



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
SEPTEMBER 11, 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
September 11, 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. August 14, 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 Thousand Oaks New Logo
 - 6. Update on Villa Rosa Fence
 - 7. Update on Irrigation Zone Installation
 - 8. Update on Irrigation and Landscape Modification
 - 9. Update on Golf Cart Logo
 - 10. Update on National Village Tree Trimming
 - 11. Update on 1277 Rosegate Blvd. Swell Issue
 - 12. Update on Fence Line Maintenance (Northen/Western)
- I. New Business
 - 1. Consider Resolution No. 2023-06 – Adopting a Fiscal Year 2022/2023 Revised Budget.....Page 7
 - 2. Discussion Regarding Resident’s Outstanding Bill from Statewide Grading, LLC
- 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

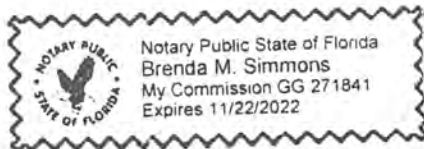
09/19/2022

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
AUGUST 14, 2023**

A. CALL TO ORDER

The August 14, 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

Mr. Jackson requested that addition of an Update on Fence Line under Old Business.

A **motion** was made by Mr. Smith, seconded by Mr. Knowles and passed unanimously approving the addition of an agenda item entitled: Update on Fence Line under Old Business.

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. July 10, 2023, Regular Board Meeting

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

H. OLD BUSINESS

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

Mr. Jackson advised that that the HOA was still working on this but they went back to 2018, although they only need 2019. They are still reviewing records, but the work is in progress.

2. Update on Newsletter and Website

Mr. Jackson indicated that this would be added to the next agenda.

3. Update on Fountain Installation

Ms. Bethel advised that she had received a phone call from the electrician stating that she needed to open an account for the new meter. Ms. Bethel called FPL and needed more information. She placed a call to the electrician for the premise ID number and Mr. Towns for an address closest to the meter. Mr. Jackson stated it would be the house to the right and would provide her with an address after the meeting. Ms. Bethel expects to have this resolved soon.

4. Update Regarding Encroachment Issue

Ms. Bethel stated that she and Mr. Palen had been working with Mr. Wells to revise the scope of work due to it being unclear. Ms. Bethel directed the Board's attention to the handout of the revised proposal. A lengthy discussion ensued. Mr. Palen suggested that Mr. Wells' scope be revised as follows:

- Include a "visual and physical" inspection of each home abutting District property;
- add homes backing onto the Congress Avenue fence line; and
- assure his final reports can be used by the City of Riviera Beach's code enforcement if they decide to initiate enforcement actions.

A **motion** was made by Mr. Knowles, seconded by Mr. Gaede and unanimously passed approving Mr. Wells' proposal, as revised to include the following changes: "visual and physical" inspection to be added; the remaining homes along Congress fence line be added, modify the scope to include the City of Riviera Beach code enforcement requirements for violation. to the scope of work for an amount not to exceed \$4,000.##

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

Mr. Towns advised that he would follow-up on this item for the next meeting.

6. Update on Greenblade Planting and Mulching Project

Mr. Jackson indicated that the job had been completed.

7. Consider Villa Rosa Fence Proposal

Ms. Bethel advised that the proposal had been revised from the last meeting. The Board had several questions about certain verbiage in the original proposal. Ms. Bethel spoke with the vendor and he made the requested corrections. Mr. Knowles asked if other bids were collected, and Ms. Bethel stated there had been no other bids. Mr. Jackson stated they have used Fencing Florida, Inc. before and they were a good company. A lengthy discussion ensued.

In response to a question from the Chair regarding bidding procedures, Mr. Palen stated that state law requires any purchase of goods or services greater than \$195,000 would require formal competitive solicitation. Below that amount, the Board has discretion to use formal solicitation or a more informal

process, such as direct solicitation (also known as “three bids and a buy”). The Board asked Mr. Palen to put together a simple purchasing policy for the Board to review at the next meeting.

A **motion** was made by Mr. Gaede, seconded by Mr. Towns approving the Fencing Florida, Inc proposal in the amount of \$4,275 for Villa Rosa. Up on being put to a vote, the motion carried 4 to 1 with Mr. Knowles dissenting.

8. Update on Villa Rosa Tree Trimming

Ms. Bethel advised that Mr. Russ had completed the tree trimming project at Villa Rosa.

9. Update on Fence Line

Ms. Bethel stated that she had not gotten anywhere with the City of Riviera Beach. She does not have a connection there, so she has been getting the runaround. Mr. Jackson stated that Mr. Knowles’ brother works there and to please reach out to Mr. Knowles and he can assist you. Mr. Jackson stated, in terms of maintenance, they need to know who owns the northern and western fence line along Congress. Mr. Towns indicated Mr. Baily could assist Ms. Bethel as well with getting this information but that the County owns it and the City of Riviera Beach maintains it,

I. NEW BUSINESS

1. Consider Irrigation Zone Installation Proposal

Mr. Jackson indicated that the developer never completed the irrigation, so he asked Mr. Russ to provide a proposal to extend the District’s irrigation system.

A **motion** was made by Mr. Smith, seconded by Mr. Gaede and unanimously passed approving Russ Total Lawn Maintenance, LLC Irrigation Zone Installation Proposal Introduction in the amount of \$3,200.

2. Consider Irrigation and Landscape Modification

Mr. Jackson stated that they had washout under the fence and the irrigation under the hedge had sunken into the grass/dirt.

A **motion** was made by Mr. Gaede, seconded by Mr. Smith and unanimously passed approving the Russ Total Lawn Maintenance, LLC Irrigation Zone Installation Proposal Introduction (Irrigation & Landscape Modification) in the amount of \$4,250.

3. Consider Golf Cart Logo Proposal

Ms. Bethel advised that Mr. Palen suggested that the District put the logo on the golf cart to know it is District property. Ms. Bethel directed the Board’s attention to the two proposals provided in the meeting book. The Board discussed and agreed on the Signarama proposal.

A **motion** was made by Mr. Smith, seconded by Mr. Towns and unanimously passed approving Signarama’s proposal for 3 logos for the golf cart in the amount of \$435.

4. Consider National Village Tree Trimming Proposal

Ms. Bethel advised that this was an issue that was brought up at the last meeting. Mr. Jackson met with Mr. Russ to go over details for a proposal. Mr. Jackson stated this was cut a while ago and needed to be cut again. The trees are destroying the homeowners' fence again.

A **motion** was made by Mr. Gaede, seconded by Mr. Towns and unanimously passed approving the Russ Total Lawn Maintenance, LLC National Village Tree Trimming proposal in the amount of \$1,150.

5. Discussion Regarding 1277 Rosegate Boulevard Swale Issue

Ms. Bethel advised that this issue had been brought up at the last meeting. She followed-up with the District Engineer who indicated that this was not a curb that was repaired. Ms. Bethel read the response from the District Engineer to the Board. The Board discussed the matter and Mr. Jackson would like staff to reach out directly to the vendor to get a proposal for a repair.

J. ADMINISTRATIVE MATTERS

There were no Administrative Matters to come before the Board.

K. ATTORNEY MATTERS

There were no further comments from Mr. Palen.

L. BOARD MEMBER COMMENTS

Mr. Knowles stated that his Form 1 was sent to the wrong address and he is very disturbed by that. Ms. Bethel stated she turns in the information the Board Members provide to her. It is given to someone else to process and submit to the State. She will make them aware of the error.

Mr. Jackson asked Mr. Palen about the benefits to attending conferences other than ones put on by the FASD. Mr. Palen suggested considering attending the Palm Beach County League of Cities meetings. Ms. Bethel was asked to contact the League to determine their rules for attendance. The Board asked to be made aware of upcoming conferences.

M. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 5:37 p.m. There were no objections.

Secretary/Assistant Secretary

Chair/Vice Chair

RESOLUTION NO. 2023-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2022/2023 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors of the Thousand Oaks Community Development District (“District”) is empowered to provide a funding source and to impose special assessments upon the properties within the District; and,

WHEREAS, the District has prepared for consideration and approval an Amended Budget.

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

Section 1. The Amended Budget for Fiscal Year 2022/2023 attached hereto as Exhibit “A” is hereby approved and adopted.

Section 2. The Secretary/Assistant 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 11th day of September, 2023.

ATTEST:

**THOUSAND OAKS
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Thousand Oaks Community Development District

**Amended Final Budget For
Fiscal Year 2022/2023
October 1, 2022 - September 30, 2023**

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- I AMENDED FINAL OPERATING FUND BUDGET**
- II AMENDED FINAL DEBT SERVICE FUND BUDGET**

AMENDED FINAL BUDGET
THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT
OPERATING FUND
FISCAL YEAR 2022/2023
OCTOBER 1, 2022 - SEPTEMBER 30, 2023

	FISCAL YEAR 2022/2023 BUDGET 10/1/22 - 9/30/23	AMENDED FINAL BUDGET 10/1/22 - 9/30/23	YEAR TO DATE ACTUAL 10/1/22 - 8/31/23
REVENUES			
O & M ASSESSMENTS	268,679	268,943	268,943
DEBT ASSESSMENTS (SERIES 2016 A1)	367,957	367,671	367,671
DEBT ASSESSMENTS (SERIES 2016 A2)	94,511	94,459	94,459
OTHER REVENUES	0	0	0
INTEREST INCOME	0	9,800	9,636
Total Revenues	\$ 731,147	\$ 740,873	\$ 740,709
EXPENDITURES			
SUPERVISOR FEES	12,000	11,600	10,600
PAYROLL TAXES	960	891	811
AQUATIC/STORMWATER MANAGEMENT	30,000	38,000	30,683
LAWN/LANDSCAPE MANAGEMENT	46,715	71,000	65,655
PRESERVE EROSION REPAIR	50,000	50,000	0
WETLAND PRESERVE BUFFER MAINTENANCE	10,800	10,800	0
MAINTENANCE CONTINGENCY (TREE TRIMMING, ETC.)	29,500	45,000	20,975
MISCELLANEOUS MAINTENANCE (STORM DRAIN CLEANING)	0	24,848	24,848
CURB REPAIRS	0	80,675	80,675
FOUNTAINS	0	23,291	23,291
GOLF CART	0	16,580	16,580
ENGINEERING/INSPECTIONS/REPORTS	6,000	9,000	5,388
MANAGEMENT	35,952	35,952	32,956
SECRETARIAL	4,200	4,200	3,850
LEGAL	8,000	20,000	16,433
ASSESSMENT ROLL	8,000	8,000	0
AUDIT FEES	3,800	3,800	3,800
ARBITRAGE REBATE FEE	1,300	1,300	1,300
INSURANCE	6,356	6,608	6,608
LEGAL ADVERTISING	1,500	750	228
MISCELLANEOUS	1,700	2,500	2,122
POSTAGE	475	90	76
OFFICE SUPPLIES	925	1,150	1,058
DUES & SUBSCRIPTIONS	175	175	175
TRUSTEE FEES	3,700	3,500	3,500
TRAVEL	1,900	1,000	851
WEBSITE MANAGEMENT	1,500	1,500	1,375
TOTAL EXPENDITURES	\$ 265,458	\$ 472,210	\$ 353,838
REVENUES LESS EXPENDITURES	\$ 465,689	\$ 268,663	\$ 386,871
BOND PAYMENTS (SERIES 2016 A1)	(345,880)	(350,667)	(350,667)
BOND PAYMENTS (SERIES 2016 A2)	(88,840)	(90,088)	(90,088)
BALANCE	\$ 30,969	\$ (172,092)	\$ (53,884)
COUNTY APPRAISER & TAX COLLECTOR FEE	(14,623)	(8,189)	(8,189)
DISCOUNTS FOR EARLY PAYMENTS	(29,246)	(26,896)	(26,896)
EXCESS/ (SHORTFALL)	\$ (12,900)	\$ (207,177)	\$ (88,969)
CARRYOVER FROM PRIOR MONTH	12,900	12,900	0
NET EXCESS/ (SHORTFALL)	\$ -	\$ (194,277)	\$ (88,969)
OPERATING FUND BALANCE AS OF 9/30/22		\$461,453	
FY 2022/2023 ACTIVITY		(\$207,177)	
OPERATING FUND BALANCE AS OF 9/30/23		\$254,276	

Notes

\$12,900 Of Fund Balance Used To Reduce 2022/2023 Assessments.
\$22,750 Of Fund Balance To Be Used To Reduce 2023/2024 Assessments.

AMENDED FINAL BUDGET
THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND
FISCAL YEAR 2022/2023
OCTOBER 1, 2023 - SEPTEMBER 30, 2024

	FISCAL YEAR 2022/2023 BUDGET 10/1/22 - 9/30/23	AMENDED FINAL BUDGET 10/1/22 - 9/30/23	YEAR TO DATE ACTUAL 10/1/22 - 8/31/23
REVENUES			
Interest Income (A1)	25	15,286	15,086
Interest Income (A2)	25	4,268	4,168
NAV Tax Collection (A1)	345,880	350,667	350,667
NAV Tax Collection (A2)	88,840	90,088	90,088
Total Revenues	\$ 434,770	\$ 460,309	\$ 460,009
EXPENDITURES			
Principal Payments (A-1)	230,000	230,000	230,000
Principal Payments (A-2)	55,000	55,000	55,000
Bond Redemption (A-1)	2,785	0	0
Bond Redemption (A-2)	3,545	0	0
Interest Payments (A-1)	113,120	116,800	116,800
Interest Payments (A-2)	30,320	31,200	31,200
Total Expenditures	\$ 434,770	\$ 433,000	\$ 433,000
Excess/ (Shortfall)	\$ -	\$ 27,309	\$ 27,009

OPERATING FUND BALANCE AS OF 9/30/22	\$450,718
FY 2022/2023 ACTIVITY	\$27,309
OPERATING FUND BALANCE AS OF 9/30/23	\$478,027

Notes

A1 Reserve Fund Balance = \$151,053* A1 Revenue Fund Balance = \$220,231*
A2 Reserve Fund Balance = \$38,798* A2 Revenue Fund Balance = \$67,945*
A1 Revenue Fund Balance To Be Used To Make 11/1/2023 Interest Payment Of \$54,720.
A2 Revenue Fund Balance To Be Used To Make 11/1/2023 Interest Payment Of \$14,720.
* Approximate Amounts

Series 2016A1 Bond Information

Original Par Amount =	\$4,875,000	Annual Principal Payments Due:
Interest Rate =	3.20%	May 1st
Issue Date =	December 2016	Annual Interest Payments Due:
Maturity Date =	May 2035	May 1st & November 1st
Par Amount As Of 9/30/23 =	\$3,420,000	

Series 2016A2 Bond Information

Original Par Amount =	\$1,275,000	Annual Principal Payments Due:
Interest Rate =	3.20%	May 1st
Issue Date =	December 2016	Annual Interest Payments Due:
Maturity Date =	May 2036	May 1st & November 1st
Par Amount As Of 9/30/23 =	\$920,000	