sbethel@sdsinc.org>

Subject: Tree trimming at Villa Rosa

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 tree trimming of the **Villa Rosa** 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 tree trimming 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

- Trim 25 Cabbage Palm Trees
- Elevate 37 Oak Trees
- Trim 31 Royal Palm Trees
- 4 Sylvester Palm Trees
- Dispose of all existing and generated debris

Compensation

Our complete price for this maintenance base on the deliverables outlined is, **\$10,500.00**

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!

RESOLUTION 2023-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Thousand Oaks Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a records retention policy (the “Records Retention Policy”) for immediate use and application.

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

SECTION 1. The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District’s records custodian, shall each have the individual power to remove the Records Management

Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

SECTION 2. The duties of the Records Management Liaison Officer shall include the following:

- A.** Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B.** Coordinate the District's records inventory;
- C.** Maintain records retention and disposition forms;
- D.** Coordinate District records management training;
- E.** Develop records management procedures consistent with the Records Retention Policy, as amended as provided herein;
- F.** Participate in the development of the District's development of electronic record keeping systems;
- G.** Submit annual compliance statements;
- H.** Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I.** Such other duties as may be assigned by the Board or the District's records custodian in the future.

SECTION 3. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District will retain certain records longer than required by the General Records Schedules established by the Division as set forth in Exhibit A. To the extent the above statute, rules or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment shall not reduce the retention times set forth in Exhibit A. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

SECTION 4. In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

SECTION 5. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. This Resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED at a meeting of the District Board of Supervisors, this 10th day of July, 2023.

ATTEST:

**THOUSAND OAKS COMMUNITY
DEVELOPMENT DISTRICT**

Print name: _____
Secretary / Assistant Secretary

Print name: _____
Chairperson, Board of Supervisors

Exhibit A: Amendments to General Records Schedules Established by the Division

Exhibit A

Amendments to General Records Schedules established by the Division

ADVERTISEMENTS: LEGAL (Item #25)

The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to proceedings under uniform method of collection of debt assessments permanently. The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to the levy of assessments securing bonds for five (5) fiscal years provided applicable audits have been released, or until three (3) calendar years after related bonds are redeemed, whichever is later.

AUDITS: INDEPENDENT (Item #56)

The District shall retain the record copy of independent audits for ten (10) fiscal years or until three (3) calendar years after all related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: DETAIL (Item #340)

The District shall retain the record copy of disbursement records relating to the use of bonds for five (5) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: SUMMARY (Item #341)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (Item #107)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

INCIDENT REPORT FILES (Item #241)

The District shall retain incident reports for five (5) anniversary years from the date of the incident.

MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS (Item #4)

The District shall retain audio recordings of board of supervisor meetings for five (5) calendar years after adoption of the official minutes.

PROJECT FILES: CAPITAL IMPROVEMENT (Item #136)

The District shall retain the record copy of project files for projects funded with bonds for ten (10) fiscal years after completion of the project provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION (Item #364)

The District shall retain the record copy of project files for condemnation/demolition projects funded with bonds for five (5) anniversary years after final action or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

REAL PROPERTY RECORDS: PROPERTY ACQUIRED (Item #172)

The District shall retain the record copy of documents related to property acquisitions funded with bonds for three (3) fiscal years after final disposition of the property provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.