

**The Oaks at Shady Creek  
Community Development District**

**September 20, 2024**

**AGENDA PACKAGE**

**Teams Meeting Information**

**Meeting ID: 268 355 895 066**

**Passcode: XuKUg2**

[Click here to join the meeting](#)

**The Oaks at Shady Creek Community Development District  
Board of Supervisors**

- |  |   |
|--|---|
| <input type="checkbox"/> Robin Lush, Chairperson                 | <input type="checkbox"/> Gene Roberts, District Manager     |
| <input type="checkbox"/> Michelle LeBeau-Elrod, Vice Chairperson | <input type="checkbox"/> John Vericker, District Counsel    |
| <input type="checkbox"/> John Bentley, Assistant Secretary       | <input type="checkbox"/> Phil Chang, P.E. District Engineer |
| <input type="checkbox"/> Amy Brown, Assistant Secretary          |   |
| <input type="checkbox"/> Vivian Rothstein, Assistant Secretary   |   |

**Regular Meeting Agenda**

Friday, August 20, 2024 – 10:00 A.M.

**Teams Meeting Information**

Meeting ID: 268 355 895 066

Passcode: XuKUg2

[Click here to join the meeting](#)

*All cellular phones and pagers must be turned off during the meeting. Please let us know at least 24 hours in advance if you are planning to call into the meeting.*

- 1. Call to Order/Roll Call**
- 2. Public Comments**
- 3. Organizational Matters**
  - A. Consideration of Resolution 2024-05; Designation of Officers
- 4. Business Items**
  - A. Consideration of Holiday Illuminations Christmas Lighting Proposal
  - B. General Matters of the District
- 5. Consent Agenda**
  - A. Consideration of Board of Supervisors’ Minutes of the August 16, 2024, Budget Public Hearing and Regular Meeting *(To be Sent Under Separate Cover)*
  - B. Consideration of Operation and Maintenance Expenditures for August 2024
  - C. Acceptance of the Financials and Approval of the Check Register as of August 31, 2024
- 6. Staff Report**
  - A. District Counsel
  - B. District Manager
    - i. Goals, Objectives, and Special District Performance Measure and Standards Memorandum
    - ii. Consideration of Resolution 2024-06; Adopting Goals and Objectives
  - C. District Engineer
- 7. Board of Supervisors’ Requests and Comments**
- 8. Adjournment**

The next CDD Meeting is scheduled to be held on Friday, October 18, 2024 at 10:00 A.M.

**District Office:**

Inframark, Community Management Services  
210 North University Drive, Suite 702  
Coral Springs, Florida 33071  
954-603-0033

**Meeting Location:**

Carlton Lakes Clubhouse  
11404 Carlton Fields Drive,  
Riverview, Florida 33579

## **Third Order of Business**

**3A.**

**RESOLUTION 2024-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS  
DESIGNATING THE OFFICERS OF THE OAKS AT SHADY  
CREEK COMMUNITY DEVELOPMENT DISTRICT AND  
PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, The Oaks at Shady Creek Community Development District (the “District”), is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

**WHEREAS**, the Board of Supervisors (hereinafter the “Board”) now desires to designate the Officers of the District per Chapter 190, Florida Statutes.

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

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

<u>Robin Lush</u>	Chair
<u>Michelle LeBeau-Elrod</u>	Vice-Chair
<u>Brian Lamb</u>	Secretary
<u>Eric Davidson</u>	Treasurer
<u>Leah Popelka</u>	Assistant Treasurer
<u>Angel Montagna</u>	Assistant Treasurer
<u>Gene Roberts</u>	Assistant Secretary
<u>Mark Vega</u>	Assistant Secretary
<u>Amy Brown</u>	Assistant Secretary
<u>Vivian Rothstein</u>	Assistant Secretary

2. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 20<sup>th</sup> day of September, 2024.

**ATTEST:**

**THE OAKS AT SHADY CREEK  
COMMUNITY DEVELOPMENT  
DISTRICT**

\_\_\_\_\_  
Name: \_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Name: \_\_\_\_\_  
Chair / Vice Chair of the Board of Supervisors

# **Fourth Order of Business**

**4A**

**ILLUMINATIONS HOLIDAY LIGHTING**

Proposal

8606 Herons Cove Pl  
 Tampa, FL 33647  
 Tim Gay

(813) 334-4827

**TO:**

Oaks at Shady Creek CDD  
 32711 Windelstraw Dr  
 Wesley Chapel, FL 33545  
 Attn: Gene Roberts

(877) 907-0256

JOB DESCRIPTION
Christmas Lighting for Oaks at Shady Creek

ITEMIZED ESTIMATE: TIME AND MATERIALS		AMOUNT
<b>Center Median</b> <b>Front Entrance</b> <b>Install clear, twinkling warm white, mini lights across front entrance sign tree structure</b> <b>Note: will install lights on as many of the limbs as possible.</b>  <b>Entrance / Exit</b>  <b>Install warm white, red and green 3D Radiant starburst</b> <b>Note: starburst have multiple functions available; will drop them from tree limb structures.</b>  <b>Note: other color combinations are available</b>  Requires 50% Deposit	 \$3,000.00  \$3,000.00	
<b>TOTAL ESTIMATED JOB COST</b>		<b>\$6,000.00</b>

- \* Price includes rental of materials, lift, labor, installation and service.
- \* Illuminations Holiday Lighting takes the utmost care and precaution to protect your premises and property.
- \* Customer hereby authorizes Illuminations Holiday Lighting, to install and / or remove all materials on said property as provided herein.
- \* Assumes adequate power available. If additional power needed Oaks at Shady Creek responsible for providing.
- \* Loss of material due to theft or vandalism is reimbursable at cost
- \* Remaining balance of project due upon receipt of invoice after installation.
- \* Removal process begins after New Years Day. It can take up to a week or more for completion. Power can be turned off in the interim.

\_\_\_\_\_  
 Tim Gay

PREPARED BY

\_\_\_\_\_  
 9/5/2024

DATE

\_\_\_\_\_  
 AUTHORIZED SIGNATURE FOR OAKS AT SHADY CREEK

\_\_\_\_\_  
 DATE

**CONFIDENTIAL - This message is sent on behalf of Illuminations Holiday Lighting and is intended for authorized personnel and Board Members of Oaks at Shady Creek only. As the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.**



# **Fifth Order of Business**

**5B**

**THE OAKS AT SHADY CREEK CDD**  
**Summary of Operations and Maintenance Invoices**

Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
<b>Monthly Contract</b>					
INFRAMARK LLC	8/2/2024	130498	\$350.00		DISTRICT INVOICE AUG. 2024
INFRAMARK LLC	8/2/2024	130498	\$2,812.50		DISTRICT INVOICE AUG. 2024
INFRAMARK LLC	8/2/2024	130498	\$125.00	\$3,287.50	DISTRICT INVOICE AUG. 2024
INFRAMARK LLC	7/31/2024	129910	\$15.00		DISTRICT INVOICE JUNE 2024
INFRAMARK LLC	7/31/2024	129910	\$12.80	\$27.80	DISTRICT INVOICE JUNE 2024
INFRAMARK LLC	7/31/2024	128862	\$2,812.50		DISTRICT INVOICE JULY 2024
INFRAMARK LLC	7/31/2024	128862	\$125.00	\$2,937.50	DISTRICT INVOICE JULY 2024
INFRAMARK LLC	8/2/2024	130349	\$15.00		DISTRICT INVOICE JULY 2024
INFRAMARK LLC	8/2/2024	130349	\$100.50	\$115.50	DISTRICT INVOICE JULY 2024
STEADFAST ENVIRONMENTAL, LLC	8/1/2024	SE-24728	\$290.00	\$290.00	AQUATIC - AUG 2024
<b>Monthly Contract Subtotal</b>			<b>\$6,658.30</b>	<b>\$6,658.30</b>	
<b>Utilities</b>					
BOCC	7/19/2024	9919 071924 ACH	\$464.64	\$464.64	WATER
BOCC	6/18/2024	9919 061824 ACH	\$461.23	\$461.23	WATER
BOCC	8/21/2024	9919 082124 ACH	\$472.03	\$472.03	WATER
TECO	8/20/2024	5159 082024 CC	\$131.33	\$131.33	ELECTRIC
TECO	8/20/2024	7634 082024 ACH	\$6,605.08	\$6,605.08	ELECTRIC
TECO	8/20/2024	7436 082024 ACH	\$44.45	\$44.45	ELECTRIC
<b>Utilities Subtotal</b>			<b>\$8,178.76</b>	<b>\$8,178.76</b>	
<b>Regular Services</b>					
GRAU AND ASSOCIATES	8/8/2024	26281	\$500.00	\$500.00	AUDIT
INFRAMARK LLC	7/31/2024	128862	\$350.00	\$350.00	DISTRICT INVOICE JULY 2024
STRALEY ROBIN VERICKER	7/29/2024	24996	\$474.70	\$474.70	PROFESSIONAL SERVICES

<p><b>THE OAKS AT SHADY CREEK CDD</b></p> <p><b>Summary of Operations and Maintenance Invoices</b></p>
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Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
STRALEY ROBIN VERICKER	8/13/2024	25129	\$266.00	\$266.00	PROFESSIONAL SERVICES
TIMES PUBLISHING COM	7/28/2024	350861 072824	\$827.68	\$827.68	AD SERVICES
<b>Regular Services Subtotal</b>			<b>\$2,418.38</b>	<b>\$2,418.38</b>	
<b>TOTAL</b>			<b>\$17,255.44</b>	<b>\$17,255.44</b>	

**5C**

# **Sixth Order of Business**

**6Bi**

**Memorandum**

**To:** Board of Supervisors

**From:** District Management

**Date:** September 20, 2024

**RE:** HB7013 – Special Districts Performance Measures and Standards

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To enhance accountability and transparency, new regulations were established for all special districts, by the Florida Legislature, during its 2024 legislative session. Starting on October 1, 2024, or by the end of the first full fiscal year after its creation (whichever comes later), each special district must establish goals and objectives for each program and activity, as well as develop performance measures and standards to assess the achievement of these goals and objectives. Additionally, by December 1 each year (initial report due on December 1, 2025), each special district is required to publish an annual report on its website, detailing the goals and objectives achieved, the performance measures and standards used, and any goals or objectives that were not achieved.

District Management has identified the following key categories to focus on for Fiscal Year 2025 and develop statutorily compliant goals for each:

- Community Communication and Engagement
- Infrastructure and Facilities Maintenance
- Financial Transparency and Accountability

Additionally, special districts must provide an annual reporting form to share with the public that reflects whether the goals and objectives were met for the year. District Management has streamlined these requirements into a single document that meets both the statutory requirements for goal/objective setting and annual reporting.

The proposed goals/objectives and the annual reporting form are attached as exhibit A to this memo. District Management recommends that the Board of Supervisors adopt these goals and objectives to maintain compliance with HB7013 and further enhance its commitment to the accountability and transparency of the District.



**Exhibit A:**  
Goals, Objectives, and Annual Reporting Form

**The Oaks at Shady Creek Community Development District (“District”)  
Performance Measures/Standards & Annual Reporting Form**

**October 1, 2024 – September 30, 2025**

**1. Community Communication and Engagement**

**Goal 1.1: Public Meetings Compliance**

**Objective:** Hold at least twelve regular Board of Supervisor (“Board”) meetings per year to conduct District-related business and discuss community needs.

**Measurement:** Number of public Board meetings held annually as evidenced by meeting minutes and legal advertisements.

**Standard:** A minimum of twelve Board meetings were held during the fiscal year.

**Achieved:** Yes  No

**Goal 1.2: Notice of Meetings Compliance**

**Objective:** Provide public notice of each meeting in accordance with Florida Statutes, using at least two communication methods.

**Measurement:** Timeliness and method of meeting notices as evidenced by posting to the District’s website, publishing in local newspaper of general circulation, and or via electronic communication.

**Standard:** 100% of meetings were advertised in accordance with Florida Statutes on at least two mediums (e.g., newspaper, District website, electronic communications).

**Achieved:** Yes  No

**Goal 1.3: Access to Records Compliance**

**Objective:** Ensure that meeting minutes and other public records are readily available and easily accessible to the public by completing monthly District website checks.

**Measurement:** Monthly website reviews will be completed to ensure meeting minutes and other public records are up to date as evidenced by District Management’s records.

**Standard:** 100% of monthly website checks were completed by District Management or third party vendor.

**Achieved:** Yes  No

**2. Infrastructure and Facilities Maintenance**

**Goal 2.1: Field Management and/or District Management Site Inspections Objective:** Field manager and/or district manager will conduct inspections per District Management services agreement to ensure safety and proper functioning of the District’s infrastructure.

**Measurement:** Field manager and/or district manager visits were successfully completed per management agreement as evidenced by field manager and/or district manager’s reports, notes or other record keeping method.

**Standard:** 100% of site visits were successfully completed as described within District Management services agreement

**Achieved:** Yes  No

**Goal 2.2: District Infrastructure and Facilities Inspections**

**Objective:** District Engineer will conduct an annual inspection of the District’s infrastructure and related systems.

**Measurement:** A minimum of one inspection completed per year as evidenced by district engineer's report related to District's infrastructure and related systems.

**Standard:** Minimum of one inspection was completed in the fiscal year by the District's engineer.

**Achieved:** Yes  No

### **3. Financial Transparency and Accountability**

#### **Goal 3.1: Annual Budget Preparation**

**Objective:** Prepare and approve the annual proposed budget by June 15 and final budget was adopted by September 30 each year. *(or other deadline, as appropriate)*

**Measurement:** Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on the District's website and/or within District records.

**Standard:** 100% of budget approval & adoption were completed by the statutory deadlines and posted to the District's website.

**Achieved:** Yes  No

#### **Goal 3.2: Financial Reports**

**Objective:** Publish to the District's website the most recent versions of the following documents: Annual audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

**Measurement:** Annual audit, previous years' budgets, and financials are accessible to the public as evidenced by corresponding documents on the District's website.

**Standard:** District's website contains 100% of the following information: Most recent annual audit, most recent adopted/amended fiscal year budget, and most recent agenda package with updated financials.

**Achieved:** Yes  No

#### **Goal 3.3: Annual Financial Audit**

**Objective:** Conduct an annual independent financial audit per statutory requirements and publish the results to the District's website for public inspection, and transmit to the State of Florida.

**Measurement:** Timeliness of audit completion and publication as evidenced by meeting minutes showing Board approval and annual audit is available on the District's website and transmitted to the State of Florida.

**Standard:** Audit was completed by an independent auditing firm per statutory requirements and results were posted to the District's website and transmitted to the State of Florida.

**Achieved:** Yes  No

#### **SIGNATURES:**

Chair/Vice Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

The Oaks at Shady Creek Community Development District

District Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

The Oaks at Shady Creek Community Development District

**6Bii**

**RESOLUTION 2024-06**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE THE OAKS AT SHADY CREEK COMMUNITY DEVELOPMENT DISTRICT ADOPTING GOALS, OBJECTIVES, AND PERFORMANCE MEASURES AND STANDARDS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, The Oaks at Shady Creek Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

**WHEREAS**, effective July 1, 2024, the Florida Legislature adopted House Bill 7013, codified as Chapter 2024-136, Laws of Florida ("HB 7013") and creating Section 189.0694, Florida Statutes; and

**WHEREAS**, pursuant to HB 7013 and Section 189.0694, Florida Statutes, beginning October 1, 2024, the District shall establish goals and objectives for the District and create performance measures and standards to evaluate the District's achievement of those goals and objectives; and

**WHEREAS**, the District Manager has prepared the attached goals, objectives, and performance measures and standards and presented them to the Board of the District; and

**WHEREAS**, the District's Board of Supervisors ("Board") finds that it is in the best interests of the District to adopt by resolution the attached goals, objectives and performance measures and standards.

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

**SECTION 1.** The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Resolution.

**SECTION 2.** The District Board of Supervisors hereby adopts the goals, objectives and performance measures and standards as provided in **Exhibit A**. The District Manager shall take all actions to comply with Section 189.0694, Florida Statutes, and shall prepare an annual report regarding the District's success or failure in achieving the adopted goals and objectives for consideration by the Board of the District.

**SECTION 3.** If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 4.** This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2024.

**ATTEST:**

**THE OAKS AT SHADY CREEK  
COMMUNITY DEVELOPMENT DISTRICT**

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

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