

OSPREY OAKS

COMMUNITY DEVELOPMENT DISTRICT

April 4, 2022

BOARD OF SUPERVISORS

REGULAR MEETING

AGENDA

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

March 28, 2022

ATTENDEES:
Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Board of Supervisors
Osprey Oaks Community Development District

Dear Board Members:

The Board of Supervisors of the Osprey Oaks Community Development District will hold a Regular Meeting on April 4, 2022 at 6:30 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 2022-02, Approving a Proposed Budget for Fiscal Year 2022/2023 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date
4. Acceptance of Unaudited Financial Statements as of February 28, 2022
 - A. Check Detail
 - B. Accounts Payable Invoices
5. Approval of March 7, 2022 Regular Meeting Minutes
6. Staff Reports
 - A. District Counsel: *Billing, Cochran, Lyles, Mauro & Ramsey, P.A.*
 - B. District Engineer: *Schnars Engineering Corporation*
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*
 - NEXT MEETING DATE: August 1, 2022 at 6:30 P.M.

○ QUORUM CHECK

John Flaherty	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
Ken Naim	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
Nick Patrona	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
Jeff Fuchs	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
Meredith Naim	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No

7. Public Comments
8. Supervisors' Requests
9. Adjournment

Should you have any questions and/or concerns, please contact me directly at (561) 909-7930.

Sincerely,



Daniel Rom
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE

CALL-IN NUMBER: 1-888-354-0094

PARTICIPANT CODE: 528 064 2804

OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT

3

RESOLUTION 2022-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE OSPREY OAKS COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2022/2023, AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has prepared and submitted to the Board of Supervisors of the Osprey Oaks Community Development District (the "Board") a proposed budget ("**Proposed Budget**") for the fiscal year beginning October 1, 2022 and ending September 30, 2023 ("**Fiscal Year 2022/2023**"); and

WHEREAS, the Board has considered the proposed budget and desires to set the required public hearing thereon.

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

1. PROPOSED BUDGET APPROVED. The Proposed Budget prepared by the District Manager for Fiscal Year 2022/2023 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. SETTING A PUBLIC HEARING. A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: _____
HOUR: _____
LOCATION: _____

3. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL-PURPOSE GOVERNMENT. The District Manager is hereby directed to submit a copy of the proposed budget to Palm Beach County at least sixty (60) days prior to the hearing set above.

4. POSTING OF PROPOSED BUDGET. In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved proposed budget on the District's website at least two (2) days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. PUBLICATION OF NOTICE. Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. EFFECTIVE DATE SECTION. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 4th day of April, 2022.

ATTEST:

**OSPREY OAKS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Fiscal Year 2022/2023 Budget

Exhibit A: Fiscal Year 2022/2023 Budget

**OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2023**

**OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT
TABLE OF CONTENTS**

<u>Description</u>	<u>Page Number(s)</u>
General Fund Budget	1
Definitions of General Fund Expenditures	2 - 3
Debt Service Fund Budget - Series 2012	4
Amortization Schedule - Series 2012	5
Assessment Summary	6

**OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2023**

	Fiscal Year 2022				Adopted Budget FY 2023
	Adopted	Actual Through 2/28/2022	Projected Through 9/30/2022	Total Actual & Projected Revenue & Expenditures	
REVENUES					
Assessment levy: on-roll - gross	\$ 87,293				\$ 87,292
Allowable discounts (4%)	(3,492)				(3,492)
Assessment levy: on-roll - net	83,801	\$ 77,575	\$ 6,226	\$ 83,801	83,800
Interest	-	7	-	7	-
Total revenues	83,801	77,582	6,226	83,808	83,800
EXPENDITURES					
Professional & administrative					
Supervisors	6,000	-	3,000	3,000	6,000
Management/accounting/recording ¹	40,000	15,229	24,771	40,000	40,000
Legal	9,000	1,322	3,000	4,322	9,000
Engineering	2,000	-	10,000	10,000	2,000
Audit	4,700	2,500	2,200	4,700	4,900
Arbitrage rebate calculation*	1,200	-	1,200	1,200	1,200
Dissemination agent	1,000	417	583	1,000	1,000
Trustee	3,500	-	3,500	3,500	3,700
Telephone	100	42	58	100	100
Postage	500	-	500	500	500
Printing & binding	250	104	146	250	250
Legal advertising	1,000	-	1,000	1,000	1,000
Annual special district fee	175	175	-	175	175
Insurance	6,655	6,967	-	6,967	7,250
Contingencies/bank charges	5,051	130	4,921	5,051	5,051
Website maintenance	705	-	705	705	705
Website ADA compliance	210	-	210	210	210
Property appraiser	462	-	462	462	462
Information system services	420	-	420	420	420
Tax collector	873	776	97	873	873
Total expenditures	83,801	27,662	56,773	84,435	84,796
Net increase/(decrease) of fund balance	-	49,920	(50,547)	(627)	(996)
Fund balance - beginning (unaudited)	91,478	107,205	157,125	107,205	106,578
Fund balance - ending (projected)					
Committed					
Assigned					
3 months working capital	25,608	25,608	26,427	26,427	26,303
Unassigned	65,870	131,517	80,151	80,151	79,279
Fund balance - ending (projected)	\$ 91,478	\$ 157,125	\$ 106,578	\$ 106,578	\$ 105,582

¹The Wrathell, Hunt & Associates management fee will be \$37,646 based on a maximum of six meetings. Any meetings beyond six will be billed at a rate of \$1,333 per meeting.

**OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional & administrative

Supervisors	\$ 6,000
Statutorily set at \$200 for each meeting of the Board of Supervisors not to exceed \$4,800 for each fiscal year.	
Management/accounting/recording ¹	40,000
Wrathell, Hunt and Associates, LLC (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.	
Legal	9,000
The firm of Billing, Cochran, Heath, Lyles, Mauro & Anderson, P.A., provides on-going general counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts. In this capacity, they provide service as "local government lawyers," realizing that this type of local government is very limited in its scope – providing infrastructure and services to developments.	
Engineering	2,000
The District has entered into an agreement for engineering services with Schnars Engineering. They provide construction and consulting services, which assists the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.	
Audit	4,900
Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.	
Arbitrage rebate calculation*	1,200
To ensure the District's compliance with all Tax Regulations, annual computations are necessary to calculate the arbitrage rebate liability.	
Dissemination agent	1,000
The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt & Associates serves as dissemination agent.	
Trustee	3,700
Annual fee paid to Wells Fargo for the service provided as trustee, paying agent and registrar.	
Telephone	100
Telephone and fax machine.	
Postage	500
Mailing of agenda packages, overnight deliveries, correspondence, etc.	
Printing & binding	250
Letterhead, envelopes, copies, agenda packages, etc.	
Legal advertising	1,000
The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.	

**OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES (continued)

Annual special district fee	175
Annual fee paid to the Florida Department of Economic Opportunity.	
Insurance	7,250
The District will obtain public officials and general liability insurance.	
Contingencies/bank charges	5,051
Bank charges, automatic AP routing and other miscellaneous expenses incurred during the year.	
Website maintenance	705
Website ADA compliance	210
Property appraiser	462
Information system services	420
Tax collector	873
Total expenditures	<u>\$ 84,796</u>

**OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND BUDGET - SERIES 2012
FISCAL YEAR 2023**

	Fiscal Year 2022				Adopted Budget FY 2023
	Adopted	Actual Through 3/31/2021	Projected Through 9/30/2021	Total Actual & Projected Revenue & Expenditures	
REVENUES					
Assessment levy: on-roll	\$ 136,429				\$ 136,429
Allowable discounts (4%)	(5,457)				(5,457)
Net assessment levy - on-roll	130,972	\$ 121,233	\$ 9,739	\$ 130,972	130,972
Interest	-	10	-	10	-
Total revenues	130,972	121,243	9,739	130,982	130,972
EXPENDITURES					
Debt service					
Principal	25,000	25,000	-	25,000	25,000
Interest	95,750	47,921	47,829	95,750	94,325
Tax collector	1,364	1,214	150	1,364	1,364
Total expenditures	122,114	74,135	47,979	122,114	120,689
Excess/(deficiency) of revenues over/(under) expenditures	8,858	47,108	(38,240)	8,868	10,283
Beginning fund balance (unaudited)	236,960	238,837	285,945	238,837	247,705
Ending fund balance (projected)	<u>\$ 245,818</u>	<u>\$ 285,945</u>	<u>\$ 247,705</u>	<u>\$ 247,705</u>	<u>257,988</u>
Use of fund balance:					
Debt service reserve account balance (required)					(132,155)
Principal expense - November 1, 2023					(35,000)
Interest expense - November 1, 2023					(46,806)
Projected fund balance surplus/(deficit) as of September 30, 2023					<u>\$ 44,027</u>

Osprey Oaks

Community Development District

Series 2012, Special Assessment Revenue Bonds

\$1,650,000

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
11/01/2022	25,000.00	5.700%	47,518.75	72,518.75
05/01/2023	-	-	46,806.25	46,806.25
11/01/2023	35,000.00	6.150%	46,806.25	81,806.25
05/01/2024	-	-	45,730.00	45,730.00
11/01/2024	40,000.00	6.150%	45,730.00	85,730.00
05/01/2025	-	-	44,500.00	44,500.00
11/01/2025	40,000.00	6.150%	44,500.00	84,500.00
05/01/2026	-	-	43,270.00	43,270.00
11/01/2026	40,000.00	6.150%	43,270.00	83,270.00
05/01/2027	-	-	42,040.00	42,040.00
11/01/2027	45,000.00	6.150%	42,040.00	87,040.00
05/01/2028	-	-	40,656.25	40,656.25
11/01/2028	50,000.00	6.150%	40,656.25	90,656.25
05/01/2029	-	-	39,118.75	39,118.75
11/01/2029	50,000.00	6.150%	39,118.75	89,118.75
05/01/2030	-	-	37,581.25	37,581.25
11/01/2030	55,000.00	6.150%	37,581.25	92,581.25
05/01/2031	-	-	35,890.00	35,890.00
11/01/2031	55,000.00	6.150%	35,890.00	90,890.00
05/01/2032	-	-	34,198.75	34,198.75
11/01/2032	60,000.00	6.150%	34,198.75	94,198.75
05/01/2033	-	-	32,353.75	32,353.75
11/01/2033	65,000.00	7.150%	32,353.75	97,353.75
05/01/2034	-	-	30,030.00	30,030.00
11/01/2034	70,000.00	7.150%	30,030.00	100,030.00
05/01/2035	-	-	27,527.50	27,527.50
11/01/2035	75,000.00	7.150%	27,527.50	102,527.50
05/01/2036	-	-	24,846.25	24,846.25
11/01/2036	80,000.00	7.150%	24,846.25	104,846.25
05/01/2037	-	-	21,986.25	21,986.25
11/01/2037	85,000.00	7.150%	21,986.25	106,986.25
05/01/2038	-	-	18,947.50	18,947.50
11/01/2038	90,000.00	7.150%	18,947.50	108,947.50
05/01/2039	-	-	15,730.00	15,730.00
11/01/2039	100,000.00	7.150%	15,730.00	115,730.00
05/01/2040	-	-	12,155.00	12,155.00
11/01/2040	105,000.00	7.150%	12,155.00	117,155.00
05/01/2041	-	-	8,401.25	8,401.25
11/01/2041	115,000.00	7.150%	8,401.25	123,401.25
05/01/2042	-	-	4,290.00	4,290.00
11/01/2042	120,000.00	7.150%	4,290.00	124,290.00
Total	\$1,400,000.00		\$1,259,636.25	\$2,659,636.25

**OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND AND DEBT SERVICE FUND
ASSESSMENT SUMMARY
FISCAL YEAR 2023**

Number of Units	Unit Type	Projected Fiscal Year 2023			FY 22 Assessment
		GF	DSF	GF & DSF	
37	MF	419.68	-	419.68	419.68
126	SF 65'	419.68	804.78	1,224.46	1,224.46
25	SF 85'	419.68	850.51	1,270.19	1,270.19
20	SF 100'	419.68	896.24	1,315.92	1,315.92
<u>208</u>					

OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT

4

**OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
FEBRUARY 28, 2022**

**OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
FEBRUARY 28, 2022**

	General Fund	Debt Service Fund	Total Governmental Funds
ASSETS			
Cash	\$ 157,849	\$ -	\$ 157,849
Investments			
Reserve	-	132,155	132,155
Revenue	-	151,436	151,436
Prepayment	-	1,630	1,630
Due from general fund	-	724	724
Total assets	\$ 157,849	\$ 285,945	\$ 443,794
 LIABILITIES AND FUND BALANCES			
Liabilities:			
Due to debt service fund	724	-	724
Total liabilities	724	-	724
 Fund balances:			
Restricted for:			
Debt service	-	285,945	285,945
Unassigned	157,125	-	157,125
Total fund balances	157,125	285,945	443,070
Total liabilities and fund balances	\$ 157,849	\$ 285,945	\$ 443,794

**OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED FEBRUARY 28, 2022**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy	\$ 468	\$ 77,575	\$ 83,801	93%
Interest and miscellaneous	1	7	-	N/A
Total revenues	<u>469</u>	<u>77,582</u>	<u>83,801</u>	93%
EXPENDITURES				
Professional & administrative				
Supervisors	-	-	6,000	0%
Management/accounting/recording	3,046	15,229	40,000	38%
Legal	400	1,322	9,000	15%
Engineering	-	-	2,000	0%
Audit	2,500	2,500	4,700	53%
Arbitrage rebate calculation	-	-	1,200	0%
Dissemination agent	83	417	1,000	42%
Trustee	-	-	3,500	0%
Telephone	8	42	100	42%
Postage	-	-	500	0%
Printing & binding	21	104	250	42%
Legal advertising	-	-	1,000	0%
Annual special district fee	-	175	175	100%
Insurance	-	6,967	6,655	105%
Contingencies/bank charges	25	130	5,051	3%
ADA website maintenance	-	-	210	0%
Website	-	-	705	0%
Information system services	-	-	420	0%
Total professional & administrative	<u>6,083</u>	<u>26,886</u>	<u>82,466</u>	33%
Other fees & charges				
Property appraiser	-	-	462	0%
Tax collector	5	776	873	89%
Total other fees & charges	<u>5</u>	<u>776</u>	<u>1,335</u>	58%
Total expenditures	<u>6,088</u>	<u>27,662</u>	<u>83,801</u>	33%
Excess/(deficiency) of revenues over/(under) expenditures	(5,619)	49,920	-	
Fund balances - beginning	162,744	107,205	91,478	
Fund balances - ending Assigned				
3 months working capital	26,543	26,543	26,543	
Unassigned	130,582	130,582	65,870	
Fund balances - ending	<u>\$ 157,125</u>	<u>\$ 157,125</u>	<u>\$ 91,478</u>	

**OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2012
FOR THE PERIOD ENDED FEBRUARY 28, 2022**

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Special assessment - on roll	\$ 732	\$ 121,233	\$ 130,972	93%
Interest	2	10	-	N/A
Total revenues	<u>734</u>	<u>121,243</u>	<u>130,972</u>	93%
EXPENDITURES				
Debt service				
Principal	-	25,000	25,000	100%
Interest	-	47,921	95,750	50%
Total debt service	<u>-</u>	<u>72,921</u>	<u>120,750</u>	60%
Other fees & charges				
Tax collector	9	1,214	1,364	89%
Total other fees and charges	<u>9</u>	<u>1,214</u>	<u>1,364</u>	89%
Total expenditures	<u>9</u>	<u>74,135</u>	<u>122,114</u>	
Excess/(deficiency) of revenues over/(under) expenditures	725	47,108	8,858	
Fund balances - beginning	<u>285,220</u>	<u>238,837</u>	<u>236,960</u>	
Fund balances - ending	<u>\$ 285,945</u>	<u>\$ 285,945</u>	<u>\$ 245,818</u>	

OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT

4A

3:09 PM
03/01/22

Osprey Oaks CDD
Check Detail
October 2021 through February 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	2893	10/06/2021	ALM MEDIA, LLC	101.001 · Suntrust ...		-121.64
Bill	I0000552891-0923	09/30/2021		519.480 · Legal Adv...	-121.64	121.64
TOTAL					-121.64	121.64
Bill Pmt -Check	2894	10/06/2021	BILLING COCHRA...	101.001 · Suntrust ...		-935.00
Bill	170706	09/30/2021		514.310 · Legal Fees	-935.00	935.00
TOTAL					-935.00	935.00
Bill Pmt -Check	2895	10/06/2021	EGIS INSURANCE ...	101.001 · Suntrust ...		-6,262.00
Bill	14587	09/30/2021		155.001 · Prepaid E...	-6,262.00	6,262.00
TOTAL					-6,262.00	6,262.00
Bill Pmt -Check	2896	10/06/2021	PALM BEACH CO...	101.001 · Suntrust ...		-420.00
Bill	490-0916210000652	09/30/2021		513.314 · Property ...	-420.00	420.00
TOTAL					-420.00	420.00
Bill Pmt -Check	2897	10/06/2021	THE STRANGE ZO...	101.001 · Suntrust ...		-704.99
Bill	2021-0091	09/30/2021		155.001 · Prepaid E...	-704.99	704.99
TOTAL					-704.99	704.99
Check	2898	10/06/2021	JOHN STEVEN FL...	101.001 · Suntrust ...		-200.00
				511.110 · Superviso...	-200.00	200.00
TOTAL					-200.00	200.00
Check	2899	10/06/2021	KENNETH NAIM	101.001 · Suntrust ...		-200.00
				511.110 · Superviso...	-200.00	200.00
TOTAL					-200.00	200.00
Check	2900	10/06/2021	NICHOLAS PATRO...	101.001 · Suntrust ...		-200.00

Osprey Oaks CDD Check Detail October 2021 through February 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
				511.110 · Superviso...	-200.00	200.00
TOTAL					-200.00	200.00
Check	2901	10/06/2021	JEFFREY K. FUCHS	101.001 · Suntrust ...		-200.00
				511.110 · Superviso...	-200.00	200.00
TOTAL					-200.00	200.00
Check	2902	10/06/2021	MEREDITH SARA ...	101.001 · Suntrust ...		-200.00
				511.110 · Superviso...	-200.00	200.00
TOTAL					-200.00	200.00
Bill Pmt -Check	2903	11/10/2021	BILLING COCHRA...	101.001 · Suntrust ...		-400.00
Bill	171145	09/30/2021		514.310 · Legal Fees	-400.00	400.00
TOTAL					-400.00	400.00
Bill Pmt -Check	2904	11/10/2021	FLORIDA DEPT. O...	101.001 · Suntrust ...		-175.00
Bill	85161	11/09/2021		519.540 · Annual Di...	-175.00	175.00
TOTAL					-175.00	175.00
Check	2905	01/06/2022	OSPREY OAKS CDD	101.001 · Suntrust ...		-117,325.55
				207.201 · Due to D...	-117,325.55	117,325.55
TOTAL					-117,325.55	117,325.55
Bill Pmt -Check	2906	01/06/2022	BILLING COCHRA...	101.001 · Suntrust ...		-922.50
Bill	172293	01/05/2022		514.310 · Legal Fees	-400.00	400.00
Bill	171850	01/05/2022		514.310 · Legal Fees	-522.50	522.50
TOTAL					-922.50	922.50
Bill Pmt -Check	2907	01/06/2022	WRATHELL, HUNT...	101.001 · Suntrust ...		-12,633.32

3:09 PM
03/01/22

Osprey Oaks CDD
Check Detail
October 2021 through February 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	2021-0188	10/31/2021		512.311 · Managem...	-3,045.83	3,045.83
				513.312 · Dissemin...	-83.34	83.34
				519.411 · Telephone	-8.33	8.33
				519.470 · Printing a...	-20.83	20.83
Bill	2021-0288	11/30/2021		512.311 · Managem...	-3,045.83	3,045.83
				513.312 · Dissemin...	-83.34	83.34
				519.411 · Telephone	-8.33	8.33
				519.470 · Printing a...	-20.83	20.83
Bill	2021-0437	12/31/2021		512.311 · Managem...	-3,045.83	3,045.83
				513.312 · Dissemin...	-83.34	83.34
				519.411 · Telephone	-8.33	8.33
				519.470 · Printing a...	-20.83	20.83
Bill	2021-0545	01/05/2022		512.311 · Managem...	-3,045.83	3,045.83
				513.312 · Dissemin...	-83.34	83.34
				519.411 · Telephone	-8.33	8.33
				519.470 · Printing a...	-20.83	20.83
TOTAL					-12,633.32	12,633.32
Check	2908	02/09/2022	OSPREY OAKS CDD	101.001 · Suntrust ...		-2,663.37
				207.201 · Due to D...	-2,663.37	2,663.37
TOTAL					-2,663.37	2,663.37
Bill Pmt -Check	2909	02/09/2022	BILLING COCHRA...	101.001 · Suntrust ...		-400.00
Bill	172822	02/08/2022		514.310 · Legal Fees	-400.00	400.00
TOTAL					-400.00	400.00
Bill Pmt -Check	2910	02/09/2022	GRAU AND ASSO...	101.001 · Suntrust ...		-2,500.00
Bill	21971	02/08/2022		513.320 · Audit	-2,500.00	2,500.00
TOTAL					-2,500.00	2,500.00
Bill Pmt -Check	2911	02/09/2022	WRATHELL, HUNT...	101.001 · Suntrust ...		-3,158.33
Bill	2021-0674	02/08/2022		512.311 · Managem...	-3,045.83	3,045.83
				513.312 · Dissemin...	-83.34	83.34
				519.411 · Telephone	-8.33	8.33
				519.470 · Printing a...	-20.83	20.83
TOTAL					-3,158.33	3,158.33

OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT

4B

BILLING, COCHRAN, LYLES, MAURO & RAMSEY, P.A.
SUNTRUST CENTER, SIXTH FLOOR
515 EAST LAS OLAS BOULEVARD
FORT LAUDERDALE, FLORIDA 33301
(954) 764-7150

OSPREY OAKS COMMUNITY DEVELOPMENT DISTRICT
2300 GLADES ROAD, SUITE 410W
BOCA RATON FL 33431

Attn: CRAIG WRATHELL

Page: 1
12/31/2021
Account No 861-064670
Statement No: 172822

514.310
001

OSPREY OAKS CDD

Fees

Monthly minimum billing for general/routine legal services provided for in CDD
Engagement Letter, including, but not limited to:
Communications with District Manager and District Staff re: routine operations of
the CDD; Communications with State and local government agencies re: CDD matters,
requests for information, audits, etc.; Update and maintain CDD records, notices,
filings, etc.; Review miscellaneous correspondence re: CDD; Scheduling matters
involving the CDD and Agendas re: Meetings of Board of Supervisors; Monitoring
litigation matters, receiving and processing all notices, service of process, etc.,
as Registered Agent of the CDD; Reviewing and reporting upon changes in legislation
and regulatory measures affecting the CDD

For Current Services Rendered	400.00
Previous Balance	\$922.50
Total Current Work	400.00
Balance Due	<u>\$1,322.50</u>

PLEASE MAKE CHECKS PAYABLE TO
BILLING, COCHRAN, LYLES, MAURO & RAMSEY, P.A.
PLEASE RETURN ONE COPY OF THIS STATEMENT WITH Y
IRS NO. 59-1756046

LAW OFFICES

BILLING, COCHRAN, LYLES, MAURO & RAMSEY, P.A.

ESTABLISHED 1977

DENNIS E. LYLES
JOHN W. MAURO
KENNETH W. MORGAN, JR.
BRUCE M. RAMSEY
RICHARD T. WOULFE
CAROL J. HEALY GLASGOW
MICHAEL J. PAWELCZYK
ANDREW A. RIEF
MANUEL R. COMRAS
SHIRLEY A. DELUNA
GINGER E. WALD
JEFFERY R. LAWLEY
DONNA M. KRUSBE
SCOTT C. COCHRAN
SHAWN B. MCKAMEY

LAS OLAS SQUARE, SUITE 600
515 EAST LAS OLAS BOULEVARD
FORT LAUDERDALE, FLORIDA 33301
(954) 764-7150
(954) 764-7279 FAX

PGA NATIONAL OFFICE CENTER
300 AVENUE OF THE CHAMPIONS, SUITE 270
PALM BEACH GARDENS, FLORIDA 33418
(561) 659-5970
(561) 659-6173 FAX

WWW.BILLINGCOCHRAN.COM

PLEASE REPLY TO: FORT LAUDERDALE

December 31, 2021

CAMILLE E. BLANTON
CHRISTINE A. BROWN
GREGORY F. GEORGE
BRAD J. KIMBER
JOHN C. WEBBER

OF COUNSEL
CLARK J. COCHRAN, JR.
SUSAN F. DELEGAL
GERALD L. KNIGHT

STEVEN F. BILLING (1947-1998)
HAYWARD D. GAY (1943-2007)

Mr. Craig A. Wrathell
Osprey Oaks Community Development District
2300 Glades Road, Suite 410W
Boca Raton, FL 33431

**RE: Osprey Oaks Community Development District
Our File No.: 861.06467**

Dear Craig:

We enclose our Interim Statement for legal services rendered in the above-referenced matter.

Thank you for letting us be of service to you in this matter.

Very truly yours,



DENNIS E. LYLES
For the Firm

DEL/sa
Enclosure

Grau and Associates

951 W. Yamato Road, Suite 280
Boca Raton, FL 33431-
www.graucpa.com

Phone: 561-994-9299

Fax: 561-994-5823

Osprey Oaks Community Development District
2300 Glades Road, Suite 410W
Boca Raton, FL 33431

513.320
001

Invoice No. 21971
Date 02/01/2022

SERVICE	AMOUNT
Audit FYE 09/30/2021	\$ <u>2,500.00</u>
Current Amount Due	\$ <u>2,500.00</u>

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
2,500.00	0.00	0.00	0.00	0.00	2,500.00

Payment due upon receipt.

Wrathell, Hunt & Associates, LLC

2300 Glades Rd.
Suite 410W
Boca Raton, FL 33431

Invoice

Date	Invoice #
2/1/2022	2021-0674

Bill To:
Osprey Oaks CDD 2300 Glades Rd. Suite 410W Boca Raton, FL 33431

Description		Amount
Management	512.311 001	3,045.83
Dissemination Agent	513.312 001	83.34
Telephone	519.411 001	8.33
Printing & Binding	519.470 001	20.83
<i>Building client relationships one step at a time ...</i>		Total
		\$3,158.33

OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT

5

DRAFT

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

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39

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**

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

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

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

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

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

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

66

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

70

71

72 Mr. Schnars left the call.

73

74 **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

75

76

77

78

79

80

81

82

83

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

86

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

93

94

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

96

97 **FIFTH ORDER OF BUSINESS**

Discussion: FY 2023 Budget Considerations

98

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

102 ➤ The management, accounting and recording fee would increase slightly but would still
103 be lower than the \$40,000 budgeted.

104 ➤ The insurance and audit line items would also each increase nominally.

105 ➤ The District Engineer was asked if Staff should consider having a separate fund balance
106 for any potential future lake bank erosion work, which is why Mr. Schnars noted that part of his
107 report would include evaluating lake bank erosion and capital infrastructure maintenance.

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

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

120

121 **SIXTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial
Statements as of January 31, 2022**

122

123

124 **A. Check Detail**

125 **B. Accounts Payable Invoices**

126 These items were provided for informational purposes.

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

128

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

131

132

133 **SEVENTH ORDER OF BUSINESS**

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

134

135

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

137

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

141

142

143 **EIGHTH ORDER OF BUSINESS** **Staff Reports**

144

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

146 There was no report.

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

148 There was no report.

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

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

- 151 ○ **QUORUM CHECK**

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

153

154 **NINTH ORDER OF BUSINESS** **Public Comments**

155

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

159

160 **TENTH ORDER OF BUSINESS** **Supervisors’ Requests**

161

162 There were no Supervisors’ requests.

163

164 **ELEVENTH ORDER OF BUSINESS** **Adjournment**

165

166 There being nothing further to discuss, the meeting adjourned.

167

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

170

171

172

173

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

174
175
176
177
178
179

Secretary/Assistant Secretary

Chair/Vice Chair

OSPREY OAKS
COMMUNITY DEVELOPMENT DISTRICT

6C

OSPREY OAKS COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2021/2022 MEETING SCHEDULE

LOCATION

Clubhouse of Osprey Oaks, located at 7054 Muscovy Court, Lake Worth, Florida 33463

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 4, 2021 CANCELED	Regular Meeting	6:30 PM
November 1, 2021 CANCELED	Regular Meeting	6:30 PM
December 6, 2021 CANCELED	Regular Meeting	6:30 PM
January 3, 2022 CANCELED	Regular Meeting	6:30 PM
February 7, 2022 CANCELED	Regular Meeting	6:30 PM
March 7, 2022	Regular Meeting	6:30 PM
April 4, 2022	Regular Meeting	6:30 PM
May 2, 2022	Regular Meeting	6:30 PM
June 6, 2022	Regular Meeting	6:30 PM
July 11, 2022*	Regular Meeting	6:30 PM
August 1, 2022	Public Hearing & Regular Meeting	6:30 PM
September 12, 2022*	Regular Meeting	6:30 PM

Exception*

July meeting date is one week later to accommodate 4th of July Holiday

September meeting date is one week later to accommodate Labor Day Holiday