



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 8, 2025
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 8, 2025
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. Approval of Minutes
 - 1. August 11, 2025, Regular Board Meeting.....Page 2
- G. Comments from the Public for Items Not on the Agenda
- H. Old Business
 - 1. Update on Logo Trademark
 - 2. Update on Approved “Amended and Restated Agreement for Sharing Landscape and Irrigation Maintenance Costs” with Thousand Oaks at Congress Master Association, Inc.
 - 3. Update on Beautification on Congress (along fence line)
 - 4. Update on Evaluation Tool of Districts Vendors – Malachi Knowles
 - 5. Update on Cleanup of Preserve Landscape Bed (Drainage Maintenance & Repair) in Front of 1000 Centerstone
- I. New Business
- J. Administrative Matters
 - 1. Financial Report.....Page 6
- K. Attorney Matters
- L. Board Member Comments
- M. Adjourn

LOCALiQ

The Gainesville Sun | The Ledger
Daily Commercial | Ocala StarBanner
News Chief | Herald-Tribune
News Herald | The Palm Beach Post
Northwest Florida Daily News

PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Thousand Oaks Cdd
Thousand Oaks Cdd
2501 BURNS RD
STE A

PALM BEACH GARDENS FL 334105207

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the Palm Beach Post, published in Palm Beach County, Florida; that the attached copy of advertisement, being a Govt Public Notices, was published on the publicly accessible website of Palm Beach County, Florida, or in a newspaper by print in the issues of, on:

09/24/2024

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 09/24/2024

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$267.74
Tax Amount: \$0.00
Payment Cost: \$267.74
Order No: 10583254
Customer No: 730529
PO #: fiscal meeting sched

of Copies:
1

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Please do not use this form for payment remittance.

THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025 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 7, 2024
November 4, 2024
December 9, 2024
January 13, 2025
February 10, 2025
March 3, 2025
April 14, 2025
May 12, 2025
June 9, 2025
July 14, 2025
August 11, 2025
September 8, 2025

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 ensure 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

No.10583254

Sept. 24, 2024

NANCY HEYRMAN
Notary Public
State of Wisconsin

**THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
AUGUST 11, 2025**

A. CALL TO ORDER

The August 11, 2025, 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 24, 2024, as part of the District’s Fiscal Year 2024/2025 Regular Board Meeting, as legally required.

C. MOMENT OF SILENCE

D. ESTABLISH A QUORUM

A quorum was established by the presence of Chairman Rance Gaede, Vice Chairman Corey Smith and Supervisors Malachi Knowles, Horace Towns and Jeffery Jackson.

Staff present was District Manager Sylvia Bethel of Special District Services, Inc; District Counsel Frank Palen of Caldwell Pacetti Edwards Schoech & Viator LLP.

Also present were the following District residents: Brian Gruber and Ann Williams.

E. ADDITIONS OR DELETIONS TO THE AGENDA

Mr. Jackson disclosed that he is on both the CDD and HOA Boards.

F. APPROVAL OF MINUTES

1. July 14, 2025, Public Hearing & Regular Board Meeting

A **motion** was made by Mr. Knowles, seconded by Mr. Towns and unanimously passed approving the minutes of the July 14, 2025, Public Hearing & Regular Board Meeting, as presented.

G. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There were no comments from the public for items not on the agenda.

H. OLD BUSINESS

1. Update on Fountain Installation

Ms. Bethel reminded the Board that they had approved two BrightView proposals at last meeting. Sod at 2220 Oakmont and plants around the lake pump clock were both completed last Thursday.

Mr. Gruber inquired if his address was still on file for the permit and Ms. Bethel indicated that it was not. The address was updated and paperwork was just completed to change the name from his address as well.

2. Update Regarding Golf Cart

Mr. Jackson advised that he had spoken with a representative of Prime Golf Cart and they suggested that the Board to wait 30 days when season picks up.

3. Update on Logo Trademark

a. Discussion: Clarify and Confirm Direction to Outside Counsel Regarding Logo Trademark

Mr. Palen indicated, after speaking with Mr. Poropat, he wanted the Board to review the information and decide what direction they want to go in. Mr. Poropat gave two options: trademark or copyright. Following discussion, the Board decided to move forward with copyrighting the logo.

4. Update on Amended and Restated Agreement for Sharing Landscape and Irrigation Maintenance Costs with Thousand Oaks' at Congress Master Association, Inc.

Ms. Bethel advised that the HOA had sent over a few more corrections. Mr. Palen made revisions and the HOA should now be okay to move forward with signing the agreement.

Ms. Bethel then presented the HOA's request for inclusion of landscape maintenance services rendered for the month of March 2025 and that portion of the month, beginning February 10. The CDD approved the agreement at the February 10th meeting, but its execution was delayed to consider HOA comment on several changes in the terms. The amount requested for March is \$3,124.41. If the Board includes February, the amount paid would be \$6,284.82.

Following discussion, a **motion** was made by Mr. Smith, seconded by Mr. Towns and passed unanimously approving payment to the Thousand Oaks HOA in the amount of \$6,284.82.

5. Update on Beautification on Congress (along fence line)

Ms. Bethel presented the proposals from Russ Total Lawn Maintenance and Lucky Landscaping.

Following discussion, a **motion** was made by Mr. Towns, seconded by Mr. Knowles and unanimously passed approving the Lucky Landscaping proposal for Beautification on Congress in the amount of \$18,869.23.

6. Update on Evaluation Tool of District Vendors – Malachi Knowles

Mr. Knowles requested that this item be brought back to the September meeting.

7. Update on Cleanup of Preserve Landscape Bed (Drainage Maintenance & Repair) in Front of 1000 Centerstone

Ms. Bethel advised that she had followed up with BrightView and the project has been completed. They have to put pavers around the drain box and that will be completed Wednesday.

8. Update on Annual Retreat – Malachi Knowles

Ms. Bethel stated that she inquired if any SDS District Managers had districts that held annual retreats. She noted that none of the District Managers had districts that held annual retreats. Mr. Palen stated it was hard to justify funds being spent on an annual retreat.

I. NEW BUSINESS

1. Discussion Regarding Call-In Number for Residents to Attend CDD Meetings via Telephone

Ms. Bethel advised that she could provide a call-in number for residents. There would be a cost to the District: costs associated would be determined by the length of the call and the number of attendees.

Following discussion, a **motion** was made by Mr. Jackson, seconded by Mr. Towns and unanimously passed approving moving forward with a conference call-in number for District meetings.

2. Discussion Regarding How District Funds Can Be Utilized

At the July meeting, the Board requested the Attorney's opinion on use of District funds for such expenses as a business retreat for Board Members or contribution of funds to offset certain expenses incurred by the HOA for a regularly schedule community-wide meeting where the District's role and functions could be presented in some manner. Mr. Palen stated that District's funds must be used for a public purpose. The CDD's primary function is to maintain the PUD's drainage systems, certain landscape buffers and the conservation area, as well as to collect maintenance and debt assessments. Because CDDs do not have "home rule" powers, expenditures beyond support of those functions require specific legislative authorization. With regard to the expenditures cited, after some review, it appears that the District lacks such authority. Proposed expenditures may be reviewed on a case-by-case basis. However, given the District's limited statutory authority, it is recommended to err on the side of caution when considering use of public funds in innovative ways.

J. ADMINISTRATIVE MATTERS

1. Financial Report

Ms. Bethel noted that Ms. Williams had advised that her name was incorrect in the meeting minutes. Ms. Bethel wanted the record to reflect that the minutes of December 24, 2024, January 12, 2025, and June 9, 2025, had all been corrected.

K. ATTORNEY MATTERS

There was no further report from the District's attorney.

L. BOARD MEMBER COMMENTS

There were no further comments from the Board Members.

M. ADJOURNMENT

There being no further business to come before the Board, the Regular Board Meeting was adjourned at 4:57 p.m. There were no objections.

Secretary/Assistant Secretary

Chair/Vice Chair

Thousand Oaks
Community Development District

**Financial Report For
August 2025**

**THOUSAND OAKS COMMUNITY DEVELOPMENT DISTRICT
MONTHLY FINANCIAL REPORT
AUGUST 2025**

	Annual Budget 10/1/24 - 9/30/25	Actual Aug-25	Year To Date Actual 10/1/24 - 8/31/25
REVENUES			
O & M ASSESSMENTS	259,627	44	260,088
DEBT ASSESSMENTS (SERIES 2016 A1)	367,957	0	367,684
DEBT ASSESSMENTS (SERIES 2016 A2)	94,511	0	94,463
OTHER REVENUES	0	0	1
INTEREST INCOME	420	0	8,337
Total Revenues	\$ 722,515	\$ 44	\$ 730,573
EXPENDITURES			
SUPERVISOR FEES	12,000	1,000	10,800
PAYROLL TAXES	960	77	826
AQUATIC/STORMWATER MANAGEMENT	30,000	900	29,133
LAWN/LANDSCAPE MANAGEMENT	46,715	5,239	57,051
WETLAND PRESERVE BUFFER MAINTENANCE	10,800	0	0
MAINTENANCE CONTINGENCY (TREE TRIMMING, FOUNTAINS, FOUNTAINS REPAIRS, ETC.)	85,000	0	45,439
ENGINEERING/INSPECTIONS/REPORTS	6,000	0	318
MANAGEMENT	38,124	3,177	34,947
SECRETARIAL	4,200	350	3,850
LEGAL	12,000	0	9,973
ASSESSMENT ROLL	8,000	0	0
AUDIT FEES	3,500	0	3,500
ARBITRAGE REBATE FEE	1,300	0	1,300
INSURANCE	6,900	0	7,491
LEGAL ADVERTISING	1,300	0	434
MISCELLANEOUS	1,900	0	773
POSTAGE	500	57	126
OFFICE SUPPLIES	1,075	365	968
DUES & SUBSCRIPTIONS	175	0	175
TRUSTEE FEES	3,600	0	3,500
TRAVEL	10,000	518	3,810
WEBSITE MANAGEMENT	1,500	125	1,375
ELECTRICITY - FOUNTAINS	0	0	954
Total Expenditures	\$ 285,549	\$ 11,808	\$ 216,743
REVENUES LESS EXPENDITURES	\$ 436,966	\$ (11,764)	\$ 513,830
PAYMENT TO TRUSTEE (A1)	(345,880)	0	(350,780)
PAYMENT TO TRUSTEE (A2)	(88,840)	0	(90,120)
BALANCE	\$ 2,246	\$ (11,764)	\$ 72,930
COUNTY APPRAISER & TAX COLLECTOR FEE	(14,442)	0	(8,098)
DISCOUNTS FOR EARLY PAYMENTS	(28,884)	0	(26,331)
EXCESS/ (SHORTFALL)	\$ (41,080)	\$ (11,764)	\$ 38,501
CARRYOVER FROM PRIOR YEAR	41,080	0	0
NET EXCESS/ (SHORTFALL)	\$ -	\$ (11,764)	\$ 38,501

Bank Balance As Of 8/31/25	\$ 297,441.91
Accounts Payable As Of 8/31/25	\$ 8,381.55
Accounts Receivable As Of 8/31/25	\$ -
Available Funds As Of 8/31/25	\$ 289,060.36