

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 AUGUST 14, 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

August 14, 2023 4:15 p.m.

A.	Call to Order
B.	Proof of PublicationPage 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. July 10, 2023 Regular Board Meeting Minutes
Н.	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
	7. Consider Approval of Villa Rosa Fence Proposal
	8. Update on Villa Rosa Tree Trim
I.	New Business
	1. Consider Approval of Irrigation Zone Installation Proposal
	2. Consider Approval of Irrigation and Landscape Modification
	3. Consider Approval of Golf Cart Logo Proposal
	4. Consider Approval of National Village Tree Trimming Proposal
	5. Discussion Regarding 1277 Rosegate Blvd Swell Issue
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.

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 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 4, 2022 November 14, 2022 December 12, 2022 January 9, 2023 February 13, 2023 March 13, 2023 April 10, 2023 May 8, 2023 July 10, 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 1-877-787-4922 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

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.

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 JULY 10, 2023

A. CALL TO ORDER

The July 10, 2023, Regular Board Meeting of the Thousand Oaks Community Development District (the "District") was called to order at 4:19 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. June 12, 2023, Public Hearing & Regular Board Meeting

A **motion** was made by Mr. Knowles, seconded by Mr. Towns and unanimously passed approving the minutes of the June 12, 2023, Public Hearing & Regular Board Meeting, as presented.

H. OLD BUSINESS

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

Mr. Jackson requested keeping this item on the agenda.

2. Update on Newsletter and Website

Mr. Jackson asked Mr. Towns if he had any information regarding this subject and if not, he had someone. Mr. Towns stated that Mr. Jackson could utilize the person he had for this project.

3. Update on Fountain Installation

Ms. Bethel advised that the electrician was waiting for FPL to come out and disconnect the power so he can connect his lines. Once completed, FPL will come back out to inspect and turn the power back on. Mr. Jackson asked if it would be completed by the next meeting and Ms. Bethel indicated she was not sure, but probably not.

4. Update Regarding Encroachment Issue

Ms. Bethel advised that she had just received paperwork from Mr. Wells before the meeting. She will send it to Mr. Palen for review and if everything looks good, then the Board can move forward with their approved proposal from Mr. Wells.

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

Mr. Towns advised that there had not been any updates on this project in the last 30 days.

6. Update on Greenblade Planting and Mulching Project

Mr. Jackson advised of the progress and changes made to the proposal. He further explained that the current proposal did not include the adult plants, the correct number of plants or removal of old plants. Mr. Jackson spoke with the vendor and had them send over a corrected proposal in the amount of \$26,736.00 for everything. Ms. Bethel stated the vendor sent the proposal over after she left for the meeting, but she will e-mail it to the Board for review. A lengthy discussion ensued. Mr. Palen indicated that this could be ratified at the next meeting and an amended contract would need to be prepared.

A **motion** was made by Mr. Gaede, seconded by Mr. Towns and unanimously passed approving the revised proposal from GreenBlade Landscaping for a not to exceed amount of \$27,000 for the Thousand Oaks Planting and Mulching Project

I. NEW BUSINESS

1. Consider Villa Rosa Fence Proposal

Ms. Bethel advised that this proposal was for Villa Rosa at the request of Mr. Kring of the HOA. A lengthy discussion ensued. The Board agreed that the contract was not clear. Mr. Jackson asked staff to request a more clear contract from the vendor and stated that the CDD would not pay the \$250 administrative processing fee. Mr. Palen asked staff to inquire about the phrase "this is not a paid when paid contract". Ms. Bethel stated she would get this information and bring it back to the next meeting. Mr. Jackson requested that staff update Mr. Kring on the status of the Board's decision.

2. Consider Villa Rosa Tree Trim Proposal

Ms. Bethel indicated that this proposal was for Villa Rosa at the request of Mr. Kring of the HOA. Ms. Bethel advised that Mr. Russ had met with Mr. Kring and provided this proposal at his request. A lengthy discussion ensued. The Board agreed this was a good price for what was being requested.

A **motion** was made by Mr. Gaede, seconded by Mr. Knowle, and unanimously passed approving the Russ Total Lawn Maintenance, LLC Villa Rosa's Tree Trimming proposal in the amount of \$10,500.

3. Consider Resolution No. 2023-05 – Adopting a Records Retention Policy

Resolution No. 2023-05 was presented, entitled:

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.

Mr. Palen stated that this was a new Florida statute to get rid of paperwork, as long as it is scanned properly.

A **motion** was made by Mr. Smith, seconded by Mr. Knowles and unanimously passed adopting Resolution No. 2023-05, as presented.

J. ADMINISTRATIVE MATTERS

Ms. Bethel advised of two items she wanted to bring to the Board's attention which were sent over from the HOA. First, a tree needs to be trimmed on the national village fence line. Mr. Jackson advised that he has verified that this was CDD property and it required attention. Mr. Jackson directed staff to have Mr. Russ contact him for details. The second issue is about a resident who sent pictures of water collecting at the end of her driveway and needs to be repaired. Ms. Bethel stated she contacted the District Engineer to have him look at this issue and will bring updates to the next meeting.

K. ATTORNEY MATTERS

Mr. Palen advised that the 2022 Form 1 – Statement of Financial Interests should have been filed by the July 1, 2023, deadline.

L. BOARD MEMBER COMMENTS

Mr. Towns advised that the shirt order was incorrect. The vendor sent over two blue shirts instead of one white and one blue. Please let him know if anyone wants a white shirt and he will take care of it.

M. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 5:08 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	Quote	Initial for Approval
1 - 1		
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 doble 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	\$1,115.00	
panel.	4-,	
All permit fees, administrative fees, NOC		
fees, UERR fees, are not applied to fence		
repair work.		
Survey location fees are not applied due to		
the fence not being installed "New" on any		
property lines.		
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 thirty (30) 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.

This is to insure prompt payment for Fencing Florida, Inc. Fence repair work does not require a final inspection by the county or other municipalities.

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,	Contract Accepted:	
J. Brad Tindell	Signature, Title	Date
President JBT/II	Printed Name	Date
	Signature, Title	Date
	Printed Name	Date

From: JOHN RUSS < john a russ@yahoo.com>

Sent: Thursday, July 20, 2023 9:34 PM **To:** Sylvia Bethel < <u>sbethel@sdsinc.org</u>> **Subject:** Irrigation zone installation

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 irrigation zone installation. If any questions please do not hesitate to contact me at: (561) 319-7110.

Irrigation Zone Installation Proposal Introduction

This document proposes that Russ Total Lawn Maintenance will perform the necessary Installation in an effort to maintain the beauty of the property and to enhance the beauty of the congress corridor. The goal is to maintain a conspicuous landscape for an attractive appearance for residents and visitors.

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

Deliverables

- Install approximately 285ft of Zone Pipe
- Install Rain Bird rotor heads for proper coverage
- Dispose of any generated debris

Compensation

Our complete price for this project base on the deliverables outlined is: \$3,200.00.

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.

From: JOHN RUSS < john a russ@yahoo.com>

Sent: Friday, July 21, 2023 9:06 AM **To:** Sylvia Bethel sbethel@sdsinc.org

Subject: Irrigation and landscape modification

uss 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 relocating of the sprinkler heads and rid fence line of unwanted trees and roots. If any questions please do not hesitate to contact me at: (561) 319-7110.

Irrigation Zone Installation Proposal Introduction

This document proposes that Russ Total Lawn Maintenance will perform the necessary modifications in an effort to maintain the beauty of the property and to enhance the beauty of the congress corridor. The goal is to maintain a conspicuous landscape for an attractive appearance for residents and visitors.

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

Deliverables

- Relocate 82 sprinkler heads for better coverage
- Stump grind and eliminate protruding roots throughout fence line to avoid damage to new landscape
- Cut down three Oak Leaf Holly trees and one damage Cabbage Palm
- Apply two pallets of Floratam sod in designated
- Dispose of any generated debris

Compensation

Our complete price for this project base on the deliverables outlined is: \$4,250.00.

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.



Licensed Palm Beach County Sign Contractor #U22244 Licensed Broward County Sign Contractor # 19-SE21530-R ESTIMATE EST-17881

Woman Owned Small Business Enterprise www.signarama-npb.com

Payment Terms: No Term Customer

DESCRIPTION: Golf Cart Logo

Bill To: Thousand Oaks C/O Special District Services

2501A Burns Rd.

Thousand Oaks CDD c/o Special District S

Palm Beach Gardens, FL 33410

US

Installed: Thousand Oaks C/O Special District Services

2501A Burns Rd.

Thousand Oaks CDD c/o Special District S

Palm Beach Gardens, FL 33410

US

Requested By: Sylvia Bethel

Email: sbethel@sdsinc.org

Work Phone: (561) 630-4922 Cell Phone: (561) 685-2003 Tax ID: 85-801310644C-7 Salesperson: Customer Service

Email: customerservice@sar-npb.com

 PRODUCTS
 QTY
 UNIT PRICE
 TOTALS

 1
 Golf Cart Logo
 3
 \$70.00
 \$210.00

Size: approximately 11" contour cut logo shield, with white background

Material: Full Color Digital Print with UV shield Lamination

To Read:

LOGO

Customer to provide vector file of artwork.

Customer to approve proof prior to fabrication. Installation priced separately.

2	installation	1	\$225.00	\$225.00
	Installation to be done on site at Thousand Oaks			
			Subtotal:	\$435.00
* Design, materials, sizes, & colors used are as specified in this estimate. Changes after final proof approval will result in a change to the final price *			Taxes:	\$0.00
		the final price *	Grand Total:	\$435.00

^{**} Deposits are non-refundable ** Balance is due before or upon installation **

PROCESSING FEE FOR CREDIT CARD PAYMENTS IS 2.99%. FEE WILL BE REFLECTED

nature:	Date:	



1300 N Florida Mango Rd Suite 20 West Palm Beach, FL 33409 (561) 688-9100

ESTIMATE EST-22213

http://www.signsbytomorrow.com/wpb

Created Date: 8/4/2023

DESCRIPTION: Golf Card Decals Installed

Bill To: Thousand Oaks Community Development District

1034 Center Stone Lane Riviera Beach, FL 33404

US

Installed: Thousand Oaks Community Development

1034 Center Stone Lane Riviera Beach, FL 33404

US

Requested By: Sylvia Bethel Salesperson: House Signs by Tomorrow - WPB

Email: sbethel@sdsinc.org Entered By: Spencer Deck

Work Phone: 561.630.4922 x 227

NO.	Product Summary	QТY	UNIT PRICE	AMOUNT
1	11" Decals	3	\$36.2933	\$108.88
1.1	Calandered Digital Vinyl -			
	Part Qty: 1 Width: 11.00" Height: 11.00"	Lamination - Lamination Type: Intermediate Luster		
2	Install	1	\$155.00	\$155.00
2.1	Installation -			
	- Retail Price Each: \$155.00			
	_		Subtotal:	\$263.88

This estimate covers only the services listed. Changes to the order may have additional charges. This Estimate is good for 30 days from date created. TERMS: 50% Deposit Required, Balance Due on Completion. This order will be started once we received the deposit, a signed estimate and approved graphics.

Subtotal:	\$263.88
Taxes:	\$18.47
Grand Total:	\$282.35

ARTWORK REQUIREMENTS- All Logos and Illustrations must be submitted in a Vector art format (EPS, AI, PDF) Compatible with Adobe CS6 (Illustrator) or earlier, with all Fonts and Text converted to Lines. Signs by Tomorrow is not responsible for any misspelling or errors on supplied artwork.

Signature:	Date:

From: JOHN RUSS < john a russ@yahoo.com>

Sent: Friday, August 4, 2023 1:24 PM **To:** Sylvia Bethel < sbethel@sdsinc.org > **Subject:** Hardwood trees removal

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

Date: August 4th 2023

Thank you for allowing us to submit this proposal for the Hardwood Tree removal project at: *Thousand Oaks in Riviera Beach*. The trees are located at the South end of property. If any questions please do not hesitate to contact me at: (561) 319-7110.

Tree Removal Proposal Introduction

This document proposes that Russ Total Lawn Maintenance will perform the necessary tree removal in an effort to accommodate adjacent properties and to stop the damage of fence

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

Deliverables

- Safely and completely remove all designated Hardwood trees that's protruding through fencing area.
- Collect and disposed all generated debris
- · Re-secure fence as needed

Compensation

Our complete price for this project base on the deliverables outlined
is: \$1,150.00. Quote is also based on the type of tree and the degree of difficulty when
removing.

From: Gina Victome <<u>gvictome@gmail.com</u>>
Sent: Thursday, July 27, 2023 11:34 AM
To: Sylvia Bethel <<u>sbethel@sdsinc.org</u>>
Subject: Swale issues at 1277 Rosegate Blvd

Hello Ms. Bethel,

I hope this letter finds you well. My name is Gina Victome, and I am the owner of a home in Thousand Oaks located at 1277 Rosegate Blvd in Riviera Beach. I am writing to bring to your attention an issue I have been facing recently.

I noticed that water accumulates in the swale in front of my house whenever it rains or after the sprinkler system is turned on. This problem has surfaced only after the swales were redone. Prior to this renovation, I did not encounter any such water retention issue since I purchased the house in 2010.

Upon realizing the situation, I reached out to the HOA office via email, and they suggested that I get in touch with your office for further assistance and resolution, considering the recent renovations that were made to the swales.

I would sincerely appreciate your support in addressing this matter as the standing water in the crevices has led to an increase in the number of mosquitoes around the front of the house, causing inconvenience and potential health concerns.

I have attached some pictures depicting the current state of the swale for your reference. These images showcase the extent of the water accumulation and the impact it's having on the surroundings.

Thank you in advance for your prompt attention to this issue. I am hopeful that we can find a solution to prevent further water accumulation and alleviate the mosquito problem.

Looking forward to your kind assistance and guidance.

Warmest Regards,

Gina Victome

Gina Victome 1277 Rosegate Blvd Riviera Beach, FL 33404 561 3074379



