THE OAKS AT SHADY CREEK COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS REGULAR MEETING JANUARY 21, 2022

THE OAKS AT SHADY CREEK COMMUNITY DEVELOPMENT DISTRICT AGENDA

JANUARY 21, 2022 AT 10:00 a.m. CARLTON LAKES CLUBHOUSE LOCATED AT 11404 CARLTON FIELDS DRIVE, RIVERVIEW, FL 33579

District Board of Supervisors Chair Robin Lush

Vice-Chair Michelle LeBeau-Elrod

Supervisor John Bentley Supervisor Amy Brown Supervisor Vacant

District Managers Meritus Gene Roberts

District Attorney Straley Robin Vericker John Vericker

District Engineer Johnson Engineering Phil Chang, P.E.

All cellular phones and pagers must be turned off while in the meeting room

The meeting will begin at 10:00 a.m. Following the Call to Order, the public has the opportunity to comment on posted agenda items during the second section called Audience Questions and Comments on Agenda Items. Each individual is limited to three (3) minutes for such comment. The Board is not required to take action at this time, but will consider the comments presented as the agenda progresses. The third section is called Business Items. This section contains items for approval by the District Board of Supervisors that may require discussion, motions, and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Administrator prior to the presentation of that agenda item. Agendas can be reviewed by contacting the Manager's office at (813) 873-7300 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The fourth section is called Consent Agenda. The Consent Agenda section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The fifth section is called Staff Reports. This section allows the District Administrator, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The final section is called Supervisor Requests. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet the District's needs.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 873-7300, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Agendas can be reviewed by contacting the Manager's office at (813) 873-7300 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting.

The Oaks at Shady Creek CDD

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Oaks at Shady Creek Community Development District will be held on Friday, January 21, 2022 at 10:00 a.m. Carlton Lakes Clubhouse located at 11404 Carlton Fields **Drive, Riverview, FL 33579.** Please let us know 24 hours before the meeting if you wish to call in for the meeting:

> Conference Call In Number – 1-866-906-9330 Participant Access Code – 7979718

REGULAR BOARD OF SUPERVISOR MEETING

1. CALL TO ORDER/ROLL CALL

2. AUDIENCE QUESTIONS & COMMENTS ON AGENDA ITEMS

3. BUSINESS ITEMS

A. Discussion on Board Resume	Tab 01
i. Vivian Rothstein	
ii. Greg Brown – <i>Under Separate Cover</i>	
B. Discussion on Hog Damage Restoration	Tab 02
C. General Matters of the District	
4. CONSENT AGENDA	
A. Consideration of the Regular Meeting Minutes December 17, 2021	Tab 03
B. Consideration of Operations and Maintenance Expenditures December 2021	Under Separate Cover
C. Review of Financial Statements Month Ending December, 2021	Under Separate Cover

A. District Counsel C. District Manager

6. SUPERVISOR REQUESTS

7. ADJOURNMENT

5. STAFF REPORTS

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 873-7300.

Sincerely,

Gene Roberts District Manager

<u>vivsecrt@tampabay.rr.com</u> <u>vivianrothstein@gmail.com</u>

Vivian L. Rothstein

Objective To join the CDD committee for The Oaks of Shady Creek Community

Experience

2020- Present

Tutor (Certified Teacher)

• Tutoring elementary school children in all subjects

2019-2020 Waypoint Property Inspection Brandon, FL

Client Care Coordinator

- Scheduled inspections for inspectors
- Learned about all types of home inspections, reports, insurance needs, etc
- Answered phones, spoke with realtors and clients about inspection reports

2000-2019 Walter S. Yates Elementary School Brandon, FL

Teacher

- Served a term of three years as an elected member of the Hillsborough Classroom Teachers Association Board of Directors
- Second, third, fourth, and fifth grade teacher
- Web master for school website
- Conducted trainings for teachers on FAIR, setting up websites and GO Math series
- Team Leader, steering committee member
- Supervisor of interns
- Peer assistant for PNE and ACP teachers
- Served on district task force committee for class caps, and parent link
- Served on district screening committees
- Member of SAC committee
- Senior CTA Representative for the school
- Chairperson of math committee and technology committee, helped teachers with computer issues
- Served as Historian and membership chairperson for the Hillsborough County Elementary Mathematics Council
- Conducted math training on Professional Study Day
- Interviewed perspective teachers on Teacher Interview Day

1990 - 2000

Alexander Elementary School

Tampa, FL

Teacher

- Fifth, second, and third grade teacher
- Attended National Math Convention in Chicago
- Taught Saturday Academy
- Grade level chairman
- Served on various committees, member of Hillsborough County Math Council
- Math Specialist, math contact person
- Supervisor of interns

1985–1990 Wimauma Elementary School Wimauma, FL

Teacher

- First grade teacher
- Grade level chairman

Education	2007	Certified as a Media Specialist	
	2000	University of South Florida Masters Degree in Educational Leadership	Tampa, FL
	1985	University of South Florida Bachelor's Degree in Elementary Education	Tampa, FL

Interests

reading, scrapbooking, physical fitness, working on the computer, spending time with my two sons

References

Robert Hintze Waypoint Property Inspections 3220 Parkside Center Circle Tampa, FL 33619 (813) 422-9298

Lisa Varnum, Principal, Yates Elementary 301 N. Kingsway Road Brandon, FL 33510 (813) 744-8177

DATE 12/27/2021



PROPOSAL

Property

OHomeowner

			SELECT BRANCH: Tampa North
SERVICE ADDRESS	BILLING ADDRES same	PROPERTY CONTACT INFORMATION	BRANCH ADDRESS
Full Name: Gene Roberts		Gene Roberts	MAINSCAPE, INC.
Address:		gene,roberts@merituscorp.com	6604 Simmons Loop
City, State:			Riverview, FL
ZIP:			33578
Phone:			800-481-0096
Email Address:			www.mainscape.com
COMMUNITY & PROPERTY NAME	WORK ORDER #	PROPOSED BY	WORK PERFORMED BY
		Andres A Quijano	
	•		·

SERVICE CODE AND DESCRIPTION

1521 - LANDSCAPE INSTALLATION

We will repairing the Hog damage to 2 of the ponds banks. We will manually hand rake the damage areas, restoring the grades to be serviceable by mowers. Laying existing grass over bare dirt.

SPECIFICS, DESCRIPTION, & INSTRUCTIONS	UNIT PRICE	MOU	SIZE	QTY.	TOTAL
log damage restoration using the same sod to minimize the cost expenses.	6363	ea.		1	\$ 6,363.00
		ea.			\$ -
		ea.			\$
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		ea.			\$ -
		ea.			\$ -
					\$ -
Notes:	·			TOTAL:	\$ 6,363.00

Conditions: The above price is good for 30 days from date of proposal. Any additional trips to the site caused by the customer for reasons uncontrolled by Mainscape, Inc. will result in a \$65.00 'trip charge' per event. No warranty on transplanted material. All material is guaranteed to be as specified. Transplanted plant material is not covered under warranty. All work is to be completed in a workmanlike manner according to standard practices. All agreements are contingent upon strikes, accidents, or other delays beyond our control. The purchaser is to carry fire, tornado, and other necessary insurance. Mainscape, Inc. is insured for workman's compensation, general liability, and automobile liability. Certificates of insurance are available upon request.

Terms: Net due upon receipt, subject to a 2% per month late charge on past due accounts with costs incurred in collection of this contract, including reasonable attorney's fees, to be paid by the purchaser.

Acceptance of Proposal: The above prices, specifications, method of payment, conditions and terms of payment are satisfactory and hereby accepted. Mainscape, Inc. is authorized to do the work as specified. Mainscape or Purchaser may cancel this contract at any time upon giving a 30-day notice or upon customer default of payment terms.

Plant warranty: Trees provided and installed by Mainscape, Inc. shall be warrantied for a period of one (1) year from date of installation. Shrubs and groundcovers provided and installed by Mainscape, Inc. shall be warrantied for a period of six (6) months from installation. Sod provided and installed by Mainscape, Inc. shall be warrantied for a period of thirty (30) days from installation. Annual flowers provided and installed by Mainscape, Inc. shall be warrantied for thirty (30) days from the date of installation. Transplanted plants are not covered under this warranty. All warranties are contingent on plants receiving proper maintenance. Plants that are damaged or die due to diseases and insects for which there is no known cure are not covered under this warranty.

Mainscape's terms and conditions are incorporated herein, and supersede any provisions herein that are inconsistent with those terms and conditions.				
www.mainscape.com/termsandconditions				
Purchaser's Signature		Contractor's Signature		
	•			
	<u> </u>			
Date	Name	Title	Date	
	conditions.	Contractor's Sign	Contractor's Signature	

THE OAKS AT SHADY CREEK COMMUNITY DEVELOPMENT DISTRICT

1	December 17, 2021 Minutes of Regular Meeting			
2 3	Minutes of the Regular Meeting			
4	Windles of the Regular Weeting			
5	The Regular Meeting of The Oaks at Shady Creek Community Development District was held on			
6	Friday, December 17, 2021 at 10:00 a.m. at the Carlton Lakes Clubhouse located at 11404 Carlton			
7	Lake Fields Dr., Riverview, FL 33579.			
8 9				
10	1. CALL TO ORDER/ROLL CALL			
11 12	Gana Raharta gallad the Ragular Masting of The Oaks at Shady Creek Community Dayslanment			
13	Gene Roberts called the Regular Meeting of The Oaks at Shady Creek Community Development District to order on Friday, December 17, 2021 at 10:00 a.m.			
14	District to order on Friday, December 17, 2021 at 10.00 a.m.			
15	Board Members Present and Constituting a Quorum at the onset of the meeting:			
16	Robin Lush Chair			
17	Michelle LeBeau-Elrod Vice-Chair			
18 19	John Bentley Supervisor			
20	Amy Brown Supervisor			
21				
22	Gene Roberts District Manager, Meritus			
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25 26				
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31	3. BUSINESS ITEMS			
32 33	A. Consideration of Assumption Assignment			
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36				
37				
38	MOTION TO: Approve the Assumption Assignment.			
39	MADE BY: Supervisor Lush			
40	SECONDED BY: Supervisor Bentley			
41	DISCUSSION: None Further			
42	RESULT: Called to Vote: Motion PASSED			
43	4/0 – Motion Passed Unanimously			
44				

B. General Matters of the District

Mr. Roberts stated that the trapper has caught two feral hogs at this time and Mainscape will be providing a proposal to repair the hog damage to the pond banks.

4. CONSENT AGENDA

A. Consideration of the Board of Supervisors Regular Meeting Minutes Nov. 19, 2021

The Board reviewed the minutes.

MOTION TO:	Approve the November 19, 2021 minutes.
MADE BY:	Supervisor Bentley
SECONDED BY:	Supervisor LeBeau-Elrod
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	4/0 – Motion Passed Unanimously

B. Consideration of Operations and Maintenance Expenditures October 2021

The Board reviewed the October 2021 O&Ms.

MOTION TO: Approve the October 2021 O&Ms.

MADE BY: Supervisor Lush
SECONDED BY: Supervisor Bentley
DISCUSSION: None Further

RESULT: None Further

Called to Vote: Motion PASSED

4/0 – Motion Passed Unanimously

C. Consideration of Operations and Maintenance Expenditures November 2021

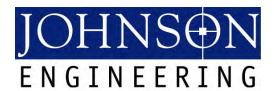
The Board reviewed the November 2021 O&Ms.

-	MOTION TO:	Approve the November 2021 O&Ms.
	MADE BY:	Supervisor Brown
	SECONDED BY:	Supervisor Bentley
	DISCUSSION:	None Further
	RESULT:	Called to Vote: Motion PASSED
		4/0 – Motion Passed Unanimously

90 D. Review of Financial Statements Month Ending November 30, 2021 91 92 The financials were reviewed and accepted. 93 94 95 5. STAFF REPORTS 96 **A. District Counsel** 97 **B.** District Engineer 98 C. District Manager 99 There were no additional reports from staff. 100 101 102 103 6. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS 104 105 There were no supervisor requests or audience comments. 106 107 108 7. ADJOURNMENT 109 110 MOTION TO: Adjourn. Supervisor Bentley 111 MADE BY: 112 SECONDED BY: Supervisor LeBeau-Elrod None Further 113 DISCUSSION: 114 RESULT: Called to Vote: Motion PASSED 115 4/0 – Motion Passed Unanimously 116

117

*Please note the entire meeting	is available on disc.	
*These minutes were done in a summary format.		
at the meeting is advised that pe	peal any decision made by the Board with respect to any matter con rson may need to ensure that a verbatim record of the proceedings to ence upon which such appeal is to be based.	
Meeting minutes were approve meeting held on	d at a meeting by vote of the Board of Supervisors at a publicly	
Signature	Signature	
Printed Name	Printed Name	
Title:	Title:	
□ Chair	□ Secretary	
□ Vice-Chair	□ Assistant Secretary	
	Recorded by Records Administrator	
	Signature	
	Signature	
***************************************	Date	
Official District Seal		



Work Authorization January 4, 2022

Oaks at Shady Creek Community Development District 2005 Pan Am Circle, Suite 300 Tampa, FL 33607

Subject: Work Authorization Number 22-001

Water Management System Report

Oaks at Shady Creek Community Development District

Dear Chairman, Board of Supervisors:

Johnson Engineering, Inc. ("Engineer") is pleased to submit this work authorization to prepare a Water Management System Report for the Oaks at Shady Creek Community Development District ("District"). We will provide these services pursuant to our current agreement dated November 20, 2020 ("Engineering Agreement") as follows:

I. Background

The Florida Legislature passed House Bill 53 related to public infrastructure. A portion of it is shown below relating to stormwater and the requirement to create a 20-year needs analysis. Oaks at Shady Creek CDD is one of the special districts mentioned in Section (1) below.

403.9302 Stormwater management projections.

- (1) The Legislature intends for each county, municipality, or special district providing a stormwater management program or stormwater management system to create a 20-year needs analysis.
- (2) As used in this section, the term:
- (a) "Facility" means any equipment, structure, or other property, including conveyance systems, used or useful in connection with providing a stormwater management program or stormwater management system.
- (b) "Stormwater management program" has the same meaning as provided in s. 403.031(15).
- (c) "Stormwater management system" has the same meaning as provided in s. 403.031(16).
- (3) By June 30, 2022, and every 5 years thereafter, each county, municipality, or special district providing a stormwater management program or stormwater management system shall develop a needs analysis for its jurisdiction over the subsequent 20 years. In projecting such needs, each local government shall include the following:
- (a) A detailed description of the stormwater management program or stormwater management system and its facilities and projects.
- (b) The number of current and projected residents served calculated in 5-year increments.
- (c) The current and projected service area for the stormwater management program or stormwater management system.
- (d) The current and projected cost of providing services calculated in 5-year increments.

Oaks at Shady Creek CDD January 4, 2022 Page 2

- (e) The estimated remaining useful life of each facility or its major components.
- (f) The most recent 5-year history of annual contributions to, expenditures from, and balances of any capital account for maintenance or expansion of any facility or its major components.
- (g) The local government's plan to fund the maintenance or expansion of any facility or its major components. The plan must include historical and estimated future revenues and expenditures with an evaluation of how the local government expects to close any projected funding gap.
- (4) Upon completing the requirements of subsection (3), each municipality or special district shall submit its needs analysis, as well as the methodology and any supporting data necessary to interpret the results, to the county within which the largest portion of its stormwater management program or stormwater management system is located. Each county shall compile all analyses submitted to it under this subsection into a single document and include its own analysis in the document. The county shall file the compiled document with the Secretary of Environmental Protection and the coordinator of the Office of Economic and Demographic Research no later than July 31, 2022, and every 5 years thereafter.
- (5) The Office of Economic and Demographic Research shall evaluate the compiled documents from the counties for the purpose of developing a statewide analysis for inclusion in the assessment due January 1, 2023, pursuant to s. 403.928.
- (6) This section applies to a rural area of opportunity as defined in s. 288.0656 unless the requirements of this section would create an undue economic hardship for the county, municipality, or special district in the rural area of opportunity.

II. Scope of Work

The District will engage the services of the Engineer to perform general engineering services as follows:

Task 1 - Analysis

The Engineer will assist the District with the analysis required in 403.9302, Florida Statutes, Section (3) as requested by the Office of Economic and Demographic Research (EDR). Information will be collected by the Engineer from its own records and publicly available sources. Analysis of system components will be presented in a narrative and use tables and exhibits as necessary to convey the information in an effective manner. A typical lifespan will be created for each asset along with the existing age and remaining lifespan. Replacement/retrofit costs will be developed for each asset acknowledging that actual asset life will vary from the typical. Revenue determinations (past, present, and future) will require assistance from the District Manager or designee.

Task 2 - Report

The Engineer will compile the narrative, graphs, and tables from Task 1 and populate the spreadsheets created by EDR to be sent to Hillsborough County. Hillsborough County will be responsible to compile this report with others and their own information and transmit it to the EDR.

Oaks at Shady Creek CDD January 4, 2022 Page 3

III. Fees

Oaks at Shady Creek Community Development District will compensate Johnson Engineering, Inc. on a lump sum basis as follows:

Task 1 – Analysis	\$ 2,090.00
Task 2 – Report	\$ 1,520.00
Total Compensation	\$ 3,610.00

This proposal, together with the Engineering Agreement, represents the entire understanding between the Oaks at Shady Creek Community Development District and Johnson Engineering, Inc., with regard to the referenced work authorization. If you wish to accept this work authorization, please sign both copies where indicated, and return one complete copy to our office. Upon receipt, we will promptly schedule our services.

Thank you for considering Johnson Engineering, Inc. We look forward to helping you create a quality project.

Sincerely,
JOHNSON ENGINEERING, INC.
Phil Chang, P.E.
APPROVED AND ACCEPTED
By:
Authorized Representative of
Oaks at Shady Creek Community Development District
Date: