

**OSPREY OAKS**  
**COMMUNITY DEVELOPMENT**  
**DISTRICT**

**REGULAR MEETING**  
**AGENDA**

**December 14, 2016**

**Osprey Oaks Community Development District**  
2300 Glades Road, Suite 410W • Boca Raton, Florida 33431  
Phone: (561) 571-0010 • Toll-free: (877) 276-0889 • Fax: (561) 571-0013

December 7, 2016

Board of Supervisors  
Osprey Oaks Community Development District

<p><b><u>ATTENDEES:</u></b> Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.</p>
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Dear Board Members:

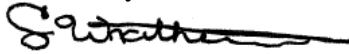
A Regular Meeting of the Osprey Oaks Community Development District's Board of Supervisors will be held on **Wednesday, December 14, 2016 at 4:00 p.m.**, at the **Clubhouse of Osprey Oaks, located at 7054 Muscovy Court, Lake Worth, Florida 33463**. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Consideration of **Resolution 2017-2**, Canvassing and Certifying the Results of the Landowners' Election
4. Consideration of **Resolution 2017-3**, Electing Officers of the District
5. Discussion: Meeting Schedule for Remainder of Fiscal Year 2016/2017
  - Consideration of **Resolution 2017-4**, Adopting the Revised Meeting Schedule for Remainder of Fiscal Year 2016/2017
6. Update: Pavers
7. Discussion: Distribution of Agenda Packages
  - A. Electronic (*one week before meeting*)
  - B. Hardcopy (*at meeting, FedEx Delivery or USPS*)
8. Approval of Unaudited Financial Statements as of October 31, 2016
9. Approval of **November 8, 2016** Regular Meeting Minutes
10. Staff Reports
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
11. Audience Comments/Supervisors' Requests

12. Adjournment

Should you have any questions and/or concerns, please contact me directly at (561) 719-8675.

Sincerely,



Craig A. Wrathell  
District Manager

**FOR BOARD MEMBERS AND STAFF**  
**TO ATTEND BY TELEPHONE:**

**Call-in number: 1-888-354-0094**  
**Conference ID: 2144145**

**RESOLUTION 2017-2**

**A RESOLUTION CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNERS' ELECTION OF SUPERVISORS FOR THE OSPREY OAKS COMMUNITY DEVELOPMENT DISTRICT HELD PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES**

WHEREAS, pursuant to Section 190.006(2), Florida Statutes, a landowners' meeting is required to be held within 90 days of the District's creation and every two (2) years following the creation of a Community Development District for the purpose of electing Supervisors of the District; and

WHEREAS, following proper publication of notice thereof, such landowners' meeting was held on **November 22, 2016**, at which the below recited person was duly elected by virtue of the votes cast in his respective favor; and

WHEREAS, the Board of Supervisors by means of this Resolution desires to canvass the votes, declare, and certify the results of said election;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE OSPREY OAKS COMMUNITY DEVELOPMENT DISTRICT;**

1. The following person is found, certified, and declared to have been duly elected as a Supervisor of and for the District, having been elected by the votes cast in his favor as shown, to wit:

Steve Ratkowski Votes 111

2. In accordance with said statute, and by virtue of the number of votes cast for the respective Supervisor, he is declared to have been elected for the following term of office:

Steve Ratkowski four (4)-year term SEAT 2

3. Said terms of office shall commence immediately upon the adoption of this Resolution.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
Chair/Vice Chair

\_\_\_\_\_  
Secretary/Assistant Secretary

**RESOLUTION 2017-3**

**A RESOLUTION ELECTING THE OFFICERS OF THE  
OSPREY OAKS COMMUNITY DEVELOPMENT  
DISTRICT**

WHEREAS, the Osprey Oaks Community Development District was notified of the results of the General Election held on November 8, 2016 for Seats 1 and 5; and

WHEREAS, the Osprey Oaks Community Development District held their Landowners' Election for Seat 2 on November 22, 2016; and

WHEREAS, the Board of Supervisors of the Osprey Oaks Community Development District desires to elect the below recited persons to the offices specified.

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

1. The following persons are elected to the offices shown:

Chair	_____
Vice Chair	_____
Secretary	<u>Craig Wrathell</u>
Treasurer	<u>Craig Wrathell</u>
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	<u>Cindy Cerbone</u>

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair

# 2017 Fiscal Calendar

October 2016						
Su	Mo	Tu	We	Th	Fr	Sa
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23	24	25	26	27	28	29
30	31					

November 2016						
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27	28	29	30			

December 2016						
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January 2017						
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February 2017						
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26	27	28				

March 2017						
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April 2017						
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May 2017						
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28	29	30	31			

June 2017						
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25	26	27	28	29	30	

July 2017						
Su	Mo	Tu	We	Th	Fr	Sa
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23	24	25	26	27	28	29
30	31					

August 2017						
Su	Mo	Tu	We	Th	Fr	Sa
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27	28	29	30	31		

September 2017						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

## Federal holidays fiscal year 2017

<b>Oct 10, 2016</b>	Columbus Day	<b>Dec 26, 2016</b>	Christmas Day (obs.)	<b>Feb 20, 2017</b>	Presidents' Day
<b>Nov 11, 2016</b>	Veterans Day	<b>Jan 1, 2017</b>	New Year's Day	<b>May 29, 2017</b>	Memorial Day
<b>Nov 24, 2016</b>	Thanksgiving Day	<b>Jan 2, 2017</b>	New Year's Day (obs.)	<b>Jul 4, 2017</b>	Independence Day
<b>Dec 25, 2016</b>	Christmas Day	<b>Jan 16, 2017</b>	Martin L. King Day	<b>Sep 4, 2017</b>	Labor Day

**RESOLUTION 2017-4**

**A RESOLUTION OF THE OSPREY OAKS COMMUNITY DEVELOPMENT DISTRICT ADOPTING A REVISED MEETING SCHEDULE FOR THE REMAINDER OF FISCAL YEAR 2016/2017**

WHEREAS, the Osprey Oaks Community Development District ("District") is a local unit of special-purpose government organized and existing in accordance with Chapter 190, Florida Statutes, and situated entirely within Palm Beach County, Florida; and

WHEREAS, the District is required by Florida law to prepare an annual schedule of its regular public meetings which designates the date, time and location of the District's meetings; and

WHEREAS, the Board has proposed a revised meeting schedule for the remainder of Fiscal Year 2016/2017 as attached in **Exhibit A**;

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE OSPREY OAKS COMMUNITY DEVELOPMENT DISTRICT**

1. The revised public meeting schedule for the remainder of Fiscal Year 2016/2017 attached hereto and incorporated by reference herein as **Exhibit "A"** is hereby approved and will be published and filed in accordance with the requirements of Florida law.
2. The District Manager is hereby directed to submit a copy of the revised public meeting schedule for the remainder of Fiscal Year 2016/2017 to Palm Beach County and the Department of Economic Opportunity.
3. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2016.

ATTEST:

**OSPREY OAKS COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chair, Board of Supervisors

**Exhibit "A"**



**OSPREY OAKS  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
OCTOBER 31, 2016**

**OSPREY OAKS  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
OCTOBER 31, 2016**

	General Fund	Debt Service Fund	Capital Projects Fund	Total Governmental Funds
<b>ASSETS</b>				
Cash	\$ 14,392	\$ -	\$ -	\$ 14,392
Investments				
Reserve	-	132,155	-	132,155
Interest	-	51,816	-	51,816
Revenue	-	13,402	-	13,402
Prepayment	-	2,323	-	2,323
Construction	-	-	27	27
Sinking	-	50,000	-	50,000
Assessments receivable	411	730	-	1,141
Total assets	<u>\$ 14,803</u>	<u>\$ 250,426</u>	<u>\$ 27</u>	<u>\$ 265,256</u>
<b>LIABILITIES AND FUND BALANCES</b>				
Liabilities:				
Accounts payable	\$ 2,943	\$ -	\$ -	\$ 2,943
Total liabilities	<u>2,943</u>	<u>-</u>	<u>-</u>	<u>2,943</u>
Fund balances:				
Restricted for:				
Debt service	-	250,426	-	250,426
Capital projects	-	-	27	27
Unassigned	11,860	-	-	11,860
Total fund balances	<u>11,860</u>	<u>250,426</u>	<u>27</u>	<u>262,313</u>
Total liabilities and fund balances	<u>\$ 14,803</u>	<u>\$ 250,426</u>	<u>\$ 27</u>	<u>\$ 265,256</u>

**OSPREY OAKS  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED OCTOBER 31, 2016**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUES</b>				
Assessment levy	\$ -	\$ -	\$ 77,199	0%
Interest and miscellaneous	1	1	-	N/A
Total revenues	<u>1</u>	<u>1</u>	<u>77,199</u>	0%
<b>EXPENDITURES</b>				
<b>Professional &amp; administrative</b>				
Supervisors	1,000	1,000	4,000	25%
Management/accounting/recording	3,500	3,500	42,000	8%
Legal	-	-	9,000	0%
Engineering	-	-	2,000	0%
Audit	-	-	4,500	0%
Arbitrage rebate calculation	-	-	1,200	0%
Dissemination agent	83	83	1,000	8%
Trustee	-	-	3,500	0%
Telephone	8	8	100	8%
Postage	-	-	500	0%
Printing & binding	21	21	250	8%
Legal advertising	135	135	1,000	14%
Annual special district fee	-	-	175	0%
Insurance	5,457	5,457	5,500	99%
Contingencies/bank charges	29	29	500	6%
Website	614	614	600	102%
Information system services	-	-	804	0%
Total professional & administrative	<u>10,847</u>	<u>10,847</u>	<u>76,629</u>	14%
<b>Other fees &amp; charges</b>				
Property appraiser	-	-	150	0%
Tax collector	-	-	420	0%
Total other fees & charges	<u>-</u>	<u>-</u>	<u>570</u>	0%
Total expenditures	<u>10,847</u>	<u>10,847</u>	<u>77,199</u>	14%
Excess/(deficiency) of revenues over/(under) expenditures	(10,846)	(10,846)	-	
Fund balances - beginning	<u>22,706</u>	<u>22,706</u>	<u>10,534</u>	
Fund balances - ending	<u>\$ 11,860</u>	<u>\$ 11,860</u>	<u>\$ 10,534</u>	

**OSPREY OAKS  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
DEBT SERVICE FUND SERIES 2012  
FOR THE PERIOD ENDED OCTOBER 31, 2016**

	<u>Current Month</u>	<u>Year To Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>REVENUES</b>				
Special assessment - on roll	\$ -	\$ -	\$ 124,358	0%
Total revenues	<u>-</u>	<u>-</u>	<u>124,358</u>	0%
<b>EXPENDITURES</b>				
<b>Debt service</b>				
Principal	-		20,000	0%
Interest	-	-	103,063	0%
Total debt service	<u>-</u>	<u>-</u>	<u>123,063</u>	0%
<b>Other fees &amp; charges</b>				
Tax collector	-	-	1,295	0%
Total other fees and charges	<u>-</u>	<u>-</u>	<u>1,295</u>	0%
Total expenditures	<u>-</u>	<u>-</u>	<u>124,358</u>	
Excess/(deficiency) of revenues over/(under) expenditures	-	-	-	
Fund balances - beginning	<u>250,426</u>	<u>250,426</u>	<u>224,012</u>	
Fund balances - ending	<u>\$ 250,426</u>	<u>\$ 250,426</u>	<u>\$ 224,012</u>	

**OSPREY OAKS  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
CAPITAL PROJECTS FUND SERIES 2012  
FOR THE PERIOD ENDED OCTOBER 31, 2016**

	Current Month	Year To Date
<b>REVENUES</b>		
Total revenues	\$ -	\$ -
<b>EXPENDITURES</b>		
Total expenditures	-	-
Excess/(deficiency) of revenues over/(under) expenditures	-	-
Fund balances - beginning	27	27
Fund balances - ending	\$ 27	\$ 27

1 **MINUTES OF MEETING**  
2 **OSPREY OAKS**  
3 **COMMUNITY DEVELOPMENT DISTRICT**

4  
5 A Regular Meeting of the Osprey Oaks Community Development District’s Board of  
6 Supervisors was held on **Tuesday, November 8, 2016 at 10:00 a.m., at 2300 Glades Road,**  
7 **Suite 202E, Boca Raton, Florida 33431.**  
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9 **Present and constituting a quorum were:**

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11 Jim Giolda Chair  
12 Adam Freedman Vice Chair  
13 Michael Smith (*via telephone*) Assistant Secretary  
14 Gary Einfalt Assistant Secretary  
15 Kristi Freedman (*via telephone*) Assistant Secretary  
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17 **Also present were:**

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19 Cindy Cerbone Wrathell, Hunt and Associates, LLC  
20 Dennis Lyles District Counsel  
21 Jeff Schnars District Engineer  
22 John Markey BR Osprey Acquisition, LLC  
23 Jonathan Berman Resident  
24 Kim Naim Resident  
25 Meredith Naim Resident  
26 John Flaherty Resident  
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29 **FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

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31 Ms. Cerbone called the meeting to order at 10:01 a.m., and noted, for the record, that  
32 Supervisors Jim Giolda, Adam Freedman and Gary Einfalt were present, in person. Supervisors  
33 Michael Smith and Kristi Freedman were attending via telephone.  
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35 **SECOND ORDER OF BUSINESS**

**Public Comments**

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37 There being no public comments, the next item followed.  
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39 **THIRD ORDER OF BUSINESS**

**Discussion: Pavers**

41 Mr. Schnars stated that a site inspection was conducted of all paved brick areas  
 42 throughout the community. There were numerous areas of broken, cracked and settled pavers, at  
 43 various locations; pictures were taken. Mr. Schnars asked if this was a Homeowner’s  
 44 Association (HOA) maintenance responsibility. Mr. Giolda replied affirmatively. The District  
 45 Manager would draft a reminder letter to the HOA. Ms. Cerbone drafted a letter to the HOA and  
 46 would attach the Engineer’s report.

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48 **FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-1,  
 Relating to the Amendment of the Annual  
 Budget for the Fiscal Year Beginning  
 October 1, 2015 and Ending September  
 30, 2016; and Providing for an Effective  
 Date**

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Ms. Cerbone presented Resolution 2017-1 for the Board’s consideration. An amendment  
 was necessary to avoid a finding in the audit because “Actual Expenditures” exceeded  
 “Budgeted Expenditures”. Ms. Cerbone must research whether the \$10,561 amount on the  
 “Contingency/bank charges” line item, under “Proposed Amendment Increase/Decrease) column  
 should be \$1,061.

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**On MOTION by Mr. Freedman and seconded by Mr. Giolda,  
 with all in favor, Resolution 2017-1, Relating to the  
 Amendment of the Annual Budget for the Fiscal Year  
 Beginning October 1, 2015 and Ending September 30, 2016;  
 and Providing for an Effective Date, contingent upon  
 verification of the “Contingencies/bank charges” line item  
 amount, was adopted.**

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71 **FIFTH ORDER OF BUSINESS**

**Approval of Unaudited Financial  
 Statements as of September 30, 2016**

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Ms. Cerbone presented the Unaudited Financial Statements as of September 30, 2016.  
 Mr. Freedman requested confirmation that the “Capital Projects Fund” would be closed out since  
 it was certified complete.

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On MOTION by Mr. Freedman and seconded by Mr. Gielda, with all in favor, the Unaudited Financial Statements as of September 30, 2016, were approved.

SIXTH ORDER OF BUSINESS Approval of Minutes

- A. September 13, 2016 Public Hearing and Regular Meeting
B. September 27, 2016 Regular Meeting
C. October 11, 2016 Regular Meeting

Ms. Cerbone presented the September 13, 2016 Public Hearing and Regular Meeting and the September 27 and October 11, 2016 Regular Meeting Minutes and asked for any additions, deletions or corrections.

On MOTION by Mr. Gielda and seconded by Mr. Einfalt, with all in favor, the September 13, 2016, Public Hearing and Regular Meeting and the September 27 and October 11, 2016 Regular Meeting Minutes, as presented, were approved.

SEVENTH ORDER OF BUSINESS Other Business

There being no other business, the next item followed.

EIGHTH ORDER OF BUSINESS Staff Reports

- A. District Counsel

There being no report, the next item followed.

- B. District Engineer

Mr. Schnars stated that the HOA was served a Notice of Violation (NOV) from Palm Beach County regarding the littoral areas. The NOV stated that there was insufficient littoral plant coverage and recent maintenance caused a modification to the original littoral shelf. The County required a survey of the littoral area, earthwork and replanting, to meet minimum coverage and compliance requirements. A proposal was submitted to the HOA for the survey work last week. Mr. Schnars spoke with Ms. Carrie Smith, of GRS Management Associates, Inc. (GRS), the HOA's management company, and explained what must be completed for



113 compliance. Mr. Freedman asked about District’s liability. Mr. Schnars stated that the property  
 114 is owned by the HOA; therefore, the HOA was liable. If the HOA complied, proactively, fines  
 115 would be avoided. Mr. Lyles stated certain areas of the District are owned by the HOA but the  
 116 CDD, through a maintenance agreement, has an easement over those areas to maintain the water  
 117 management system for drainage. If there is an easement, the District should not be subjected to  
 118 fines. These are matters related to the ownership and are not part of the responsibilities for  
 119 stormwater management activities of the CDD, under the easement rights. At some point, the  
 120 CDD may be involved; however, not on the financial liability end. Mr. Schnars was uncertain  
 121 why the HOA hired a company to perform maintenance. The company hired by the HOA caused  
 122 the noncompliance. Mr. Berman asked about the HOA’s liability. Mr. Schnars stated, aside  
 123 from fines, the HOA must fix it. The cost included the initial survey, of approximately \$2,000,  
 124 which would determine if there was a grading problem. During maintenance, some of the plants  
 125 were dug out with a bulldozer, which should not have been done and resulted in the grade  
 126 changes. There are parameters for the shelf to be graded at and if the parameters are not met, it  
 127 must be fixed, which is a fairly big liability. This issue was on Lake #2, on the east corner. Mr.  
 128 Giolda stated that the County requires 80% littoral plant coverage and the area was at 67%,  
 129 which was a 13% deficiency. After the work was completed, Mr. Schnars asked the maintenance  
 130 contractor if they were in compliance with the plans, which were provided prior to the work  
 131 being completed. The contractor confirmed that they were in compliance. Ms. Meredith Naim,  
 132 a resident, asked, if there was something wrong with the actual grading, would it affect the  
 133 surrounding homes. Mr. Schnars stated no because the shelves are on the west side of the lake.

134 **C. District Manager**

135 **i. LANDOWNERS’ MEETING: November 22, 2016 at 10:00 A.M.**

136 The Landowners’ meeting would be held on November 22, 2016 at 10:00 a.m., at this  
 137 location. Ms. Cerbone stated that one Landowner’s Seat was open. Two Seats would be elected  
 138 in the General Election, today.

139 **ii. NEXT MEETING DATE: December 13, 2016 at 10:00 A.M.**

140 Ms. Cerbone stated that the next meeting will be held on December 13, 2016 at 10:00  
 141 a.m., at this location.

142 Mr. Lyles stated that the two General Election Board Members should be sworn in on  
 143 November 22. A meeting of the Board was not required for the Oath of Office to be

144 administered. Ms. Naim stated she received a phone call from the Election’s office advising her  
145 that she should be sworn in on November 22 and was not certain if that was accurate.

146 Mr. Giolda asked since the homeowners would be taking over the Board on November  
147 22, a new meeting location could be chosen. Future meetings would be held at the Osprey Oaks  
148 Clubhouse. The Board set the next meeting for Wednesday, December 14, 2016 at 4:00 p.m. at  
149 the Osprey Oaks Clubhouse, 7054 Miscovy Court, Lake Worth, Florida 33463. At the next  
150 meeting, the revised meeting schedule for Fiscal Year 2017 would be determined and  
151 subsequently advertised.

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**On MOTION by Mr. Freedman and seconded by Mr. Einfalt, with all in favor, scheduling the December meeting for Wednesday, December 14, 2016 at 4:00 p.m., at the Osprey Oaks Clubhouse, 7054 Musovy Court, Lake Worth, Florida 33463, was approved.**

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**NINTH ORDER OF BUSINESS**

**Audience Requests**

**Comments/Supervisors’**

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Mr. Schnars requested that his name be placed at the main gate to avoid access problems. Mr. Lyles stated, in order to have the CDD meetings at the Clubhouse, a Post Order directive must be issued to the main gate stating that, for CDD meetings, any member of the public may attend. Mr. Berman recommended that the guards document the names of the public who attend meetings and take license identification, on camera, for the record. Mr. Berman questioned why he had to sign in and announce his name at this meeting. Mr. Lyles stated that a member of the public is asked to identify themselves so the minutes are accurate so comments and questions would be correctly attributed to them, as a participating member of the public.

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**TENTH ORDER OF BUSINESS**

**Adjournment**

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There being nothing further to discuss, the meeting adjourned.

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**On MOTION by Mr. Einfalt and seconded by Mr. Freedman, with all in favor, the meeting adjourned at 10:36 a.m.**

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Secretary/Assistant Secretary

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Chair/Vice Chair

DRAFT