



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
OCTOBER 9, 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
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AGENDA
THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT
Thousand Oaks HOA Office
1034 Center Stone Lane
Riviera Beach, Florida 33404
REGULAR BOARD MEETING
October 9, 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. September 11, 2023 Regular Board Meeting Minutes.....Page 2
- 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 National Village Tree Trimming
 - 7. Update on 1277 Rosegate Blvd. Swell Issue
 - 8. Update on Fence Line Maintenance (Northen/Western)
 - 9. Update on Resident's Outstanding Bill from Statewide Grading, LLC
- I. New Business
- J. Administrative Matters
- K. Attorney Matters
- L. Board Members Comments
- M. Adjourn

Publication Date
2023-09-29

Subcategory
Miscellaneous Notices

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 9, 2023
November 13, 2023
December 11, 2023
January 8, 2024
February 12, 2024
March 4, 2024
April 8, 2024
May 13, 2024
June 10, 2024
July 8, 2024
August 12, 2024
September 9, 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 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
9/29 23-03/0000685721P

**THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
SEPTEMBER 11, 2023**

A. CALL TO ORDER

The September 11, 2023, Regular Board Meeting of the Thousand Oaks Community Development District (the “District”) was called to order at 4:16 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 Raymond Wells of Ray Wells Inspection Consultant Services and Mrs. Gaede.

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. August 14, 2023, Regular Board Meeting

A **motion** was made by Mr. Gaede, seconded by Mr. Towns and unanimously passed approving the minutes of the August 14, 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 with the help of Mrs. Gaede they were able to identify the amount that was owed to the HOA from the CDD. On behalf of the HOA< Mrs. Gaede indicated she had gone through every invoice and found copies of all except for the invoices from July through December 2021. After a diligent

effort, she was unable to locate invoices for this period. She, therefore, based the reimbursement amount on an average percentage. She provided documents to staff to justify the amount further. Mr. Palen stated that the District's agreement with HOA should be revised to clearly include tree trimming, as well as other landscape maintenance activities. Mr. Palen stated that he would prepare an amended agreement for the Board's review at the next meeting.

A lengthy discussion regarding the HOA proposal followed. Mr. Smith asked Mrs. Gaede how she came up with the average percentage of costs. Mrs. Gaede explained that she took the percentage of invoices that were tree trimming invoices, which was 22% of the HOA's overall expenditures for a three-year period. Mr. Towns stated he would consider the proposal to reimburse the HOA for its tree trimming expenses over the past three years but Mr. Jackson and Mr. Gaede should not vote due to being HOA board members. Mr. Palen stated that Mr. Jackson and Mr. Gaede should fill out a Form 8B due to a voting conflict. Ms. Bethel stated she would e-mail that form to them.

A **motion** was made by Mr. Towns, seconded by Mr. Knowles approving the three years retroactive reimbursement to the Thousand Oaks HOA for tree trimming in the amount of \$43,233. Upon being put to a vote, the **motion** carried 3 to 0 with Messrs. Jackson and Gaede abstaining to avoid the appearance of a conflict of interest. Both will file Form 8B.

2. Update on Newsletter and Website

Mr. Jackson stated he would reach out to the vendor he has in mind and have her attend the next meeting. Mr. Smith asked why the website needed to be redone and asked who managed it. Mr. Jackson asked if Mr. Smith had seen the website and Mr. Smith stated he did not. Ms. Bethel advised that Special District Services manages the website and it is a standard website across the board. Mr. Smith asked if it was in compliance and Ms. Bethel indicated it was. Ms. Bethel asked if the Board would like to know how many people visit the CDD website and the Board agreed they would.

3. Update on Fountain Installation

Ms. Bethel stated that the project manager had been out due to the hurricane and was unavailable. She has emailed him and another representative but has been unsuccessful in getting the premise ID number, which is the only thing needed in order to move forward with the account for the District. Ms. Bethel stated she would continue to reach out to the project manager. Mr. Jackson indicated he would reach out if Ms. Bethel has not made contact by the 1st.

4. Update Regarding Encroachment Issue

Ms. Bethel indicated that she had provided the Board with the revised proposal from Mr. Wells. Mr. Jackson went over the issues he ran into with the City of Riviera Beach when seeking assistance with the requirements needed from last meetings and the revisions that were made to the revised proposal. Ms. Bethel provided a standard contract for Board review that Mr. Palen had prepared.

A **motion** was made by Mr. Knowles, seconded by Mr. Gaede and unanimously passed approving the Ray Wells Inspection Consultant Services proposal in the amount of \$4,000. #

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

Mr. Towns advised that he had just recently sent Ms. Bethel the information but the trademark had been accepted and was now in the examiner's office.

6. Update on Villa Rosa Fence

Ms. Bethel advised that this project had been completed today.

7. Update on Irrigation Zone Installation

Ms. Bethel advised that this project had been completed. Mr. Jackson stated that irrigation had been an ongoing problem and they had an irrigation line break for which Mr. Russ had been contacted to have someone come out to resolve this issue.

8. Update on Irrigation and Landscape Modification

Ms. Bethel advised that this item had been completed.

9. Update on Golf Cart Logo

Ms. Bethel stated that they should have been in contact with Mr. Jackson to come out to install the logo. Mr. Jackson stated they did not contact him and they do not need to contact him. They just need to contact the office and they will give them access to the golf cart for installation.

10. Update on National Village Tree Trimming

Ms. Bethel advised that this had been approved at the last meeting and she needed to get an update from the vendor on whether it had been completed.

11. Update on 1277 Rosegate Boulevard Swale Issue

Ms. Bethel advised that she had spoken with the vendor and it would cost about \$3,000 to fix this issue. A lengthy discussion ensued. Ms. Bethel read an e-mail from the District Engineer regarding what was causing the water buildup. Mr. Jackson indicated that the tree grinding could be done by Mr. Russ and Statewide Grading could handle the rest. A barrier is not needed. The Board agreed that the issue should be addressed. Ms. Bethel will reach out to the vendor to get a revised proposal and she will also reach out to Mr. Russ to get a proposal.

12. Update on Fence Line Maintenance (Northern/Western)

Ms. Bethel indicated she was able to contact someone from the City of Riviera Beach and they told her they would come out and cut the area. Mr. Jackson confirmed that they did not send anyone to cut the area. Ms. Bethel stated she would follow up with the City.

I. NEW BUSINESS

1. Consider Resolution No. 2023-06 – Adopting a Fiscal Year 2022/2023 Revised Budget

Resolution No. 2023-06 was presented, entitled:

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.

Ms. Bethel went over the budget with the Board and directed their attention to a few line items that had some overages and added line items for recently completed projects. Mr. Palen explained that this was a reconciliation of last year’s budget. The Board further discussed the budget.

A **motion** was then made by Mr. Gaede, seconded by Mr. Smith and passed unanimously adopting Resolution No. 2023-06, as presented.

2. Discussion Regarding Outstanding Resident Bill from Statewide Grading, LLC

Mr. Jackson advised that a resident who had written her name in the concrete had not yet paid Statewide Grading for the repair. He spoke with the attorney and stated that the easiest way would be to have the CDD take care of it because the CDD had the work completed or the HOA can pay and add this to her assessment. Mr. Palen stated the CDD does not have any authority but can send a letter. The Board agreed to have Mr. Palen write a letter to the resident. Ms. Bethel will send Mr. Palen the resident’s information.

J. ADMINISTRATIVE MATTERS

There were no Administrative Matters to come before the Board.

K. ATTORNEY MATTERS

Mr. Palen went over the Board’s request at the September meeting to consider adopting a District Purchasing Policy. Mr. Palen discussed the requirements of Section 190.033, Florida Statutes (Bids Required), which establishes threshold amounts for purchasing goods and services for all CDDs. Expenditures above these thresholds require formal competitive solicitation (advertised public bids). Bids should be issued according to written purchasing policies formally adopted by resolution of the Board. However, the statutory thresholds applicable to CDDs are set so high that Thousand Oaks CDD is unlikely ever to exceed them (e.g., all are over \$195,000). Furthermore, the statute expressly provides that expenditures for goods and services under the thresholds are not subject to formal competitive solicitation (bids). For that reason, Mr. Palen advised that adoption of a Purchasing Policy was not necessary. Instead, he suggested that the Board continue to directly solicit more than one proposal in the best interest of the District, such as “three bids and a buy.” The District’s efforts to directly solicit goods and services should be carefully documented by the manager. After discussion, there was a Board consensus not to adopt a formal Purchasing Policy, but to continue with the practice of direct solicitation of well-documented multiple proposals.

L. BOARD MEMBER COMMENTS

Mr. Jackson stated that there was an erosion issue that was on HOA and CDD property that required attention and he would like the District Engineer to inspect and attend the next meeting, if possible.

M. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 5:42 p.m. There were no objections.

Secretary/Assistant Secretary

Chair/Vice Chair