

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

The Board of Supervisors of the Osprey Oaks Community Development District held a Regular Meeting on March 7, 2022 at 6:30 p.m., at the Clubhouse of Osprey Oaks, located at 7054 Muscovy Court, Lake Worth, Florida 33463.

Present were:

Meredith Naim	Chair
Jeffrey Fuchs	Vice Chair
Ken Naim	Assistant Secretary
Nick Patrona	Assistant Secretary
John Flaherty	Assistant Secretary

Also present were:

Daniel Rom	District Manager
Andrew Kantarzhi	Wrathell, Hunt and Associates LLC (WHA)
Ginger Wald	District Counsel
Jeff Schnars (via telephone)	District Engineer
Ted Glover	Resident
April Rees	Resident and HOA President

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mrs. Naim called the meeting to order at 6:31 p.m. Supervisors Meredith Naim, Ken Naim, Fuchs and Patrona were present. Supervisor Flaherty was not present at roll call.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

Update: Stormwater Reporting Requirements

- **Consideration of Stormwater Management Proposal**

Mr. Rom presented two Memorandums regarding the required Stormwater Management Needs Analysis Report, dated January 2022 and September 7, 2021. He reviewed the stormwater reporting requirements, Report deadlines and the steps that the CDD must take to meet the requirement.

Ms. Wald recalled apprising the Board of the stormwater needs analysis requirement in a legislative update that she gave last year. She called attention to the supporting documents and exhibits attached to the memorandums and stated the report would be comprehensive. The District Engineer submitted a not-to-exceed \$10,000 proposal for preparation of the report.

Mr. Schnars stated, although the report will be very comprehensive, several sections in the reporting requirements do not apply to the CDD. To prepare the report, he would start by inspecting the property to assess the maintenance and all components of the drainage system, including valley gutters, catch basins, outfall structures, lake banks, etc. He would coordinate with Mr. Rom to complete parts of the report, such as estimating the maintenance costs over time and determining future stormwater budgeting needs. Mr. Rom stated that he would need to liaise with the HOA or Property Management Company to obtain any maintenance information and costs, as the CDD holds a maintenance agreement with the HOA for the purposes of maintaining the assets pertaining to the report.

Mr. Flaherty arrived at the meeting at 6:38 p.m.

Mr. Schnars stated he would follow the template created by the State. He responded to questions regarding performing inspections in other similarly-sized CDDs, the cost estimate and the Engineering contract. Regarding the proposal, Mr. Schnars stated the proposal was prepared as an addendum to the Professional Services Agreement, as the needs analysis report covers work that was not previously anticipated in the Agreement.

Discussion ensued regarding whether to engage another Engineering firm to prepare the report, costs, analysis template, inspection, pipes, the Engineer's findings and recommendations and the maintenance agreement with the HOA.

On MOTION by Mr. Flaherty and seconded by Ms. Naim, with all in favor, the proposal to prepare the Stormwater Needs Analysis Report, in a not-to-exceed amount of \$10,000, was approved.

Mr. Schnars left the call.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2022-01, Implementing Section 190.006(3), Florida Statutes, and Requesting that the Palm Beach County Supervisor of Elections Begin Conducting the District’s General Elections; Providing for Compensation; Setting forth the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date

Ms. Naim presented Resolution 2022-01. Seats 3 and 4, currently held by Mr. Fuchs and Mr. Patrona, respectively, would be up for election.

On MOTION by Mr. Flaherty and seconded by Mr. Patrona, with all in favor, Resolution 2022-01, Implementing Section 190.006(3), Florida Statutes, and Requesting that the Palm Beach County Supervisor of Elections Begin Conducting the District’s General Elections; Providing for Compensation; Setting forth the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date, was adopted.

Mr. Rom stated the candidate qualifying period is from June 13 through June 17, 2022.

FIFTH ORDER OF BUSINESS

Discussion: FY 2023 Budget Considerations

Mr. Rom stated the proposed Fiscal Year 2023 budget would be presented at the April meeting. The budget is straightforward, with very few increases. He highlighted the following budget increases:

- The management, accounting and recording fee would increase slightly but would still be lower than the \$40,000 budgeted.
- The insurance and audit line items would also each increase nominally.
- The District Engineer was asked if Staff should consider having a separate fund balance for any potential future lake bank erosion work, which is why Mr. Schnars noted that part of his report would include evaluating lake bank erosion and capital infrastructure maintenance.

Mr. Rom recommended to begin allocating \$2,500 to \$5,000 annually for lake bank erosion until the report is submitted, as the proposed Fiscal Year 2023 budget would need to be approved prior to receiving the report and this is specific to a long-term capital improvement. If the Board is amenable, funds from the Unassigned Fund Balance could be allocated specifically to lake bank erosion.

Discussion ensued regarding maintenance responsibilities, whether to schedule a meeting with the HOA, stormwater needs analysis report and unassigned fund balance. In response to a question regarding contracting with the HOA, Ms. Wald stated the CDD, as it has already done for maintenance of the stormwater system, can contract with the HOA for the HOA to perform the services for the CDD, whatever those services may consist of. Regarding whether the CDD can pay the HOA for services, Ms. Wald stated that the CDD and the HOA can enter into certain agreements, including cost-sharing.

SIXTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of January 31, 2022

- A. Check Detail
- B. Accounts Payable Invoices

These items were provided for informational purposes.

Ms. Naim presented the Unaudited Financial Statements as of January 31, 2022.

On MOTION by Mr. Flaherty and seconded by Mr. Fuchs, with all in favor, the Unaudited Financial Statements as of January 31, 2022, were accepted.

SEVENTH ORDER OF BUSINESS

Approval of August 2, 2021 Public Hearing and Regular Meeting Minutes

Ms. Naim presented the August 2, 2021 Public Hearing and Regular Meeting Minutes.

On MOTION by Mr. Flaherty and seconded by Ms. Naim, with all in favor, the August 2, 2021 Public Hearing and Regular Meeting Minutes, as presented, were approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

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

There was no report.

B. District Engineer: *Schnars Engineering Corporation*

There was no report.

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

- **NEXT MEETING DATE: April 4, 2022 at 6:30 P.M.**
 - **QUORUM CHECK**

The next meeting would be held on April 4, 2022.

NINTH ORDER OF BUSINESS

Public Comments

HOA President April Rees expressed the HOA’s willingness to assist the CDD with the stormwater management report and urged CDD Staff to provide specific instructions to the Property Manager.

TENTH ORDER OF BUSINESS

Supervisors’ Requests

There were no Supervisors’ requests.

ELEVENTH ORDER OF BUSINESS

Adjournment

There being nothing further to discuss, the meeting adjourned.

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

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair