

**MINUTES OF MEETING  
OSPREY OAKS  
COMMUNITY DEVELOPMENT DISTRICT**

A Regular Meeting of the Osprey Oaks Community Development District's Board of Supervisors was held on Monday, May 7, 2018 at 6:15 p.m., at the Clubhouse of Osprey Oaks, located at 7054 Muscovy Court, Lake Worth, Florida 33463.

**Present and constituting a quorum were:**

Meredith Naim	Chair
Steve Ratkowski	Assistant Secretary
Jeffrey Fuchs	Assistant Secretary
John Flaherty	Assistant Secretary

**Also present were:**

Cindy Cerbone	District Manager
Ginger Wald	District Counsel
Ken Naim	Resident
Evan Naim	Resident

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Naim called the meeting to order at 6:16 p.m. Supervisors Naim, Ratkowski, Fuchs and Flaherty were present, in person. Supervisor Gielda was not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There being no public comments, the next item followed.

**THIRD ORDER OF BUSINESS**

**Consideration of Resolution 2018-02,  
Approving the District's Proposed Budget  
for Fiscal Year 2019 and Setting a Public  
Hearing Thereon Pursuant to Florida  
Law**

Ms. Cerbone presented Resolution 2018-02. The proposed Fiscal Year 2019 budget line item adjustments over Fiscal Year 2018 were reviewed. The following comments were made:

- “Management/accounting/recording fees” was budgeted at \$42,680, which reflected a 2% increase; however, per the footnote, Management’s fee will be \$34,000, based on a maximum of six meetings and the rate would be \$1,360 for any additional meetings.
- A new “Repairs and maintenance” line item was an addition to the budget for Fiscal Year 2019. It pertains to the paver maintenance program for CDD-owned roadways.

Ms. Cerbone distributed the paver estimate, which had not arrived when finalizing the proposed Fiscal Year 2019 budget. Although the budget amount is larger than the actual estimate, she recommended leaving the proposed amount, since it was uncertain whether the estimate included the South Community area. The revised estimate would be incorporated into the budget, if received before the budget is adopted. A Board Member recalled, at a meeting two years ago, hearing District Counsel and the District Engineer stating that the CDD did not own the pavers in question. Ms. Wald stated the issue at the time was who owned the pavers and, according to Mr. Schnars, the HOA owns the roadways and the District owns the pavers on top of the roadway. It was more difficult finding that out because that particular information was omitted from the Maintenance Agreement. Ms. Cerbone recalled that, at the last meeting, the Board decided that, until the issues between the HOA and Developer were resolved, the District would wait to present a Maintenance Agreement that includes pavers to the HOA; and, if the HOA chose not to accept the terms, the CDD would be responsible for maintenance. It was noted that, if the HOA has not maintained any of the District’s other assets, the CDD could terminate the Agreement and assume those responsibilities.

Ms. Naim asked if there was interest in membership in the Florida Association of Special Districts (FASD). FASD monitors and works on behalf of Special Districts in matters related to rules and regulations, legislation and potential laws that could impact Districts. She suggested adding a “Supervisor training” line item to the proposed Fiscal Year 2019 budget. Ms. Cerbone recommended finishing the review of the proposed Fiscal Year 2019 assessments before adding additional expenses.

Ms. Cerbone noted a typographical error. The following change was made:

Page 6, SF 65’ Unit Type: Change “1,779.99” to “1,179.99”

Discussion ensued regarding the substantial membership cost to joining FASD. Ms. Wald explained the types of Districts that benefit being FASD members but she was not certain of the benefit return the District would receive. Ms. Naim recommended leaving the decision to the individual Supervisors and they could use their Supervisor fees to cover the cost of membership.

A Board Member asked about reducing the ad-valorem assessment to a certain amount and how that amount could be calculated. Ms. Cerbone replied yes and discussed how the amount could be calculated. The assessment amount would be discussed again, prior to the budget adoption at the August meeting.

In response to a question, Ms. Cerbone explained the Management fee figure in detail. As discussed last year, Management agreed to reduce their fees to \$34,000, if the Board agreed to hold only six meetings; however, the \$42,000 remained in the proposed Fiscal Year 2019 budget in case extra meetings are held. The budget public hearing is scheduled for September 13, instead of August, which will save the cost of sending Mailed Notices.

The following change was made:

DATE: Change "August 6, 2018" to "September 13, 2018"

**On MOTION by Mr. Flaherty and seconded by Mr. Ratkowski, with all in favor, Resolution 2018-02, as amended, Approving the District's Proposed Budget for Fiscal Year 2019, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law for September 13, 2018 at 6:15 p.m., at this location, rather than on August 6, 2018, was adopted.**

**FOURTH ORDER OF BUSINESS**

**Presentation of Audited Financial Report for Fiscal Year Ended September 30, 2017, Prepared by Grau & Associates**

Ms. Cerbone presented the Audited Financial Report for Fiscal Year Ended September 30, 2017 and described the information that could be found on each page. The audit was consistent with past audits. This was a clean, unqualified audit and there were no findings or instances of noncompliance. A Board Member asked what "Due to other funds" was related to. Mr. Cerbone, stated, when the County pays the District, it comes in one payment so the funds must be moved into the general and debt service funds, as necessary.

Mr. Flaherty referred to Page 22 and asked what specific expenditures caused expenditures to exceed revenues. Ms. Cerbone would email an expenditures breakdown.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-03, Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2017**

Ms. Naim presented Resolution 2018-03.

**On MOTION by Mr. Ratowski and seconded by Mr. Flaherty, with all in favor, Resolution 2018-03, Accepting the Audited Financial Report for the Fiscal Year Ended September 30, 2017, was approved.**

**SIXTH ORDER OF BUSINESS**

**Approval of Unaudited Financial Statements as of March 31, 2018**

Ms. Naim presented the Unaudited Financial Statements as of March 31, 2018.

**A. Check Register**

This item was provided for informational purposes.

**B. Invoices**

This item was provided for informational purposes.

**On MOTION by Mr. Flaherty and seconded by Ms. Naim, with all in favor, the Unaudited Financial Statements as of March 31, 2018, were approved.**

**SEVENTH ORDER OF BUSINESS**

**Approval of March 5, 2018 Regular Meeting Minutes**

Ms. Naim presented the March 5, 2018 Regular Meeting Minutes and asked for any additions, deletions or corrections.

**On MOTION by Mr. Fuchs and seconded by Mr. Ratkowski, with all in favor, the March 5, 2018 Regular Meeting Minutes, as presented, were approved.**

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: *Billing, Cochran, Lyles, Mauro & Ramsey, P.A.***

There being no report, the next item followed.

**B. District Engineer: *Schnars Engineering Corporation***

There being no report, the next item followed.

**C. District Manager: *Wrathell, Hunt and Associates, LLC***

**i. 384 Registered Voters in District as of April 15, 2018**

Ms. Cerbone reported that there were 384 registered voters residing within the boundaries of the District as of April 15, 2018.

**ii. Seats 3 and 4 Scheduled for General Election in November, 2018**

Ms. Cerbone indicated that Seats 3 and 4, currently held by Supervisor Giolda and Fuchs, respectively, were scheduled for the General Election in November. Potential candidates may contact the Supervisor’s of Elections Office (SOE) or Management to obtain further information or review the Notice published in June.

**iii. NEXT MEETING DATE: June 4, 2018 at 6:15 P.M.**

Ms. Cerbone stated that, unless there were matters to address, the June and July meetings would be cancelled and the next meeting would be August 6, 2018 at 6:15 p.m., at this location.

**NINTH ORDER OF BUSINESS**

**Public Comments**

There being no public comments, the next item followed.

**TENTH ORDER OF BUSINESS**

**Supervisors’ Requests**


Mr. Flaherty asked about a reimbursement to Beach Road Golf Estates CDD. Ms. Cerbone stated that, sometimes, items for several Districts are shipped in the same FedEx package and the shipping charges are billed to one District and then split, with each of the other Districts reimbursing their portion of the shipping charge to the District that was billed. In response to a question regarding the protocol candidates should use when conversing outside of District meetings. Ms. Wald stated candidates are personally responsible for knowing proper protocol; and, if unsure, the SOE’s website contains information that includes references to which Florida Statute applies specifically to conduct. She explained the differences in protocol used when candidates open an official campaign, as opposed to door-to-door campaigning. Discussion ensued regarding the proper protocol, use of campaign funds and posting signs.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

There being nothing further to discuss, the meeting adjourned.

**On MOTION by Ms. Naim and seconded by Mr. Ratkowski,  
with all in favor, the meeting adjourned at 7:08 p.m.**

  
Secretary/Assistant Secretary

  
Chair/Vice Chair